



**Central Coventry Fire District
Regular Meeting**

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816
December 5, 2019 at 4:00 PM

Board of Directors

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

Agenda

Call to Order	Fred Gralinski, President
Pledge of Allegiance	Fred Gralinski, President
Roll Call – Subcommittee Quorum Determination	Fred Gralinski, President
Safety Instructions	Fred Gralinski, President

APPROVAL OF MEETING MINUTES

November 14, 2019 – Special Meeting Minutes (Open & Closed Session)

November 18, 2019 – Special Labor Meeting Minutes (Open & Closed Session)

DEPARTMENT REPORTS:

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

NEW BUSINESS:

1. Selection of Interview Committee members – Discussion/Action/Vote.
2. Discussion of hiring list and process – Discussion/Action/Votes.
3. Meeting schedule for 2020 – Discussion/Action/Vote.

PUBLIC COMMENT

NEXT SCHEDULED MEETING

- **Next Regular Board of Directors Meeting, February 20,2020**

ADJOURNMENT President Fred Gralinski



Board of Directors Meeting

Attendance Sign-In Sheet

December 05, 2019

Board of Directors

Fire District

 Fred Gralinski, President	 Gayle Corrigan, District Manager
 Cynthia Fagan-Perry, Vice President	 Linda Dykeman, Finance Manager
 Richard Polselli, Director	 David D'Agostino, Esq.
 Ronald Flynn, Director	EXCUSED Frank Brown, Chief
 Daniel Lantz, Director	 Daniel Kaplan, District Administrator
EXCUSED Carl L. Mattson, Director	
 James Kuipers, Director	

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
December 05, 2019 @ 4:00 PM
Westwood Estates Clubhouse

The meeting was called to order by President Gralinski at 4:00 PM. A quorum was present consisting of: President Fred Gralinski, Vice President Cindy Fagan-Perry, Ron Flynn, Richard Polselli, and James Kuipers. District Manager Gayle Corrigan, Finance Manager Linda Dykeman, legal counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc. and District Administrator Daniel Kaplan were also present. Board member Carl Mattson and Chief Brown were excused. After the pledge, the President reviewed safety instructions for exiting the room.

A motion to approve the meeting minutes from November 14th and 18th, 2019 was made by Vice President Fagan-Perry, seconded by Director Lantz and approved with James Kuipers abstaining.

The District Manager's report was given by Ms. Corrigan, who reported on ongoing activities. She explained, with the help of charts, about the cost of MERS from FY2015-predicted 2021s well as the overtime, health insurance and pension costs for those same years. She also noted that Injured on Duty Insurance will be put out to bid. The report was approved on a motion by Vice President Fagan-Perry, seconded by Director Polselli and unanimously approved.

The Chief's report was read by President Gralinski. A motion to approve the Chief's report was made by Director Polselli, seconded by VP Fagan-Perry and unanimously approved.

Ms. Dykeman gave the Finance report. She explained that the Vision upgrade was priced too high and that she would have a conversation with them. The report was approved on a motion by Director Polselli, seconded by VP Fagan-Perry and unanimously approved.

Daniel Kaplan read the District Administrator's report. The bulk of monies owed from prior years is from mobile home owners. Attorney D'Agostino said that this issue could be addressed by billing the mobile home park owners for CCFD taxes due. He will address the feasibility of this action. A motion to accept the report was made by Director Polselli, seconded by Director Flynn and unanimously approved.

Under New Business, the meeting schedule for the remainder of the Fiscal Year was discussed. The meetings will be held on February 20th, April 16th, May 21st, June 18th, August 20th and the Annual Meeting on September 14th.

A motion to adjourn was made by Director Kuipers, seconded by Director Polselli and unanimously approved. The meeting was adjourned at 5:10 PM.

Respectfully submitted,
Daniel Kaplan,
Recording Secretary



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

December 3, 2019

Summary of Operation activities:

PERSONNEL

Currently we have 23 members on staff. 4 members Injured on Duty (OJI),
2 Probationary Firefighters on 4 weeks of in house training.

