



Central Coventry Fire District
Regular Board of Directors Meeting
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
May 17, 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. March 15 and April 9 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. Streetlights (Discussion/Action)
3. Verizon use of CCFD property. (Discussion/Action)

PUBLIC COMMENT

SCHEDULED MEETINGS

- **June Regular Board of Directors Meeting, June 21, 2018.**

ADJOURNMENT

Chairman Fred Gralinski

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
April 19, 2018 @ 6:00 PM
Westwood Estates Clubhouse

The meeting was called to order by President Gralinski at 6:05 PM. A quorum was present consisting of: President Fred Gralinski, Vice President Sandy Lukowicz, Helen Quinn, Cindy Fagan-Perry, Ronald Flynn, Richard Polselli and Dan Lantz. Chief Frank Brown, District Administrator Dan Kaplan, and legal counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc. were also present. District Manager Gayle A. Corrigan was excused.

A motion to convene into Executive Session was made by Director Polselli, seconded by VP Lukowicz and unanimously voted. The Board convened into Executive Session pursuant to RIGL § 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, specifically to discuss with legal counsel the review being conducted by the US Department of Labor as to FLSA compliance issues. Also, convened pursuant to RIGL § 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, to discuss with legal counsel issues related to pending and anticipated litigation. Also, convened pursuant to RIGL § 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, to discuss the matter of Coventry Firefighters Local 3372 IAFF v. CCFD, AAA Case 01-16-0000-3983.

[Refer to Executive Session minutes.]

A motion to reconvene to open session and seal the minutes of the Executive Session and to keep them under seal pursuant to RIGL § 42-46-4 (b) was made by Director Fagan-Perry, seconded by Director Quinn and unanimously approved. The Open Session was reconvened at 7:00 PM.

President Gralinski lead the group in the Pledge of Allegiance and reviewed the safety instructions.

Director Flynn made a motion to table the minutes of March 15, 2018, seconded by Director Fagan-Perry and unanimously approved. (The minutes from March 30th meeting were not on the agenda and will be addressed at a future meeting.) President Gralinski asked Mr. Kaplan to make sure that information (minutes, reports, etc.) were sent to the Board one (1) week in advance of the meeting date.

Chief Brown gave his report. A motion to accept the Chief's report was made by Director Fagan-Perry, seconded by Director Quinn and unanimously approved. Mr. Kaplan gave the District Administrator's Report and reviewed highlights of the District Manager's Report (in her absence). A motion to accept the District Administrator's Report was made by Director Fagan-Perry, seconded by Director Flynn and unanimously approved. A motion to table the District Manager's Report was made by Director Flynn, seconded by VP Lukowicz, and unanimously approved.

Under New Business, the Board discussed the upkeep and status of the Washington Station. Chief Brown noted that the building is worth saving (securing from the weather) and that

a new roof would be the first step in preventing further deterioration. A motion was made by Director Fagan-Perry to move forward on the roof repairs and engagement of a contract to perform the necessary work, seconded by Director Polselli and unanimously approved.

Under Public Comment a taxpayer asked to have his delinquency/late fee of \$40.44 abated. President Gralinski explained that no action could be taken at this meeting, but the Board would put this on a future agenda for consideration.

Director Fagan-Perry mentioned her preference for having the Board stipend paid as a W-2 (i.e. treated as an employee) rather than 1099, because it makes a difference in the payment of taxes/withholdings.

A motion to adjourn by Director Lantz and seconded by VP Lukowicz was unanimously approved. The meeting was adjourned at 7:25 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

May 17, 2018

FIRE CHIEF'S MAY REPORT

Summary of Operation activities:

PERSONNEL

Currently we have 28 members on staff. 1 member on long term injury (OJI). 100' Ladder Climb and 100 yard Swim tests were conducted for the Firefighter/EMTC eligibility list. 11 candidates will be going on to the next and final step which is the Oral Board. Oral Board will be held before the end of May.

TOTAL PERSONNEL - 29

EMERGENCY INCIDENTS

*CCFD crews along with mutual aid companies battled a large brush fire on Town Farm Road.

*Motor vehicle accident on Tiogue Ave where a vehicle struck a rock, went airborne struck a sign and hit a building. Victim was trapped under the vehicle. Victim was extricated and transported to RI Hospital with serious injuries.

*Two separate incidents involved people falling off of their boats into the cold water. Both incidents required a response of our inflatable boats. Boat victims were able to self extricate prior to our arrival.

APPARATUS

*All apparatus are up and running properly at this time with the exception of Engine 7. Engine 7 has two broken cab mounts and a generator issue. NEFEA will be making those repairs at their shop in CT.

*Marine 7 was placed in service on Johnsons Pond on May 7th.



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EQUIPMENT

All equipment is up and running properly at this time. A new 25 HP motor was purchased for Boat 4 out of Station 4.

STATIONS

Firefighters at Station 4 and 7 have been working on the outside ground improvements. 10 yards of loam was donated to facilitate this work.

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.
- *Training on the new Marine 7 will be taking place both during the daylight and nighttime hours.
- *Three members who have Tactical Medic Training will be working with the Coventry/West Warwick Tactical Swat Team providing medical care for them and victims of an incident.



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DEPARTMENT SOFTWARE UPDATE

Software upgrade has been completed with the exception of the Fire Marshal's data base.

