

Central Coventry Fire District Regular Board of Directors Meeting

Coventry Senior Center, 50 Wood Street, Coventry, RI 02816-8910

February 15, 2024, at 6:30 PM

Directors: Ernest Pullano-President, Russell McGillivray-Vice President, Richard Polselli, Kristen Benoit, Debra Santilli, David Lavallee, Debra Skurka-McAllister

Agenda

Call to Order: Ernest Pullano, President

Pledge of Allegiance: Ernest Pullano, President

Safety Instructions: Ernest Pullano, President

Roll Call – Quorum Determination: Daniel Kaplan, District Clerk

CONSENT AGENDA:

1. Approval of meeting minutes from: January 18, 2024. (Discussion/Action)

DISTRICT REPORTS:

1. Fire Chief's Report (Discussion/Action).
2. Review of Monthly Financial Report (Discussion/Action).
3. District Clerk's Report (including Tax Collection) (Discussion/Action).

NEW BUSINESS:

1. Hiring of firefighters to fill future vacancies (Discussion/Action).
2. Proposal to purchase and finance the replacement of the Fire Marshal's vehicle (Discussion/Action).

OLD BUSINESS:

1. Special Meeting for Supplemental Tax Increase proposal; set date, advertising, posting public notices and agenda, board power point presentation, and public discussion (Discussion/Action)
2. At-Will Employee Contract
3. Fire District consolidation update (Discussion/Action)
4. Streetlight conversion (Discussion/Action)
5. Tax Anticipation Note (TAN) (Discussion/Action)
6. PILOT for Town/State properties (Discussion/Action)

PUBLIC COMMENT:

ADJOURNMENT:

NEXT DISTRICT MEETING:

March 21, 2024

Coventry Senior Center

50 Wood Street

Coventry, RI 02816-8910



Board of Directors Meeting

Attendance Sign-In Sheet

15February2024

Board of Directors

Fire District

 Ernest Pullano, President	EXCUSED Robert Civetti, District Treasurer
 Russell McGillivray, Vice President	 Frank Brown, Chief of Department
 Richard Polselli, Director	 Julia A. Chretien, Esq, Legal Counsel
 Kristen Benoit, Director	EXCUSED Mark D. Tourgee, Esq, Legal Counsel
EXCUSED Debra Santilli, Director	 Daniel Kaplan, District Clerk
 David Lavallee, Director	
 Debbie Skurka-McAllister, Director	

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
January 18, 2024 @ 6:30 P. M.

The meeting was called to order by President Pullano at 6:30 P.M. District Clerk Kaplan took a roll call for a quorum determination. Those in attendance were President Pullano, Director Polselli, Director Benoit, Director Santilli, Director Lavallee, Director Skurka-McAllister, District Treasurer Civetti, Chief of Department Brown, Legal Counsel Tourgee, and District Clerk Kaplan. Vice President McGillivray and Attorney Chretien were excused. President Pullano led the Pledge of Allegiance and gave directions for emergency exit.

A motion to approve the meeting minutes from December 21, 2023, was made by Director Santilli, seconded by Director Polselli, and unanimously approved.

A motion to approve the Chief's report was made by Director Polselli, seconded by Director Santilli, and unanimously approved.

A motion to approve the Monthly Financial Reports was made by Director Santilli, seconded by Director Benoit, and unanimously approved.

A motion to approve the District Clerk's Report was made by Director Polselli, seconded by Director Benoit, and unanimously approved.

Old Business:

A motion to hold a Special Meeting for a proposed Supplemental Tax increase of 3.95% to be held on April 04, 2024, subject to availability of the high school auditorium, with workshops dates to be determined was made by Director Benoit, seconded by Director Lavallee, and unanimously approved.

A motion to table the Addition of Domestic Partner designation to Trust Insurance to the February meeting was made by Director Santilli, seconded by Director Skurka-McAllister, and unanimously approved.

The Dynamix report was poorly presented to the Town Council. The Council will take up the results of the report later.

We are still waiting for a response from RI Energy concerning streetlight conversion.

No update on the Tax Anticipation Note

A discussion of the PILOT monies owed to CCFD was held.

Public Comment:

Linda Barrett, 74 Poor Farm Road, wanted to know if the cost of the streetlights is reflected in the budget. District Treasurer assured that it is. She also commented on the positive press from the article about the good Samaritan. She also suggested that the proposed town hall meetings should include the tax rates from the other fire districts in Coventry.

A motion to adjourn was made by Director Skurka-McAllister, seconded by Director Lavalley, and unanimously approved. The meeting was adjourned at 7:35 P.M.

Respectfully submitted,

Daniel Kaplan

Daniel Kaplan
District Clerk

APPROVED



CENTRAL COVENTRY

FIRE DISTRICT

Chief Frank Brown
240 Arnold Rd
Coventry, RI 02816
(401) 825-7800

FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

February 15, 2024

Summary of Operation activities:

PERSONNEL

Currently we have 23 members on staff. 2 members out on injury.

