

19 APRIL 2018 Board of Directors  
MEETING

Richard Pabelli

DIRECTOR

Denise M. Hantz

DIRECTOR

Ronald P. O'Connell

DIRECTOR

Fred P. D'Amico

CHAIRMAN

Sandy Lukacz

VIC CHAIRPERSON

David M. D'Agostino - FIRE DISTRICT

Cindy Fagan-Perry

DIRECTOR

John D'Amico

DIRECTOR

Cheryl M. B.

FIRE DISTRICT

Daniel Kaplan

FIRE DISTRICT



**Central Coventry Fire District  
Regular Board of Directors Meeting  
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816  
April 19, 2018 at 6:00 PM**

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**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

**CLOSED/EXECUTIVE SESSION (from 6-7 PM):**

1. Closed pursuant to RIGL § 42-46-5(a)(1), sessions pertaining to collective bargaining or litigation, specifically to discuss with legal counsel and the District Manager the review being conducted by the US Department of Labor as to FLSA compliance issues.
2. Closed pursuant to RIGL § 42-46-5(a)(1), sessions pertaining to collective bargaining or litigation, specifically to discuss with legal counsel issues related to pending and anticipated litigation.
3. Closed pursuant to RIGL § 42-46-5(a)(1), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter Coventry Firefighters Local 3372 IAFF v. Central Coventry Fire District, AAA Case 01-16-0000-3983.

**BEGINNING OF OPEN SESSION AT 7:00 PM**

**APPROVAL OF MEETING MINUTES**

1. March 15, 2018.

**DEPARTMENT REPORTS:**

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

**NEW BUSINESS:**

1. Discussion concerning facility and physical plant maintenance issues; upkeep; retention; disposition; etc. (**Discussion/Action**)

**PUBLIC COMMENT**

**SCHEDULED MEETINGS**

- **May Regular Board of Directors Meeting, May 17, 2018.**

**ADJOURNMENT**

Chairman Fred Galinski

**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**March 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: President Fred Gralinski, Helen Quinn, Cindy Fagan-Perry, Ronald Flynn and Dan Lantz. Chief Frank Brown, District Manager Gayle A. Corrigan, District Administrator Dan Kaplan, and legal counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc. were also present. Director Polselli and Vice-Chairwoman Lukowicz were excused. After the pledge, the Chairman reviewed safety instructions for exiting the room.

Director Fagan-Perry noted that the February 15, 2018 minutes were incorrect. The motion to adjourn was incorrectly noted. The motion to adjourn was made by Director Lantz and seconded by Director Flynn and unanimously approved. The meeting minutes will be corrected by District Administrator Kaplan. Motion to approve the minutes as amended made by Director Fagan-Perry, seconded by Director Lantz and unanimously approved.

Chief Brown read the Fire Chief's Report. The Chief has created a hire list from responders to the advertisement. The Chief noted that the Fire Marshal's office is overwhelmed. A launch party for the new rescue boat for Johnsons Pond will be announced. A discussion followed about the street lighting and fire hydrant issues in the new plats within the district. A motion to approve the report was made by Director Fagan-Perry seconded by Director Lantz and unanimously approved.

Tax Collectors report was read by District Administrator Dan Kaplan. A discussion followed about prior year collection by tax sale and the issue of mobile homeowners who are in arrears. Mobile homes cannot be sold at tax sale. A discussion by members of the public and the Board followed about the tax money owed by mobile home owners. A motion to approve the report by Director Fagan-Perry and seconded by Director Lantz was unanimously approved.

District Manager Corrigan gave the Financial Report; the financials are tracking as expected, around 46%. A motion to approve her report by Director Flynn and seconded by Director Fagan-Perry was 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 and seconded by Director Lantz was unanimously approved.

The Board then approved the purchase of a new rescue vehicle on motion by Director Polselli, seconded by Director Lantz and unanimously approved.

A motion to adjourn by Director Quinn and seconded by Director Flynn was unanimously approved. The meeting was adjourned at 8:15 PM.

Respectfully submitted,  
Daniel Kaplan.  
District Administrator



# ***CENTRAL COVENTRY***

## ***FIRE DISTRICT***

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

**FIRE – RESCUE – EMS – FIRE PREVENTION**

**OFFICE of the CHIEF of DEPARTMENT**

April 19, 2018

### **FIRE CHIEF'S APRIL REPORT**

Summary of Operation activities:

#### **PERSONNEL**

Currently we have 28 members on staff. 2 members are on long term injury(OJI).

