



# Board of Directors Meeting

## Attendance Sign-In Sheet

March 15, 2018


### Board of Directors

  
Fred Gralinski, Chairman

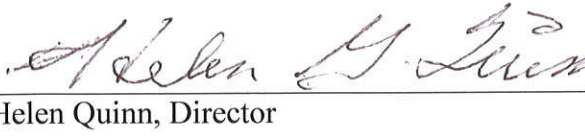
*Excused*  
Sandy Lukowicz, Vice-Chairwoman

  
Cynthia Fagan-Perry, Director

  
Ronald Flynn, Director

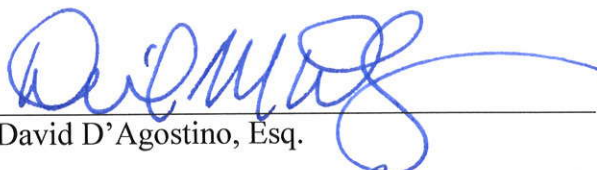
  
Daniel Lantz, Director

*Excused*  
Richard Polselli, Director

  
Helen Quinn, Director

### Fire District

  
Gayle Corrigan, District Manager

  
David D'Agostino, Esq.

  
Frank Brown, Chief

  
Daniel Kaplan, District Administrator



**Central Coventry Fire District**  
**Regular Board of Directors Meeting**  
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816  
March 15, 2018 at 7:00 PM

---

**Agenda**

Call to Order	Fred Gralinski, Chairman
Pledge of Allegiance	Fred Gralinski, Chairman
Roll Call – Quorum Determination	Fred Gralinski, Chairman
Safety Instructions	Fred Gralinski, Chairman

**APPROVAL OF MEETING MINUTES**

1. February 15, 2018.

**DEPARTMENT REPORTS:**

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

**NEW BUSINESS:**

1. Approval and authorization of tax abatements. (Discussion/Action)
2. Selection of Tax Sale Provider (Discussion/Action)
3. Rescue Truck. (Discussion/Action)

**PUBLIC COMMENT**

**SCHEDULED MEETINGS**

- **April Regular Board of Directors Meeting, April 19, 2018.**

**ADJOURNMENT**

Chairman Fred Gralinski

**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**February 15, 2018 @ 7:00 PM**  
**Westwood Estates Clubhouse**

The meeting was called to order by President Gralinski at 7:00 PM. A quorum was present consisting of: Ron Flynn, President Fred Gralinski, Vice President Sandy Lukowicz, Helen Quinn, Cindy Fagan-Perry, Richard Polselli and Dan Lantz. District Manager Gayle A. Corrigan, District Administrator Dan Kaplan, and legal counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc. were also present. Chief Frank Brown was excused. After the pledge, the Chairman reviewed safety instructions for exiting the room.

Chairman Gralinski asked for a moment of silence in memory of fallen Firefighter Richard A. Jenkes of the Pascoag Fire Department.

A motion to accept the minutes from the January 18, 2018 meeting was made by Director Flynn, seconded by Director Polselli and unanimously approved.

Manager Corrigan read the Fire Chief's Report in the absence of Chief Brown who was on vacation. Staffing update was discussed. An advertisement to recruit Firefighters was placed in the Sunday Providence Journal. The Chief will create a hire list from responders to this advertisement. A link to the NBC Channel 10 report about a mock CCFD incident drill will be posted to the CCFD web site. A motion to approve the report by Director Fagan-Perry seconded by Director Polselli and unanimously approved.

Tax Collectors report was read by District Administrator Dan Kaplan. A discussion followed about prior year collection by tax sale. Mr. D'Agostino addressed the collectability of prior years' tax liens and mentioned some options that the tax sale contractor might have to monetize liens with better results.

District Manager Corrigan gave the Financial Report; the financials are tracking as expected around 42%. A motion to approve her report by Director Fagan-Perry seconded by Vice President Lukowicz and unanimously approved.

The Board was presented with a list of properties that were listed for tax abatements. A motion to accept the abatements by Director Fagan-Perry, seconded by Vice President Lukowicz and was unanimously approved.

The Board then discussed the potential purchase of a new rescue vehicle. Chairman Gralinski visited Specialty Equipment to review the proposed vehicle which would be purchased from the Boston Fire Trade show. Future discussion about negotiations and actual cost of the vehicle would be addressed at a future meeting.

A motion to adjourn was made by Director Lantz, seconded by Director Polselli and unanimously approved. The meeting was adjourned at 8:00 PM.