TOTAL PERSONNEL – 25

GRANTS

Reviewing 2024 (AFG) Assistance to Firefighters Grant program, (SAFER) Staffing for Adequate Fire and Emergency Response grant opening is tentatively scheduled for March 2024.

EMERGENCY INCIDENTS

* Incidents from January 1, 2024, thru January 31, 2024 were 441 for a call volume of 15 calls per day. This total is an increase of 19 incidents over 2022 totals. (see attached summary)

APPARATUS

*All apparatus is up and running properly at this time.

EQUIPMENT

*All portable equipment is up and running properly at this time.



CENTRAL COVENTRY ***FIRE DISTRICT***

Chief Frank Brown
240 Arnold Rd
Coventry, RI 02816
(401) 825-7800

FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

FIRE MARSHAL'S OFFICE

CCFD Fire Marshal Office continues to be very busy with fire investigations, plan reviews, smoke/carbon monoxide home inspections.

THANKS to all our personnel on their continue efforts each day!

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank M. Brown", written over a horizontal line.

Frank M. Brown
Chief



Central Coventry Fire District
Incident Type Report by Date
1/1/2024 to 1/31/2024

No Incident Type	25
1 - Fires	8
2 - Overpressure/Explosion/Overheat	2
3 - Rescue/EMS	292
4 - Hazardous Condition	10
5 - Service Call	54
6 - Good Intent Call	25
7 - False Alarm/False Call	25
Total Calls	441

Central Coventry Fire District

Balance Sheet

As of January 31, 2024

UNAUDITED - FOR INTERNAL USE ONLY

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10200 Operating NCU 3415	268,794.92
10210 General Savings NCU 3479	1,006,344.91
10220 Rescue Run NCU 3512	50,975.89
Total Bank Accounts	\$1,326,115.72
Accounts Receivable	
11000 Accounts Receivable	980.00
11150 Tax Sale and Other Fees Receivable	1,868.00
11155 Allowance for Tax Sale Fees etc.	-16,500.00
Total Accounts Receivable	\$ -13,652.00
Other Current Assets	
11100 Taxes Receivable	2,354,375.82
11110 Allowance for Uncollectible Taxes	-55,600.00
11154 Tax Sale and Misc Fees - Vision	16,905.82
11200 Accident Billing Receivable	620,000.28
11225 Allowance- Rescue Billing	-496,000.00
13100 Prepaid Ins - P & C	50,357.00
13200 Prepaid HSA	66,659.01
Total Other Current Assets	\$2,556,697.93
Total Current Assets	\$3,869,161.65
Fixed Assets	
16000 Land	33,703.00
16100 Buildings	241,788.00
16150 Accumulated Depreciation = Buildings	-241,788.00
16200 Building Improvements	140,224.00
16250 Accumulated Depreciation - Bldg Impr.	-29,372.00
16300 Vehicles	2,454,203.00
16350 Accumulated Depr - Vehicles	-1,294,466.00
16400 Equip,emt	149,016.00
16450 Accumulated Depr. - Equipment	-92,791.00
16500 Tangibles - Equipment	341,063.00
16550 Accumulated Depr. - Tangible Equip	-311,598.00
Total Fixed Assets	\$1,389,982.00
Other Assets	
17000 Deferred Outflows - Contrib After Measurement Date	733,086.01
18000 Deferred Outflows - Pension Plans	809,979.00
Total Other Assets	\$1,543,065.01
TOTAL ASSETS	\$6,802,208.66
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	

Central Coventry Fire District

Balance Sheet

As of January 31, 2024

UNAUDITED - FOR INTERNAL USE ONLY

	TOTAL
Accounts Payable	
20000 Accounts Payable	474,968.65
Total Accounts Payable	\$474,968.65
Other Current Liabilities	
21500 Insurance Financing	26,967.21
23000 Deferred Tax Revenue	2,298,775.82
23500 Unavailable Fee Revenue	405.82
23510 Unavailable Rescue Revenue	124,000.28
24100 Loan Payable - Coventry Fire District	100.00
Payroll Liabilities	
457 Nationwide	435.00
Child Support	-140.00
IFP PAC	30.02
MERS	7,480.75
Union Assessment	240.00
Union Dues	0.01
Total Payroll Liabilities	8,045.78
Total Other Current Liabilities	\$2,458,294.91
Total Current Liabilities	\$2,933,263.56
Long-Term Liabilities	
25000 Compensated Absences	232,122.00
26000 Net OPEB Liability	923,909.00
27000 Deferred Inflows - Pension Plan	2,239,824.00
28000 Net Pension Liability	5,036,223.00
Total Long-Term Liabilities	\$8,432,078.00
Total Liabilities	\$11,365,341.56
Equity	
32000 Retained Earnings	361,793.57
33000 Net Investment in Capital Asset	1,389,982.00
33100 Unrestricted	35,529.02
33500 Net Position Related to Pensions	-5,732,981.99
33600 Long Term Debt Account Group	-1,156,031.00
Net Income	538,575.50
Total Equity	\$ -4,563,132.90
TOTAL LIABILITIES AND EQUITY	\$6,802,208.66