TOTAL PERSONNEL – 30

Written test for Firefighter/EMTC eligibility list was given on April 11, 2018. 17 of 20 people that submitted applications took the test. The 100' Ladder Climb Test is scheduled for April 23<sup>rd</sup> and the 100-yard Swim Test is scheduled for April 24<sup>th</sup>. Oral Board will be held in May.

#### **EMERGENCY INCIDENTS**

\*Crew battled a large brush fire on Easter afternoon on Read School House Road. Fire consumed approximately 2 acres.

\*Responded to Two small deck fires. One was determined to be electrical in nature the other was determined to be discarded smoking material. Both of these fires were investigated by the Central Coventry Fire Marshal.

\*Assisted Anthony Fire with a dwelling fire on Boston Street. One of our firefighters was transport by Rescue to Kent County Memorial Hospital for a back injury. He is currently on OJI status.

#### **APPARATUS**

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



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**FIRE – RESCUE – EMS – FIRE PREVENTION**

### **OFFICE of the CHIEF of DEPARTMENT**

- \*Final items are being completed on Marine 7. Due to the low water levels in Johnson's Pond Marine 7 is now scheduled to be in service by mid-May.
- \*Purchase and Sales Agreement for the new Rescue has been signed with delivery expected within 30 days.

### **EQUIPMENT**

All equipment is up and running properly at this time.

### **STATIONS**

- \*Brick work at Station 7 has been completed. Final Invoice was submitted to Insurance Company and has been paid.
- \*Department decals have been added to the front doors of both Station 4 and Station 7.

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

Part-time personnel continue to log countless hours on smoke detector/carbon monoxide inspections, plan reviews, fire alarm reviews, fire investigation and follow-up inspections on issued violations.

### **TRAINING**

- \*Emergency Medical Technician mandatory recert training is on going and schedule to be completed by years end.
- \*All shifts have completed Traffic Incident Management training and DEM Forestry Training.
- \*Firefighter Tim Dougan has successfully passed EMT Paramedic and is now fully licensed.
- \* Lieutenant Kenneth Marcotte and Lieutenant Benjamin Octeau are now certified as instructor of "Stop the Bleed" also both Lieutenants attended "Tactical Critical Combat Care Course". Lessons learned from these classes will be taught to all department members.



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***FIRE DISTRICT***

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**OFFICE of the CHIEF of DEPARTMENT**

\* Firefighter Josh Shannon completed Rope Rescue 1 at the Rhode Island Fire Academy.

\* Four members will be attending the Rhode Island Emergency Medical Service Expo to be held in Warwick next week.

**DEPARTMENT SOFTWARE UPGRADE**

We are in the final stages of implementation. Last item to be completed is the Fire Marshal's data base.

In closing, I would like to thank the continued tireless efforts that our Officers and Firefighters do each and every day!

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

March, 2018

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

**Taxes Collected**

2017	\$	107,818.80
2016	\$	26,967.28
2015	\$	285.90
2015 (2)	\$	704.60
Prior Years	\$	1,288.88

Interest/Penalty Collected \$ 15,654.07

**Total \$ 152,719.53**

**Outstanding Taxes**

2017	\$	1,610,844.72
2016	\$	160,800.37
2015	\$	18,732.64
2015 (2)	\$	20,746.18
Prior	\$	<u>77,179.69</u>
<b>Total</b>	<b>\$</b>	<b>1,888,303.60</b>



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

	FY18 (Approved)	March, 2018	Remaining	% YTD 58%	Notes
<b>39000 Tax Revenue</b>					
39100 Tax Levy - Current Year	3,666,874	2,169,284	1,497,590	59%	
39201 Tax Levy - Prior Years	300,000	210,984	89,016	70%	
<b>Total 39000 Tax Revenue</b>	<b>3,966,874</b>	<b>2,380,268</b>	<b>1,586,606</b>	<b>60%</b>	
<b>39500 Department Revenue</b>					
39600 Rescue Run Recovery	775,000	400,665	374,335	52%	
39700 Fire Marshal Services	20,000	16,614	3,386	83%	
39800 Detail Reimbursement	12,000	4,710	7,290	39%	
<b>Total 39500 Department Revenue</b>	<b>807,000</b>	<b>421,989</b>	<b>385,011</b>	<b>52%</b>	
<b>39900 Other Revenue</b>					
39930 Interest & Penalties on Taxes	60,000	48,254	11,746	80%	
39940 Asset Sales/Misc Revenue	251,000	263,103	(12,103)	105%	\$255k Harris; \$8.5 equipment
<b>Total 39900 Other Revenue</b>	<b>311,000</b>	<b>311,357</b>	<b>(357)</b>	<b>100%</b>	
<b>TOTAL DISTRICT REVENUE</b>	<b>\$ 5,084,874</b>	<b>\$ 3,113,614</b>	<b>\$ 1,971,260</b>	<b>61%</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	53,625	19,500	73%	
40230 Administrative Insurance and HR Initiatives	4,500	3,669	831	82%	
40300 Tax Collecting Expense	12,500	8,762	3,738	70%	
40400 Legal - General	45,000	11,586	33,415	26%	
40500 Office/Miscellaneous	3,000	791	2,209	26%	
40510 Bank Fees	250	165	85	66%	
40600 Dues and Subscriptions	500	3,428	(2,928)	686%	
40700 Accounting and Payroll Costs	2,500	1,277	1,223	51%	
40800 Administrative Service Contracts	12,500	9,223	3,277	74%	
40850 Software and Hardware	10,500	876	9,624	8%	
<b>Total 40000 Administrative</b>	<b>197,625</b>	<b>125,282</b>	<b>72,343</b>	<b>63%</b>	

