



Annual Meeting of the Central Coventry Fire District

September 16, 2019 – 7:00 PM

Coventry High School

40 Reservoir Road Coventry, RI 02816-6457

Board of Directors

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

Agenda

1. Call to order by Moderator.
2. Declaration of quorum. (The Moderator will report to the assembly on the number of electors/voters present).
3. Pledge of Allegiance lead by Moderator.
4. Review of Emergency Evacuation Plan and the rules and procedures for questions and comments by the Moderator.
5. Report from the Fire Chief
6. Report from the District Manager on the Fiscal Year 2018 audit and Fiscal Year 2019 receipts and disbursements.
7. Vote on acceptance of Charter Changes recommended by Board of Directors.
8. Vote on adoption of the FY 2020 Budget proposed by the CCFD Board of Directors.
9. Resolution to set tax rate(s).
10. Report vote on election of Directors.
11. Adjournment



130

Board of Directors Meeting

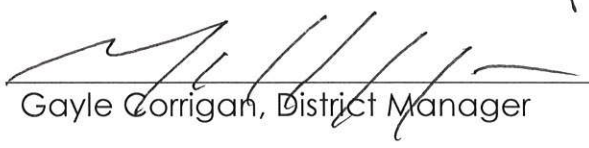
Attendance Sign-In Sheet

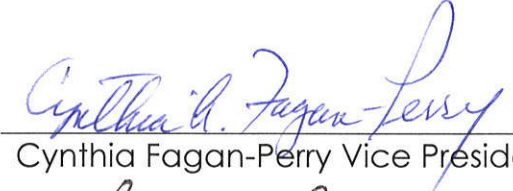
September 16, 2019

Board of Directors

Fire District


Fred Gralinski, President


Gayle Corrigan, District Manager


Cynthia Fagan-Perry Vice President

Excused
Linda Dykeman-Finance Manager


Sandy Lukowicz, Director


David D'Agostino, Esq.


Ronald Flynn, Director


Frank Brown, Chief


Daniel Lantz, Director


Daniel Kaplan, District Administrator


Richard Polselli, Director


Carl L. Mattson, Director

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
September 16, 2019 @ 7:00 PM
Coventry High School Auditorium

The meeting was called to order by President Gralinski at 7:05 PM. A quorum was present consisting of: President Gralinski, Vice-President Fagan-Perry, Sandy Lukowicz, Ron Flynn, Daniel Lantz, Carl Mattson and Richard Polselli. 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 moment of silence was called to remember Mike Stefanik, the NASCAR driver from Coventry, who died in a plane crash Sunday.

Chief Frank Brown read the Fire Chief's Report into the record. He noted that two candidates from the CCFD hiring list have entered the State Fire Academy. He also thanked Senator Raptakis for his help in securing a \$2,000.00 grant from the State. The second such grant in two years.

District Manager Corrigan read the Central Coventry Fire District Financial Audit Comparison FY14 and FY18. She also read her report on Receipts and Disbursements for FY2019, as well as explaining the Major Assumptions for FY2020 Budget.

Question from the public concerning street lighting were addressed by President Gralinski.

A motion to approve the proposed Charter changes was made by Vice President Fagan-Perry, seconded by Director Polselli and unanimously approved.

A motion to approve the budget for FY2020 was made by Vice President Fagan-Perry, seconded by Director Polselli and unanimously approved.

A motion to approve the resolution to set the tax rate was made by Director Polselli, seconded by Vice President Fagan-Perry and unanimously approved.

Retired Chief Lacaillade asked about street lighting for new home areas within the Central Coventry Fire District. As he understood it, the District was responsible for street lighting as well as emergency services. President Gralinski replied that due to ongoing litigation with National Grid, street lighting will be on hold.