TOTAL PERSONNEL – 29

*On November 29th we welcomed back from active military duty Firefighter
Michael Dandurand.

*Testing is progressing with the hiring eligibility list.

80 Applications were submitted.

68 Took the written test with 45 moving forward to the 100' ladder climb.

43 Passed the 100' ladder climb.

Swim test to be held on December 3rd.

Oral board interviews to be held in January 2020.

EMERGENCY INCIDENTS

*Total Incidents ending November 30th 2019 were 3465 for a daily average of 12
calls.

*Crew assisted Coventry Fire district with a Dwelling Fire.

*Crew responded to a CO call to find several people feeling sick. Investigation
found high levels of CO in the building. It was determined that a bird's nest had
blocked the chimney causing flue gases to back up into the house.



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FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

APPARATUS

*All apparatus are operating properly at this time. Annual pump tests were completed with all pumps passing.

EQUIPMENT

*All portable equipment is up and running properly at this time. Annual hose and ladder testing was completed with no issues.

STATIONS

*Station 4 septic system has been completed. Repair of the floor drains are still under consideration.

*Station 7 floor drain and washer machine discharge project will be completed weather permitting.

*Station 7 Kitchen door replacement has been completed with the exception of the storm door installation.

*Next two projects will be Station 4 boiler replacement and general lighting upgrade from RISE.

FIRE MARSHAL'S OFFICE

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

*Town of Coventry annual business license inspections due for completion by December 1st stands at 33 completed with 21 scheduled for completion in the next 30 days.



CENTRAL COVENTRY
FIRE DISTRICT

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FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

TRAINING

*All shifts will be receiving Crowd Management Training from the State Fire Marshal's Office on December 10th, 11th and 16th.

Wishing everyone a Merry Christmas and a healthy New Year!

I would like to THANK the Officers and Firefighters for their service and dedication day in and day out!

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Frank M. Brown".

Frank M. Brown
Chief

Central Coventry Fire District Fiscal Year 2020 Budget YTD November, 2019

	FY20 (Approved)	November 2019 YTD	Remaining	% YTD	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	4,080,522	1,723,443	2,357,079	42%	FY20 tax bills sent 10/3/2019
39201 Tax Levy - Prior Years	240,000	68,327	171,673	28%	
Total 39000 Tax Revenue	4,320,522	1,791,771	2,528,751	41%	
39500 Department Revenue					
39600 Rescue Run Recovery	675,000	193,824	481,176	29%	
39700 Fire Marshal Services	40,000	4,404	35,596	11%	
39800 Detail Reimbursement	20,000	1,600	18,400	8%	
Total 39500 Department Revenue	735,000	199,828	535,172	27%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	130,000	16,218	113,782	12%	
39935 Bank Interest Income	20,000	3,321	16,679	17%	Transfers/closeouts from Bank Newport were delayed
39940 Asset Sales/Misc Revenue	1,000	258	742	26%	
Total 39900 Other Revenue	151,000	19,797	131,203	13%	
TOTAL DISTRICT REVENUE	\$ 5,206,522	\$ 2,011,396	\$ 3,195,126	39%	Last year was 40% at this time
40000 Administrative					
40100 Audit/CPA Services	15,750	-	15,750	0%	
40200 Board Meetings	1,500	1,854	(354)	124%	Annual meeting expenses
40210 Board Member Stipends	14,000	-	14,000	0%	
40220 Finance Director/Treasurer	117,000	29,250	87,750	25%	
40230 Administrative Insurance and HR Initiatives	550	-	550	0%	
40300 Tax Collecting Expense	15,000	9,509	5,491	63%	Vision annual maintenance fee paid
40400 Legal - General	44,500	2,235	42,265	5%	
40450 Legal - Labor Negotiations	15,000	325	14,675	2%	
40500 Office/Miscellaneous	500	498	2	100%	
40510 Bank Fees	150	95	55	63%	
40600 Dues and Subscriptions	2,000	492	1,508	25%	
40700 Accounting and Payroll Costs	2,750	404	2,346	15%	
40800 Administrative Service Contracts	8,000	125	7,875	2%	
40850 Software and Hardware	15,000	437	14,563	3%	
Total 40000 Administrative	251,700	45,224	206,476	18%	

