



**Central Coventry Fire District
Regular Board of Directors Meeting**
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
July 19, 2018 at 7:00 PM

Agenda

Call to Order	Fred Galinski, Chairman
Pledge of Allegiance	Fred Galinski, Chairman
Roll Call – Quorum Determination	Fred Galinski, Chairman
Safety Instructions	Fred Galinski, Chairman

APPROVAL OF MEETING MINUTES

1. June 21, 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, Cook-Spadoni (Discussion/Action)
2. Issue refund US Bank (Town Abatement)
3. Update from legal counsel in the matter of Peltier v. CCFD, KC-2017-0626; consideration and discussion of settlement – Discussion/Action.

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- **August Regular Board of Directors Meeting, August 16, 2018.**

ADJOURNMENT

Chairman Fred Galinski



Board of Directors Meeting

Attendance Sign-In Sheet

July 19, 2018

Board of Directors


Fred Gralinski, Chairman

EXCUSED
Sandy Lukowicz, Vice-Chairwoman


Cynthia Fagan-Perry, Director


Ronald Flynn, Director


Daniel Lantz, Director

EXCUSED
Richard Polselli, Director


Helen Quinn, Director

Fire District

EXCUSED
Gayle Corrigan, District Manager


David D'Agostino, Esq.


Frank Brown, Chief


Daniel Kaplan, District Administrator

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
June, 21 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-Chairperson Lukowicz, Helen Quinn, Ronald Flynn, Daniel Lantz and Richard Polselli. District Manager Gayle A. Corrigan and District Administrator Dan Kaplan were also present. Director Cindy Fagan-Perry, Chief Frank Brown and legal counsel David M. D'Agostino, Esq. of Gorham & Gorham were excused. After the pledge, the Chairman reviewed safety instructions for exiting the room.

A motion to accept the minutes from May 17, 2018 was made by Director Flynn, seconded by Vice Chairperson Lukowicz and unanimously approved.

District Manager Gayle Corrigan read the Fire Chief's Report into the record. Motion to accept the Chief's report was made by Director Polselli, seconded by Director Quinn and unanimously approved. Administrator Kaplan read the Tax Collection Report into the record. A motion to accept the Administrator's report was made by Director Polselli, seconded by Vice Chairperson Lukowicz and unanimously approved. District Manager Corrigan read the Financial Report. A motion to accept the report was made by Director Flynn, seconded by Vice Chairperson Lukowicz and unanimously approved.

Under New Business, the Board was asked by the Johnsons Pond Civic Association for some relief from the CCFD Fire Detail expense for the July 4th fireworks display. A motion to reduce the cost of the fire detail by \$1500 was presented by Director Polselli, seconded by Vice Chairperson Lukowicz and approved with one dissenting vote by Director Lantz. A motion to table a list of properties for tax abatements until the July meeting was made by Director Quinn, seconded by Director Polselli and unanimously approved.

A motion to charge Verizon for the space for equipment at the Washington Street Station was made by Vice Chairperson Lukowicz, seconded by Director Quinn and unanimously approved.

A presentation by representatives from PRISM regarding the street lights in the District was presented. A motion by Vice Chairperson Lukowicz to proceed with an audit of the lights was seconded by Director Quinn and approved with one dissenting vote by Director Polselli.

A motion to adjourn was made by Director Polselli, seconded by Director Flynn 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

July 19, 2018

FIRE CHIEF'S JULY REPORT

Summary of Operation activities:

PERSONNEL

Currently we have 27 members on staff. 1 member on long term injury (OJI). 2 New Probationary Firefighters were hired with a starting date of Monday, July 23rd. They will go thru 4 weeks of on the job training before being placed on a shift.

TOTAL PERSONNEL - 30

EMERGENCY INCIDENTS

* Crews responded to report of a male ill outside of his car. Upon inspection of the vehicle that he was in crews found chemicals related to pest control. RIDEM was called due to the nature of the chemicals. As a precaution two Firefighters were evaluated at KCMH for chemical exposure.

*Crews responded to a small deck fire. Fire was determined to be discarded smoking material.

*Marine 7 responded to two incidents on Johnson's Pond involving jet skis.

*Total Incidents for the year ending June 30th was 1881.

APPARATUS

*All apparatus are up and running properly at this time.

*A New 50 HP Yamaha Outboard motor was installed on Marine 7.



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

EQUIPMENT

All equipment is up and running properly at this time.

STATIONS

On June 26th inmates from the RI Department of Correction cleaned out Station 3. Looking to have them come out for one more day for a final clean up.

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.
- *Crews continue to train with Marine 7.

I would like to thank all our personnel for what they do each and everyday!!!