Central Coventry Fire District

Profit and Loss

September 2023 - January 2024

UNAUDITED - FOR INTERNAL USE ONLY

	TOTAL			
	SEP 2023 - JAN 2024	SEP 2022 - JAN 2023 (PP)	CHANGE	% CHANGE
Income				
39000 Tax Revenue				
39100 Tax Levy - Current Year	2,237,185.46	2,170,190.87	66,994.59	3.09 %
39201 Tax Levy - Prior Years	130,377.38	165,278.95	-34,901.57	-21.12 %
39202 Tax Redemptions		267.12	-267.12	-100.00 %
39203 Payment in Lieu of taxes		50,000.00	-50,000.00	-100.00 %
Total 39000 Tax Revenue	2,367,562.84	2,385,736.94	-18,174.10	-0.76 %
39500 Department Revenue				
39600 Rescue Run Recovery	214,525.23	252,105.24	-37,580.01	-14.91 %
39700 Fire Marshal Services	8,024.00	6,333.00	1,691.00	26.70 %
39800 Detail Reimbursement	4,540.00	4,342.00	198.00	4.56 %
Total 39500 Department Revenue	227,089.23	262,780.24	-35,691.01	-13.58 %
39900 Other Revenue	298.07	50.00	248.07	496.14 %
39905 MUNICIPAL LIEN CERT (MLC)	225.00		225.00	
39910 DONATIONS/GRANTS	2,000.00		2,000.00	
39930 Interest and Penalties on Taxes	22,050.95	24,546.17	-2,495.22	-10.17 %
39935 Bank Interest Income	14,919.78	577.26	14,342.52	2,484.59 %
39940 Asset Sales/Misc Revenue	7,682.37	25.00	7,657.37	30,629.48 %
Total 39900 Other Revenue	47,176.17	25,198.43	21,977.74	87.22 %
39999 Uncategorized Income		-111.96	111.96	100.00 %
Total Income	\$2,641,828.24	\$2,673,603.65	\$ -31,775.41	-1.19 %
GROSS PROFIT	\$2,641,828.24	\$2,673,603.65	\$ -31,775.41	-1.19 %
Expenses				
40000 Administrative				
40100 Audit		10,500.00	-10,500.00	-100.00 %
40200 Board Meetings	7,051.03	4,643.69	2,407.34	51.84 %
40210 Board Member Stipends	14,000.00		14,000.00	
40220 Treasurer	15,000.00	14,833.33	166.67	1.12 %
40230 Administrative Insurance	309.00	262.00	47.00	17.94 %
40300 Tax Collecting Expense	666.90	12,243.27	-11,576.37	-94.55 %
40400 Legal - General	7,402.50	28,892.50	-21,490.00	-74.38 %
40500 Office/Miscellaneous	7,891.37	465.27	7,426.10	1,596.08 %
40510 Bank Fees	89.13	165.97	-76.84	-46.30 %
40600 Dues and Subscriptions	270.00	315.00	-45.00	-14.29 %
40700 Accounting and Payroll Costs	1,032.09	598.32	433.77	72.50 %
40800 Administrative Service Contracts	10,000.00	284.74	9,715.26	3,411.98 %
40850 Software and Hardware	3,015.70	3,011.98	3.72	0.12 %
Total 40000 Administrative	66,727.72	76,216.07	-9,488.35	-12.45 %
50000 Operations				
50200 Rescue Recovery Fees and Expenses	5,072.85	6,807.60	-1,734.75	-25.48 %
50250 Fuel	26,705.66	30,028.99	-3,323.33	-11.07 %
50300 Insurance - General Liability and Property	68,893.00	102,527.51	-33,634.51	-32.81 %

