



Board of Directors Meeting

Attendance Sign-In Sheet

October 18, 2018

Board of Directors

(Excused - sick)

Fred Gralinski, Chairman

Sandy Lukowicz

Sandy Lukowicz, Vice-Chairwoman

Cynthia A. Fagan-Perry

Cynthia Fagan-Perry, Director

EXCUSED - SICK

Ronald Flynn, Director

Daniel Lantz

Daniel Lantz, Director

Richard Polselli

Richard Polselli, Director

Carl L. Mattson

Carl L. Mattson, Director

Fire District

Gayle Corrigan

Gayle Corrigan, District Manager

David D'Agostino

David D'Agostino, Esq.

Frank Brown

Frank Brown, Chief

Daniel Kaplan

Daniel Kaplan, District Administrator



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

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
October 18, 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. Sep 17, 2018.

DEPARTMENT REPORTS:

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

NEW BUSINESS:

1. Swearing in Carl L. Mattson
2. Penalty Abatements- Cavallaro and Rowles (Discussion/Action)
3. Town Abatement- #18-477 (Discussion/Action)

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- **November Regular Board of Directors Meeting, November 15, 2018.**

ADJOURNMENT

Chairman Fred Gralinski

CENTRAL COVENTRY FIRE DISTRICT
Annual Meeting of the Board of Directors
September, 17 2018 @ 7:00 PM
Coventry High School

The meeting was called to order by President Gralinski at 7:00 PM. A quorum was present consisting of: President Fred Gralinski, Vice-President 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 Chief reviewed safety instructions for exiting the room.

District Manager Gayle Corrigan read the CCFD Financial Audit Comparison FY14 and FY17, the Report on Receipts and Disbursements FY2018 and the Proposed Budget FY2019. A motion to approve the FY2019 Budget was made by a member of the public and unanimously approved.

Legal counsel David M. Dagostino, Esq. read and explained several proposed changes to the Charter. A motion to accept the changes was made by a member of the public and unanimously approved.

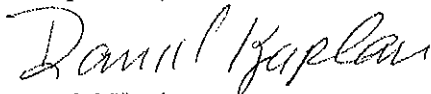
A resolution to set the Tax Rate at \$2.12 per \$1,000.00 of assessed value on residential property, \$3.16 per \$1,000.00 of assessed value on commercial property and \$2.12 per \$1,000.00 of assessed value on tangible property was unanimously approved.

A motion to approve the election of Fred Gralinski as President and Carl Mattson Jr. as a Director was made by Vice President Lukowicz, seconded by Director Flynn and unanimously approved.

A bouquet of flowers was presented to outgoing Director Helen Quinn in appreciation for her dedication as a member of the Board of Directors.

A motion to adjourn was made by President Granlinski, 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

October 18, 2018

Summary of Operation activities:

PERSONNEL

Currently we have 27 members on staff. 1 member on long term injury (OJI). Our 2 New Probationary Firefighters are in their 8th week of the 12 week training program at the Rhode Island Fire Academy. Graduation date is set for November 16th.

TOTAL PERSONNEL - 30

EMERGENCY INCIDENTS

*Total Incidents for the year ending September 30th was 3036 for a monthly call averaging 338 calls.

*Crews CCFD and Hope Jackson Fire Department responded to an ATV accident on Hope Furnace Road that resulted in the death of two people.

*Crews assisted Anthony Fire Department with a multi story dwelling fire on Fairview Ave. One firefighter was transported to Kent Hospital for treatment of a foot injury. He was treated and released back to duty.

APPARATUS

*Engine 7 was placed permanently Out of Service due to costly repairs. Reserve Engine 5 is running in its place.

*Marine 7 was removed from Johnson's Pond, cleaned and placed in Station 3.

* New Engine 7 schedule for delivery the beginning of November.

*Adjuster for Rescue 7 is reporting no significant damage to vehicle. Repairs are being estimated at \$25,354.77 barring they don't find any hidden damaged.



CENTRAL COVENTRY

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FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

EQUIPMENT

All equipment is up and running properly at this time.

STATIONS

The generator that services this station has failed and can not be repaired. Working with Charpentier Power Systems on a replacement Natural Gas 30 Kw Generator. Currently we have on loan from RIEMA a 35 Kw Diesel Generator that will provide temporary power in the event of a power loss. Estimated time to complete installation of new generator is 12 weeks.

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.

*Fire Prevention is being conducted at elementary schools and daycares by on duty crews.

TRAINING

*Emergency Medical Technician mandatory recert training is on going.

* Several personnel are enrolled classes at the RI Fire Academy. Classes include NFPA 1041 Fire Service Instructor and NFPA 1002 Driver/Pump Operator.