Central Coventry Fire District Fiscal Year 2020 Budget YTD November, 2019

	FY20 (Apprpxch)	November, 2019		Remaining	% YTD	Notes
		YTD	YTD			
50000 Operations						
50200 Rescue Recovery Fees	25,000	6,145	18,855	25%		
50250 Fuel	43,000	9,301	33,699	22%		
50300 Insurance - General Liability and Property	50,000	17,089	32,911	34%		
50720 Repairs and Maintenance - Station	25,000	15,578	9,422	62%	Board approved maintenance currently taking place	
50730 Repairs and Maintenance - Vehicles and Apparatus	75,000	17,015	57,985	23%		
50810 Supplies - Fire and Gear	40,000	10,710	29,290	27%		
50830 Supplies - Rescue	27,500	6,246	21,254	23%		
50840 Supplies - Station	7,500	2,316	5,184	31%		
50845 Telecommunication System	2,500	2,500	-	100%	Annual Payment	
50850 Telecommunications	10,000	2,254	7,746	23%		
50920 Electric - Stations	5,250	3,670	1,580	70%		
50930 Gas - Stations	3,500	830	2,670	24%		
50940 Oil - Stations	15,000	1,361	13,639	9%		
50960 Water - Stations	700	133	567	19%		
Total 50000 Operations	329,950	95,148	234,802	29%		
60000 Personnel Costs-Union						
60105 Salaries	1,862,424	434,189	1,428,235	23%		
60110 Collateral (Fire Marshal)	36,000	8,990	27,010	25%		
60120 Overtime	500,000	127,187	372,813	25%		
60130 Holiday	84,072	21,466	62,606	26%		
60150 Detail	20,000	2,029	17,971	10%		
60170 Out of Rank	2,500	1,495	1,005	60%		
60180 Clothing Allowance	18,900	3,500	15,400	19%	Payments made on the FF anniversary date	
60190 Health Opt-out	20,000	700	19,300	4%	Payments made at the end of the fiscal year	
60200 Payroll Tax	198,665	39,628	159,037	20%		
60210 Municipal State Pension	564,162	90,362	473,800	16%	State pension payments are due by the 15th of the following month	
61000 Medical Insurance - Union	297,056	93,391	203,665	31%		
61100 HRA Medical Costs	10,000	3,289	6,711	33%	Expense is under review	
61200 Dental Insurance - Union	27,734	9,461	18,273	34%	Expense is under review	
61300 HR/SA Account Fees	2,500	1,798	702	72%	Expense is under review	
61400 Life Insurance	5,208	-	5,208	0%		
61500 PEHP	35,335	-	35,335	0%		
62000 Injured On Duty Insurance	137,500	32,028	105,472	23%	Quarterly installments	
63000 Training Academy	15,000	8,485	6,515	57%	2 recruits at the academy	
63100 Promotional Exams	1,750	935	815	53%		
63200 Recruitment	1,500	-	1,500	0%		
Total 60000 Personnel Costs-Union	3,840,306	878,933	2,961,373	23%		

