



**Central Coventry Fire District
Regular Board of Directors Meeting
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
June 21, 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. May17, 2018.

DEPARTMENT REPORTS:

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

NEW BUSINESS:

1. Penalty Abatements-Neto, Croce (Discussion/Action)
2. Issue refund US Bank (Town Abatement)
3. CCFD Fire Detail Cost for JPCA Fireworks (Discussion/Action)
4. Resolution to set criteria for new street light installation (Discussion/Action)
5. Verizon use of CCFD property. (Discussion/Action)

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- July Regular Board of Directors Meeting, July 19, 2018.

ADJOURNMENT

Chairman Fred Gralinski



Board of Directors Meeting

Attendance Sign-In Sheet

June 21, 2018

Board of Directors

Fred Gralinski, Chairman

Sandy Lukowicz, Vice-Chairwoman

EXCUSED

Cynthia Fagan-Perry, Director

Ronald Flynn, Director

Daniel Lantz, Director

Richard Polselli, Director

Helen Quinn, Director

Fire District

Gayle Corrigan, District Manager

EXCUSED

David D'Agostino, Esq.

EXCUSED

Frank Brown, Chief

Daniel Kaplan, District Administrator

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
May 17, 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, Vice-Chairwoman Lukowicz, Cindy Fagan-Perry, Ronald Flynn, and Richard Polselli. 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 Lantz and Director Quinn were excused. After the pledge, the Chairman reviewed safety instructions for exiting the room.

Director Fagan-Perry noted that the April 19, 2018 minutes were incorrect. The motion to adjourn was incorrectly noted. The meeting minutes will be corrected by District Administrator Kaplan. Motion to approve the minutes as amended made by Director Polselli, seconded by Director Cindy Fagan-Perry and unanimously approved.

Chief Brown read the Fire Chief's Report. The Chief has scheduled the Oral Boards for May 31st for the twelve remaining applicants. The Chief noted that the Fire Fighters have taken it upon themselves with station improvements such as planting grass and plants to enhance the appeal of Stations Four and Seven. Three Lieutenants, Oceau, Bourquin and Marcotte have completed Tactical Medical Training. The Chief also addressed the rumor of an investigation at the Harris Mills complex. There currently is no CCFD investigation of that property. With a \$2,000 grant facilitated by Senator Raptakis the district will purchase laryngoscopes. A motion to approve the report was made by Director Fagan-Perry, seconded by Director Polselli and unanimously approved.

Administrator's report was read by District Administrator Dan Kaplan. Letters of potential tax sale of properties, sent out by the Tax Collector, Ann-Marie Jacolucci, have resulted in an increase in collections. A motion to approve the report by Director Fagan-Perry and seconded by Director Polselli was unanimously approved.

District Manager Corrigan gave the Financial Report; the financials are tracking as expected, around 65%. A motion to approve her report by Director Polselli and seconded by Vice-Chairwoman Lukowicz 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 Flynn was unanimously approved.

Verizon equipment at the Washington Street Station and street lighting in the District will be addressed at the next Board of Directors meeting on June 21st.

A motion to adjourn by Director Polselli and seconded by Director Flynn was unanimously approved. The meeting was adjourned at 7:45 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

June 21, 2018

FIRE CHIEF'S JUNE REPORT

Summary of Operation activities:

PERSONNEL

Currently we have 28 members on staff. 1 member on long term injury (OJI). Oral Board for new Firefighter/EMTC eligibility list was held on May 31st. 12 candidates were interviewed. Final racking is now completed for future hiring. Thanks to Division Chief Blanding, Captain Alamgno, Lieutenant McCann and Firefighter Josh Shannon for their participation in this testing process.

TOTAL PERSONNEL - 29

EMERGENCY INCIDENTS

*Crews responded to two hazmat incidents. One for a paint primer containing Xylene which is highly flammable that leaked in a basement leaving the residence uninhabitable. Second one was for bleach and ammonia which was mixed together and placed in a freezer. Freezer was removed from basement and chemical was diluted to render it harmless.

*Crews responded to two electrical fires. One was for a meter socket on the outside of residence that shorted out causing minor damage. Second one was for a fan light/heater within a bathroom that shorted out causing moderate damage.

*Total Emergency Medical Calls for the month of May was 206.



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FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

APPARATUS

- *All apparatus are up and running properly at this time.
- *New Rescue was placed in service today.
- *Having boat motor issues with Marine 7. Currently looking at options on repairs or replacement.