Central Coventry Fire District

Profit and Loss

September 2023 - January 2024

UNAUDITED - FOR INTERNAL USE ONLY

	TOTAL				
	SEP 2023 - JAN 2024	SEP 2022 - JAN 2023 (PP)	CHANGE	% CHANGE	
50720 Repairs and Maintenance - Station	2,311.82	5,183.29	-2,871.47	-55.40 %	
50730 Repairs and Maintenance - Equipment	56,862.42	53,063.28	3,799.14	7.16 %	
50810 Supplies - Fire and Gear	2,530.67	1,009.24	1,521.43	150.75 %	
50830 Supplies - Rescue	8,008.58	7,899.28	109.30	1.38 %	
50840 Supplies - Station	1,780.35	2,436.32	-655.97	-26.92 %	
50845 Telecommunication System	5,000.00		5,000.00		
50850 Telecommunications	5,489.42	8,273.70	-2,784.28	-33.65 %	
50920 Electric - Stations	8,799.80	7,962.84	836.96	10.51 %	
50930 Gas - Stations	3,781.64	3,424.37	357.27	10.43 %	
50940 Oil - Stations	6,052.54	3,681.86	2,370.68	64.39 %	
50960 Water - Stations	185.43	254.92	-69.49	-27.26 %	
Total 50000 Operations	201,474.18	232,553.20	-31,079.02	-13.36 %	
60000 Personnel Costs-Union					
60105 Wages	661,476.75	690,198.80	-28,722.05	-4.16 %	
60110 Collateral (Fire Marshal)	11,641.27	7,891.08	3,750.19	47.52 %	
60120 Overtime	279,245.60	267,338.79	11,906.81	4.45 %	
60130 Holiday	61,037.64	51,626.04	9,411.60	18.23 %	
60150 Detail	4,808.24	2,159.52	2,648.72	122.65 %	
60170 Out of Rank	4,526.80	2,487.83	2,038.97	81.96 %	
60180 Clothing Allowance	4,900.00	6,300.00	-1,400.00	-22.22 %	
60200 Payroll Tax	67,181.74	69,327.62	-2,145.88	-3.10 %	
60210 Municipal State Pension	225,782.31	250,589.94	-24,807.63	-9.90 %	
61000 Medical Insurance - Union	153,527.96	114,840.32	38,687.64	33.69 %	
61100 HRA Medical Costs	569.18	497.54	71.64	14.40 %	
61200 Dental Insurance - Union	13,913.52	11,875.81	2,037.71	17.16 %	
61300 HR/SA Account Fees	1,037.30	1,020.10	17.20	1.69 %	
61400 Life Insurance	6,250.00	8,000.00	-1,750.00	-21.88 %	
62000 Injured on Duty Insurance	55,259.00	-7,638.49	62,897.49	823.43 %	
63000 Training/Academy	3,451.48	4,792.03	-1,340.55	-27.97 %	
63100 Promotional Exams	2,123.40		2,123.40		
Total 60000 Personnel Costs-Union	1,556,732.19	1,481,306.93	75,425.26	5.09 %	
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	41,348.00	51,008.00	-9,660.00	-18.94 %	
70200 Administrative Payroll Taxes	2,398.14	2,372.11	26.03	1.10 %	
Total 70000 Personnel Costs - Administrative	43,746.14	53,380.11	-9,633.97	-18.05 %	
80000 Retirees/Separation Costs	3,456.21	979.80	2,476.41	252.75 %	
80100 Medical Insurance - Retiree	22,885.93	28,974.55	-6,088.62	-21.01 %	
80200 Dental Insurance - Retiree	1,647.22	1,987.85	-340.63	-17.14 %	
Total 80000 Retirees/Separation Costs	27,989.36	31,942.20	-3,952.84	-12.37 %	
90000 Other Expenditures					
90100 Hydrants	77,875.92	76,960.78	915.14	1.19 %	
90200 Street Lights	125,420.33	106,809.36	18,610.97	17.42 %	

Central Coventry Fire District

Profit and Loss

September 2023 - January 2024

UNAUDITED - FOR INTERNAL USE ONLY

	TOTAL			
	SEP 2023 - JAN 2024	SEP 2022 - JAN 2023 (PP)	CHANGE	% CHANGE
Total 90000 Other Expenditures	203,296.25	183,770.14	19,526.11	10.63 %
91100 Interest Paid	3,286.90		3,286.90	
Total Expenses	\$2,103,252.74	\$2,059,168.65	\$44,084.09	2.14 %
NET OPERATING INCOME	\$538,575.50	\$614,435.00	\$ -75,859.50	-12.35 %
NET INCOME	\$538,575.50	\$614,435.00	\$ -75,859.50	-12.35 %

Central Coventry Fire District
Profit and Loss Statement
Budget vs Actuals
September 1, 2023 to January 31, 2024
UNAUDITED - FOR INTERNAL USE ONLY