Central Coventry Fire District Fiscal Year 2020 Budget YTD November, 2019

	FY 20 (Approved)	November 2019		Remaining	% YTD	Notes
		YTD	YTD			
70000 Personnel Costs - Administrative						
70100 Administrative Salaries/Compensation	164,337		41,084	123,253	25%	
70200 Administrative Payroll Taxes	2,971		743	2,228	25%	
Total 70000 Personnel Costs - Administrative	167,308		41,827	125,481	25%	
80000 Retirees/Separation Costs						
80100 Medical Insurance - Retiree	99,404		34,787	64,617	35%	
80200 Dental Insurance - Retiree	6,747		2,447	4,300	36%	
80700 Separation Payouts	53,033		-	53,033	0%	
Total 80000 Retirees/Separation Costs	159,184		37,234	121,950	23%	
90000 Other Expenditures						
90100 Hydrants	270,914		67,728	203,186	25%	Quarterly bills
90200 Street Lights	102,265		-	102,265	0%	
91000 Capital Purchases	-		-	-	0%	Moved to separate fund
92000 Lease/Interest Payment	73,894		-	73,894	0%	Due at the end of the fiscal year
95000 Chain Payments/Other	11,000		-	11,000	0%	Due in January/February
Total 90000 Other Expenditures	458,073		67,728	390,345	15%	
	\$ 5,206,522	\$ 1,166,094	\$ 4,040,428		22%	

SURPLUS/(DEFICIT) Adjustment Timing Tax Collection (25%) \$ - \$ 845,302
 Adjusted Surplus/(Deficit) 703,313
 179,326

