



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

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
May 23, 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	Fred Gralinski, President
Pledge of Allegiance	Fred Gralinski, President
Roll Call – Quorum Determination	Fred Gralinski, President
Safety Instructions	Fred Gralinski, President

APPROVAL OF MEETING MINUTES

Apr 25, 2019.

DEPARTMENT REPORTS:

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

OLD BUSINESS:

NEW BUSINESS:

1. Consideration of request by Johnson's Pond Civic Association for financial relief for July 4th Fireworks Event. (Discussion/Action)
2. Approval/ratification of abatement reversal and adjustment(s) for Coventry Meadows. (Discussion/Action)
3. Update on discussions with Coventry Meadows. (Discussion Only)
4. Ratification of MOA regarding statutory timelines for IAFF negotiations for 2020-2021 collective bargaining agreement. (Discussion/Action)
5. Statute of Limitations Adjustments for FY2019. (Discussion/Action)
6. Small Balance Adjustments for FY2019. (Discussion/Action)
7. Charter status update regarding General Assembly request for amendment(s). (Discussion/Action)

8. Ratification of Claims Strategies Claims Management Agreement.
(Discussion/Action)

PUBLIC COMMENT:

RE-ORGANIZATION OF BOARD/OFFICERS

1. President. (Motion-Vote)
2. Vice President. (Motion-Vote)

NEXT SCHEDULED MEETING

- **Next Regular Board of Directors Meeting, June 20, 2019.**

ADJOURNMENT

Fred Gralinski, President



Board of Directors Meeting

Attendance Sign-In Sheet

May 23, 2019

Board of Directors


Fred Gralinski, Chairman


Sandy Lukowicz, Vice-Chairwoman


Cynthia Fagan-Perry, Director

Ronald Flynn, Director


Daniel Lantz, Director

Richard Polselli, Director


Carl L. Mattson, Director

Fire District


Gayle Corrigan, District Manager


Linda Dykeman-Finance Manager


David D'Agostino, Esq.


Frank Brown, Chief


Daniel Kaplan, District Administrator

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
May 23, 2019 @ 6:30 PM
Westwood Estates Clubhouse

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

A motion to accept the minutes from April 25, 2019, was made by Director Mattson, seconded by Director Fagan-Perry and unanimously approved.

Chief Frank Brown read the Fire Chief's Report into the record.

District Administrator Kaplan read the Tax Collection Report into the record.

District Manager Corrigan gave an oral report.

Finance Manager Dykeman read the Finance Report into the record.

A motion to accept the Fire Chief's Report, District Manager's Report, Finance Manager's Report and District Administrator's Report was made by Director Mattson, seconded by Director Fagan-Perry and unanimously approved.

Under New Business, the Johnson's Pond Association asked for relief from the Board for the Fire Detail for the upcoming July 4th Fireworks Event. The request was denied, as they must appear at the Annual Meeting for such a request.

A motion to approve/ratify the reversal and adjustment(s) of the tax abatement for Coventry Meadows for 2013 and 2014 was made by Director Fagan-Perry, seconded by Director Lantz and unanimously approved.

A motion to ratify a Memorandum of Agreement regarding statutory timelines for IAFF negotiations for 2020-2021 collective bargaining agreement was made by Director Fagan-Perry, seconded by Director Lantz and unanimously approved.

A motion to approve the Small Balance Adjustments for FY2019 was made by Director Fagan-Perry, seconded by Director Mattson and unanimously approved.

Legal counsel David M. D'Agostino gave the Board a Charter status update regarding General Assembly request for amendment(s)

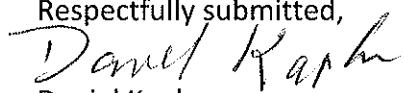
A motion to approve the Ratification of Claims Strategies Claims Management Agreement was made by Director Fagan-Perry, seconded by Vice President Lukowicz and unanimously approved.

A motion to elect Fred Gralinski as President of the Board of Directors made by Director Lantz, seconded by Director Fagan-Perry and unanimously approved.

A motion to elect Director Fagan-Perry as Vice President of the Board of Directors was made by Director Mattson, seconded by Director Lantz and unanimously approved.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Daniel Kaplan". The signature is written in a cursive, flowing style.

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 23, 2019

Summary of Operation activities:

PERSONNEL

Currently we have 26 members on staff. 1 member on long term injury (OJI).
4 members on short term (OJI) and 1 Firefighter on Military leave.

TOTAL PERSONNEL - 31

EMERGENCY INCIDENTS

*Total Incidents ending April 30th 2019 were 1216 for a daily average of 11 calls.
*Crews responded to a Barn Fire. Crews were assisted by Hopkins Hill and
Coventry Fire Districts. Fire was ruled Arson by the State Fire Marshals Office.

APPARATUS

*Engine 7 is out of service, pump shift issue which is part of a National Recall.
*Marine 7 is back in service on Johnson's Pond.

EQUIPMENT

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

STATIONS

*Station 7 apparatus room floor replacement project has been completed.



CENTRAL COVENTRY
FIRE DISTRICT

Chief Frank Brown
240 Arnold Rd
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(401) 825-7800

FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

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

*New member training is now in place for Probationary Firefighter McAloon.

Thanks to our Officers and Firefighters for the job they do each and everyday!