	Actual	Annual Budget (A)	% of Budget
Income			
39000 Tax Revenue			
39100 Tax Levy - Current Year	\$ 2,237,185.46	\$ 4,105,348.00	54.49%
39201 Tax Levy - Prior Years	\$ 130,377.38	\$ 175,000.00	74.50%
Total 39000 Tax Revenue	\$ 2,367,562.84	\$ 4,280,348.00	55.31%
39500 Department Revenue			
39600 Rescue Run Recovery	\$ 214,525.23	\$ 575,000.00	37.31%
39700 Fire Marshal Services	\$ 8,024.00	\$ 25,000.00	32.10%
39800 Detail Reimbursement	\$ 4,540.00	\$ 2,500.00	181.60%
Total 39500 Department Revenue	\$ 227,089.23	\$ 602,500.00	37.69%
39900 Other Revenue			
39905 MUNICIPAL LIEN CERT (MLC)	\$ 298.07		
39910 DONATIONS/GRANTS	\$ 225.00		
39910 DONATIONS/GRANTS	\$ 2,000.00		
39930 Interest and Penalties on Taxes	\$ 22,050.95	\$ 100,000.00	22.05%
39935 Bank Interest Income	\$ 14,919.78	\$ 17,500.00	85.26%
39940 Asset Sales/Misc Revenue	\$ 7,682.37	\$ 1,000.00	768.24%
Total 39900 Other Revenue	\$ 47,176.17	\$ 118,500.00	39.81%
Total Income	\$ 2,641,828.24	\$ 5,001,348.00	52.82%
Expenses			
40000 Administrative			
40100 Audit	\$ -	\$ 15,000.00	0.00%
40200 Board Meetings	\$ 7,051.03	\$ 3,500.00	201.46%
40210 Board Member Stipends	\$ 14,000.00	\$ 14,000.00	100.00%
40220 Treasurer	\$ 15,000.00	\$ 108,000.00	13.89%
40230 Administrative Insurance	\$ 309.00	\$ 550.00	56.18%
40300 Tax Collecting Expense	\$ 666.90	\$ 15,000.00	4.45%
40400 Legal - General	\$ 7,402.50	\$ 55,000.00	13.46%
40450 Legal - Labor and Interest Arbitration	\$ -	\$ 35,000.00	0.00%
40475 Professional	\$ -	\$ 15,000.00	0.00%
40500 Office/Miscellaneous	\$ 7,891.37	\$ 500.00	1578.27%
40510 Bank Fees	\$ 89.13	\$ 150.00	59.42%
40600 Dues and Subscriptions	\$ 270.00	\$ 1,000.00	27.00%
40700 Accounting and Payroll Costs	\$ 1,032.09	\$ 3,250.00	31.76%
40800 Administrative Service Contracts	\$ 10,000.00	\$ 8,000.00	125.00%
40850 Software and Hardware	\$ 3,015.70	\$ 10,000.00	30.16%
Total 40000 Administrative	\$ 66,727.72	\$ 283,950.00	23.50%
50000 Operations			
50200 Rescue Recovery Fees and Expenses	\$ 5,072.85	\$ 22,000.00	23.06%
50250 Fuel	\$ 26,705.66	\$ 43,000.00	62.11%
50300 Insurance - General Liability and Property	\$ 68,893.00	\$ 43,600.00	158.01%
50720 Repairs and Maintenance - Station	\$ 2,311.82	\$ 20,000.00	11.56%

**Central Coventry Fire District
Profit and Loss Statement
Budget vs Actuals**

September 1, 2023 to January 31, 2024
UNAUDITED - FOR INTERNAL USE ONLY

	Actual	Annual Budget (A)	% of Budget
50730 Repairs and Maintenance - Equipment	\$ 56,862.42	\$ 80,000.00	71.08%
50810 Supplies - Fire and Gear	\$ 2,530.67	\$ 27,500.00	9.20%
50830 Supplies - Rescue	\$ 8,008.58	\$ 40,000.00	20.02%
50840 Supplies - Station	\$ 1,780.35	\$ 11,000.00	16.19%
50845 Telecommunication System	\$ 5,000.00	\$ 2,500.00	200.00%
50850 Telecommunications	\$ 5,489.42	\$ 12,000.00	45.75%
50920 Electric - Stations	\$ 8,799.80	\$ 5,250.00	167.62%
50930 Gas - Stations	\$ 3,781.64	\$ 7,500.00	50.42%
50940 Oil - Stations	\$ 6,052.54	\$ 6,500.00	93.12%
50960 Water - Stations	\$ 185.43	\$ 600.00	30.91%
Total 50000 Operations	\$ 201,474.18	\$ 321,450.00	62.68%
60000 Personnel Costs-Union			
60105 Wages	\$ 661,476.75	\$ 1,934,919.00	34.19%
60110 Collateral (Fire Marshal)	\$ 11,641.27	\$ 36,000.00	32.34%
60120 Overtime	\$ 279,245.60	\$ 425,000.00	65.70%
60130 Holiday	\$ 61,037.64	\$ 89,090.00	68.51%
60150 Detail	\$ 4,808.24	\$ 2,500.00	192.33%
60170 Out of Rank	\$ 4,526.80	\$ 4,500.00	100.60%
60180 Clothing Allowance	\$ 4,900.00	\$ 21,700.00	22.58%
60190 Health Opt-out	\$ -	\$ 18,000.00	0.00%
60200 Payroll Tax	\$ 67,181.74	\$ 197,947.00	33.94%
60210 Municipal State Pension	\$ 225,782.31	\$ 680,599.00	33.17%
61000 Medical Insurance - Union	\$ 153,527.96	\$ 330,361.00	46.47%
61100 HRA Medical Costs	\$ 569.18	\$ 10,000.00	5.69%
61200 Dental Insurance - Union	\$ 13,913.52	\$ 29,588.00	47.02%
61300 HR/SA Account Fees	\$ 1,037.30	\$ 1,500.00	69.15%
61400 Life Insurance	\$ 6,250.00	\$ 5,208.00	120.01%
61500 PEHP	\$ -	\$ 36,723.00	0.00%
62000 Injured on Duty Insurance	\$ 55,259.00	\$ 123,634.00	44.70%
63000 Training/Academy	\$ 3,451.48	\$ 14,000.00	24.65%
63100 Promotional Exams	\$ 2,123.40	\$ 1,750.00	121.34%
63200 Recruitment/Medical Exams	\$ -	\$ 1,500.00	0.00%
Total 60000 Personnel Costs-Union	\$ 1,556,732.19	\$ 3,964,519.00	39.27%
70000 Personnel Costs - Administrative			
70100 Administrative Salaries/Compensation	\$ 41,348.00	\$ 166,702.00	24.80%
70200 Administrative Payroll Taxes	\$ 2,398.14	\$ 3,152.00	76.08%
Total 70000 Personnel Costs - Administrative	\$ 43,746.14	\$ 169,854.00	25.76%
80000 Retirees/Separation Costs			
80100 Medical Insurance - Retiree	\$ 3,456.21		
80200 Dental Insurance - Retiree	\$ 22,885.93	\$ 87,498.00	26.16%
80700 Unemployment/Separation Payouts	\$ 1,647.22	\$ 6,685.00	24.64%
	\$ -	\$ 55,836.00	0.00%