FY2020 Central Coventry Fire District Capital Fund

NOVEMBER, 2019

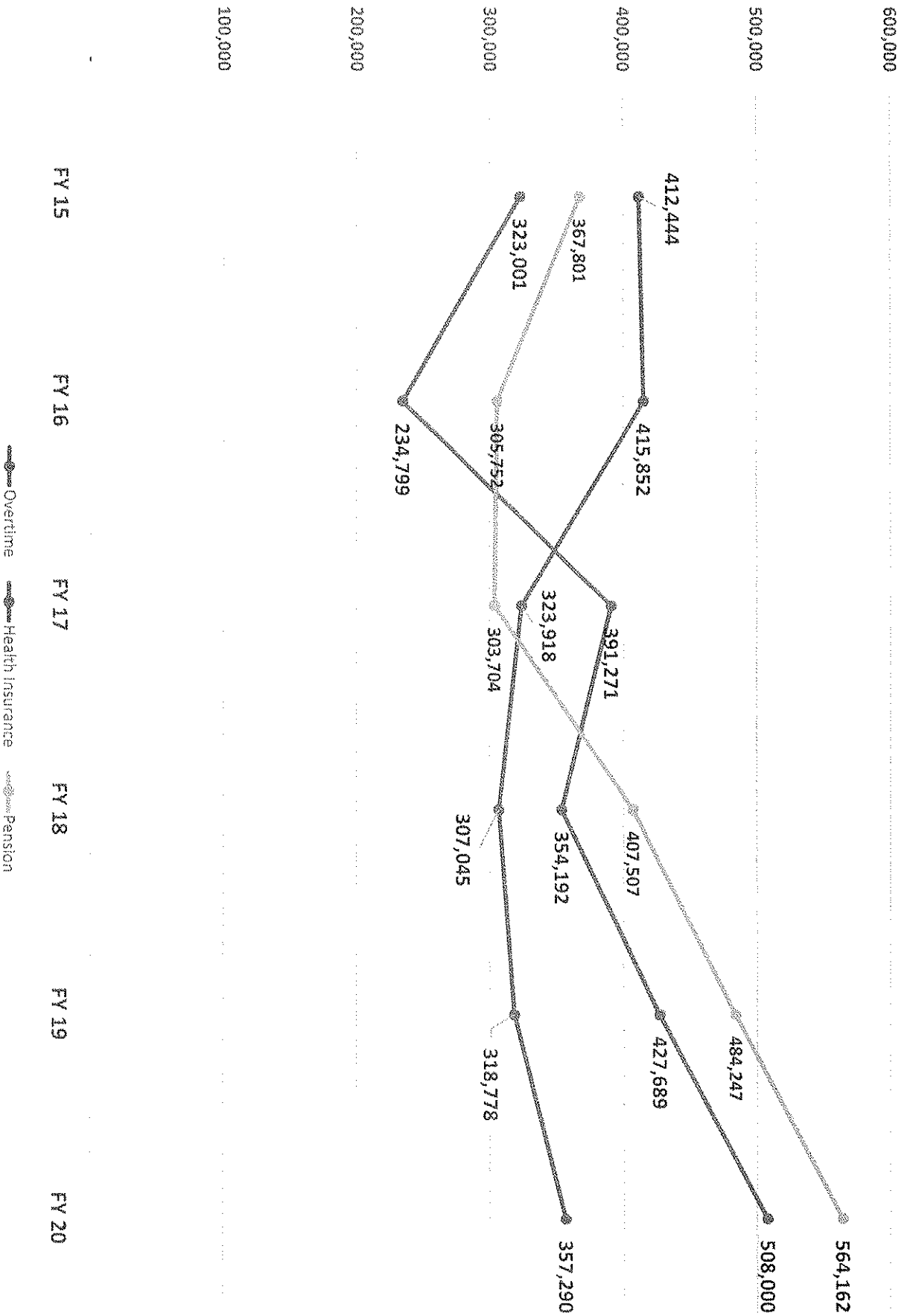
Revenue

Initial funding	10,000
Sale of Rescue	5,000
Transfer approved by Board	75,000
Sale of Station 2	363,000
Interest	<u>333</u>
Total Revenue 11/30/19	453,333

