

Central Coventry Fire District Regular Board of Directors Meeting

Coventry Senior Center, 50 Wood Street, Coventry, RI 02816

November 16, 2023, at 6:30 PM

Directors: Ernest Pullano-President, Russell McGillivray-Vice President, Richard Polselli, Kristen Benoit, Debra Santilli, David Lavallee, Debra Skurka-McAllister

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

EXECUTIVE OR CLOSED SESSION:

Pursuant to R.I. Gen. Laws § 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, to discuss/action:

1. Request(s) from IAFF Local 3372 for payment of outstanding medical bills per FY22-23 CBA

CONSENT AGENDA:

1. Approval of meeting minutes from: October 19, 2023. (Discussion/Action)

DISTRICT REPORTS:

1. Fire Chief's Report (Discussion/Action).
2. Review of Monthly Financial Report (Discussion/Action).
3. District Clerk's Report (including Tax Collection) (Discussion/Action).

OLD BUSINESS:

1. Board Stipends (Discussion/Action)
2. Fire District consolidation update (Discussion/Action)
3. Streetlight conversion (Discussion/Action)
4. Tax Anticipation Note (TAN) (Discussion/Action)
5. At-will Employee Agreements (Discussion/Action)

PUBLIC COMMENT:

ANNOUNCEMENTS:

NEXT DISTRICT MEETING: December 21, 2023

ADJOURNMENT:

Coventry Senior Center

50 Wood Street

Coventry, RI 02816-8910



Board of Directors Regular Meeting

Attendance Sign-In Sheet

16 November 2023

Board of Directors

Fire District

 Ernest Pullano, President	 Robert Civetti, District Treasurer
 Russell McGillivray, Vice President	 Mark D. Tourgee, Esq, Legal Counsel
 Richard Polselli, Director	 Julia A. Chretien, Esq, Legal Counsel
 Kristen Benoit, Director	 Frank Brown, Chief of Department
 Debra Santilli, Director	 Daniel Kaplan, District Clerk
 David Lavallee, Director	
 Debbie Skurka-McAllister, Director	

CENTRAL COVENTRY FIRE DISTRICT
Special Meeting of the Board of Directors
November 16, 2023 @ 6:30 P. M.

The meeting was called to order by President Pullano at 6:32 P.M. District Clerk Kaplan took a roll call for a quorum determination. Those in attendance were President Pullano, Vice President McGillivray, Director Polselli, Director Benoit, Director Santilli, Director Lavallee, Director Skurka-McAllister, District Treasurer Civetti, Chief of Department Brown, Legal Counsel Chretien, and District Clerk Kaplan. Attorney Tourgee was excused. President Pullano led the Pledge of Allegiance and gave directions for emergency exit.

A motion to move the Executive/Closed Session to the end of the meeting was made by Vice President McGillivray, seconded by Director Lavallee, and unanimously approved.

A motion to approve the meeting minutes from October 19, 2023 was made by Vice President McGillivray, seconded by Director Santilli, and unanimously approved.

A motion to approve the Chief's report was made by Vice President McGillivray, seconded by Director Skurka-McAllister, and unanimously approved.

A motion to approve the review Monthly Financial Reports was made by Director Santilli, seconded by Director Polselli, and unanimously approved.

A motion to approve the District Clerk's Report was made by Vice President McGillivray, seconded by Director Skurka-McAllister, and unanimously approved.

Under Old Business: A motion to approve Board stipends of \$2500.00 for President and Vice President and \$1800.00 for the Directors, to be paid by December 15, 2023 for FY24, was made by Vice President McGillivray, seconded by Director Polselli, and unanimously approved.

Chief Brown explained that the report from Dynamix would be ready in November when it would be presented to the Town Council for consideration. No vote taken

Streetlight conversion project is still waiting for RI Energy to respond. No vote taken.

District Treasurer Civetti explained that a Tax Anticipation Note or an equivalent might be needed to bridge the fiscal gap at the end of the fiscal year. Navigant Credi Union has been contacted about some sort of bridge loan. No vote taken.

At-will employee agreements will be added to next month's Agenda.

