



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

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
November 15, 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. Oct 18, 2018.

DEPARTMENT REPORTS:

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

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- **December Regular Board of Directors Meeting, December 20, 2018.**

ADJOURNMENT

Chairman Fred Gralinski



Board of Directors Meeting

Attendance Sign-In Sheet

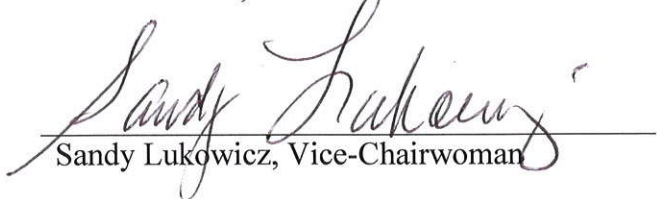
November 15, 2018

Board of Directors

Fire District



Fred Gralinski, Chairman

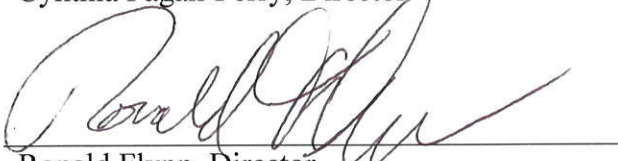

Gayle Corrigan, District Manager


Sandy Lukowicz, Vice-Chairwoman

EXCUSED
David D'Agostino, Esq.

Excused
Cynthia Fagan-Perry, Director


Frank Brown, Chief


Ronald Flynn, Director


Daniel Kaplan, District Administrator


Daniel Lantz, Director


Richard Polselli, Director


Carl L. Mattson, Director

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
November, 15 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: Vice-President Lukowicz, Richard Polselli, Daniel Lantz and Carl Mattson. Director Fagan-Perry was excused. District Manager Gayle A. Corrigan, District Administrator Daniel Kaplan and Chief Frank Brown were also present. Legal counsel David M. D'Agostino, Esq. of Gorham & Gorham was excused. After the pledge, President Gralinski reviewed safety instructions for exiting the room.

A motion to accept the minutes from October 18, 2018 was made by Director Polselli, seconded by Vice President Lukowicz and unanimously approved.

Chief Frank Brown read the Fire Chief's Report into the record. A motion to accept the Chief's report was made by Director Lantz, seconded by Director Mattson 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 Mattson, seconded by Director Flynn and unanimously approved.


District Manager Gayle Corrigan read the Financial Report into the record. A motion to accept the report was made by Director Polselli, seconded by Vice President Lukowicz and unanimously approved.

Under New Business, President Gralinski asked the Board members about priorities for the upcoming year. Street lighting changes will be investigated by Vice President Lukowicz and Director Mattson and the twenty two (22) properties owned by the District will be researched to determine a path forward. A discussion followed about writing off taxes owed by low income housing. No conclusion was reached.

Mr. David Lavalle asked about the use of Station 3. President Gralinski explained that the roof had been repaired and certain other issues were addressed to secure the building. He was told that to make the station viable as a Central Coventry Fire District station would require several hundreds of thousands of dollars plus the cost of staffing. The district currently does not have the capitol to address these issues.

A motion to adjourn was made by Director Mattson, seconded by Vice President 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

November 15, 2018

Summary of Operation activities:

PERSONNEL

Currently we have 26 members on staff. 1 member on long term injury (OJI). 1 member of short term (OJI). Our 2 New Probationary Firefighters graduate tomorrow from their 12 weeks of training at the RI Fire Academy. On November 19th they will start 4 weeks of on the job training. Shift assignments will start on December 16th.

TOTAL PERSONNEL - 30

EMERGENCY INCIDENTS

*Total Incidents for the year ending October 31st was 3331 for a monthly volume averaging 333 calls.

*Crews assisted Hopkins Hill Fire District with two mobile home fire.

*Crews responded to a car fire next to a garage. No fire extension to the garage but homeowner was transported to the hospital for minor burns and respiratory issues while trying to put the fire out.