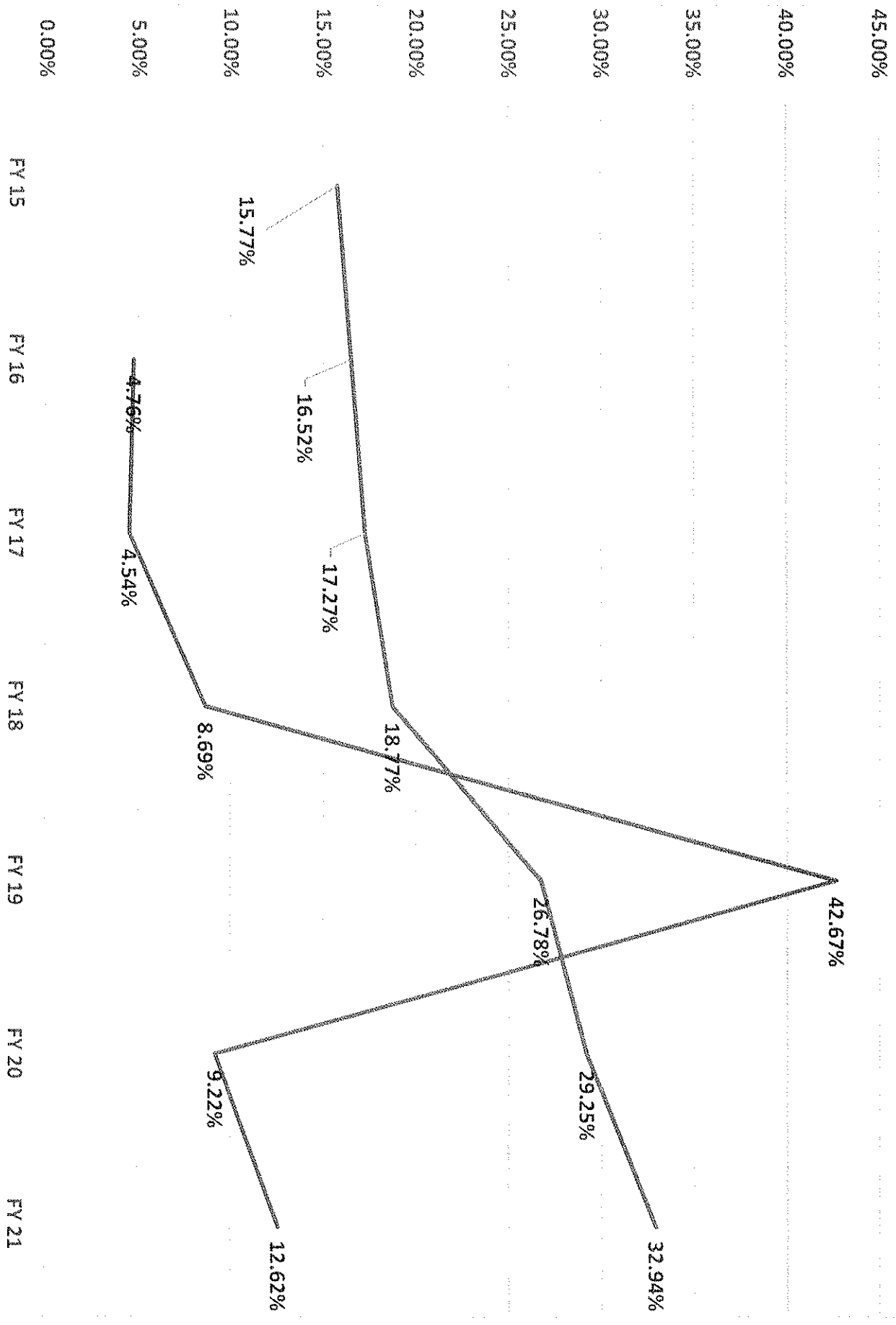
Expenditures

Fire Marshall Vehicle	31,190
Engineering for septic system	2,031
Work on septic system	12,000
State permit for septic system	<u>500</u>
Total Expenditures 11/30/19	45,721

CCFD Overtime, Health Insurance and Pension Costs FY15-FY20



CCFD Employer MERS Rate





CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

The following is the activity for the month of November 2019

Taxes Collected

2019	\$	924,302.26
2018	\$	24,427.20
2017	\$	509.93
Prior Years	\$	386.49
Interest/Penalty Collected	\$	4,516.45
Total	\$	954,142.33

Outstanding Taxes

2019	\$	2,586,849.67
2018	\$	166,920.44
2017	\$	31,386.58
Prior Years	\$	182,193.18
Total	\$	2,967,349.87

CENTRAL COVENTRY FIRE DISTRICT
SPECIAL Meeting of the Board of Directors
November 14, 2019 @ 6:00 PM
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816

The Special meeting was called to order by President Gralinski at 6:00 PM. A quorum was present consisting of: Ron Flynn, Fred Gralinski, Vice President Cindy Fagan-Perry, Carl Mattson, Richard Polselli, Dan Lantz, Jr., and James Kuipers. Fire Chief Frank Brown was present. Legal counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc. was present and served as acting recording secretary. District Manager, Gayle Corrigan, Finance Manager Linda Dykeman, and District Administrator Dan Kaplan were all excused. After the pledge, the Chairman reviewed safety instructions for exiting the building.

A motion to convene into Executive Session, for each of the items listed on the agenda was read at length by Member Lantz, seconded by Member Mattson, and unanimously approved.

The Closed Session items were:

- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending litigation, Peltier v. CCFD, KC-2017-0262;
- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending litigation, National Grid v. CFD, et als., KC-2017-0150;
- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending grievance arbitration, Coventry Firefighters Local 3372 IAFF v. CCFD, AAA Case No. 01-19-0002-7656, related to Ted Dion Vacation Grievance; and,
- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending grievance arbitration, Coventry Firefighters Local 3372 IAFF v. CCFD, AAA Case No. (*presently unassigned*), related to Fire Marshal Grievance.

[Executive Session Minutes]

A motion to close the Executive Session, reconvene to Open Session and seal the meeting minutes of the Executive Session pursuant to RIGL § 42-46-4, was made by Vice-President Fagan-Perry, seconded by Member Mattson and unanimously approved.

A motion to adjourn was made by Member Mattson, seconded by Member Kuipers, and unanimously approved. The meeting was adjourned at 6:35 PM.