Under Public Comments, Linda Bennett of 74 Poor Farm Road asked about the wait time for rescue to arrive for transport of patients. Chief Brown explained that the firefighters manning the engine had the same training as the personnel on the rescue trucks.

A motion to adjourn into Executive/Closed session was made by Vice President McGillivray, seconded by Director Polselli, and unanimously approved.

President Pullano announced that no vote was taken in the Executive/Closed Session.

A motion to adjourn was made by Director Santilli, seconded by Director Lavalley, and unanimously approved. The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Daniel Kaplan
District Clerk



Return to Reporting






1 / 1


100%




Start Date **1/1/2023**  End Date **10/31/2023** 



**Central Coventry Fire District
Incident Type Report by Date
1/1/2023 to 10/31/2023**

No Incident Type	90
1 - Fires	71
2 - Overpressure/Explosion/Overheat	9
3 - Rescue/EMS	2745
4 - Hazardous Condition	52
5 - Service Call	163
6 - Good Intent Call	237
7 - False Alarm/False Call	279
8 - Severe Weather/Natural Disaster	1
9 - Special Incident Type	6
Total Calls	3653



Central Coventry Fire District
240 Arnold Road
Coventry, RI 02180

CENTRAL COVENTRY
FIRE DISTRICT

Given Count: 4 [Click for Details](#)

Received Count: 4 [Click for Details](#)

1-1-23 — 10-31-23

MUTUAL AID

COVENTRY FIRE
DISTRICT

Given Count: 445 [Click for Details](#)

Received Count: 533 [Click for Details](#)

CRANSTON FIRE
DEPARTMENT

Given Count: 2 [Click for Details](#)

Received Count: 6 [Click for Details](#)

EAST GREENWICH FIRE
DEPARTMENT

Given Count: 15 [Click for Details](#)

Received Count: 4 [Click for Details](#)

EXETER FIRE
DEPARTMENT #1

Received Count: 1 [Click for Details](#)

EXETER FIRE
DEPARTMENT #2

Given Count: 1 [Click for Details](#)

FOSTER FIRE
DEPARTMENT

Given Count: 2 [Click for Details](#)

Received Count: 2 [Click for Details](#)

HOPKINS HILL FIRE
DISTRICT

Given Count: 184 [Click for Details](#)

Received Count: 431 [Click for Details](#)

LAKE MISHNOCK FIRE
DEPARTMENT

Given Count: 16 [Click for Details](#)

Received Count: 4 [Click for Details](#)

PROVIDENCE FIRE DEPT

Given Count: 1 [Click for Details](#)

SCITUATE FIRE
DEPARTMENT

Given Count: 3 [Click for Details](#)

Received Count: 16 [Click for Details](#)

TEST

Given Count: 1 [Click for Details](#)



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 16, 2023

Summary of Operation activities:

PERSONNEL

Currently we have 22 members on staff. 3 members out on injury.

TOTAL PERSONNEL – 25

Captain and Lieutenant promotional exams were given which will establish a promotional eligibility list for the next two years.

GRANTS

Thank you letters were sent to Senator Raptakis and Representative Serpa for legislative grants that the fire district received.

EMERGENCY INCIDENTS

* Incidents from January 1, 2023 thru October 31, 2023 were 3653 for a call volume of 13 calls per day. (see attached summary) also mutual aid report given and received (attached).

APPARATUS

- *All apparatus is up and running properly at this time.
- * Annual fire pump tests were completed on all 3 engines.



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 portable equipment is up and running properly at this time.

FIRE MARSHAL'S OFFICE

CCFD Fire Marshals continues to work a backlog of work in the office to include new building projects throughout the fire district.

Town Licenses inspections are ongoing.

FIRE SERVICE ASSESSMENT STUDY

Dynamix Consulting Group was supposed to report its final report to the Town Council on November 7th. That meeting was cancelled. The Town Manger will advise the fire district when that meeting will be rescheduled.