**Central Coventry Fire District
Profit and Loss Statement
Budget vs Actuals**

September 1, 2023 to January 31, 2024
UNAUDITED - FOR INTERNAL USE ONLY

	Actual	Annual Budget (A)	% of Budget
Total 80000 Retirees/Separation Costs	\$ 27,989.36	\$ 150,019.00	18.66%
90000 Other Expenditures			
90100 Hydrants	\$ 77,875.92	\$ 243,823.00	31.94%
90200 Street Lights	\$ 125,420.33	\$ 102,265.00	122.64%
Total 90000 Other Expenditures	\$ 203,296.25	\$ 346,088.00	58.74%
91100 Interest Paid	\$ 3,286.90	\$ -	
Total Expenses	\$ 2,103,252.74	\$ 5,235,880.00	40.17%
Other Financing Sources			
39898 Use of Fund Balance Reserves		234,532.00	0.00%
Net Income	\$ 538,575.50	\$ 0.00	

(A) - Note the taxpayers did not approve the proposed fiscal 2024 budget at the annual meeting on 9/11/2023. Accordingly, the last approved budget is being utilized (Fiscal 2021 was last taxpayer approved budget).



CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

Tax Levy FY2023: \$4,458,315.33

Tax Levy FCY2022: \$4,448,801.64

The following is the activity for the month of January 2024

Taxes Collected	January	January Collection Rate
2023	\$ 187,687.23	4.21%
2022	\$ 19,157.77	
2021	\$ 190.08	
Prior Years	\$ -	
Interest/Penalty Collected	\$ 8,030.31	
Total	<u>\$ 215,065.39</u>	

Outstanding Taxes

2023	\$ 2,210,391.09
2022	\$ 80,532.40
2021	\$ 10,065.13
Prior Years	\$ 53,387.20
Total	<u>\$ 2,354,375.82</u>

Fiscal Year 2024 Year To Date Collection Activity	YTD Collection Rate
2023	\$ 2,235,848.31 50.15%
2022	\$ 130,459.55
2021	\$ 1,066.16
Prior Years	\$ 280.72
Interest/Penalty Collected	\$ 22,093.30
Total	<u>\$ 2,389,748.04</u>

INDEX

<i>Section</i>	<i>Page</i>
<i>Article I – General</i>	
1. Contract	2
2. Renewal of Contract	2
3. Duties	2
4. Management Rights	2
5. Permanent Status	2
6. Personnel Records	2
7. Discipline and Discharge	2
8. Safety and Health	3
9. Successor and Assignee Clause	3
<i>Article II – Employee Benefits</i>	
1. Hours	4
2. Deferred Compensation	4
<i>Article III – Compensation</i>	
1. Salary	4
2. Paid Holidays	4
3. Overtime	5
4. Compensatory Time	5
<i>Article IV – Leave</i>	
1. Sick Leave	5
2. Family Illness Leave	5
3. Death in the Family	5
4. Personal Day	6
5. Vacation	6
<i>Article V – Medical/Pension</i>	
1. Medical and Dental	6
2. Pension	7
<i>Article VI – Severability</i>	7
<i>Article VII – Legal Counsel</i>	7
<i>Article VIII – Entire Contract</i>	7
<i>Article IX – Governing Law</i>	8
<i>Signatures</i>	8

ARTICLE I
GENERAL

1. CONTRACT

This contract is made and entered into this _____ day of _____, 2024 by and between the CENTRAL COVENTRY FIRE DISTRICT and the Central Coventry Fire District Tax Collector/ District Administrator/Clerk. The term of the contract shall commence on _____ and end on _____.

2. RENEWAL OF CONTRACT

The employment set forth herein shall be renewed automatically for one (1) additional year unless 1) such renewal is in contravention of R.I.G.L. 36-16-1 or other applicable laws; or 2) one of the parties hereto gives written notice to the other of her or its' intention not to renew at least sixty (60) days prior to _____.

3. DUTIES

The Chief and the Board of Directors shall maintain a current "Position Description" for the position of Tax Collector/ District Administrator/Clerk. Such Position Description shall define the duties of the Tax Collector/ District Administrator/Clerk.