Respectfully submitted,
David M. D'Agostino, Esq.
Acting Recording Secretary

CENTRAL COVENTRY FIRE DISTRICT
SPECIAL Meeting of the Board of Directors
November 14, 2019 @ 6:00 PM
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816

EXECUTIVE SESSION MINUTES
CONFIDENTIAL

A motion to convene into Executive Session, for each of the items listed on the agenda was read at length by Member Lantz, seconded by Member Mattson, and unanimously approved.

The Closed Session items were:

- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending litigation, Peltier v. CCFD, KC-2017-0262;

Legal counsel reported on the status of the pending case; that it was a “left-over” from the bankruptcy and state receivership and that he expected to resolve the matter by way of settlement within the next thirty (30) days.

- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending litigation, National Grid v. CFD, et als., KC-2017-0150;

Legal counsel reported on the status of the pending case. He explained that CCFD moved to intervene into the case initially brought by National Grid against the Anthony Fire District and that the issues were identical (involving the obligation to pay electrical service costs of the lights). He also informed the Board that East Providence recently moved to intervene in the case and that he felt that gave all parties greater leverage against National Grid. Legal counsel also explained that the case involved the rather intricate tariff pertaining to municipal streetlights and that it was not a pure “contract” case. Further updates will be provided when ready.

- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending grievance arbitration, Coventry Firefighters Local 3372 IAFF v. CCFD, AAA Case No. 01-19-0002-7656, related to Ted Dion Vacation Grievance; and,

Legal counsel reported on the status of the pending arbitration matter. A hearing is scheduled for March 2020 before Arbitrator McSpirtt. Legal counsel explained that Mr. Dion was not granted permission to roll-over vacation time as provided for under the terms

of the collective bargaining agreement and the matter was unlikely to settle before being heard by the Arbitrator.

- Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for the Board to discuss the status of the pending grievance arbitration, Coventry Firefighters Local 3372 IAFF v. CCFD, AAA Case No. (*presently unassigned*), related to Fire Marshal Grievance.

Legal counsel reported on the status of the pending arbitration matter. This may be part of further discussion with the Local 3372 on November 18, 2019. The matter is related to timing of contract negotiations as well as financial considerations.

A motion to close the Executive Session, reconvene to Open Session and seal the meeting minutes of the Executive Session pursuant to RIGL § 42-46-4, was made by Vice-President Fagan-Perry, seconded by Member Mattson and unanimously approved.

Respectfully submitted,
David M. D'Agostino, Esq.
Acting Recording Secretary

CENTRAL COVENTRY FIRE DISTRICT
SPECIAL Meeting of the Labor Relations Subcommittee
November 18, 2019 @ 6:30 PM
Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816

The Special meeting of the Labor Relations Subcommittee was called to order by President Gralinski at 6:30 PM. A quorum was present consisting of: President Fred Gralinski and Vice President Cindy Fagan-Perry. District Manager Gayle Corrigan and Fire Chief Frank Brown were present. District Manager Gayle Corrigan served as acting recording secretary. Also present were IAFF Local 3372 President James Almagno, Vice-president Kevin McCann, Treasurer Matthew Mederios, and President of the RI State Association of Firefighters, Joseph Andriole. Subcommittee member Ronald Flynn was excused. After the pledge, the Chairman reviewed safety instructions for exiting the building.

A motion to convene into Executive Session for the item listed on the agenda (e.g., “Closed pursuant to RIGL § 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically, for a meeting”) was read by President Gralinski and seconded by Vice-President Fagan-Perry and unanimously approved.

[Executive Session Minutes]

A motion to close the Executive Session, reconvene to Open Session and seal the meeting minutes of the Executive Session pursuant to RIGL § 42-46-4, was made by Vice-President Fagan-Perry, seconded by President Gralinsky and unanimously approved.

A motion to adjourn was made by Vice-President Fagan-Perry, seconded by President Gralinsky and unanimously approved. The meeting was adjourned at 7:35 PM.

Respectfully submitted,
Gayle A. Corrigan
Acting Recording Secretary