Thank you to our personnel for all their efforts and 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
240 Arnold Road
Coventry, RI 02180

WARWICK FIRE
DEPARTMENT

Given Count: 6 [Click for Details](#)

WEST GREENWICH FIRE
DEPARTMENT #1

Given Count: 14 [Click for Details](#)

Received Count: 17 [Click for Details](#)

WEST WARWICK FIRE
DEPARTMENT

Given Count: 69 [Click for Details](#)

Received Count: 39 [Click for Details](#)

WESTERN COVENTRY
FIRE DEPARTMENT

Given Count: 71 [Click for Details](#)

Received Count: 116 [Click for Details](#)

Central Coventry Fire District

Balance Sheet

As of October 31, 2023

UNAUDITED FOR INTERNAL USE ONLY

	TOTAL
20000 Accounts Payable	481,503.69
Total Accounts Payable	\$481,503.69
Other Current Liabilities	
21300 Accrued payroll	87,489.76
21400 Accrued ERSRI Employer	18,575.61
21500 Insurance Financing	53,843.73
23000 Deferred Tax Revenue	3,741,314.12
23500 Unavailable Fee Revenue	680.19
23510 Unavailable Rescue Revenue	121,580.44
24100 Loan Payable - Coventry Fire District	100.00
Payroll Liabilities	
457 Nationwide	435.00
Child Support	-140.00
IFP PAC	30.02
MERS	-0.62
Union Assessment	240.00
Union Dues	0.01
Total Payroll Liabilities	564.41
Total Other Current Liabilities	\$4,024,148.26
Total Current Liabilities	\$4,505,651.95
Long-Term Liabilities	
25000 Compensated Absences	232,122.00
26000 Net OPEB Liability	923,909.00
27000 Deferred Inflows - Pension Plan	2,239,824.00
28000 Net Pension Liability	5,036,223.00
Total Long-Term Liabilities	\$8,432,078.00
Total Liabilities	\$12,937,729.95
Equity	
32000 Retained Earnings	361,793.57
33000 Net Investment in Capital Asset	1,553,664.00
33100 Unrestricted	35,529.02
33500 Net Position Related to Pensions	-5,732,981.99
33600 Long Term Debt Account Group	-1,156,031.00
Net Income	173,128.05
Total Equity	\$ -4,764,898.35
TOTAL LIABILITIES AND EQUITY	\$8,172,831.60

Central Coventry Fire District

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Central Coventry Fire District Profit and Loss

September 1, 2023 - October 31, 2023

UNAUDITED - INTERNAL USE ONLY

	Total
Income	
39000 Tax Revenue	
39100 Tax Levy - Current Year	\$ 850,749.39
39201 Tax Levy - Prior Years	84,688.03
Total 39000 Tax Revenue	935,437.42
39500 Department Revenue	
39600 Rescue Run Recovery	85,440.98
39700 Fire Marshal Services	2,900.00
39800 Detail Reimbursement	7,065.50
Total 39500 Department Revenue	95,406.48
39900 Other Revenue	298.07
39905 MUNICIPAL LIEN CERT (MLC)	75.00
39910 DONATIONS/GRANTS	2,000.00
39930 Interest and Penalties on Taxes	8,680.26
39935 Bank Interest Income	3,695.72
39940 Asset Sales/Misc Revenue	25.00
Total 39900 Other Revenue	14,774.05
Total Income	1,045,617.95
Expenses	
40000 Administrative	
40200 Board Meetings	7,033.51
40220 Treasurer	6,000.00
40300 Tax Collecting Expense	575.00
40400 Legal - General	6,150.00
40500 Office/Miscellaneous	7,104.36
40510 Bank Fees	27.00
40700 Accounting and Payroll Costs	305.32
40850 Software and Hardware	1,264.96
Total 40000 Administrative	28,460.15
50000 Operations	
50200 Rescue Recovery Fees and Expenses	1,683.47
50250 Fuel	5,612.66
50300 Insurance - General Liability and Property	68,893.00
50720 Repairs and Maintenance - Station	918.96
50730 Repairs and Maintenance - Equipment	11,926.24
50810 Supplies - Fire and Gear	1,407.32
50830 Supplies - Rescue	4,328.99
50840 Supplies - Station	783.62
50845 Telecommunication System	5,000.00
50850 Telecommunications	1,631.61
50920 Electric - Stations	3,721.09
50930 Gas - Stations	658.25

