



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

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
June 20, 2019 at 6:30 PM

Board of Directors

Fred Gralinski-President, Cynthia Fagan-Perry -Vice President,
Sandy Lukowicz, Daniel Lantz, Jr., Richard Polselli, , 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

May 23, 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. Presentation from Town personnel regarding new CPD/DHS facility fire plan review fee. (Discussion Only)
2. Ratification of P&S Agreement and authorization to Close Transaction for 2 Station Street. (Discussion/Action)
3. Ratification of Fire Chief Shared Service Agreement. (Discussion/Action)
4. Abatements
 - a. Town of Coventry
 - b. Sprint Spectrum
 - c. Denis Larocque
 - d. Denis Larocque

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- Next Regular Board of Directors Meeting, July 18, 2019.

ADJOURNMENT

President Fred Gralinski



Board of Directors Meeting

Attendance Sign-In Sheet

June 20, 2019


Board of Directors


Fred Gralinski, Chairperson


Cynthia Fagan-Perry Vice Chairperson


Sandy Lukowicz, Director


Ronald Flynn, Director


Daniel Lantz, Director


Richard Polselli, Director


Carl L. Mattson, Director

Fire District


Gayle Corrigan, District Manager

Excused
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
June 20, 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 Cindy Fagan-Perry, Directors Sandy Lukowicz Carl Mattson, Richard Polselli, Ron Flynn and Daniel Lantz. District Manager Gayle Corrigan, Chief Frank Brown, Legal counsel David M. D'Agostino, Esq. of Gorham & Gorham and District Administrator Daniel Kaplan were also present. Finance Manager Linda Dykeman was excused. After the pledge, President Gralinski reviewed safety instructions for exiting the room.

A motion to accept the minutes from May 23, 2019, was made by Vice President Fagan-Perry, seconded by Director Lukowicz 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 as well as 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 Lantz and unanimously approved.

Under New Business, the ratification of the Purchase and Sales Agreement and Authorization to Close Transaction for 2 Station Street was discussed. A motion to approve was made by Director Flynn, seconded by Vice President Fagan-Perry and unanimously approved.

A motion to approve the Ratification of Fire Chief Shared Service Agreement was made by Director Polselli, seconded by Director Lukowicz and unanimously approved.

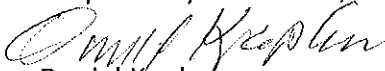
A motion to approve abatements for four properties was made by Vice President Fagan-Perry, seconded by Director Lantz and unanimously approved

There were two comments from the public. The first was a question about street lighting for the "Oaks" development. Attorney Dagostino will research the question.

The second comment was praise for the professional actions of the CCFD personnel during a recent call.

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

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

June 20, 2019

Summary of Operation activities:

PERSONNEL

Currently we have 25 members on staff. 1 member on long term injury (OJI).
5 members on short term (OJI) and 1 Firefighter on Military leave.

TOTAL PERSONNEL - 31

EMERGENCY INCIDENTS

*Total Incidents ending May 31st 2019 were 1499 for a daily average of 10 calls.
*On May 27th the Town experienced two structure fires within 20 minutes of each other. One in the Anthony Fire District and one in the Hopkins Hill Fire District. Out of Town Fire Apparatus that were coming into our Town to cover our stations were redirected to the second fire. Both fires were brought under control within 1 hour.

APPARATUS

*All apparatus are operating properly at this time.

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

- *RISE has been contacted to perform an energy audit on both fire stations.
 - * I would like to setup a date that's works for all Board members to do a tour of both fire stations.
-

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

- *Members will be receiving training on the new electronic gate that was recently installed at Briar Point Beach.
- *Training has been schedule with the Parks and Recreation Department for the Lifeguards at Briar Point Beach.

MARINE DETAILS

- *Currently we have 3 4 hour details to have a presence out on Johnson's Pond. Dates are June 29th, July 6th and August 7th. Details will run from noon till 4 PM.

Thanks go out to the Officers and Firefighters for their dedicated efforts everyday!

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Frank M. Brown".

Frank M. Brown
Chief



Taxes Collected

Interest/Penalty Collected	\$	9,008.88
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Outstanding Taxes

2018	\$	936,704.76
2017	\$	61,715.75
2016	\$	34,444.53
Prior Years	\$	94,435.05
Total	\$	<u>1,127,300.09</u>

