



Central Coventry Fire District
Regular Board of Directors Meeting
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
August 16, 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. July 19, 2018.

DEPARTMENT REPORTS:

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

NEW BUSINESS:

1. Abatement- Lupino, Lombardi, Mitchell (Discussion/Action)
2. Consideration of request from taxpayers David and Diane Bell to credit \$700.00 against their fire district tax bill of \$4195; \$700.00 was discharged in a Chapter 7 bankruptcy on February 3, 2015. (Discussion/Action.)
3. Review of proposed Charter and By-Law Changes for presentation and vote at Annual Meeting. (Discussion/Action.)

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- September Regular Board of Directors Meeting, September 20, 2018.

ADJOURNMENT

Chairman Fred Gralinski



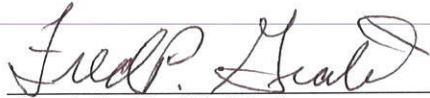
Board of Directors Meeting

Attendance Sign-In Sheet

August 16, 2018

Board of Directors


Fire District



Fred Gralinski, Chairman



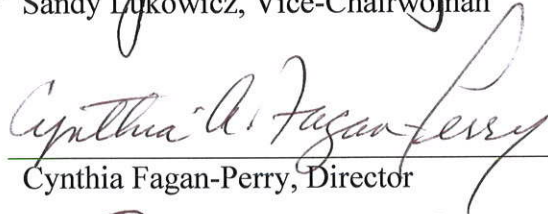
Gayle Corrigan, District Manager



Sandy Lukowicz, Vice-Chairwoman



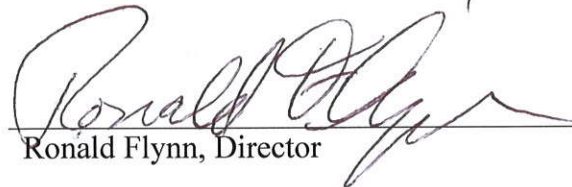
David D'Agostino, Esq.



Cynthia Fagan-Perry, Director



Frank Brown, Chief



Ronald Flynn, Director



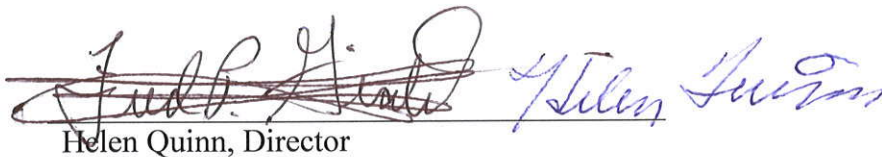
Daniel Kaplan, District Administrator



Daniel Lantz, Director



Richard Polselli, Director



Helen Quinn, Director

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
August, 16 2018 @ 7:00 PM
Westwood Estates Clubhouse

The meeting was called to order by President Gralinski at 7:05 PM. A quorum was present consisting of: President Fred Gralinski, Vice-Chairperson Lukowicz, Helen Quinn, Cindy Fagan-Perry, Ronald, Flynn Richard Polselli and Daniel Lantz. District Manager Gayle A. Corrigan, District Administrator Daniel Kaplan, Chief Frank Brown and legal counsel David M. D'Agostino, Esq. of Gorham & Gorham were also present. After the pledge, the Chairman reviewed safety instructions for exiting the room.

A motion to accept the minutes from July 19, 2018 was made by Director Fagan-Perry, seconded by Director Lantz and unanimously approved.

Chief Frank Brown read the Fire Chief's Report into the record. Motion to accept the Chief's report was made by Director Fagan-Perry, seconded by Director Polselli 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 Fagan-Perry, seconded by Director Lantz and unanimously approved. District Manager Gayle Corrigan read the Financial Report. A motion to accept the report was made by Director Fagan-Perry, seconded by Director Polselli and unanimously approved. District Manager Gayle Corrigan also read the proposed 2019 budget, explaining the numbers to the board and the public.