*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 was Anthony FD Rescue 1 and West Warwick FD Engine 1.



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

APPARATUS

*New engine 7 is scheduled for delivery this week after several delays.

EQUIPMENT

*All portable equipment is up and running properly at this time. All fire pumps, ladders and fire hoses passed their Annual Required Testing.

STATIONS

*Station 4 generator project scheduled for completion in January 2019.

FIRE MARSHAL'S OFFICE

*Department Fire Marshals continue to work countless hours on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and re-inspections on issued violations.

* 6 new commercial buildings requiring the Fire Marshals oversight include Dollar General, Dunkin Donuts, Dr. George DDS Building, CPD/DHS, Anthony Liquors and a Laundromat.

*Fire Prevention was completed at all fire district elementary schools and daycares by on duty crews.



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 mandatory recert training is on going.
- * An acquired structure slated for demolition has been ok'd for use by the owner for fire department training. This is an outstanding opportunity for our personnel to hone their skills.

I would like to THANK all the Officers and Firefighters for their professionalism and dedication each and everyday.

Wishing everyone a Happy Thanksgiving!

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

October, 2018

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

Taxes Collected

2018	\$	779,165.55
2017	\$	50,722.47
2016	\$	464.67
2015	\$	125.65
2015 (2)	\$	210.09
Prior Years	\$	825.08

Interest/Penalty Collected \$ 7,853.86

Total \$ **839,367.37**

Outstanding Taxes

2018	\$	3,384,576.94
2017	\$	267,326.69
2016	\$	41,111.41
2015	\$	16,643.45
2015 (2)	\$	17,071.38
Prior	\$	65,742.18
Total	\$	3,792,472.05



TAX COLLECTORS REPORT

Activity for the period September 2018-October 2018

Taxes Collected

	Sep 2018-Oct 2018	Oct-2018	Sep-2018
2018	\$ 779,165.55	\$ 779,165.55	\$ -
2017	\$ 95,739.67	\$ 50,722.47	\$ 45,017.20
2016	\$ 815.98	\$ 464.67	\$ 351.31
2015	\$ 140.78	\$ 125.65	\$ 15.13
2015(2)	\$ 225.22	\$ 210.09	\$ 15.13
Prior Years	\$ 825.08	\$ 825.08	\$ -
Interest/Penalty Collected	\$ 11,821.58	\$ 6,456.57	\$ 5,365.01
Total Taxes Collected	\$ 64,551.11	\$ 58,804.53	\$ 5,746.58

Outstanding Taxes

2018	\$ 3,384,576.94	\$ 3,811,090.00
2017	\$ 267,326.69	\$ 317,037.65
2016	\$ 41,111.41	\$ 41,575.53
2015	\$ 16,643.45	\$ 16,769.10
2015(2)	\$ 17,071.38	\$ 17,281.47
Prior Years	\$ 65,742.18	\$ 66,624.95
Total Outstanding Taxes	\$ 407,895.11	\$ 459,288.70

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

	FY19 (Approved)	October, 2018 YTD	Remaining	% YTD 17%	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,811,090	779,166	3,031,924	20%	
39201 Tax Levy - Prior Years	335,000	105,966	229,034	32%	
Total 39000 Tax Revenue	4,146,090	885,131	3,260,958	21%	
39500 Department Revenue					
39600 Rescue Run Recovery	700,000	99,563	600,437	14%	
39700 Fire Marshal Services	65,500	8,416	57,084	13%	
39800 Detail Reimbursement	12,000	3,125	8,875	26%	
Total 39500 Department Revenue	777,500	111,104	666,396	14%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	115,000	13,219	101,781	11%	
39940 Asset Sales/Misc Revenue	100	-	100	0%	
Total 39900 Other Revenue	115,100	13,219	101,881	11%	
TOTAL DISTRICT REVENUE	\$ 5,038,690	\$ 1,009,454	\$ 4,029,235	20%	
40000 Administrative					
40100 Audit/CPA Services	15,000	-	15,000	0%	
40200 Board Meetings	2,500	857	1,643	34%	
40210 Board Member Stipends	14,000	-	14,000	0%	
40220 Finance Director/Treasurer	60,000	9,750	50,250	16%	
40230 Administrative Insurance and HR Initiatives	1,739	-	1,739	0%	
40300 Tax Collecting Expense	11,000	9,668	1,332	88%	
40400 Legal - General	20,000	300	19,700	2%	
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	206	1,794	10%	
40800 Administrative Service Contracts	10,500	-	10,500	0%	
40850 Software and Hardware	20,000	80	19,920	0%	
Total 40000 Administrative	161,239	20,862	140,377	13%	
50000 Operations					