Ms. Deb McAllister of Tiffany Road asked about the administrative costs in the budget. President Gralinski answered that as the needs of the CCFD were varied. Ms. Corrigan handled many ongoing projects such as finding a bank that provides interest on the CCFD money, securing a real estate agent for the sale of the Washington Station and helping with the purchase the new Fire Engine at Station 7.

Ms. Jean McMahon of Harrington Road requested a clarification of administrative salaries by job title. Ms. Corrigan will provide that information and will post it on the CCFD website.

Mr. Paul McAllister of Tiffany Road asked about the future staffing of the Central Coventry Fire District. In particular he noted that Chief Brown, who has been a remarkable Chief, was only part time and will there be a full time Chief of the Department, as well as a full time Fire Marshal. President Gralinski said there currently is no funding for a full time Chief and Fire Marshal, but that certainly would be a future goal.

The vote count to elect three members to the Board of Directors was as follows:

Richard Polselli 112 votes

James C. Kuipers 95 votes

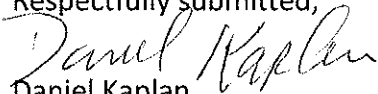
Cindy Fagan-Perry 80 votes

Paul J. Fernandes 75 votes

Sandy Lukowicz 62 votes

A motion to adjourn was made by Director Mattson, seconded by Director Lantz and unanimously approved. The meeting was adjourned at 8:30 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

September 16, 2019

FIRE CHIEF'S REPORT

For the period of September 1, 2018 to August 31, 2019.

PERSONNEL

Currently we have 28 members on staff, 2 members on long term injury (OJI) and 1 member on military leave scheduled to return this Fall.

TOTAL INCIDENTS FOR 2018

Fires – 1751
Rescues – 2186
TOTAL – 3937

*On Election Day while waiting to vote at the polls a female patient went into cardiac arrest. Bystander CPR was initiated. Crews arrived to find patient not breathing and no pulse. Cardiac Arrest protocol was initiated with patient regaining a pulse with crews assisting ventilations. Patient was transported to KCMH and admitted to the ICU in stable condition. Other crews assisting CCFD were Anthony FD Rescue 1 and West Warwick FD Engine 1.

APPARATUS

Our fleet of apparatus is in excellent condition. A new Engine 7 was placed in service in January 2019.



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

A new Holmatro power unit was purchased and placed on Engine 4 to power vehicle extrication tools.

STATIONS

- *A new 35Kw generator was installed at the Arnold Road Fire station replacing an old and obsolete generator.
- *Half of the apparatus room floor at Station 7 was replaced due to structural issues.
 - Other projects underway or under priority consideration:
 - *Station 4 septic system replacement
- *Station 4 and Station 7 apparatus room's professionally cleaned of cancer causing soot from diesel exhaust
 - *Station 4 boiler replacement
 - *Station 4 gutter repairs
- *Station 4 and Station 7 RISE audit on energy efficient lighting
 - *Repairing of the floor drains at Station 7

FIRE MARSAL'S OFFICE

3 part-time Fire Marshal's continue to work countless hours on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and Re-inspection on issued violations. This office is also responsible for the completion of 3 school inspections and 60 Business license inspections by October of each year.



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

TRAINING

- *Emergency Medical Technician recertification training was completed for all department personnel.
- *An acquired structure was used for firefighting evolutions before its demolition. This type of training environment provided our firefighters with invaluable experience.
- *All personnel were training in NFPA-3000 Standard for Preparedness and Response to Active Shooter of Hostile Events.

STATE GRANT

- *Thru a \$2,000.00 State Grant from Senator Raptakis we were able to purchase 8 new ice rescue suits for all our front line apparatus.

