



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

Coventry Town Hall Annex

1675 Flat River Road

Coventry, RI 02816

November 03 2022, at 6:30 PM

**Directors**

Ernest Pullano-President

Russell McGillivray-Vice President

Carl Mattson, Richard Polselli, Kristen Benoit, Debra Santilli, David Lavallee

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**\*\*\* NOTE: THIS MEETING WILL ALSO BE CONVENED VIA ZOOM \*\*\***

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Zoom Link: <https://us06web.zoom.us/j/85313937071?tk=r8BtJfkNpWAPeZoUVzns6-nUnAsCSVzuzsmzz3PdTkiQ.DQMAAAAT3RterxZObjR1eGVhRVJSR2xubmh1TmPxV1FBAAAAAAAAAAAAAAAAAAAA&pwd=RjRIMTIENm44OVJoTTNCTHQzS1I1QT09>

**Agenda**

Call to Order	Ernest Pullano President
Pledge of Allegiance	Ernest Pullano President
Safety Instructions	Ernest Pullano President
Roll Call – Quorum Determination	Daniel Kaplan, District Clerk

**APPROVAL OF MEETING MINUTES**

1. Minutes from: October 20, 2022. (Discussion/Action/Vote).

**NEW BUSINESS:**

1. Sarka Malinowski Abatement Request. (Discussion/Action/Vote)
2. Treasurers report: an update on our current cash position and accounts payable listing. (Discussion/Action/Vote)
3. Discontinue current District Legal Counsel Gorham and Gorham and appoint Inman and Tourgee as interim Legal Counsel. (Discussion/Action/Vote)
4. Approve Resolutions for, and the 30-day posting of, RFP'S for the following:
  - a. IT Services
  - b. Rescue Billing

c. Legal Services

(Discussion/Action/Vote)

**PUBLIC COMMENTS:**

**NEXT DISTRICT MEETING:**

17November2022  
Coventry Town Hall Annex  
1675 Flat River Road  
Coventry, RI 02816-8910

**ADJOURNMENT**

Ernest Pullano President



# Board of Directors Special Meeting

## Attendance Sign-In Sheet

03 November 2022

### Board of Directors

### Fire District

 Ernest Pullano, President	 Robert Civetti, District Treasurer
 Russel McGillivray, Vice President	Excused David Dagostino, Esq., Legal Counsel
 Richard Polselli, Director	 Frank Brown, Chief of Department
Excused Carl Mattson, Director	 Daniel Kaplan, District Clerk
 Kristen Benoit, Director	 Julia A. Chretien, Esq.
 Debra Santilli, Director	 Mark D. Tourgee, Esq.
 <del>Richard</del> Lavallee, Director	

**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**October 20, 2022 @ 6:30 P. M.**

The meeting was called to order by President Pullano at 6:30 p.m. District Clerk Kaplan took a roll call to determine if a quorum was present. Those in attendance were: President Pullano, Vice President McGillivray, Director Polselli, Director Mattson, Director Benoit, Director Lavallee, District Treasurer Civetti, Chief Brown, and District Clerk Kaplan. Director Santilli and Legal Counsel Dagostino were excused. Vice President McGillivray led the Pledge of Allegiance and gave directions for emergency exit.

Ernie Pullano, Richard Polselli, and David Lavallee were sworn in by District Clerk Kaplan.

A motion to approve the Meeting Minutes from September 26, 2022, was made by Director Mattson, seconded by Vice President McGillivray, and unanimously approved.

The Fire Chief's report was presented by Chief of Department Frank Brown. A motion to approve the report was made by Director Polselli, seconded by Director Benoit, and unanimously approved.

A motion to approve District Treasurer Cavetti's Monthly Financial Report was made by Director Lavallee, seconded by Director Benoit, and unanimously approved.

A motion to approve District Clerk Kaplan's report was made by Director Polselli, seconded by Director Mattson, and unanimously approved.

A motion to approve the pre-audit planning communication dated October 13, 2022, provided by the District auditors, Baxter Dansereau & Associates, LLP was made by Director Mattson, seconded by Director Benoit, and unanimously approved.

A motion to give approval to the Chairman to execute the annual audit engagement letter dated October 13, 2022, from Baxter Dansereau & Associates, LLP for the fiscal year ended August 31, 2022, was made by Vice President McGillivray, seconded by Director Polselli, and unanimously approved.

A motion to approve a Request For Proposal (RFP) for Rescue Recovery Billing was made by Vice President McGillivray, seconded by Director Benoit, and unanimously approved.

A motion to approve a Request For Proposal (RFP) for Legal Counsel was made by Director Benoit, seconded by Vice President McGillivray, and unanimously approved.

A motion to approve a Request For Proposal (RFP) for Information technology services was made by Director Mattson, seconded by Director Lavallee, and unanimously approved.

Blue Cross Plan and review process was discussed and at a future meeting Dee Canitez from Starkweather and Shepley will explain options.

President Pullano polled the Board members to schedule a meeting for November 03, 2022.

There were no public comments.

A motion to adjourn was made by Director Mattson, seconded by Director Polselli, and unanimously approved. The meeting was adjourned at 7:35.

Respectfully submitted,  
Daniel Kaplan,  
District Clerk



# CENTRAL COVENTRY FIRE DISTRICT

240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7803 Tel.  
(401) 825-7806 Fax.