To the Officers and Firefighters I would like to thank you for all your continued efforts on what you do each and everyday.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank M. Brown", with a stylized flourish at the end.

Frank M. Brown
Chief

CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

April, 2018

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

Taxes Collected

2017	\$	204,877.25
2016	\$	57,798.82
2015	\$	366.55
2015 (2)	\$	983.72
Prior Years	\$	6,678.83
Interest/Penalty Collected	\$	30,149.98
Total	\$	300,855.15

Outstanding Taxes

2017	\$	1,401,577.26
2016	\$	102,566.21
2015	\$	18,366.09
2015 (2)	\$	19,769.13
Prior	\$	70,914.52
Total	\$	1,613,193.21

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

		FY18			Notes
		(Approved)	April, 2018	Remaining	% YTD
					67%
39000 Tax Revenue					
39100 Tax Levy - Current Year		3,666,874	2,374,161	1,292,713	65%
39201 Tax Levy - Prior Years		300,000	276,812	23,188	92%
Total 39000 Tax Revenue		3,966,874	2,650,973	1,315,901	67%
39500 Department Revenue					
39600 Rescue Run Recovery		775,000	462,216	312,784	60%
39700 Fire Marshal Services		20,000	17,369	2,631	87%
39800 Detail Reimbursement		12,000	5,110	6,890	43%
Total 39500 Department Revenue		807,000	484,695	322,305	60%
39900 Other Revenue					
39930 Interest & Penalties on Taxes		60,000	78,404	(18,404)	131%
39940 Asset Sales/Misc Revenue		251,000	263,103	(12,103)	105% \$255k Harris; \$8.5 equipment
Total 39900 Other Revenue		311,000	341,507	(30,507)	110%
TOTAL DISTRICT REVENUE		\$ 5,084,874	\$ 3,477,175	\$ 1,607,699	68%
40000 Administrative					
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	58,500	14,625	80%
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	5,265	5,235	50%
Total 40000 Administrative		197,625	134,546	63,079	68%

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

FY18
(Approved) April, 2018 Remaining % YTD Notes

50000 Operations					
50200 Rescue Recovery Fees	32,726	17,253	15,473	53%	
50250 Fuel	35,000	27,624	7,376	79%	
50300 Insurance - General Liability and Property	40,000	44,134	(4,134)	110%	
50720 Repairs and Maintenance - Station	40,000	29,316	10,684	73%	
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	82,534	7,466	92%	
50810 Supplies - Fire and Gear	60,000	19,342	40,658	32%	
50830 Supplies - Rescue	21,196	19,023	2,173	90%	
50840 Supplies - Station	5,000	5,152	(152)	103%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	11,000	7,631	3,369	69%	
50920 Electric - Stations	4,000	1,925	2,075	48%	
50930 Gas - Stations	2,500	1,163	1,337	47%	
50940 Oil - Stations	10,000	11,558	(1,558)	116%	
50960 Water - Stations	500	311	189	62%	
Total 50000 Operations	354,422	269,466	84,956	76%	
60000 Personnel Costs-Union					
60105 Salaries	1,794,199	1,122,096	672,103	63%	
60110 Collateral (Fire Marshal)	27,500	34,519	(7,019)	126%	
60120 Overtime	350,000	248,412	101,588	71%	
60130 Holiday	82,633	56,814	25,819	69%	
60150 Detail	11,000	4,683	6,317	43%	
60170 Out of Rank	500	1,499	(999)	300%	
60180 Clothing Allowance	19,600	6,650	12,950	34%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	176,060	113,116	62,944	64%	
60210 Municipal State Pension	377,337	271,125	106,212	72%	
61000 Medical Insurance - Union	291,948	189,582	102,366	65%	
61100 HRA Medical Costs	5,000	704	4,296	14%	
61200 Dental Insurance - Union	27,113	19,505	7,608	72%	
61300 HR/SA Account Fees	2,000	1,585	415	79%	
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	12,668	7,332	63%	
63100 Promotional Exams	5,000	4,574	426	91%	
63200 Recruitment	2,500	1,157	1,343	46%	
Total 60000 Personnel Costs-Union	3,387,244	2,197,219	1,190,025	65%	

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

FY18
(Approved) April, 2018 Remaining % YTD Notes

70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	157,352	112,596	44,756	72%	
70200 Administrative Payroll Taxes	2,450	2,124	327	87%	
Total 70000 Personnel Costs - Administrative	159,802	114,719	45,083	72%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	108,478	68,873	39,605	63%	
80200 Dental Insurance - Retiree	8,236	3,608	4,628	44%	
80700 Separation Payouts	20,000	-	20,000	0%	
Total 80000 Retirees/Separation Costs	136,714	72,481	64,234	53%	
90000 Other Expenditures					
90100 Hydrants	255,066	197,327	57,740	77%	
90200 Street Lights	210,000	112,636	97,364	54%	
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%	
Total 90000 Other Expenditures	849,066	390,138	458,928	46%	
	\$ 5,084,874	\$ 3,178,568	\$ 1,906,305	63%	

SURPLUS/(DEFICIT)

Adjustment Timing Tax Collection (67%)
 Adjusted Surplus/(Deficit)

\$ 0 \$ 298,607
 (70,422)
 \$ 228,185