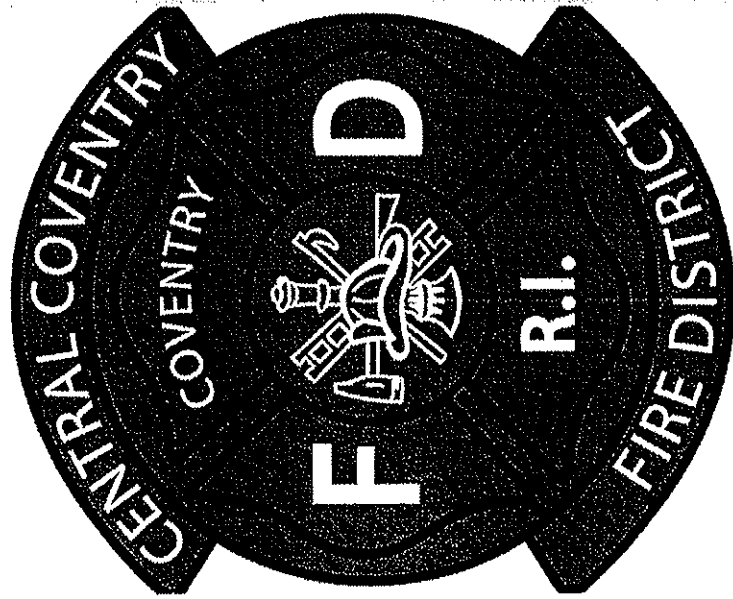
CLOSING

I would like to thank the Board of Directors and the District Administrator for their continued support. To the Officers and Firefighters your determination and dedication on what you do each and everyday is much appreciated.

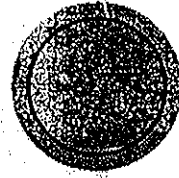
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank M. Brown".

Frank M. Brown
Chief



**ANNUAL
MEETING**
SEPTEMBER 16, 2019



Central Coventry Fire District Financial Audit Comparison FY14 and FY18

	FY2014 Audit	FY2018 Audit	Variance
Total net position	\$ (3,156,374)	\$ (3,231,724)	\$ (75,350)
Receivership claims	\$ 5,419,864	\$ 22,000	\$ (5,397,864)
Revenues	\$ 6,605,804	\$ 5,146,234	\$ (1,459,570)
Expenses	\$ 5,916,164	\$ 5,145,982	\$ (770,182)
Surplus/(Deficit)	\$ 689,640	\$ 252	\$ (689,388)
Fund balance beg year	\$ (4,739,108)	\$ 720,868	\$ 5,459,976
Fund balance end year	\$ (4,049,468)	\$ 720,868	\$ 4,770,336

Audit Opinion

None Expressed

Clean

Report on Receipts and Disbursements Fiscal Year 2019

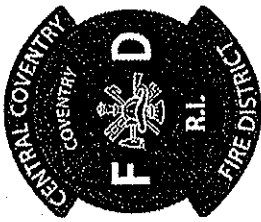
	FY19 (Approved)	FY19 (Estimated)	Variance Pos/(Neg)	Variance % Notes
39000 Tax Revenue				
39100 Tax Levy - Current Year	3,811,090	3,975,102	164,012	104% Actual collection rate 95.5% - higher than budgeted
39201 Tax Levy - Prior Years	335,000	319,981	(15,019)	96%
Total 39000 Tax Revenue	4,146,090	4,295,083	148,993	104%
39500 Department Revenue				
39600 Rescue Run Recovery	700,000	679,450	20,550	97%
39700 Fire Marshal Services	65,500	72,858	(7,358)	111% Includes plan fees on Town public safety building
39800 Detail Reimbursement	12,000	19,545	(7,545)	163%
Total 39500 Department Revenue	777,500	771,854	(5,646)	99%
39900 Other Revenue				
39930 Interest & Penalties on Taxes	115,000	127,078	12,078	111%
39935 Bank Interest Income	-	258	258	
39940 Asset Sales/Misc Revenue	100	11,707	11,607	New bank - revenue source starts August State grant, sale of rescue 3, deposit on fire station sale
Total 39900 Other Revenue	115,100	139,043	23,943	121%
TOTAL DISTRICT REVENUE	\$ 5,038,690	\$ 5,205,980	\$ 167,290	103%
40000 Administrative				
40100 Audit/CPA Services	15,000	15,000	-	100%
40200 Board Meetings	2,500	1,419	1,081	57%
40210 Board Member Stipends	14,000	14,000	-	100%
40220 Finance Director/Treasurer	60,000	83,800	(23,800)	140%
40230 Administrative Insurance and HR Initiatives	1,739	550	1,189	32%
40300 Tax Collecting Expense	11,000	16,713	(5,713)	152%
40400 Legal - General	20,000	37,267	(17,267)	186%
40500 Office/Miscellaneous	1,500	807	693	54%
40510 Bank Fees	500	262	238	52%
40600 Dues and Subscriptions	2,500	1,068	1,432	43%
40700 Accounting and Payroll Costs	2,000	2,545	(545)	127%
40800 Administrative Service Contracts	10,500	8,480	2,020	81%
40850 Software and Hardware	20,000	17,145	2,855	86%
Total 40000 Administrative	161,239	199,057	(37,818)	123%