4. MANAGEMENT RIGHTS

The District shall retain the right to issue rules and regulations governing the internal conduct of the District as provided by law, and further, at all times will retain the right to manage and direct the operation of the District and discipline the District's members.

The District shall also retain all other rights and responsibilities inherent in the Board of Directors and any subcommittee thereof by virtue of existing statutory and charter provisions and District rules and regulations which are not inconsistent with the terms of this agreement. Such rights and responsibilities shall include, but not limited to, the responsibility for the efficient operation of the services of the District, administration of the District, discipline of its' members and for the enforcement and execution of all laws, ordinances, and rules and regulations of the District.

5. PERMANENT STATUS

The District will make training opportunities available to the Tax Collector/ District Administrator/Clerk. He/She is expected to take advantage of available training opportunities to maintain his/her capabilities as a Tax Collector/ District Administrator/Clerk, as well as to become qualified under any additional state mandated requirements or any other requirements as issued through the Rhode Island Department of Labor.

6. PERSONEL RECORDS

There will be an annual evaluation of the Tax Collector/ District Administrator/Clerk's job performance by the Chief of the Department. This evaluation will be discussed with the Tax Collector/ District Administrator/Clerk before being finalized and placed in his/her personnel file.

7. DISCIPLINE AND DISCHARGE

Violations of the rules and regulations as issued by the District, or failure to perform duties as outlined by the District or by this agreement, or failure to obey statutes, ordinances, or charter provisions, will result in progressive disciplinary action up to and including suspension and/or discharge, and the termination of this contract and all rights and obligations hereunder.

8. SAFETY AND HEALTH

It shall be the responsibility of the Tax Collector/ District Administrator/Clerk to maintain the standards of physical and mental fitness required for the performance of his/her duties. When the district suspects that the physical or mental condition of the Tax Collector/ District Administrator/Clerk may constitute a hazard to him/herself or to persons or property, the District may direct him/her to submit to a medical examination which shall be paid for by the District.

If he/she is directed to undergo a medical examination pursuant to the terms of this section, he/she will execute a release authorizing the examining physician to notify the district whether he/she is physically or mentally fit to perform as Tax Collector/ District Administrator/Clerk, and if not, when and under what conditions he/she may meet such conditions.

9. If, at any time during the term of this Agreement, the Central Coventry Fire District decides to form a working agreement with another Fire District, or the Town of Coventry decides to create a Municipal Fire Department, the members covered by this Collective Bargaining Agreement shall be guaranteed their current position, wages, benefits, working hours and other conditions of employment as set forth in the current agreement in whatever entity may be created. This agreement shall be binding upon the successors and assigns of the Central Coventry Fire District, and no provisions, terms, or obligations herein contained shall be affected, modified, changed, or altered in any respect whatsoever by the consolidation, merge annexation, transfer, or assignment of the Central Coventry Fire District, or by any change geographically, or otherwise, in the locations or places of business of the Central Coventry Fire District. In the event of a consolidation, merger, annexation, or transfer, the only Articles that shall be opened, shall be those articles that are mutually agreed upon by the Tax Collector/ District Administrator/Clerk and the district.

ARTICLE II

1. HOURS

The Tax Collector/ District Administrator/Clerk shall work a minimum of thirty-two (32) hours per week. The work day shall be eight (8) hours and the work schedule shall be Monday through Thursday.

2. DEFERRED COMPENSATION

The Fire District will provide a deduction for a Deferred Compensation Plan.

ARTICLE III

1. SALARY

The following salary scale shall be in effect for the Tax Collector/ District Administrator/Clerk.

_____ \$ _____ per week (/hour)

This shall be considered an hourly position.

2. PAID HOLIDAYS

Legal holidays as defined by this agreement will be:

- NEW YEAR'S DAY
- PRESIDENTS DAY
- MARTIN LUTHER KING DAY
- MEMORIAL DAY
- JUNETEENTH
- INDEPENDENCE DAY
- VICTORY DAY
- LABOR DAY
- COLUMBUS DAY
- VETERANS DAY
- ½ WEDNESDAY BEFORE THANKSGIVING
- THANKSGIVING DAY
- ½ DAY CHRISTMAS EVE
- CHRISTMAS DAY
- ½ DAY NEW YEARS EVE

The Tax Collector/ District Administrator/Clerk will have legal holidays off with pay. If a legal holiday falls on a Saturday or Sunday, the Tax Collector/ District Administrator/Clerk will take off the Monday following the holiday.

3. OVERTIME

Overtime may be allowed under circumstances that the duties of the Tax Collector/ District Administrator/Clerk are required beyond the 4-day work week. Overtime must be approved by the Chief.

Overtime pay shall be given in half hour increments and shall be at a rate of one and one half (1 ½) times the employee's regular hourly rate of pay.

4. COMPENSATORY TIME

The Tax Collector/ District Administrator/Clerk shall have the option of receiving compensatory time off in lieu of overtime pay. Compensatory time will accrue within the regular 4-day work week. Compensatory time is credited at straight time, not time and one-half.

