



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

**Pursuant to Governor's Executive Order 20-05, This Meeting is Convened  
Telephonically and using Zoom Video Conferencing Technology to Allow Timely and  
Effective Public Access to Deliberations of the Board.**

**[All Participation will be remote until further notice]**

June 23, 2020 at 6:30 PM

**Board of Directors**

Fred Gralinski-President, Vice President Cynthia Fagan-Perry,  
Daniel Lantz, Jr., Richard Polselli, Ronald Flynn, Carl Mattson, James Kuipers

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**Agenda**

[The public may watch the meeting via

<https://us02web.zoom.us/j/84604441777?pwd=MFE2SWhaTzIHbFlqcXNsaVICMEhHQQT09>

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 21, 2020.

**DEPARTMENT REPORTS:**

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

**NEW BUSINESS:**

1. Ratification of timeline waiver under RI Firefighters' Arbitration Act for contract negotiations with IAFF Local 3372. (Discussion/Action/Vote)
2. Discussion of DRAFT letter from Board Member Kuipers to Coventry Town Manager Warzycha regarding COVID-19 funding/recovery. (Discussion/Action/Vote)
3. Presentation by Chief Brown concerning merger; next steps; process; legislation; voter authorization/approval/etc. (Discussion/Action/Vote)

4. Request by taxpayer, Mr. Huffman, to have a hearing on the abatement of penalties and interest from past years. (Discussion/Action/Vote)

## **PUBLIC COMMENT**

## **NEXT SCHEDULED MEETING**

- **Next Regular Board of Directors Meeting, August 20, 2020.**

## **ADJOURNMENT**

President Fred Gralinski

<https://us02web.zoom.us/j/84604441777?pwd=MFE2SWhaTzIHbFlqcXNsaVICMEhHQT09>

Meeting ID: 846 0444 1777

Password: 443655

One tap mobile

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**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**May 21, 2020 @ 6:30 PM**  
**Telephonically and using Zoom Video Conferencing Technology**

The meeting was called to order by President Gralinski at 6:33 PM. A quorum was present consisting of: President Fred Gralinski, Vice President Cindy Fagan-Perry, Ron Flynn, Carl Mattson, James Kuipers and Dan Lantz. District Manager Gayle Corrigan, Finance Manager Linda Dykeman, Chief Brown, Legal Counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc., and District Administrator Daniel Kaplan were also present. Richard Polselli was excused. After the pledge, the President asked individuals to review safety instructions for exiting their room.

A motion to accept the meeting minutes from February 26<sup>th</sup>, 2020 was made by Director Flynn, seconded by Director Mattson and approved with Director Kuipers abstaining as he was not at that meeting. A motion to accept the meeting minutes from April 16<sup>th</sup>, 2020 was made by Director Kuipers, seconded by Director Lantz and unanimously approved.

The Chief's Report was read by Chief Brown. He noted that the number of Rescue runs were down due to Covid 19. See the full report on the CCFD website. A motion to accept the Chief's Report was made by Vice President Fagan-Perry, seconded by Director Flynn and unanimously approved.

The Finance Manager's Report was read by Linda Dykeman. Chief Brown noted that a check for \$3,089.90 was received from the State for unclaimed funds. See the full report on the CCFD website. A motion to accept the Finance Manager's Report was made by Vice President Fagan-Perry, seconded by Director Kuipers and unanimously approved.

The District Administrator's Report was read by Daniel Kaplan. The bulk of the uncollected funds from previous years were from mobile home owners. Legal Counsel David D'Agostino said it might be possible to collect these taxes from the mobile home park owners. See the full report on the CCFD website. A motion to accept the Finance Manager's Report was made by Vice President Fagan-Perry, seconded by Director Flynn and unanimously approved.

Under New Business, District Manager Gayle Corrigan said that insurance proposals were out to bid, to include Injured on Duty insurance. A refund was expected from Provident (the IOD insurance company) from an audit. See the full report on the CCFD website. A motion to accept the District Manager's

Report was made by Vice President Fagan-Perry, seconded by Director Kuipers and unanimously approved.

Chief Brown read the Covid 19 Update. Both firefighters who were out due to Covid 19 have returned to duty. 37 vehicles belonging to the town of Coventry, as well as the fire districts, have been decontaminated. See the full report on the CCFD website. A motion to accept the Covid 19 Update was made by Director Flynn, seconded by Director Mattson and unanimously approved.

A motion to approve abatements was made by Director Kuipers, seconded by Director Lantz and unanimously approved.