Report on Receipts and Disbursements Fiscal Year 2019

	FY19 (Approved)	FY19 (Estimated)	Variance Pos/(Neg)	Variance % Notes
50000 Operations				
50200 Rescue Recovery Fees	30,000	24,754	5,246	83%
50250 Fuel	43,000	43,238	(238)	101%
50300 Insurance - General Liability and Property	60,000	49,622	10,378	83%
50720 Repairs and Maintenance - Station	20,000	23,063	(3,063)	115%
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	82,246	17,754	82%
50810 Supplies - Fire and Gear	40,000	38,875	1,125	97%
50830 Supplies - Rescue	25,000	32,326	(7,326)	129%
50840 Supplies - Station	6,500	12,264	(5,764)	189%
50845 Telecommunication System	2,500	2,500	-	100%
50850 Telecommunications	12,500	12,337	163	99%
50920 Electric - Stations	4,000	15,604	(11,604)	390%
50930 Gas - Stations	3,500	6,973	(3,473)	199%
50940 Oil - Stations	12,500	14,895	(2,395)	119%
50960 Water - Stations	600	626	(26)	104%
Total 50000 Operations	360,100	359,323	777	100%
60000 Personnel Costs-Union				
60105 Salaries	1,873,995	1,865,673	8,322	100%
60110 Collateral (Fire Marshal)	50,000	29,698	20,302	59%
60120 Overtime	375,000	427,689	(52,689)	114%
60130 Holiday	86,289	83,566	2,723	97%
60150 Detail	11,500	12,301	(801)	107%
60170 Out of Rank	2,500	2,876	(376)	115%
60180 Clothing Allowance	18,900	18,900	-	100%
60190 Health Opt-out	16,000	18,833	(2,833)	118%
60200 Payroll Tax	190,499	174,615	15,884	92%
60210 Municipal State Pension	524,964	484,247	40,717	92%
61000 Medical Insurance - Union	276,407	247,840	28,567	90%
61100 HRA Medical Costs	25,000	20,285	4,715	81%
61200 Dental Insurance - Union	26,117	27,441	(1,324)	105%
61300 HR/SA Account Fees	2,500	4,319	(1,819)	173%
61400 Life Insurance	5,208	5,208	-	100%
61500 PEHP	36,851	28,244	8,607	77%
62000 Injured On Duty Insurance	119,000	128,931	(9,931)	108%
63000 Training/Academy	20,000	10,186	9,814	51%
63100 Promotional Exams		869		