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

	FY19 (Approved)	October, 2018 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	2,784	27,216	9%	
50250 Fuel	43,000	4,723	38,277	11%	
50300 Insurance - General Liability and Property	60,000	10,967	49,033	18%	
50720 Repairs and Maintenance - Station	20,000	3,615	16,385	18%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	19,708	80,292	20%	
50810 Supplies - Fire and Gear	40,000	8,213	31,787	21%	
50830 Supplies - Rescue	25,000	3,144	21,856	13%	
50840 Supplies - Station	6,500	2,387	4,113	37%	
50845 Telecommunication System	2,500	-	2,500	0%	
50850 Telecommunications	12,500	1,460	11,040	12%	
50920 Electric - Stations	4,000	990	3,010	25%	
50930 Gas - Stations	3,500	897	2,603	26%	
50940 Oil - Stations	12,500	538	11,962	4%	
50960 Water - Stations	600	190	410	32%	
Total 50000 Operations	360,100	59,616	300,484	17%	
60000 Personnel Costs-Union					
60105 Salaries	1,873,995	286,761	1,587,234	15%	
60110 Collateral (Fire Marshal)	50,000	6,448	43,552	13%	
60120 Overtime	375,000	73,705	301,295	20%	
60130 Holiday	86,289	14,541	71,748	17%	
60150 Detail	11,500	1,260	10,240	11%	
60170 Out of Rank	2,500	137	2,363	5%	
60180 Clothing Allowance	18,900	2,100	16,800	11%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	190,499	29,449	161,050	15%	
60210 Municipal State Pension	524,964	82,562	442,402	16%	
61000 Medical Insurance - Union	276,407	46,235	230,172	17%	
61100 HRA Medical Costs	25,000	2,356	22,644	9%	
61200 Dental Insurance - Union	26,117	4,458	21,659	17%	
61300 HR/SA Account Fees	2,500	778	1,722	31%	
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	4,036	15,964	20%	
63200 Recruitment	1,500	-	1,500	0%	
Total 60000 Personnel Costs-Union	3,662,230	584,284	3,077,946	16%	

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

	FY19 (Approved)	October, 2018 YTD	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	160,000	27,882	132,118	17%	
70200 Administrative Payroll Taxes	4,000	469	3,531	12%	
Total 70000 Personnel Costs - Administrative	164,000	28,351	135,649	17%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	100,000	20,799	79,201	21%	
80200 Dental Insurance - Retiree	8,500	1,756	6,744	21%	
80700 Separation Payouts	56,000	-	56,000	0%	
Total 80000 Retirees/Separation Costs	164,500	22,555	141,945	14%	
90000 Other Expenditures					
90100 Hydrants	267,120	67,538	199,582	25%	
90200 Street Lights	192,000	31,415	160,585	16%	
91000 Capital Purchases	-	-	-	0%	
92000 Lease/Interest Expense	30,000	0	30,000	0%	
95000 Claim Payments/Other	37,500	-	37,500	0%	
Total 90000 Other Expenditures	526,620	98,953	427,667	19%	
	\$ 5,038,689	\$ 814,621	\$ 4,224,069	16%	
SURPLUS/(DEFICIT)	\$ 0	\$ 194,833			
Adjustment Timing Tax Collection (17%)		143,984			
Adjusted Surplus/(Deficit)		\$ 50,849			