Under New Business, penalty abatements of three tax payers were discussed. A motion to accept one abatement, reject one and table another for the September meeting was made by Vice-Chairperson Lukowicz, seconded by Director Polselli and unanimously approved.

A motion to abate \$700.00 from property that had been in bankruptcy was made by Director Polselli, seconded by Director Fagan-Perry and unanimously approved.

A discussion concerning the District By-Laws, which are superseded by the District Charter, was tabled until the September regular Board of Directors Meeting.

A motion to adjourn was made by Director Polselli, seconded by Vice Chairperson Lukowicz 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

August 16, 2018

FIRE CHIEF'S AUGUST 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 and will be attending the Rhode Island Fire Academy 12 week training program starting on August 27th with their graduation date set for November 16th.

TOTAL PERSONNEL - 30

EMERGENCY INCIDENTS

* Crews responded to a near drowning of a 3 year old in a pool. Patient was transported to Hasbro Hospital and is expected to make a full recovery.
*Crews responded to a motor vehicle accident with a report of the car on fire. Upon arrival car engine compartment was fully involved and extending into the passenger compartment. Lone occupant had self extricated and was evaluated by rescue.

*Total Incidents for the year ending June 30th was 2176.

APPARATUS

*All apparatus are 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

EQUIPMENT

All equipment is up and running properly at this time.

STATIONS

RI Department of Correction will be coming back out for one more day for a final clean up Station 3.

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. Also, it's that time of year where this office has to complete 3 School inspections and 54 Business License inspections by October 1st.

TRAINING

- *Emergency Medical Technician mandatory recert training is on going.
- *All shifts completed training on our new Air Bags and Vehicle Struts.

I would like to THANK the hard work that employees do day in and day out that make a difference in the lives they touch!!!

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

July, 2018

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

Taxes Collected

2017	\$	94,169.28
2016	\$	10,362.49
2015	\$	343.11
2015 (2)	\$	348.11
Prior Years	\$	383.83

Interest/Penalty Collected \$ 7,158.61

Total \$ **112,765.43**

Outstanding Taxes

2017	\$	769,232.64
2016	\$	63,358.24
2015	\$	17,599.10
2015 (2)	\$	18,430.73
Prior	\$	68,710.63
Total	\$	937,331.34

CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT



The following is the activity for the period September 2017-July 2018

	Sep-Jul	July	June	May	April	March	February	January	December	November	October	September
2017	\$ 3,222,496.84	\$ 64,747.58	\$ 204,877.25	\$ 107,818.80	\$ 485,475.88	\$ 123,367.29	\$ 154,417.83	\$ 805,985.89	\$ 715,109.94	\$ 1.70	\$ -	\$ -
2016	\$ 520,680.27	\$ 14,027.39	\$ 57,798.82	\$ 26,967.28	\$ 26,967.28	\$ 13,432.67	\$ 14,376.00	\$ 234,699.75	\$ 64,085.48	\$ -	\$ -	\$ 43,051.45
2015	\$ 40,106.66	\$ 364.88	\$ 366.55	\$ 285.90	\$ 285.90	\$ 109.77	\$ 19,128.31	\$ 19,128.31	\$ -	\$ -	\$ -	\$ 34.93
2015(2)	\$ 26,535.08	\$ 817.62	\$ 983.72	\$ 704.60	\$ 704.60	\$ 281.76	\$ 7.18	\$ 21,877.88	\$ 541.98	\$ -	\$ -	\$ 94.96
Prior Years	\$ 171,060.07	\$ 745.82	\$ 6,678.83	\$ 1,288.88	\$ 1,288.88	\$ 460.40	\$ 79,416.82	\$ 79,516.83	\$ 205.44	\$ -	\$ -	\$ -
Interest/Penalty Collected	\$ 130,819.21	\$ 11,889.36	\$ 30,149.98	\$ 15,654.07	\$ 15,654.07	\$ 15,654.07	\$ 3,710.76	\$ 8,437.23	\$ 8,616.18	\$ 4,398.57	\$ -	\$ -
Total Monies Collected	\$ 3,998,932.70	\$ 92,592.65	\$ 492,239.28	\$ 300,855.15	\$ 530,376.61	\$ 153,305.96	\$ 271,056.90	\$ 1,169,645.99	\$ 788,559.02	\$ 47,581.61	\$ -	\$ -
2017 Outstanding Taxes	\$ -	\$ 863,369.36	\$ 928,152.33	\$ 1,401,577.26	\$ 1,610,844.72	\$ 2,207,884.31	\$ 2,331,198.73	\$ 2,485,630.89	\$ 3,292,236.83	\$ 4,007,511.04	\$ -	\$ -
2016 Outstanding Taxes	\$ -	\$ 73,324.65	\$ 87,272.72	\$ 102,566.21	\$ 160,800.37	\$ 207,669.69	\$ 220,333.28	\$ 234,699.75	\$ 282,731.58	\$ 346,676.31	\$ -	\$ -
2015 Outstanding Taxes	\$ -	\$ 17,942.21	\$ 18,366.09	\$ 18,732.64	\$ 18,732.64	\$ 18,732.64	\$ 19,128.31	\$ 19,128.31	\$ 19,408.16	\$ 19,587.60	\$ -	\$ -
2015(2) Outstanding Taxes	\$ -	\$ 18,430.73	\$ 19,769.13	\$ 20,746.18	\$ 20,746.18	\$ 19,018.54	\$ 21,875.50	\$ 21,877.88	\$ 22,413.03	\$ 22,889.70	\$ -	\$ -
Prior Years Outstanding Taxes	\$ -	\$ 68,710.63	\$ 69,094.46	\$ 70,914.52	\$ 77,179.69	\$ 78,956.42	\$ 79,416.82	\$ 79,516.93	\$ 80,591.15	\$ 80,796.59	\$ -	\$ -
Total Outstanding Taxes	\$ -	\$ 937,331.34	\$ 1,042,509.52	\$ 1,123,168.88	\$ 1,613,193.21	\$ 1,888,303.60	\$ 1,888,303.60	\$ 2,532,261.60	\$ 2,671,952.64	\$ 2,840,853.76	\$ 3,697,380.75	\$ 4,477,461.24

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

	FY18			Notes
	(Approved)	July, 2018	Remaining	% YTD
				92%
39000 Tax Revenue				
39100 Tax Levy - Current Year	3,666,874	2,999,603	667,271	82%
39201 Tax Levy - Prior Years	300,000	320,423	(20,423)	107%
Total 39000 Tax Revenue	3,966,874	3,320,026	646,848	84%
39500 Department Revenue				
39600 Rescue Run Recovery	775,000	644,851	130,149	83%
39700 Fire Marshal Services	20,000	27,244	(7,244)	136%
39800 Detail Reimbursement	12,000	15,583	(3,583)	130%
Total 39500 Department Revenue	807,000	687,678	119,322	85%
39900 Other Revenue				
39930 Interest & Penalties on Taxes	60,000	106,949	(46,949)	178%
39940 Asset Sales/Misc. Revenue	251,000	264,123	(13,123)	105% \$255k Harris; \$8.5 equipment
Total 39900 Other Revenue	311,000	371,071	(60,071)	119%
TOTAL DISTRICT REVENUE	\$ 5,084,874	\$ 4,378,776	\$ 706,098	86%
40000 Administrative				
40100 Audit/CPA Services	15,000	15,000	-	100%
40200 Board Meetings	4,250	2,918	1,332	69%
40210 Board Member Stipends	14,000	14,000	-	100%
40220 Finance Director/Treasurer	73,125	67,275	5,850	92%
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	17,621	27,379	39%
40500 Office/Miscellaneous	3,000	1,079	1,921	36%
40510 Bank Fees	250	290	(40)	116%
40600 Dues and Subscriptions	500	3,428	(2,928)	686%
40700 Accounting and Payroll Costs	2,500	1,703	797	68%
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	153,401	44,224	78%