**Central Coventry Fire District
Profit and Loss**

September 1, 2023 - October 31, 2023

UNAUDITED - INTERNAL USE ONLY

	Total
50940 Oil - Stations	1,258.06
50960 Water - Stations	49.15
Total 50000 Operations	107,872.42
60000 Personnel Costs-Union	
60105 Wages	253,944.64
60110 Collateral (Fire Marshal)	3,294.82
60120 Overtime	120,578.14
60130 Holiday	13,866.84
60150 Detail	3,846.04
60170 Out of Rank	3,292.34
60180 Clothing Allowance	1,400.00
60200 Payroll Tax	25,647.54
60210 Municipal State Pension	93,332.02
61000 Medical Insurance - Union	94,159.16
61100 HRA Medical Costs	149.22
61200 Dental Insurance - Union	7,958.86
61300 HR/SA Account Fees	613.85
63000 Training/Academy	120.00
Total 60000 Personnel Costs-Union	622,203.47
70000 Personnel Costs - Administrative	
70100 Administrative Salaries/Compensation	22,160.00
70200 Administrative Payroll Taxes	930.24
Total 70000 Personnel Costs - Administrative	23,090.24
80000 Retirees/Separation Costs	
80100 Medical Insurance - Retiree	17,386.55
80200 Dental Insurance - Retiree	984.22
80700 Unemployment/Separation Payouts	-
Total 80000 Retirees/Separation Costs	18,370.77
90000 Other Expenditures	
90100 Hydrants	19,468.98
90200 Street Lights	45,345.41
Total 90000 Other Expenditures	64,814.39
91100 Interest Paid	1,636.96
Total Expenses	866,448.40
Net Income	\$ 179,169.55

Central Coventry Fire District

A/P Aging Summary

As of November 16, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Bound Tree Medical, LLC	867.99				-538.93	\$329.06
Cox Communications	15.88					\$15.88
Cyber Comm Inc.	7.59					\$7.59
Glenn Woodbine	40.00					\$40.00
Hopkins Hill Fire District	4,248.00					\$4,248.00
Matt Jarbeau	380.00					\$380.00
New England Fire Equipment & Apparatus Corp	2,938.15					\$2,938.15
New England Medical Billing	2,209.99				0.00	\$2,209.99
O'Reilly First Call	45.98				-193.84	\$ -147.86
On Scene, LLC	1,185.00					\$1,185.00
Ready Refresh by Nestle	37.72				0.00	\$37.72
Rhode Island Energy	24,648.98	20,696.43	20,405.89	20,750.30	262,180.61	\$348,682.21
RIAFC Rhode Island Association of Fire Chiefs	75.00					\$75.00
Robert J Civetti CPA LLC	6,000.00	3,000.00	3,187.50	3,181.50	3,187.50	\$18,556.50
S & T True Value Hardware	81.83				0.00	\$81.83
Specialty Vehicles, Inc.	345.02					\$345.02
Tapco, Inc.	115.24					\$115.24
Target Solutions Learning LLC	2,903.00					\$2,903.00
Town Of Coventry EMA			5,000.00		0.00	\$5,000.00
TOTAL	\$46,145.37	\$23,696.43	\$28,593.39	\$23,931.80	\$264,635.34	\$387,002.33



CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

Tax Levy CY2023: \$4,458,315.33

Tax Levy CY2022: \$4,448,801.64

The following is the activity for the month of October 2023

Taxes Collected	October	October Collection Rate
2023	\$ 851,270.59	19.09%
2022	\$ 31,064.50	
2021	\$ 295.68	
Prior Years	\$ 180.02	
Interest/Penalty Collected	\$ 3,438.02	
Total	\$ 886,248.81	

Outstanding Taxes

2023	\$ 3,606,926.93
2022	\$ 126,014.20
2021	\$ 10,534.09
Prior Years	\$ 41,731.45
Total	\$ 3,785,206.67

Fiscal Year 2022 Year To Date Collection Activity	YTD Collection Rate
2023	\$ 851,270.59 19.09%
2022	\$ 83,861.85
2021	\$ 597.16
Prior Years	\$ 229.02
Interest/Penalty Collected	\$ 8,680.26
Total	\$ 944,638.88