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

	FY19 (Approved)	May, 2019 YTD	Remaining	% YTD 75%	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,811,090	3,232,067	579,023	85%	
39201 Tax Levy - Prior Years	335,000	269,762	65,238	81%	
Total 39000 Tax Revenue	4,146,090	3,501,829	644,261	84%	
39500 Department Revenue					
39600 Rescue Run Recovery	700,000	545,347	154,653	78%	
39700 Fire Marshal Services	65,500	27,422	38,078	42%	
39800 Detail Reimbursement	12,000	11,550	450	96%	
Total 39500 Department Revenue	777,500	584,319	193,181	75%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	115,000	89,659	25,341	78%	
39940 Asset Sales/Misc Revenue	100	2,220	(2,120)	2220%	State grant
Total 39900 Other Revenue	115,100	91,879	23,221	80%	
TOTAL DISTRICT REVENUE	\$ 5,038,690	\$ 4,178,027	\$ 860,662	83%	
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	61,400	(1,400)	102%	
40230 Administrative Insurance and HR Initiatives	1,739	708	1,031	41%	
40300 Tax Collecting Expense	11,000	12,465	(1,465)	113%	
40400 Legal - General	20,000	15,785	4,215	79%	
40500 Office/Miscellaneous	1,500	734	766	49%	
40510 Bank Fees	500	135	365	27%	
40600 Dues and Subscriptions	2,500	876	1,624	35%	
40700 Accounting and Payroll Costs	2,000	2,133	(133)	107%	
40800 Administrative Service Contracts	10,500	7,975	2,525	76%	
40850 Software and Hardware	20,000	6,389	13,611	32%	
Total 40000 Administrative	161,239	138,458	22,781	86%	
50000 Operations					

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

	FY19 (Approved)	May, 2019 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	18,396	11,604	61%	
50250 Fuel	43,000	30,564	12,436	71%	
50300 Insurance - General Liability and Property	60,000	56,482	3,518	94%	
50720 Repairs and Maintenance - Station	20,000	13,987	6,013	70%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	57,888	42,112	58%	
50810 Supplies - Fire and Gear	40,000	29,134	10,866	73%	
50830 Supplies - Rescue	25,000	20,577	4,423	82%	
50840 Supplies - Station	6,500	4,840	1,660	74%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	12,500	10,292	2,208	82%	
50920 Electric - Stations	4,000	10,633	(6,633)	266%	
50930 Gas - Stations	3,500	6,900	(3,400)	197%	
50940 Oil - Stations	12,500	14,895	(2,395)	119%	
50960 Water - Stations	600	493	107	82%	
Total 50000 Operations	360,100	277,581	82,519	77%	
60000 Personnel Costs-Union					
60105 Salaries	1,873,995	1,402,242	471,753	75%	
60110 Collateral (Fire Marshal)	50,000	23,731	26,269	47%	
60120 Overtime	375,000	330,211	44,789	88%	
60130 Holiday	86,289	60,179	26,110	70%	
60150 Detail	11,500	6,720	4,780	58%	
60170 Out of Rank	2,500	1,692	808	68%	
60180 Clothing Allowance	18,900	14,700	4,200	78%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	190,499	137,403	53,096	72%	
60210 Municipal State Pension	524,964	353,640	171,324	67%	
61000 Medical Insurance - Union	276,407	203,996	72,411	74%	
61100 HRA Medical Costs	25,000	20,563	4,437	82%	
61200 Dental Insurance - Union	26,117	23,342	2,775	89%	
61300 HR/SA Account Fees	2,500	1,909	591	76%	
61400 Life Insurance	5,208	5,208	-	100%	
61500 PEHP	36,851	27,638	9,212	75%	
62000 Injured On Duty Insurance	119,000	87,318	31,682	73%	
63000 Training/Academy	20,000	9,832	10,168	49%	
63200 Recruitment	1,500	1,405	95	94%	
Total 60000 Personnel Costs-Union	3,662,230	2,711,729	950,501	74%	Provident payments

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

	FY19 (Approved)	May, 2019 YTD	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	160,000	125,750	34,250	79%	
70200 Administrative Payroll Taxes	4,000	3,042	958	76%	
Total 70000 Personnel Costs - Administrative	164,000	128,792	35,208	79%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	100,000	69,969	30,031	70%	
80200 Dental Insurance - Retiree	8,500	5,791	2,709	68%	
80700 Separation Payouts	56,000	-	56,000	0%	
Total 80000 Retirees/Separation Costs	164,500	75,760	88,740	46%	
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	-	46,442	(46,442)		
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	292,632	233,988	56%	
	\$ 5,038,689	\$ 3,624,952	\$ 1,413,737	72%	

SURPLUS/(DEFICIT) \$ 0 \$ 553,075
 Adjustment Timing Tax Collection (75%) 373,750
Adjusted Surplus/(Deficit) \$ 179,326



CENTRAL COVENTRY FIRE DISTRICT
TAX COLLECTORS REPORT

The following is the activity for the month of May 2019

Taxes Collected

2018	\$	518,966.50
2017	\$	9,840.18
2016	\$	2,622.80
Prior Years	\$	619.29

Interest/Penalty Collected	\$	9,008.88
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Total	\$	541,057.65
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Outstanding Taxes

2018	\$	936,704.76
2017	\$	61,715.75
2016	\$	34,444.53
Prior Years	\$	94,435.05
Total	\$	1,127,300.09