5. Compensation for miles traveled in performance of his/her job. The IRS 2022 rate for mileage is \$0.585/mile.

ARTICLE IV LEAVE

1. SICK LEAVE

The Tax Collector/ District Administrator/Clerk shall have an allowance of ten (10) sick days per year, starting on January 1st.

Unused sick leave may be accumulated and carried over to the following year.

2. FAMILY ILLNESS LEAVE

The Tax Collector/ District Administrator/Clerk shall be allowed leave to attend a family member who is ill. This shall be charged to her accumulated sick leave. For the purpose of this section, family member shall be limited to parents, spouse and children. Time off may be granted to the Tax Collector/ District Administrator/Clerk on an individual basis with the Chief's approval.

3. DEATH IN THE FAMILY

In the case of the death of a mother, father, mother-in-law, spouse or child, brother, sister or dependent family member, the Tax Collector/ District Administrator/Clerk shall be entitled to leave for family bereavement, which shall be limited to five (5) calendar days of paid leave per occurrence. Additional time off may be granted to the Tax Collector/ District Administrator/Clerk on an individual basis with the Chief's approval.

Calendar Days of Paid Leave" is defined as leave for the five (5) consecutive calendar days immediately following the death regardless of the work schedule.

4. PERSONAL DAY

The Tax Collector/ District Administrator/Clerk will be allowed five (5) days of leave each year for personal reasons. Personal leave will be credited as of January 1st of that calendar year. Unused Personal Days can be carried to the following year. The selection of a personal day shall be at the employee's discretion.

VACATION

The Tax Collector/ District Administrator/Clerk will be entitled to annual vacation leave, credited to his/her on the first day of January each year, of fifteen (15) days per year with an addition five (5) days per year for every five (5) year increment.

Vacation time should be used by the end of the calendar year, but may be carried over to the following year.

5. EDUCATION LEAVE

The Tax Collector/ District Administrator/Clerk may take leave with pay for any educational purposes to attend conferences, seminars or other functions of a similar nature that are intended to improve, maintain, or upgrade certifications, skills, and professional abilities subject to approval of the Chief.

ARTICLE V

1. MEDICAL AND DENTAL

The Tax Collector/ District Administrator/Clerk shall be enrolled in the Blue Cross/Blue Shield, Healthmate or other medical insurance plan carried by the District, individual coverage. He/She will also be provided with any dental care or prescription plan for medications which are offered to members of the Local 3372, both to be single coverage.

These benefits will be in force for the period of this contract. 90 % of these benefits will be paid by the district.

1A. MEDICAL INSURANCE OPTION

The Tax Collector/ District Administrator/Clerk shall be given an option to elect not to receive medical insurance as provided by the contract. If she elects to opt out of medical, dental and prescription insurance coverage totally, he/she will receive one half (1/2) of the total premium payment the District would be making on his/her behalf.

2. PENSION

The Central Coventry Fire District will provide the Tax Collector/ District Administrator/Clerk a pension plan consisting of 10% of his/her annual salary.

3. IN-LINE-OF-DUTY-DEATH

In event that the Tax Collector/ District Administrator/Clerk is killed in the line of duty for the district, the district shall pay up to six thousand (\$6,000.00) dollars in burial costs for this employee.

ARTICLE VI
SEVERABILITY

If any section of this contract is deemed in violation of any law by a court of competent jurisdiction, the remainder of the contract shall be deemed to be valid and effective.

ARTICLE VII
LEGAL COUNSEL

The employer shall defend employee against any and all legal actions if the Tax Collector/ District Administrator/Clerk is sued in her official capacity for any lawful act of omission occurring in the course and scope of his/her duties under this employment agreement. Employer shall pay all fees and expenses on behalf of employee in defending any such legal action as set forth above. In the event that any claim or lawsuit is asserted against the employee alleging any act or omission which is intentional, unlawful, or which is in violation of applicable laws, orders, ordinances, and regulations of the federal, state, or municipal government or any of their departments of administrative agencies, or in the event that the employee is sued in his/her individual capacity, the employer may, at its discretion, provide to the employee said legal counsel and defense but is not obligated to do so.

ARTICLE VIII
ENTIRE CONTRACT

This agreement shall constitute the entire employment agreement between the parties and supersedes any and all existing agreements between them, whether oral or written, with respect to the subject matter hereof. No change, modification or amendment of this agreement shall be of any effect unless in writing signed by the employee and a dully-authorized representative of the employer.

ARTICLE IX

This agreement shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the State of Rhode Island and existing federal law.

Agreement, as written
Between the
Central Coventry Fire District

And

Tax Collector/ District Administrator/Clerk

June 1, 2024 or 1 year commencing on this contract

SIGNATURES:

Ernest Pullano, President (Signature)
Central Coventry Fire District

Ernest Pullano, President (Print)

Tax Collector (Signature)

Tax Collector (Print)

District Administrator/Clerk (Signature)

District Administrator/Clerk (Print)

Witness

Date