Respectfully submitted,

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

Frank M. Brown
Chief

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

	FY19 (Approved)	April, 2019 YTD	Remaining	% YTD 67%	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,811,090	2,720,714	1,090,376	71%	
39201 Tax Levy - Prior Years	355,000	255,381	79,619	76%	
Total 39000 Tax Revenue	4,146,090	2,976,095	1,169,995	72%	
39500 Department Revenue					
39600 Rescue Run Recovery	700,000	498,712	201,288	71%	
39700 Fire Marshal Services	65,500	27,422	38,078	42%	
39800 Detail Reimbursement	12,000	8,725	3,275	73%	
Total 39500 Department Revenue	777,500	534,860	242,640	69%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	115,000	80,163	34,837	70%	
39940 Asset Sales/Misc Revenue	100	2,000	(1,900)	2000%	State grant
Total 39900 Other Revenue	115,100	82,163	32,937	71%	
TOTAL DISTRICT REVENUE	\$ 5,038,690	\$ 3,593,118	\$ 1,445,572	71%	
40000 Administrative					
40100 Audit/CPA Services	15,000	15,000	-	100%	Audit is complete
40200 Board Meetings	2,500	857	1,643	34%	
40210 Board Member Stipends	14,000	14,000	-	100%	
40220 Finance Director/Treasurer	60,000	50,200	9,800	84%	
40230 Administrative Insurance and HR Initiatives	1,739	433	1,306	25%	
40300 Tax Collecting Expense	11,000	9,932	1,068	90%	
40400 Legal - General	20,000	5,815	14,185	29%	
40500 Office/Miscellaneous	1,500	159	1,341	11%	
40510 Bank Fees	500	105	395	21%	
40600 Dues and Subscriptions	2,500	876	1,624	35%	
40700 Accounting and Payroll Costs	2,000	1,991	9	100%	
40800 Administrative Service Contracts	10,500	7,255	3,245	69%	
40850 Software and Hardware	20,000	5,814	14,186	29%	
Total 40000 Administrative	161,239	112,438	48,801	70%	
50000 Operations					

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

	FY19 (Approved)	April, 2019 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	14,970	15,030	50%	
50250 Fuel	43,000	24,677	18,323	57%	
50300 Insurance - General Liability and Property	60,000	51,025	8,975	85%	
50720 Repairs and Maintenance - Station	20,000	13,438	6,562	67%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	53,948	46,052	54%	
50810 Supplies - Fire and Gear	40,000	23,468	16,532	59%	
50830 Supplies - Rescue	25,000	20,577	4,423	82%	
50840 Supplies - Station	6,500	8,997	(2,497)	138%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	12,500	8,593	3,907	69%	
50920 Electric - Stations	4,000	4,442	(442)	111%	
50930 Gas - Stations	3,500	6,660	(3,160)	190%	
50940 Oil - Stations	12,500	13,649	(1,149)	109%	
50960 Water - Stations	600	347	253	58%	
Total 50000 Operations	360,100	247,290	112,810	69%	
60000 Personnel Costs-Union					
60105 Salaries	1,873,995	1,219,850	654,145	65%	
60110 Collateral (Fire Marshal)	50,000	20,910	29,091	42%	
60120 Overtime	375,000	292,681	82,319	78%	
60130 Holiday	86,289	60,179	26,110	70%	
60150 Detail	11,500	4,599	6,901	40%	
60170 Out of Rank	2,500	1,367	1,133	55%	
60180 Clothing Allowance	18,900	8,400	10,500	44%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	190,499	122,995	67,504	65%	
60210 Municipal State Pension	524,964	266,577	258,387	51%	
61000 Medical Insurance - Union	276,407	181,764	94,643	66%	
61100 HRA Medical Costs	25,000	17,425	7,575	70%	
61200 Dental Insurance - Union	26,117	20,484	5,633	78%	
61300 HR/SA Account Fees	2,500	1,909	591	76%	
61400 Life Insurance	5,208	5,208	-	100%	
61500 PEHP	36,851	-	36,851	0%	
62000 Injured On Duty Insurance	119,000	76,276	42,725	64%	Provident payments
63000 Training/Academy	20,000	7,668	12,332	38%	
63200 Recruitment	1,500	537	964	36%	
Total 60000 Personnel Costs-Union	3,662,230	2,308,827	1,353,404	63%	

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

	FY19 (Approved)	April, 2019 YTD	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	160,000	113,574	46,426	71%	
70200 Administrative Payroll Taxes	4,000	2,315	1,685	58%	
Total 70000 Personnel Costs - Administrative	164,000	115,889	48,111	71%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	100,000	62,324	37,676	62%	
80200 Dental Insurance - Retiree	8,500	5,190	3,310	61%	
80700 Separation Payouts	56,000	-	56,000	0%	
Total 80000 Retirees/Separation Costs	164,500	67,514	96,986	41%	
90000 Other Expenditures					
90100 Hydrants	267,120	202,996	64,124	76%	
90200 Street Lights	192,000	32,194	159,806	17%	Court Generator
91000 Capital Purchases	-	34,442	(34,442)		
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	280,632	245,988	53%	
	\$ 5,038,689	\$ 3,132,589	\$ 1,906,101	62%	

SURPLUS/(DEFICIT) \$ 0 \$ 460,529
 Adjustment Timing Tax Collection (67%) 179,987
Adjusted Surplus/(Deficit) \$ 280,541



CENTRAL COVENTRY FIRE DISTRICT
TAX COLLECTORS REPORT

The following is the activity for the month of April 2019

Taxes Collected

2018	\$	128,937.08
2017	\$	16,077.28
2016	\$	482.67
Prior Years	\$	613.30
Interest/Penalty Collected	\$	10,655.96
Total	\$	156,766.29

Outstanding Taxes

2018	\$	1,456,214.72
2017	\$	71,963.57
2016	\$	37,057.37
Prior Years	\$	95,924.44
Total	\$	<u>1,661,160.10</u>