Respectfully submitted,  
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**

March 15, 2018

### **FIRE CHIEF'S FEBRUARY REPORT**

Summary of Operation activities:

#### **PERSONNEL**

Currently we have 27 members on staff. 2 members are on long term injury (OJI).  
1 Member left for employment with Cranston Fire Department.  
1 new hire starting the week of March 18, 2018  
TOTAL PERSONNEL - 30

#### **EMERGENCY INCIDENTS**

- \*Assisted Coventry Fire District with a dwelling fire.
- \*The March 1<sup>st</sup> Nor'easter there were 73 Incidents responded to.

#### **APPARATUS**

- \*All apparatus are up and running properly at this time.
- \*The work on the new Marine 7 is progressing along. It's our plan to have it in service on Johnson's Pond by mid April.
- \*All 3 Rescue's passed the RI Department of Health Annual Inspections.

#### **EQUIPMENT**

All 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 7 brick work on the outside of the building will be completed as the weather improves.

### **FIRE MARSHAL'S OFFICE**

Department Fire Marshal's continue to work countless hours on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and re-inspections on issued violations.

### **TRAINING**

Emergency Medical Technician mandatory recert training is on going. Traffic Incident Management (TIM) training and DEM Forestry Training has been scheduled for each shift.

### **DEPARTMENT SOFTWARE UPDATE**

We are proceeding along on the implementation of new department software. This software will help in incident reporting, accountability of firefighters on duty daily, payroll and Fire Marshal site specific data base.

Also, to the Officers and Firefighters my continued thanks for all that you do.

Respectfully submitted,

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

Frank M. Brown  
Chief

CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTOR REPORT

February 2018

The following is the activity for the month of February, 2018

**Taxes Collected**

2017	\$485,475.88
2016	\$ 19,904.05
2015	\$ 0.00
2015 (2)	\$ 142.96
Prior Years	\$ 0.00

Interest/Penalty Collected \$ 7,825.92

**Total \$513,330.81**

**Outstanding Taxes**

2017	\$1,720,868.16
2016	\$ 187,765.64
2015	\$ 19,018.54
2015 (2)	\$ 21,450.78
Prior	<u>\$ 78,468.57</u>
Total	\$ 2,027,571.69

Central Coventry Fire District Fiscal Year 2018 Budget to YTD February, 2018

	FY18 (Approved)	February, 2018	Remaining	% YTD 50%	Notes
<b>39000 Tax Revenue</b>					
39100 Tax Levy - Current Year	3,666,874	2,061,465	1,605,409	56%	
39201 Tax Levy - Prior Years	300,000	181,738	118,262	61%	
<b>Total 39000 Tax Revenue</b>	<b>3,966,874</b>	<b>2,243,203</b>	<b>1,723,672</b>	<b>57%</b>	
<b>39500 Department Revenue</b>					
39600 Rescue Run Recovery	775,000	343,006	431,994	44%	
39700 Fire Marshal Services	20,000	8,604	11,396	43%	
39800 Detail Reimbursement	12,000	3,190	8,810	27%	
<b>Total 39500 Department Revenue</b>	<b>807,000</b>	<b>354,800</b>	<b>452,200</b>	<b>44%</b>	
<b>39900 Other Revenue</b>					
39930 Interest & Penalties on Taxes	60,000	32,600	27,400	54%	
39940 Asset Sales/Misc Revenue	251,000	253,059	(12,059)	105%	\$253k Harris; \$8.5 equipment
<b>Total 39900 Other Revenue</b>	<b>311,000</b>	<b>295,659</b>	<b>15,341</b>	<b>95%</b>	
<b>TOTAL DISTRICT REVENUE</b>	<b>\$ 5,084,874</b>	<b>\$ 2,893,661</b>	<b>\$ 2,191,213</b>	<b>57%</b>	
<b>40000 Administrative</b>					
40100 Audit/CPA Services	15,000	15,000	-	100%	
40200 Board Meetings	4,250	2,880	1,370	68%	
40210 Board Member Stipends	14,000	14,000	-	100%	
40220 Finance Director/Treasurer	73,125	43,875	29,250	60%	
40230 Administrative Insurance and HR Initiatives	4,500	3,669	831	82%	
40300 Tax Collecting Expense	12,500	8,160	4,340	65%	
40400 Legal - General	45,000	4,285	40,715	10%	
40500 Office/Miscellaneous	3,000	753	2,247	25%	
40510 Bank Fees	250	145	105	58%	
40600 Dues and Subscriptions	500	3,329	(2,829)	666%	
40700 Accounting and Payroll Costs	2,500	515	1,985	21%	
40800 Administrative Service Contracts	12,500	4,180	8,320	33%	
40850 Software and Hardware	10,500	796	9,704	8%	
<b>Total 40000 Administrative</b>	<b>197,625</b>	<b>101,587</b>	<b>96,038</b>	<b>51%</b>	



