



**Central Coventry Fire District
Regular Board of Directors Meeting**

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
February 28, 2019 at 6:30 PM

Commissioners

Fred Gralinski-President/Chairman, Sandy Lukowicz-Vice President, Daniel Lantz, Jr.,
Richard Polselli, Cynthia Fagan-Perry, Ronald Flynn, Carl Mattson

Agenda

Call to Order	Sandy Lukowicz, Vice President
Pledge of Allegiance	Sandy Lukowicz, Vice President
Roll Call – Quorum Determination	Sandy Lukowicz, Vice President
Safety Instructions	Sandy Lukowicz, Vice President

APPROVAL OF MEETING MINUTES

1. Jan 17, 2019.

DEPARTMENT REPORTS:

1. Fire Chief's Report
2. District Administrator's Report
3. District Manager's Report

OLD BUSINESS:

NEW BUSINESS:

1. Review and approval of the draft FY2018 Audit Report (Discussion/Action)
2. Abatements (Discussion/Action)
3. Ratification of Memorandum of Agreement, amending Article II – Employee Benefits, Section 8A – Promotions and Transfers of Officers and Support Positions. (Discussion/Action)
4. Ratification of Memorandum of Agreement to address FLSA calculations to be based on a 7-day work period. (Discussion/Action)

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- **Next Regular Board of Directors Meeting, March 21, 2019.**

ADJOURNMENT

Sandy Lukowicz, Vice President



Board of Directors Meeting

Attendance Sign-In Sheet

February 21, 2019

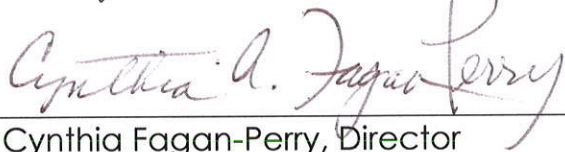
Board of Directors

EXCUSED

Fred Gralinski, Chairman



Sandy Lukowicz, Vice-Chairwoman



Cynthia Fagan-Perry, Director



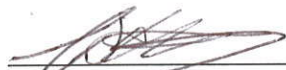
Ronald Flynn, Director

EXCUSED

Daniel Lantz, Director

EXCUSED

Richard Polselli, Director




Carl L. Mattson, Director

Fire District

EXCUSED

Gayle Corrigan, District Manager




David D'Agostino, Esq.



Frank Brown, Chief



Daniel Kaplan, District Administrator


LINDA Dykeman

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
February 28, 2019 @ 6:30 PM
Westwood Estates Clubhouse

The meeting was called to order by Vice President Lukowicz at 6:30 PM. A quorum was present consisting of: Vice-President Lukowicz, Cindy Fagan-Perry, Ron Flynn and Carl Mattson. District Administrator Daniel Kaplan, Chief Frank Brown, Legal counsel David M. D'Agostino, Esq. of Gorham & Gorham and Accountant Linda Dykeman were also present. President Gralinski, Director Lantz, Director Polselli and District Manager Corrigan were excused. After the pledge, Vice President Lukowicz reviewed safety instructions for exiting the room.

A motion to accept the minutes from December 27, 2018 was made by Director Fagan-Perry, seconded by Director Mattson and unanimously approved.

Chief Frank Brown read the Fire Chief's Report into the record. A motion to accept the Chief's report was made by Director Fagan-Perry, seconded by Director Mattson and unanimously approved.

District Administrator Kaplan read the Tax Collection Report into the record. A motion to accept the Administrator's report was made by Director Flynn, seconded by Director Fagan-Perry and unanimously approved.

The District Manager's Financial Report was read into the record and explained by Accountant Linda Dykeman. She noted that all items were where they should be at this time. A motion to accept the report was made by Director Flynn, seconded by Director Fagan-Perry and unanimously approved.

Under New Business, the FY2018 Audit Report was summarized by Linda Dykeman. She explained that new regulations pertaining to pension reporting were reflected in the audit report. A motion to accept the report was made by Director Flynn, seconded by Director Mattson and unanimously approved.

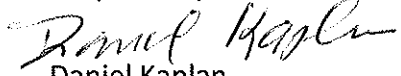
Abatements totaling \$3,197.87 were read into the record. A motion to accept the abatements was made by Director Fagan-Perry, seconded by Director Mattson and unanimously approved.

Ratification of Memorandum of Agreement, amending Article II – Employee Benefits, Section 8A – Promotions and Transfers of Officers and Support Positions and ratification of Memorandum of Agreement to address FLSA calculations to be based on a 7-day work period were read into the record. A motion to accept the MOA's was made by Director Flynn, seconded by Director Fagan-Perry and unanimously approved.

Vice-President Lukowicz was in touch with the office of Senator Reed about possible grant money to repair Station 3. Chief Brown will formulate a list of improvements needed for Station 3.