Respectfully submitted,

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

Frank M. Brown
Chief



CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

June, 2018

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

Taxes Collected

2017	\$	64,747.58
2016	\$	14,027.39
2015	\$	364.88
2015 (2)	\$	817.62
Prior Years	\$	745.82

Interest/Penalty Collected	\$	11,889.36
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Total	\$	92,592.65
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Outstanding Taxes

2017	\$	863,369.36
2016	\$	73,324.65
2015	\$	17,942.21
2015 (2)	\$	18,778.84
Prior	\$	69,094.46
Total	\$	<u>1,042,509.52</u>

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

	FY18			% YTD	Notes
	(Approved)	May, 2018	Remaining		
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,666,874	2,905,434	761,440	79%	
39201 Tax Levy - Prior Years	300,000	308,985	(8,985)	103%	
Total 39000 Tax Revenue	3,966,874	3,214,419	752,455	81%	
39500 Department Revenue					
39600 Rescue Run Recovery	775,000	574,540	200,460	74%	
39700 Fire Marshal Services	20,000	25,639	(5,639)	128%	
39800 Detail Reimbursement	12,000	12,383	(383)	103%	
Total 39500 Department Revenue	807,000	612,562	194,438	76%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	60,000	99,790	(39,790)	166%	
39940 Asset Sales/Misc Revenue	251,000	264,123	(13,123)	105%	\$253k Harris; \$8.5 equipment
Total 39900 Other Revenue	311,000	363,913	(52,913)	117%	
TOTAL DISTRICT REVENUE	\$ 5,084,874	\$ 4,190,894	\$ 893,980	82%	
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	11,049	1,451	88%	
40400 Legal - General	45,000	17,014	27,987	38%	
40500 Office/Miscellaneous	3,000	1,079	1,921	36%	
40510 Bank Fees	250	245	5	98%	
40600 Dues and Subscriptions	500	3,428	(2,928)	686%	
40700 Accounting and Payroll Costs	2,500	1,602	898	64%	
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	148,709	48,916	75%	

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

	FY18		Remaining		% YTD	Notes
	(Approved)	May, 2018				
50000 Operations						
50200 Rescue Recovery Fees	32,726	22,241	10,484	68%		
50250 Fuel	35,000	36,955	(1,955)	106%		
50300 Insurance - General Liability and Property	40,000	38,222	1,778	96%		
50720 Repairs and Maintenance - Station	40,000	36,601	3,399	92%		
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	102,346	(12,346)	114%		
50810 Supplies - Fire and Gear	60,000	45,009	14,991	75%		
50830 Supplies - Rescue	21,196	23,052	(1,856)	109%		
50840 Supplies - Station	5,000	9,895	(4,895)	198%		
50845 Telecommunication System	2,500	2,500	-	100%		
50850 Telecommunications	11,000	10,000	1,000	91%		
50920 Electric - Stations	4,000	2,761	1,239	69%		
50930 Gas - Stations	2,500	1,963	537	79%		
50940 Oil - Stations	10,000	12,490	(2,490)	125%		
50960 Water - Stations	500	456	44	91%		
Total 50000 Operations	354,422	344,492	9,929	97%		
60000 Personnel Costs-Union						
60105 Salaries	1,794,199	1,438,053	356,146	80%		
60110 Collateral (Fire Marshal)	27,500	44,206	(16,706)	161%		
60120 Overtime	350,000	296,288	53,712	85%		
60130 Holiday	82,633	63,629	19,004	77%		
60150 Detail	11,000	7,602	3,398	69%		
60170 Out of Rank	500	1,960	(1,460)	392%		
60180 Clothing Allowance	19,600	13,650	5,950	70%		
60190 Health Opt-out	16,000	-	16,000	0%		
60200 Payroll Tax	176,060	139,126	36,934	79%		
60210 Municipal State Pension	377,337	309,416	67,921	82%		
61000 Medical Insurance - Union	291,948	231,301	60,647	79%		
61100 HRA Medical Costs	5,000	1,911	3,089	38%		
61200 Dental Insurance - Union	27,113	24,293	2,820	90%		
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	2,700,671	686,573	80%		

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

		FY18				
		(Approved)	May, 2018	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative						
70100 Administrative Salaries/Compensation		157,352	134,182	23,170	85%	
70200 Administrative Payroll Taxes		2,450	2,749	(299)	112%	
Total 70000 Personnel Costs - Administrative		159,802	136,931	22,871	86%	
80000 Retirees/Separation Costs						
80100 Medical Insurance - Retiree		108,478	84,285	24,193	78%	
80200 Dental Insurance - Retiree		8,236	4,763	3,473	58%	
80700 Separation Payouts		20,000	-	20,000	0%	
Total 80000 Retirees/Separation Costs		136,714	89,048	47,666	65%	
90000 Other Expenditures						
90100 Hydrants		255,066	197,327	57,740	77%	
90200 Street Lights		210,000	141,872	68,128	68%	
91000 Capital Purchases		359,000	463,186	(104,186)	129%	Pumper \$9.5k; monitor \$26.4k; cameras \$19k; chest comp \$14k; roof \$60k
95000 Claim Payments/Other		25,000	11,000	14,000	44%	Rescue \$293k; Scout Air Pak Assemblies \$32.3k; boat motor \$8.7k
Total 90000 Other Expenditures		849,066	813,385	35,681	96%	
		\$ 5,084,874	\$ 4,233,237	\$ 851,637	83%	
SURPLUS/(DEFICIT)		\$ 0	\$ (42,542)			
Adjustment Timing Tax Collection (83%)			(150,294)			
Adjusted Surplus/(Deficit)			\$ (192,637)			