EQUIPMENT

All equipment is up and running properly at this time.
Air Bags and vehicle struts have been purchased.
Glidescope Laryngoscopes have been purchased with Grant Funds.

STATIONS

New roof has been completed at Station 3. On June 26th and 27th we will be using inmates from the RI Department of Correction to cleanout the building.

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.
- *All shifts complete their Annual vehicle extrication training.
- *Training on the new Glidescope Laryngoscopes for will take place before the end of the month.



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FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

June 16th was my one year anniversary with the Fire District. During this time WE have accomplished many things. I would like to thank the Board of Directors, District Administration and the dedicated rank and file for all your support. Together we are all working towards the common goal of providing the best emergency services to the taxpayers we service.

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

May, 2018

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

Taxes Collected

2017	\$	466,525.40
2016	\$	14,911.66
2015	\$	59.00
2015 (2)	\$	172.67
Prior Years	\$	1,074.24

Interest/Penalty Collected \$ 9,496.31

Total \$ **492,239.28**

Outstanding Taxes

2017	\$	928,152.33
2016	\$	87,272.72
2015	\$	18,307.09
2015 (2)	\$	19,596.46
Prior	\$	69,840.28
Total	\$	1,123,168.88

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

	FY18				Notes
	(Approved)	May, 2018	Remaining	% YTD 75%	
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,666,874	2,840,686	826,188	77%	
39201 Tax Levy - Prior Years	300,000	293,030	6,970	98%	
Total 39000 Tax Revenue	3,966,874	3,133,716	833,158	79%	
39500 Department Revenue					
39600 Rescue Run Recovery	775,000	514,221	260,779	66%	
39700 Fire Marshal Services	20,000	21,384	(1,384)	107%	
39800 Detail Reimbursement	12,000	8,308	3,692	69%	
Total 39500 Department Revenue	807,000	543,913	263,087	67%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	60,000	87,901	(27,901)	147%	
39940 Asset Sales/Misc Revenue	251,000	264,123	(13,123)	105%	\$255k Harris; \$8.5 equipment
Total 39900 Other Revenue	311,000	352,023	(41,023)	113%	
TOTAL DISTRICT REVENUE	\$ 5,084,874	\$ 4,029,653	\$ 1,055,222	79%	
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	63,375	9,750	87%	
40230 Administrative Insurance and HR Initiatives	4,500	3,755	745	83%	
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	1,501	999	60%	
40800 Administrative Service Contracts	12,500	10,018	2,482	80%	
40850 Software and Hardware	10,500	5,265	5,235	50%	
Total 40000 Administrative	197,625	140,525	57,100	71%	

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

	FY18				Notes
	(Approved)	May, 2018	Remaining	% YTD	
50000 Operations					
50200 Rescue Recovery Fees	32,726	19,360	13,366	59%	
50250 Fuel	35,000	30,696	4,304	88%	
50300 Insurance - General Liability and Property	40,000	38,222	1,778	96%	
50720 Repairs and Maintenance - Station	40,000	32,788	7,212	82%	
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	98,514	(8,514)	109%	
50810 Supplies - Fire and Gear	60,000	37,987	22,013	63%	
50830 Supplies - Rescue	21,196	19,995	1,201	94%	
50840 Supplies - Station	5,000	9,465	(4,465)	189%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	11,000	8,890	2,110	81%	
50920 Electric - Stations	4,000	2,304	1,696	58%	
50930 Gas - Stations	2,500	1,963	537	79%	
50940 Oil - Stations	10,000	12,489	(2,489)	125%	
50960 Water - Stations	500	456	44	91%	
Total 50000 Operations	354,422	315,630	38,792	89%	
60000 Personnel Costs-Union					
60105 Salaries	1,794,199	1,261,581	532,618	70%	
60110 Collateral (Fire Marshal)	27,500	38,409	(10,909)	140%	
60120 Overtime	350,000	271,826	78,174	78%	
60130 Holiday	82,633	56,814	25,819	69%	
60150 Detail	11,000	5,355	5,645	49%	
60170 Out of Rank	500	1,824	(1,324)	365%	
60180 Clothing Allowance	19,600	12,950	6,650	66%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	176,060	124,350	51,710	71%	
60210 Municipal State Pension	377,337	269,796	107,541	72%	
61000 Medical Insurance - Union	291,948	209,301	82,647	72%	
61100 HRA Medical Costs	5,000	1,796	3,204	36%	
61200 Dental Insurance - Union	27,113	21,493	5,620	79%	
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	13,390	6,610	67%	
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	2,404,730	982,515	71%	