A motion to adjourn was made by Director Mattson, seconded by Director Flynn and unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Daniel Kaplan". The signature is written in a cursive style with a prominent initial "D".

Daniel Kaplan.

District Administrator



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 27, 2019

Summary of Operation activities:

PERSONNEL

Currently we have 27 members on staff. 1 member on long term injury (OJI). 2 members on short term (OJI). Probationary firefighter Andrew McAloon started the Municipal Fire Academy on February 25, 2019 and is scheduled to graduate on May 17th.

TOTAL PERSONNEL - 31

EMERGENCY INCIDENTS

*Total Incidents ending January 31st 2019 were 336 for a daily average of 11 calls.

*Crews assisted Western Coventry Fire District with two structure fires.

* Extricated a male who became stuck in the mud chest deep while duck hunting.

*Assisted Coventry Fire District at a fatal motor vehicle accident.

*Crews extracted a male victim from a rollover motor vehicle accident.

APPARATUS

*Engine 7 has been returned from NEFEA for warranty issues.

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

STATIONS

*Station 4 generator project is schedule for completion within a couple of weeks.

FIRE MARSHAL'S OFFICE

*Department Fire Marshals continue to work countless hours on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and follow-up inspections on issued violations.

TRAINING

*Department personnel are currently completing online training of NFPA 3000 Standard for Preparedness and Response to Active Shooter or Hostile Events.

Thanks again for the tireless efforts of our personnel!

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank M. Brown".

Frank M. Brown
Chief



CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

The following is the activity for the month of January 2019

Taxes Collected

2018	\$	153,129.73
2017	\$	66,627.93
2016	\$	1,064.54
Prior Years	\$	2,048.02

Interest/Penalty Collected \$ 18,660.21

Total \$ **241,530.43**

Outstanding Taxes

2018	\$	2,268,909.89
2017	\$	135,368.97
2016	\$	38,585.32
Prior Years	\$	96,717.86
Total	\$	2,539,582.04



TAX COLLECTORS REPORT

Activity for the period September 2018-December 2018

		Taxes Collected					
	Sep 2018-Dec 2018	% collected	Jan-2019	Dec-2018	Nov-2018	Oct-2018	Sep-2018
2018	\$ 1,892,045.96	51.48%	\$ 153,129.73	\$ 108,304.07	\$ 851,446.61	\$ 779,165.55	\$ -
2017	\$ 227,982.53		\$ 66,627.93	\$ 19,631.94	\$ 45,982.99	\$ 50,722.47	\$ 45,017.20
2016	\$ 2,564.06		\$ 1,064.54	\$ 231.08	\$ 452.46	\$ 464.67	\$ 351.31
Prior Years	\$ 3,943.39		\$ 2,048.02	\$ 414.07	\$ 290.22	\$ 1,160.82	\$ 30.26
Interest/Penalty Collected	\$ 42,512.01		\$ 18,660.21	\$ 5,362.19	\$ 6,668.03	\$ 6,456.57	\$ 5,365.01
Total Taxes Collected	\$ 2,169,047.95		\$ 241,530.43	\$ 133,943.35	\$ 904,840.31	\$ 837,970.08	\$ 50,763.78
Outstanding Taxes							
2018	\$ 2,268,909.89		\$ 2,422,093.96	\$ 2,530,457.40	\$ 3,384,576.94	\$ 3,811,090.00	
2017	\$ 135,368.97		\$ 202,137.87	\$ 221,851.50	\$ 267,326.69	\$ 317,037.65	
2016	\$ 38,585.32		\$ 40,428.35	\$ 40,659.43	\$ 41,111.41	\$ 41,575.53	
Prior Years	\$ 96,717.86		\$ -	\$ 16,589.20	\$ 17,071.38	\$ 16,643.45	\$ 16,769.10
Total Outstanding Taxes	\$ 2,539,582.04		\$ 2,763,415.91	\$ 2,892,348.15	\$ 3,792,472.05	\$ 4,270,378.70	