Report on Receipts and Disbursements Fiscal Year 2019

	FY19 (Approved)	FY19 (Estimated)	Variance Pos/(Neg)	Variance %	Notes
63200 Recruitment	1,500	1,405	95	94%	
Total 60000 Personnel Costs-Union	3,662,230	3,593,126	69,104	98%	
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	160,000	160,851	(851)	101%	
70200 Administrative Payroll Taxes	4,000	3,313	687	83%	
Total 70000 Personnel Costs - Administrative	164,000	164,164	(164)	100%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	100,000	99,032	968	99%	
80200 Dental Insurance - Retiree	8,500	7,151	1,349	84%	
80700 Separation Payouts	56,000	12,307	43,693	22%	
Total 80000 Retirees/Separation Costs	164,500	118,490	46,010	72%	
90000 Other Expenditures					
90100 Hydrants	267,120	270,724	(3,604)	101%	
90200 Street Lights	192,000	32,194	159,806	17%	Litigation - create escrow fund
91000 Capital Purchases	-	46,442	(46,442)		Generators
92000 Lease/Interest Expense	30,000	73,894	(43,894)	246%	
95000 Claim Payments/Other	37,500	11,000	26,500	29%	
Total 90000 Other Expenditures	526,620	434,254	92,366	82%	
93000 Transfers from General Fund to Other Funds	-	287,000	(287,000)		
TOTAL DISTRICT EXPENSES	\$ 5,038,689	\$ 5,155,414	\$ (116,724)	102%	
SURPLUS/(DEFICIT)	\$ 0	\$ 50,566			



MAJOR ASSUMPTIONS FISCAL YEAR 2020 BUDGET MODEL

- Increase revenue lines to historical (prior period tax collection, rescue revenue)
- Sale of Washington station to fund capital and equipment expenses
- Use of September 1, 2016 – August 31, 2020 Collective Bargaining Agreement
- Significant increases in retirement and benefits and overtime
- Training and hiring of 3-4 firefighters to achieve full complement of 30 firefighters and 1 division chief by August 31, 2020.
- Continue investments in non-capital and capital equipment

Fiscal Year 2020 Proposed Budget

FY20 (Proposed) Notes:

39000 Tax Revenue		
39100 Tax Levy - Current Year	4,080,522	Assume 94.5% collection rate
39201 Tax Levy - Prior Years	240,000	
Total 39000 Tax Revenue	\$ 4,320,522	83% of budgeted revenues
39500 Department Revenue		
39600 Rescue Run Recovery	675,000	
39700 Fire Marshal Services	40,000	
39800 Detail Reimbursement	20,000	
Total 39500 Department Revenue	\$ 735,000	14% of budgeted revenues
39900 Other Revenue		
39930 Interest & Penalties on Taxes	130,000	
39935 Bank Interest Income	20,000	
39940 Asset Sales/Misc Revenue	1,000	No asset sales
Total 39900 Other Revenue	\$ 151,000	3% of budgeted revenues
TOTAL DISTRICT REVENUE	\$ 5,206,522	
40000 Administrative		
40100 Audit/CPA Services	15,750	per RFP
40200 Board Meetings	1,500	
40210 Board Member Stipends	14,000	\$1,800 for director; \$2,500 for officer (president, vice-president)
40220 Finance Director/Treasurer	117,000	\$9,750/mo for district manager and finance manager
40230 Administrative Insurance and HR	550	
40300 Tax Collecting Expense	15,000	
40400 Legal - General	44,500	
40450 Legal - Labor Negotiations	15,000	
40500 Office/Miscellaneous	500	
40510 Bank Fees	150	
40600 Dues and Subscriptions	2,000	Includes fire code subscription
40700 Accounting and Payroll Costs	2,750	
40800 Administrative Service Contracts	8,000	
40850 Software and Hardware	15,000	Includes server upgrade
Total 40000 Administrative	\$ 251,700	4% of budgeted expenses

Fiscal Year 2020 Proposed Budget

FY20 (Proposed) Note:

50000 Operations	
50200 Rescue Recovery Fees	25,000
50250 Fuel	43,000
50300 Insurance - General Liability and Property	50,000
50720 Repairs and Maintenance - Station	25,000
50730 Repairs and Maintenance - Vehicles and Apparatus	75,000
50810 Supplies - Fire and Gear	40,000
50830 Supplies - Rescue	27,500
50840 Supplies - Station	7,500
50845 Telecommunication System	2,500
50850 Telecommunications	10,000
50920 Electric - Stations	5,250
50930 Gas - Stations	3,500
50940 Oil - Stations	15,000
50960 Water - Stations	700
Total 50000 Operations	\$ 329,950
	6% of budgeted expenses
60000 Personnel Costs-Union	
60105 Salaries	1,862,424
60110 Collateral (Fire Marshal)	36,000
60120 Overtime	500,000
60130 Holiday	84,072
60150 Detail	20,000
60170 Out of Rank	2,500
60180 Clothing Allowance	18,900
60190 Health Opt-out	20,000
60200 Payroll Tax	198,665
60210 Municipal State Pension	564,162
61000 Medical Insurance - Union	297,056
61100 HRA Medical Costs	10,000
61200 Dental Insurance - Union	27,734
61300 HR/SA Account Fees	2,500
61400 Life Insurance	5,208
61450 Employee Assistance Program	-
61500 PEHP	35,335
62000 Injured On Duty Insurance	137,500
63000 Training/Academy	15,000
63100 Promotional Exams	1,750
63200 Recruitment/Medical Exams	1,500
Total 60000 Personnel Costs-Union	\$ 3,840,306
	75% of budgeted expenses

Fiscal Year 2020 Proposed Budget

FY20 (Proposed) Note:

70000 Personnel Costs - Administrative	
70100 Administrative Salaries/Compensation	164,337 \$3,333/mo PT chief contract; \$3,236/mo FT tax collector; \$7,125/mo FT + PTs admin contract
70200 Administrative Payroll Taxes	2,971 FT tax collector
70300 Medical Insurance - Administrative	-
70400 Dental Insurance - Administrative	-
Total 70000 Personnel Costs - Administrative	\$ 167,308 3% of budgeted expenses
80000 Retirees/Separation Costs	
80100 Medical Insurance - Retiree	99,404
80200 Dental Insurance - Retiree	6,747
80700 Separation Payouts	53,033 One 20+ year retirements
Total 80000 Retirees/Separation Costs	\$ 159,184 3% of budgeted expenses
90000 Other Expenditures	
90100 Hydrants	270,914
90200 Street Lights	102,265
91000 Capital Purchases	- Separate fund for capital purchases
92000 Lease/Interest Expense	73,894 Leased pumper; payments start 9/1/2019
95000 Claim Payments/Other	11,000
Total 90000 Other Expenditures	\$ 458,073 9% of budgeted expenses
	\$ 5,206,522
SURPLUS/(DEFICIT)	\$ 0

Fiscal Year 2018-2020 Assessed Values and Tax Levies

Fiscal Year 2018/Tax Roll Year 2017

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy
Residential	1,465,001,160	1000	2.06	3,017,613
Commercial	297,917,630	1000	3.08	917,586
Tangible	43,812,175	1000	2.06	88,904
	<u>1,806,730,965</u>	<u>1,806,731</u>		<u>\$ 4,024,104</u>

Fiscal Year 2019/Tax Roll Year 2018

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy
Residential	1,484,980,145	1000	2.12	3,147,861
Commercial	295,931,440	1000	3.16	935,143
Tangible	38,519,305	1000	2.12	80,568
	<u>1,819,430,890</u>	<u>1,819,431</u>		<u>\$ 4,163,572</u>

Fiscal Year 2020/Tax Roll Year 2019 - to be voted on 09/16/2019

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy
Residential	1,512,889,390	1000	2.17	3,282,691
Commercial	281,071,900	1000	3.25	913,485
Tangible	56,630,610	1000	2.17	121,838
	<u>1,850,591,900</u>	<u>1,850,592</u>		<u>\$ 4,318,013</u>