~~An update on the streetlights and status of National Grid litigation was discussed. Monies have been set aside for the payment to National Grid in the event that the case is lost by the CCFD.~~

Review and approval of Board Press Release to inform the public and taxpayers concerning district's finances and 2020-2021 budget pressures was read by President Gralinski. Director Kuipers would like to add an addendum to the Press Release and will forward his written thoughts to the Board. A motion to approve the press release was made by Vice President Fagan-Perry, seconded by Director Flynn and approved. Director Kuipers voted "nay". He will circulate an addendum to the release for the Board to approve at a future meeting.

A motion to approve the Ratification of Conditional Employment Agreement for Nicholas Hodson was made by Director Kuipers, seconded by Director Lantz and unanimously approved.

A motion to adjourn was made by Director Mattson, seconded by Director Lantz and unanimously approved. The meeting was adjourned at 8:02 P.M.

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**

June 18, 2020

Summary of Operation activities:

### **PERSONNEL**

Currently we have 26 members on staff. 3 members out on injury.

\*Probationary Firefighter Hobson started his 12 weeks of training at the Rhode Island Fire Academy on April 13<sup>th</sup>. Graduation is scheduled for July 3<sup>rd</sup>.

TOTAL PERSONNEL – 30

### **EMERGENCY INCIDENTS**

\* Incidents from January 31, 2020 to May 31, 2020 were 1739 for a call volume of 11 calls per day.

### **APPARATUS**

\*All apparatus is operating properly at this time.

### **EQUIPMENT**

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

### **STATIONS**

\*Station 4 RISE lighting upgrade project has been completed. Station 4 boiler replacement project is about 80% completed.



# ***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**

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

\*Department Fire Marshals continue to work despite the Covid 19 Pandemic on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and follow-up inspections on issued violations.

### **COVID 19**

Department members continue to remain highly vigilant on all calls for the possibility of Covid 19. We have sufficient PPE on hand and more on order.

### **TRAINING**

\*Training continues on Marine 7's side scan sonar.

Thanks again to all personnel as we work thru this National Emergency COVID 19 Pandemic!

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

The following is the activity for the month of May 2020

<b>Taxes Collected</b>	May-2020	Apr-2020
2019	\$ 527,839.04	\$ 109,030.87
2018	\$ 7,831.18	\$ 6,484.40
2017	\$ 374.50	\$ 327.91
Prior Years	\$ 512.99	\$ 67.04
<b>Interest/Penalty Collected</b>	\$ 5,745.91	\$ 5,723.35
<b>Total</b>	<b>\$ 542,303.62</b>	<b>\$ 121,633.57</b>

#### **Outstanding Taxes**

2019	\$ 957,192.95	\$ 1,500,263.82
2018	\$ 59,392.81	\$ 67,377.75
2017	\$ 24,931.40	\$ 25,305.90
Prior Years	\$ 146,147.77	\$ 146,683.36
<b>Total</b>	<b>\$ 1,187,664.93</b>	<b>\$ 1,739,630.83</b>

	FY20 (Approved)	May, 2020 YTD	Remaining	% YTD	Notes
<b>39000 Tax Revenue</b>				75%	
39100 Tax Levy - Current Year	4,080,522	3,369,700	710,822	83%	
39201 Tax Levy - Prior Years	240,000	181,903	58,097	76%	
<b>Total 39000 Tax Revenue</b>	<b>4,320,522</b>	<b>3,551,603</b>	<b>768,919</b>	<b>82%</b>	
<b>39500 Department Revenue</b>					
39600 Rescue Run Recovery	675,000	455,614	219,386	67%	
39700 Fire Marshal Services	40,000	17,747	22,253	44%	
39800 Detail Reimbursement	20,000	4,045	15,955	20%	
<b>Total 39500 Department Revenue</b>	<b>735,000</b>	<b>477,406</b>	<b>257,594</b>	<b>65%</b>	
<b>39900 Other Revenue</b>					
39930 Interest & Penalties on Taxes	130,000	71,027	58,973	55%	
39935 Bank Interest Income	20,000	20,013	(13)	100%	
39940 Asset Sales/Misc Revenue	1,000	18,696	(17,696)	1870% federal stimulus funds	
<b>Total 39900 Other Revenue</b>	<b>151,000</b>	<b>109,736</b>	<b>41,264</b>	<b>73%</b>	
<b>TOTAL DISTRICT REVENUE</b>	<b>\$ 5,206,522</b>	<b>\$ 4,138,745</b>	<b>\$ 1,067,777</b>	<b>79%</b>	
<b>40000 Administrative</b>					
40100 Audit/CPA Services	15,750	15,750	-	0%	Audit is complete
40200 Board Meetings	1,500	2,209	(709)	147%	Annual meeting expenses
40210 Board Member Stipends	14,000	9,817	4,183	70%	
40220 Finance Director/Treasurer	117,000	87,750	29,250	75%	
40230 Administrative Insurance and HR Initiatives	550	274	276	50%	
40300 Tax Collecting Expense	15,000	10,840	4,160	72%	Vision annual maintenance fee paid
40400 Legal - General	44,500	32,921	11,579	74%	
40450 Legal - Labor Negotiations	15,000	6,980	8,020	47%	
40500 Office/Miscellaneous	500	1,874	(1,374)	375%	
40510 Bank Fees	150	605	(455)	403%	checks and supplies orders
40600 Dues and Subscriptions	2,000	782	1,218	39%	
40700 Accounting and Payroll Costs	2,750	2,177	573	79%	
40800 Administrative Service Contracts	8,000	7,185	815	90%	
40850 Software and Hardware	15,000	10,932	4,068	73%	
<b>Total 40000 Administrative</b>	<b>251,700</b>	<b>190,096</b>	<b>61,604</b>	<b>76%</b>	