Central Coventry Fire District Fiscal Year 2019 Budget to YTD January, 2019

	FY19		January,		
	(Approved)	2019 YTD	Remaining	% YTD	Notes
				42%	
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,811,090	1,912,614	1,898,476	50%	
39201 Tax Levy - Prior Years	335,000	169,028	165,972	50%	
Total 39000 Tax Revenue	4,146,090	2,081,642	2,064,448	50%	
39500 Department Revenue					
39600 Rescue Run Recovery	700,000	320,190	379,810	46%	
39700 Fire Marshal Services	65,500	24,774	40,726	38%	
39800 Detail Reimbursement	12,000	3,300	8,700	28%	
Total 39500 Department Revenue	777,500	348,264	429,236	45%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	115,000	39,392	75,608	34%	
39940 Asset Sales/Misc Revenue	100	18	82	18%	
Total 39900 Other Revenue	115,100	39,410	75,690	34%	
TOTAL DISTRICT REVENUE	\$ 5,038,690	\$ 2,469,316	\$ 2,569,374	49%	
40000 Administrative					
40100 Audit/CPA Services	15,000	6,750	8,250	45%	
40200 Board Meetings	2,500	857	1,643	34%	
40210 Board Member Stipends	14,000	14,000	-	100%	
40220 Finance Director/Treasurer	60,000	24,375	35,625	41%	
40230 Administrative Insurance and HR Initiatives	1,739	433	1,306	25%	
40300 Tax Collecting Expense	11,000	9,041	1,959	82%	
40400 Legal - General	20,000	4,715	15,285	24%	
40500 Office/Miscellaneous	1,500	159	1,341	11%	
40510 Bank Fees	500	75	425	15%	
40600 Dues and Subscriptions	2,500	533	1,967	21%	
40700 Accounting and Payroll Costs	2,000	878	1,122	44%	
40800 Administrative Service Contracts	10,500	7,255	3,245	69%	
40850 Software and Hardware	20,000	4,443	15,557	22%	
Total 40000 Administrative	161,239	73,515	87,724	46%	
50000 Operations					

Central Coventry Fire District Fiscal Year 2019 Budget to YTD January, 2019

	FY19 (Approved)	January, 2019 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	9,002	20,998	30%	
50250 Fuel	43,000	15,110	27,890	35%	
50300 Insurance - General Liability and Property	60,000	23,614	36,386	39%	
50720 Repairs and Maintenance - Station	20,000	10,411	9,589	52%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	29,265	70,735	29%	
50810 Supplies - Fire and Gear	40,000	19,292	20,708	48%	
50830 Supplies - Rescue	25,000	8,050	16,950	32%	
50840 Supplies - Station	6,500	8,030	(1,530)	124%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	12,500	4,530	7,970	36%	
50920 Electric - Stations	4,000	2,528	1,472	63%	
50930 Gas - Stations	3,500	3,165	335	90%	
50940 Oil - Stations	12,500	7,685	4,815	61%	
50960 Water - Stations	600	242	358	40%	
Total 50000 Operations	360,100	143,424	216,676	40%	
60000 Personnel Costs-Union					
60105 Salaries	1,873,995	752,029	1,121,966	40%	
60110 Collateral (Fire Marshal)	50,000	15,376	34,624	31%	
60120 Overtime	375,000	190,770	184,230	51%	
60130 Holiday	86,289	44,638	41,651	52%	
60150 Detail	11,500	1,596	9,904	14%	
60170 Out of Rank	2,500	1,086	1,414	43%	
60180 Clothing Allowance	18,900	7,000	11,900	37%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	190,499	80,836	109,664	42%	
60210 Municipal State Pension	524,964	211,593	313,371	40%	
61000 Medical Insurance - Union	276,407	120,775	155,632	44%	
61100 HRA Medical Costs	25,000	19,666	5,334	79%	
61200 Dental Insurance - Union	26,117	13,740	12,377	53%	
61300 HR/SA Account Fees	2,500	1,351	1,149	54%	
61400 Life Insurance	5,208	5,208	-	100%	
61500 PEHP	36,851	24,035	12,816	65%	
62000 Injured On Duty Insurance	119,000	57,617	61,383	48%	
63000 Training/Academy	20,000	4,231	15,769	21%	
63200 Recruitment	1,500	-	1,500	0%	
Total 60000 Personnel Costs-Union	3,662,230	1,551,546	2,110,685	42%	

Central Coventry Fire District Fiscal Year 2019 Budget to YTD January, 2019

	FY19		January,		
	(Approved)	2019 YTD	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	160,000	73,347	86,653	46%	
70200 Administrative Payroll Taxes	4,000	1,346	2,654	34%	
Total 70000 Personnel Costs - Administrative	164,000	74,694	89,306	46%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	100,000	42,864	57,136	43%	
80200 Dental Insurance - Retiree	8,500	3,512	4,988	41%	
80700 Separation Payouts	56,000	-	56,000	0%	
Total 80000 Retirees/Separation Costs	164,500	46,376	118,124	28%	
90000 Other Expenditures					
90100 Hydrants	267,120	135,267	131,853	51%	
90200 Street Lights	192,000	32,194	159,806	17%	
91000 Capital Purchases	-	9,050	(9,050)		Generator (1st payment)
92000 Lease/Interest Expense	30,000	-	30,000	0%	
95000 Claim Payments/Other	37,500	11,000	26,500	29%	
Total 90000 Other Expenditures	526,620	187,511	339,109	36%	
	\$ 5,038,689	\$ 2,077,065	\$ 2,961,624	41%	
SURPLUS/(DEFICIT)	\$ 0	\$ 392,250			
Adjustment Timing Tax Collection (42%)		324,660			
Adjusted Surplus/(Deficit)		\$ 67,590			