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

	FY18 (Approved)	March, 2018	Remaining	% YTD	Notes
<b>50000 Operations</b>					
50200 Rescue Recovery Fees	32,726	14,713	18,013	45%	
50250 Fuel	35,000	24,368	10,632	70%	
50300 Insurance - General Liability and Property	40,000	44,134	(4,134)	110%	
50720 Repairs and Maintenance - Station	40,000	20,361	19,639	51%	
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	81,553	8,447	91%	
50810 Supplies - Fire and Gear	60,000	18,896	41,104	31%	
50830 Supplies - Rescue	21,196	16,954	4,242	80%	
50840 Supplies - Station	5,000	5,152	(152)	103%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	11,000	5,455	5,545	50%	
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	9,758	242	98%	
50960 Water - Stations	500	311	189	62%	
<b>Total 50000 Operations</b>	<b>354,422</b>	<b>247,195</b>	<b>107,227</b>	<b>70%</b>	
<b>60000 Personnel Costs-Union</b>					
60105 Salaries	1,794,199	981,753	812,446	55%	
60110 Collateral (Fire Marshal)	27,500	29,698	(2,198)	108%	
60120 Overtime	350,000	226,664	123,336	65%	
60130 Holiday	82,633	56,814	25,819	69%	
60150 Detail	11,000	4,263	6,737	39%	
60170 Out of Rank	500	1,466	(966)	293%	
60180 Clothing Allowance	19,600	5,250	14,350	27%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	176,060	101,472	74,588	58%	
60210 Municipal State Pension	377,337	233,153	144,184	62%	
61000 Medical Insurance - Union	291,948	167,714	124,234	57%	
61100 HRA Medical Costs	5,000	-	5,000	0%	
61200 Dental Insurance - Union	27,113	17,806	9,307	66%	
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	103,321	33,960	75%	
63000 Training/Academy	20,000	11,936	8,064	60%	
63100 Promotional Exams	5,000	4,574	426	91%	
63200 Recruitment	2,500	1,157	1,343	46%	
<b>Total 60000 Personnel Costs-Union</b>	<b>3,387,244</b>	<b>1,953,650</b>	<b>1,433,595</b>	<b>58%</b>	

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

	FY18 (Approved)	March, 2018	Remaining	% YTD	Notes
<b>70000 Personnel Costs - Administrative</b>					
70100 Administrative Salaries/Compensation	157,352	102,780	54,572	65%	
70200 Administrative Payroll Taxes	2,450	1,832	618	75%	
<b>Total 70000 Personnel Costs - Administrative</b>	<b>159,802</b>	<b>104,612</b>	<b>55,190</b>	<b>65%</b>	
<b>80000 Retirees/Separation Costs</b>					
80100 Medical Insurance - Retiree	108,478	61,279	47,199	56%	
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>64,317</b>	<b>72,397</b>	<b>47%</b>	
<b>90000 Other Expenditures</b>					
90100 Hydrants	255,066	130,546	124,520	51%	
90200 Street Lights	210,000	97,478	112,522	46%	
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>308,199</b>	<b>540,867</b>	<b>36%</b>	
	<b>\$ 5,084,874</b>	<b>\$ 2,803,254</b>	<b>\$ 2,281,619</b>	<b>55%</b>	

**SURPLUS/(DEFICIT)**  
 Adjustment Timing Tax Collection (58%)  
 Adjusted Surplus/(Deficit)

\$ 0 \$ 310,360  
 (30,274)  
 \$ 280,086