	FY20 (Approved)	May, 2020 YTD	Remaining	% YTD	Notes
<b>50000 Operations</b>					
50200 Rescue Recovery Fees	25,000	17,322	7,678	69%	
50250 Fuel	43,000	29,777	13,223	69%	
50300 Insurance - General Liability and Property	50,000	37,958	12,042	76%	
50720 Repairs and Maintenance - Station	25,000	25,064	(64)	100%	Board approved maintenance
50730 Repairs and Maintenance - Vehicles and Apparatus	75,000	55,524	19,476	74%	
50810 Supplies - Fire and Gear	40,000	24,419	15,581	61%	Received \$2000 grant for body armor
50830 Supplies - Rescue	27,500	17,089	10,411	62%	
50840 Supplies - Station	7,500	7,996	(496)	107%	
50845 Telecommunications System	2,500	2,500	-	100%	Annual Payment
50850 Telecommunications	10,000	8,779	1,221	88%	
50920 Electric - Stations	5,250	10,771	(5,521)	205%	
50930 Gas - Stations	3,500	1,285	2,215	37%	
50940 Oil - Stations	15,000	11,018	3,982	73%	
50960 Water - Stations	700	437	263	62%	
<b>Total 50000 Operations</b>	<b>329,950</b>	<b>249,939</b>	<b>80,011</b>	<b>76%</b>	
<b>60000 Personnel Costs-Union</b>					
60105 Salaries	1,862,424	1,341,317	521,107	72%	
60110 Collateral (Fire Marshal)	36,000	29,156	6,844	81%	
60120 Overtime	500,000	286,264	213,736	57%	
60130 Holiday	84,072	58,685	25,387	70%	
60150 Detail	20,000	4,074	15,926	20%	
60170 Out of Rank	2,500	3,593	(1,093)	144%	
60180 Clothing Allowance	18,900	14,000	4,900	74%	Payments made on the FF anniversary date
60190 Health Opt-out	20,000	-	20,000	0%	Payments made at the end of the fiscal year
60200 Payroll Tax	198,665	127,228	71,437	64%	
60210 Municipal State Pension	564,162	410,839	153,323	73%	Pension payments due by the 15th of the next month
61000 Medical Insurance - Union	297,056	231,299	65,757	78%	
61100 HRA Medical Costs	10,000	8,045	1,955	80%	
61200 Dental Insurance - Union	27,734	23,182	4,552	84%	
61300 HR/SA Account Fees	2,500	2,493	7	100%	
61400 Life Insurance	5,208	5,494	(286)	105%	Annual payment
61500 PEHP	35,335	-	35,335	0%	Payment made at end of fiscal year
62000 Injured On Duty Insurance	137,500	89,773	47,727	65%	Quarterly installments
63000 Training/Academy	15,000	9,155	5,845	61%	
63100 Promotional Exams	1,750	2,307	(557)	132%	
63200 Recruitment	1,500	1,083	417	72%	
<b>Total 60000 Personnel Costs-Union</b>	<b>3,840,306</b>	<b>2,647,987</b>	<b>1,192,319</b>	<b>69%</b>	