Central Coventry Fire District Fiscal Year 2018 Budget to YTD February, 2018

	FY18 (Approved)	February, 2018	Remaining	% YTD	Notes
<b>50000 Operations</b>					
50200 Rescue Recovery Fees	32,726	12,698	20,027	39%	
50250 Fuel	35,000	18,696	16,304	53%	
50300 Insurance - General Liability and Property	40,000	38,285	1,715	96%	
50720 Repairs and Maintenance - Station	40,000	18,836	21,164	47%	
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	75,315	14,685	84%	
50810 Supplies - Fire and Gear	60,000	13,999	46,001	23%	
50830 Supplies - Rescue	21,196	16,178	5,018	76%	
50840 Supplies - Station	5,000	5,152	(152)	103%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	11,000	4,635	6,365	42%	
50920 Electric - Stations	4,000	1,877	2,123	47%	
50930 Gas - Stations	2,500	1,163	1,337	47%	
50940 Oil - Stations	10,000	8,488	1,512	85%	
50960 Water - Stations	500	311	189	62%	
<b>Total 50000 Operations</b>	<b>354,422</b>	<b>218,134</b>	<b>136,288</b>	<b>62%</b>	
<b>60000 Personnel Costs-Union</b>					
60105 Salaries	1,794,199	803,995	990,204	45%	
60110 Collateral (Fire Marshal)	27,500	25,265	2,235	92%	
60120 Overtime	350,000	201,082	148,918	57%	
60130 Holiday	82,633	49,368	33,265	60%	
60150 Detail	11,000	3,003	7,997	27%	
60170 Out of Rank	500	1,443	(943)	289%	
60180 Clothing Allowance	19,600	5,250	14,350	27%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	176,060	86,364	89,696	49%	
60210 Municipal State Pension	377,337	182,317	195,020	48%	
61000 Medical Insurance - Union	291,948	146,580	145,368	50%	
61100 HRA Medical Costs	5,000	-	5,000	0%	
61200 Dental Insurance - Union	27,113	17,488	9,625	65%	
61300 HR/SA Account Fees	2,000	1,401	599	70%	
61400 Life Insurance	5,208	5,208	-	100%	
61500 PEHP	36,365	-	36,365	0%	
62000 Injured On Duty Insurance	137,281	69,001	68,280	50%	
63000 Training/Academy	20,000	11,636	8,364	58%	
63100 Promotional Exams	5,000	4,574	426	91%	
63200 Recruitment	2,500	542	1,958	22%	
<b>Total 60000 Personnel Costs-Union</b>	<b>3,387,244</b>	<b>1,614,516</b>	<b>1,772,728</b>	<b>48%</b>	

Central Coventry Fire District Fiscal Year 2018 Budget to YTD February, 2018

	FY18 (Approved)	February, 2018	Remaining	% YTD	Notes
<b>70000 Personnel Costs - Administrative</b>					
70100 Administrative Salaries/Compensation	157,352	77,010	80,342	49%	
70200 Administrative Payroll Taxes	2,450	1,536	914	63%	
<b>Total 70000 Personnel Costs - Administrative</b>	<b>159,802</b>	<b>78,546</b>	<b>81,256</b>	<b>49%</b>	
<b>80000 Retirees/Separation Costs</b>					
80100 Medical Insurance - Retiree	108,478	53,686	54,792	49%	
80200 Dental Insurance - Retiree	8,236	3,038	5,199	37%	
80700 Separation Payouts	20,000	-	20,000	0%	
<b>Total 80000 Retirees/Separation Costs</b>	<b>136,714</b>	<b>56,724</b>	<b>79,991</b>	<b>41%</b>	
<b>90000 Other Expenditures</b>					
90100 Hydrants	255,066	130,546	124,520	51%	
90200 Street Lights	210,000	81,925	128,075	39%	
91000 Capital Purchases	359,000	69,175	289,825	19%	Pumper \$9.5k; monitor \$26.4k; cameras \$19k; chest comp \$14k
95000 Claim Payments/Other	25,000	11,000	14,000	44%	
<b>Total 90000 Other Expenditures</b>	<b>849,066</b>	<b>292,646</b>	<b>556,420</b>	<b>34%</b>	
	<b>\$ 5,084,874</b>	<b>\$ 2,362,154</b>	<b>\$ 2,722,720</b>	<b>46%</b>	

**SURPLUS/(DEFICIT)**

Adjustment Timing Tax Collection (42%)      **\$ 0**      **\$ 531,508**  
 Adjusted Surplus/(Deficit)      **\$ 303,480**      **(228,028)**