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

FY18		(Approved)	July, 2018	Remaining	% YTD	Notes
5000 Operations						
50200	Rescue Recovery Fees	32,726	25,244	7,481	77%	
50250	Fuel	35,000	40,170	(5,170)	115%	
50300	Insurance - General Liability and Property	40,000	38,222	1,778	96%	
50720	Repairs and Maintenance - Station	40,000	38,647	1,353	97%	
50730	Repairs and Maintenance - Vehicles and Apparatus	90,000	109,441	(19,441)	122%	
50810	Supplies - Fire and Gear	60,000	50,990	9,010	85%	
50830	Supplies - Rescue	21,196	22,115	(919)	104%	
50840	Supplies - Station	5,000	10,246	(5,246)	205%	
50845	Telecommunication System	2,500	2,500	-	100%	
50850	Telecommunications	11,000	10,833	167	98%	
50920	Electric - Stations	4,000	2,761	1,239	69%	
50930	Gas - Stations	2,500	12,891	(10,391)	516%	
50940	Oil - Stations	10,000	12,490	(2,490)	125%	
50960	Water - Stations	500	456	44	91%	
Total 50000 Operations		354,422	377,007	(22,585)	106%	
60000 Personnel Costs-Union						
60105	Salaries	1,794,199	1,573,043	221,156	88%	
60110	Collateral (Fire Marshal)	27,500	46,531	(19,031)	169%	
60120	Overtime	350,000	316,486	33,514	90%	
60130	Holiday	82,633	70,698	11,935	86%	
60150	Detail	11,000	11,372	(372)	103%	
60170	Out of Rank	500	2,173	(1,673)	435%	
60180	Clothing Allowance	19,600	14,350	5,250	73%	
60190	Health Opt-out	16,000	-	16,000	0%	
60200	Payroll Tax	176,060	151,054	25,006	86%	
60210	Municipal State Pension	377,337	332,057	45,280	88%	
61000	Medical Insurance - Union	291,948	228,052	63,896	78%	
61100	HRA Medical Costs	5,000	6,502	(1,502)	130%	
61200	Dental Insurance - Union	27,113	23,422	3,691	86%	
61300	HR/SA Account Fees	2,000	2,156	(156)	108%	
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	14,225	5,775	71%	
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	2,906,379	480,865	86%	

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

	FY18			
	(Approved)	July, 2018	Remaining	% YTD Notes
70000 Personnel Costs - Administrative				
70100 Administrative Salaries/Compensation	157,352	143,998	13,354	92%
70200 Administrative Payroll Taxes	2,450	3,009	(559)	123%
Total 70000 Personnel Costs - Administrative	159,802	147,007	12,795	92%
80000 Retirees/Separation Costs				
80100 Medical Insurance - Retiree	108,478	84,286	24,192	78%
80200 Dental Insurance - Retiree	8,236	6,286	1,950	76%
80700 Separation Payouts	20,000	-	20,000	0%
Total 80000 Retirees/Separation Costs	136,714	90,572	46,142	66%
90000 Other Expenditures				
90100 Hydrants	255,066	264,107	(9,041)	104%
90200 Street Lights	210,000	156,992	53,008	75%
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; Scott Air Pak Assemblies \$32.3k; boat motor \$8.7k
Total 90000 Other Expenditures	849,066	895,285	(46,219)	105%
	\$ 5,084,874	\$ 4,569,651	\$ 515,223	90%

SURPLUS/(DEFICIT)

Adjustment Timing Tax Collection (92%)

Adjusted Surplus/(Deficit)

\$ 0

\$ (190,875)

\$ (361,698)

\$ (552,573)