FY20 (Approved)    May, 2020 YTD    Remaining    % YTD    Notes					
	FY20 (Approved)	May, 2020 YTD	Remaining	% YTD	Notes
<b>70000 Personnel Costs - Administrative</b>					
70100 Administrative Salaries/Compensation	164,337	123,253	41,084	75%	
70200 Administrative Payroll Taxes	2,971	2,648	323	89%	
<b>Total 70000 Personnel Costs - Administrative</b>	<b>167,308</b>	<b>125,901</b>	<b>41,407</b>	<b>75%</b>	
<b>80000 Retirees/Separation Costs</b>					
80100 Medical Insurance - Retiree	99,404	90,543	8,861	91%	Includes settlement payments
80200 Dental Insurance - Retiree	6,747	7,011	(264)	104%	Includes settlement payments
80700 Separation Payouts	53,033	-	53,033	0%	
<b>Total 80000 Retirees/Separation Costs</b>	<b>159,184</b>	<b>97,554</b>	<b>61,630</b>	<b>61%</b>	
<b>90000 Other Expenditures</b>					
90100 Hydrants	270,914	203,185	67,729	75%	Quarterly payments
90200 Street Lights	102,265	-	102,265	0%	
91000 Capital Purchases	-	-	-	0%	Moved to separate fund
92000 Lease/Interest Payment	73,894	-	73,894	0%	Due at the end of the fiscal year
95000 Claim Payments/Other	11,000	11,000	-	100%	paid - this was final bankruptcy claim
<b>Total 90000 Other Expenditures</b>	<b>458,073</b>	<b>214,185</b>	<b>243,888</b>	<b>47%</b>	
	<b>\$ 5,206,522</b>	<b>\$ 3,525,662</b>	<b>\$ 1,680,860</b>	<b>68%</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ 613,083</b>			
Adjustment Timing Tax Collection (75%)		(309,309)			
Adjustment Timing Health Opt-out		(20,000)			
Adjustment Timing PEHP		(35,335)			
Adjustment Timing Separation Payout		(53,033)			
Adjustment Timing Street Lights		(102,265)			
Adjustment Timing Lease Interest Payments		(73,894)			
<b>Adjusted Surplus/(Deficit)</b>		<b>19,247</b>			

## FY2020 Central Coventry Fire District Capital Fund

May, 2020

### Revenue

Initial funding	10,000
Sale of Rescue	5,000
Transfer approved by Board	75,000
Sale of Station 2	363,000
Interest	5,246
Refund of deposit	<u>(5,000)</u>
<b>Total Revenue 05/31/2020</b>	<b>453,246</b>

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### Expenditures

Fire Marshall Vehicle	31,190
Engineering for septic system	2,031
Work on septic system	17,700
State permit for septic system	500
Software update	<u>11,200</u>
<b>Total Expenditures 05/31/2020</b>	<b>62,621</b>

Total Surplus (Deficit) 390,625

Mr. Edward Warzycha  
Interim Town Manager  
Town of Coventry  
1670 Flat River Rd.  
Coventry, RI 02816

As you are well aware, our town has seen and will continue to see a significant impact from the COVID-19 pandemic as have communities across the country. One of the most significant impacts we are seeing is related to our First Responders including Police, EMS and Healthcare workers who are on the 'front lines' of this crisis day and night and, more than ever, are critical to our safety.

As an organization overseeing and responsible for these First Responders including their readiness, availability and safety, the Central Coventry Fire District is faced with meaningful and unexpected challenges much like the Town of Coventry. This includes additional, unanticipated costs as well a loss of expected revenue. To attempt to mitigate these issues, we are actively reviewing any options for reimbursement or 'stimulus' money and aggressively pursuing those opportunities as we will continue to do.

There is talk of, and hope for, additional stimulus measures from the federal government, including direct assistance to States and Municipalities to provide relief from the aforementioned impacts. On behalf of the Central Coventry Fire District as well as our partners in Hopkins Hill, Anthony and Western Coventry we want to ensure that any such stimulus funding that may be approved and may be distributed to the Town of Coventry is distributed in an equitable fashion to include our districts given our position as essential service providers to the residents and taxpayers. Our concern is ensuring that, as independent entities, the fair share of any funds provided by the federal government to the Town of Coventry either implicitly or explicitly intended to include Fire and/or EMS services make their way to our Districts. We strongly urge you and the members of the Town Council to consider the vital services provided to residents when allocating any funds received and to keep us informed and included in any information, discussions and decisions related to any such funding that is received.

On behalf of our entire Board of Directors, we look forward to continuing to work with town leaders and staff to assist and support in COVID-19 efforts. Please stay safe and feel free to reach out to me with any questions you may have or further discussion that may be necessary.

Sincerely,