Robert J. Civetti  
District Treasurer

Submitted: November 2, 2022

## CASH BALANCE AVAILABLE 10-31-2022

NCU - GENERAL SAVINGS ACCOUNT	\$	96.33
NCU - RESCUE RUN SAVINGS ACCOUNT	\$	68,617.02
NCU - GENERAL OPERATING CHECKING ACCOUNT	\$	924,675.32

### Deposits in Transit:

10/27/2022 PNP Credit card tax receipts	\$	5,975.47
10/28/2022 PNP Credit card tax receipts	\$	1,891.86
10/29/2022 PNP Credit card tax receipts	\$	3,567.99
10/30/2022 PNP Credit card tax receipts	\$	767.07
10/31/2022 PNP Credit card tax receipts	\$	3,684.22

### Outstanding Checks/ACH:

IRS Tax PPE 10/22/22 paid 10/28/22	\$	(10,464.50)
State of RI Tax PPE 10/22/22 paid 10/28/22	\$	(1,415.15)
MERS Pension PPE 10/22/22 paid 10/28/22	\$	(14,810.01)
Nationwide payroll WH ppe 10/22/22 paid 10/28/22	\$	(435.00)
American Funds payroll WH ppe 10/22/22 paid 10/28/22	\$	(585.00)
11607 5/24/2022 Internal Revenue Service	\$	(307.45)
11760 10/27/2022 A. Charpentier Power Systems	\$	(475.00)
11761 10/27/2022 Cyber Comm Inc.	\$	(179.58)
11762 10/27/2022 Image Trend	\$	(477.62)
11763 10/27/2022 Industrial Welders Supply	\$	(267.29)
11764 10/27/2022 Municipal Emergency System	\$	(68.83)
11765 10/27/2022 New England Fire Equipment	\$	(5,118.48)
11766 10/27/2022 O'Reilly First Call	\$	(69.95)
11767 10/27/2022 Apollo Safety	\$	(2,015.00)
11768 10/27/2022 S & T True Value Hardware	\$	(160.01)
11769 10/27/2022 Stryker Sales Corp	\$	(499.84)
11770 10/27/2022 Sullivan Tire	\$	(1,475.28)
11771 10/27/2022 Tapco Inc.	\$	(3,575.11)
11772 10/27/2022 Wadovick & Company	\$	(6,423.75)

**Adjusted Balance Operating Account 10/31/2022** \$ **891,739.08**

**Total Adjusted Cash Balance 10/31/2022** \$ **960,452.43**

Cash Balance - General Ledger Trial Balance 10-31-22	\$	938,283.01
Add back error in GL created by QuickBook p/r 9/10	\$	35,062.72
Less Bounced Check waiting to be redeposited	\$	(1,013.65)
Amounts posted in QB with Nov 1st and 2nd dates:		
IRS tax payment	\$	(10,464.50)
State of RI Tax Payment	\$	(1,415.15)

**GL Trial Balance As Adjusted 10/31/2022** \$ **960,452.43**



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Robert J. Civetti  
District Treasurer

Submitted: November 2, 2022

## Central Coventry Fire District A/P Aging Summary As of October 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
American Alarm	287.88					287.88
AramSCO	701.30					701.30
AT&T Mobility	595.98	611.82			0.00	1,207.80
Baxter Dansereau & Associates, LLP	6,000.00					6,000.00
Beacon Communications		483.30			0.00	483.30
Blue Cross & Blue Shield of RI		31,327.30				31,327.30
Bound Tree Medical, LLC		-799.90			22.02	-777.88
Coventry Pest Control		200.00				200.00
Cox Communications	508.65	494.10				1,002.75
Delta Dental of Rhode Island	2,930.56					2,930.56
Esquire Deposition Solutions, LLC		200.00		691.22	1,481.59	2,372.81
IT Systems	349.00					349.00
Kent County Water Authority		50.24	19,687.70	19,687.70	19,636.35	59,061.99
Estimated Kent County Water for 9/2022 (B)		19,687.70				19,687.70
Estimated Kent County Water for 10/2022 (B)	19,687.70					19,687.70
London Health Administrator	610.00					610.00
McNeil & Company, Inc. (A)	175,161.75					175,161.75
New England Fire Equipment & Apparatus Corp	3,254.64	3,080.19				6,334.83
New England Medical Billing			-1,940.65		1,231.26	-709.39
Parente's Oil Service, Inc.	1,408.28				0.00	1,408.28
Ready Refresh by Nestle		160.76			0.00	160.76
Rhode Island Energy	20,584.52	20,801.99	16,131.16	15,234.67	15,786.46	88,538.80
Stillman Uniforms	49.49					49.49
Sullivan Tire Company	1,433.28				0.00	1,433.28
Tapco, Inc.	842.87				0.00	842.87
Vision Government Solutions, Inc	9,082.27	2,427.00				11,509.27
IRS - 9/16/2022 error with Payroll ppe 9/10			13,251.72			13,251.72
State of RI - 9/16/2022 error with Payroll ppe 9/10			1,737.92			1,737.92
<b>TOTAL</b>	<b>\$243,488.17</b>	<b>\$78,724.50</b>	<b>\$48,867.85</b>	<b>\$35,613.59</b>	<b>\$38,157.68</b>	<b>\$444,851.79</b>

(A) - due in quarterly installments 11/2022; 2/2023 and 5/2023 = \$58,387.25/ qtr

(B) - estimated based on August invoice - Sept and Oct bills not in system

To whom it may concern,

My name is Sarka Malinowski and I owe condo on 43 Howard ave in Coventry. I just received my fire tax bill. I have not paid my fire taxes for last year, because I haven't received the bill. It was sent to my old address where I used to live before my divorce and before purchasing my condo where I live now. I also got late fee for \$44.04. Please if you can wave the late fee I would really appreciate it.

Thank you  
Sarka Malinowski

Cell: 401-222-0377