I would like to THANK all the Officers and Firefighters for their continued efforts 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

September, 2018

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

Taxes Collected

2017	\$	3,678,789.08
2016	\$	348,720.10
2015	\$	2,853.95
2015 (2)	\$	5,722.64
Prior Years	\$	13,676.93

Interest/Penalty Collected \$ 132,913.85

Total \$ **4,182,676.55**

Outstanding Taxes

2017	\$	317,037.65
2016	\$	41,575.53
2015	\$	16,769.10
2015 (2)	\$	17,281.47
Prior	\$	66,624.95
Total	\$	459,288.70

Central Coventry Fire District Fiscal Year 2019 Budget to YTD September, 2018

	FY19 (Approved)	September, 2017 YTD	Remaining	% YTD 8%	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,811,090	-	3,811,090	0%	FY19 tax bills sent 10/3/2018
39201 Tax Levy - Prior Years	335,000	53,618	281,382	16%	
Total 39000 Tax Revenue	4,146,090	53,618	4,092,472	1%	
39500 Department Revenue					
39600 Rescue Run Recovery	700,000	64,016	635,984	9%	
39700 Fire Marshal Services	65,500	7,148	58,352	11%	
39800 Detail Reimbursement	12,000	1,675	10,325	14%	
Total 39500 Department Revenue	777,500	72,839	704,661	9%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	115,000	5,365	109,635	5%	
39940 Asset Sales/Misc Revenue	100	-	100	0%	
Total 39900 Other Revenue	115,100	5,365	109,735	5%	
TOTAL DISTRICT REVENUE	\$ 5,038,690	\$ 131,821	\$ 4,906,868	3%	
40000 Administrative					
40100 Audit/CPA Services	15,000	-	15,000	0%	
40200 Board Meetings	2,500	525	1,975	21%	
40210 Board Member Stipends	14,000	-	14,000	0%	
40220 Finance Director/Treasurer	60,000	4,875	55,125	8%	
40230 Administrative Insurance and HR Initiatives	1,739	-	1,739	0%	
40300 Tax Collecting Expense	11,000	4,794	6,206	44%	
40400 Legal - General	20,000	-	20,000	0%	
40500 Office/Miscellaneous	1,500	-	1,500	0%	
40510 Bank Fees	500	-	500	0%	
40600 Dues and Subscriptions	2,500	-	2,500	0%	
40700 Accounting and Payroll Costs	2,000	103	1,897	5%	
40800 Administrative Service Contracts	10,500	-	10,500	0%	
40850 Software and Hardware	20,000	80	19,920	0%	
Total 40000 Administrative	161,239	10,377	150,862	6%	
50000 Operations					

Central Coventry Fire District Fiscal Year 2019 Budget to YTD September, 2018

	FY19 (Approved)	September, 2017 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	665	29,335	2%	
50250 Fuel	43,000	-	43,000	0%	
50300 Insurance - General Liability and Property	60,000	7,398	52,602	12%	
50720 Repairs and Maintenance - Station	20,000	661	19,339	3%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	12,772	87,228	13%	
50810 Supplies - Fire and Gear	40,000	-	40,000	0%	
50830 Supplies - Rescue	25,000	78	24,922	0%	
50840 Supplies - Station	6,500	1,556	4,944	24%	Include rack for fire marshal's office (\$1.3k)
50845 Telecommunication System	2,500	-	2,500	0%	
50850 Telecommunications	12,500	825	11,675	7%	
50920 Electric - Stations	4,000	533	3,467	13%	
50930 Gas - Stations	3,500	216	3,284	6%	
50940 Oil - Stations	12,500	-	12,500	0%	
50960 Water - Stations	600	97	503	16%	
Total 50000 Operations	360,100	24,801	335,299	7%	
60000 Personnel Costs-Union					
60105 Salaries	1,873,995	144,686	1,729,309	8%	
60110 Collateral (Fire Marshal)	50,000	3,131	46,869	6%	
60120 Overtime	375,000	35,722	339,278	10%	
60130 Holiday	86,289	7,267	79,022	8%	
60150 Detail	11,500	1,092	10,408	9%	
60170 Out of Rank	2,500	66	2,434	3%	
60180 Clothing Allowance	18,900	2,100	16,800	11%	
60190 Health Opt-out	16,000	14,846	1,154	93%	
60200 Payroll Tax	190,499	10,586	179,913	6%	
60210 Municipal State Pension	524,964	61,165	463,799	12%	
61000 Medical Insurance - Union	276,407	20,606	255,801	7%	
61100 HRA Medical Costs	25,000	242	24,758	1%	
61200 Dental Insurance - Union	26,117	2,249	23,868	9%	
61300 HR/SA Account Fees	2,500	-	2,500	0%	
61400 Life Insurance	5,208	-	5,208	0%	
61500 PEHP	36,851	-	36,851	0%	
62000 Injured On Duty Insurance	119,000	29,459	89,542	25%	
63000 Training/Academy	20,000	-	20,000	0%	
63200 Recruitment	1,500	542	958	36%	
Total 60000 Personnel Costs-Union	3,662,230	333,759	3,328,471	9%	

Central Coventry Fire District Fiscal Year 2019 Budget to YTD September, 2018

	FY19 (Approved)	September, 2017 YTD	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	160,000	18,066	141,934	11%	
70200 Administrative Payroll Taxes	4,000	230	3,770	6%	
Total 70000 Personnel Costs - Administrative	164,000	18,296	145,704	11%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	100,000	6,089	93,911	6%	
80200 Dental Insurance - Retiree	8,500	582	7,918	7%	
80700 Separation Payouts	56,000	-	56,000	0%	
Total 80000 Retirees/Separation Costs	164,500	6,671	157,829	4%	
90000 Other Expenditures					
90100 Hydrants	267,120	-	267,120	0%	
90200 Street Lights	192,000	1,174	190,826	1%	
91000 Capital Purchases	-	-	-	0%	
92000 Lease/Interest Expense	30,000	-	-	0%	
95000 Claim Payments/Other	37,500	-	37,500	0%	
Total 90000 Other Expenditures	526,620	1,174	525,446	0%	
	\$ 5,038,689	\$ 395,078	\$ 4,643,611	8%	
SURPLUS/(DEFICIT)	\$ 0	\$ (263,257)			