



Central Coventry Fire District Regular Board of Directors Meeting

Coventry Senior Center
50 Wood Street
Coventry, RI 02816-5841
December 14, 2022, at 6:30 PM

Directors

Ernest Pullano-President
Russell McGillivray-Vice President
Carl Mattson, Richard Polselli, Kristen Benoit, Debra Santilli, David Lavallee

Agenda

Call to Order
Pledge of Allegiance
Safety Instructions
Roll Call – Quorum Determination

Ernest Pullano President
Ernest Pullano President
Ernest Pullano President
Daniel Kaplan, District Clerk

APPROVAL OF MEETING MINUTES

1. Minutes from: November 17, 2022. (Discussion/Action/Vote).

DISTRICT REPORTS:

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

OLD BUSINESS:

1. Streetlight conversion (Discussion/Action/Vote)
2. SAFER Grant (Discussion/Action/Vote)
3. ARPA Funds; Town of Coventry (Discussion/Action/Vote)
4. Tax Anticipation Note (TAN) (Discussion/Action/Vote)
5. Hiring list process (Discussion/Action/Vote)

6. Payroll services to a private vendor and bi-weekly payroll update
(Discussion/Action/Vote)

NEW BUSINESS:

1. Coventry Pines Golf Course PILOT program 20 Years taxes not collected.
(Discussion/Action/Vote)
2. Look at the feasibility of merger/consolidation to address long term service for the Fire District (Discussion/Action/Vote)
3. Open RFP's for: IT Services, Rescue Billing, Legal Services. Clerk to send open copies to the board members (Discussion/Action/Vote)
4. Allow the president to seek fiscal borrowing of a TAN/or short-term line of credit that can be collateralized against CCFD Owned real property
(Discussion/Action/Vote)
5. Allow District Treasurer to work with Director Santilli and Chief Brown to derive a budget that will include a capital improvement fund for depreciated assets and real property maintenance to be able to meet our fiscal needs in 2023 and be used to as a discussion basis to set a special tax rate increase to be voted on by the qualified taxpayers (Discussion/Action/Vote)
6. Acceptance of Carl Matteson's resignation from the board of directors of CCFD and a discussion as to candidates to appoint temporarily for 60 days (or the duration set forth in CCFD by-laws) until a special election can take place.
(Discussion/Action/Vote)
7. Abatements (Discussion/Action/Vote)

CLOSED/EXECUTIVE SESSION

Closed pursuant to RIGL § 42-46-5(a)(1), sessions pertaining to collective bargaining or litigation to discuss:

1. FLSA Lawsuit (Discussion/Action/Vote)
2. Discussion of At-will District positions: Clerk and Tax Collector
(Discussion/Action/Vote)
 - a. Motion to Close Executive Session.
 - b. Motion to Seal the minutes pursuant to R.I.G.L. § 42-46-4 (b).

c. Motion to Reconvene to Open Session.

d. Reconvene to Open Session and report any votes/actions taken in
Executive Session

PUBLIC COMMENTS:

NEXT DISTRICT MEETING: January 19, 2023
Coventry Senior Center
50 Wood Street
Coventry, RI 02816-5841

ADJOURNMENT

Ernest Pullano President













Board of Directors Special Meeting

Attendance Sign-In Sheet

14December2022

Board of Directors

Fire District

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

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
November 17, 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 Mattson, Director Benoit, Director Santilli, Director Lavallee, District Treasurer Civetti, Chief Brown, and District Clerk Kaplan. Director Polselli was excused. President Pullano led the Pledge of Allegiance and gave directions for emergency exit.

A motion to approve the suggestions for CAPA (Corrective Actions/Preventative Actions) and RCA (Root Cause Analysis) investigations by Sinclair Risk and Financial Management (Joseph F. Pinto and his team) to lower insurance premiums was made by Director Santilli, seconded by Director Mattson, and unanimously approved.

A motion to approve the Meeting Minutes from November 03, 2022, was made by Director Benoit, seconded by Director Lavallee, and approved. Director Mattson abstained as he was not at the November 03, 2022, meeting.

The Fire Chief's report was presented by Chief of Department Frank Brown. He noted that a recent on the job injury was resolved within 24 hours by our new carrier which permitted the firefighter involved to get doctor visits and physical therapy and get him back on the job sooner. A motion to approve the report was made by Director Mattson, seconded by Vice President McGillivray, and unanimously approved.

A motion to approve District Treasurer Civetti's Monthly Financial Report was made by Vice President McGillivray, seconded by Director Mattson, and unanimously approved.

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

A motion to establish a hiring list was made by Director Benoit, seconded by Director Lavallee, and unanimously approved.

A discussion took place to have the Chief start an application for a (SAFER) Staffing for Adequate Fire and Emergency Response Grant Program.

Chief Brown explained that the process was labor intensive, but worth the undertaking.

A motion to approve holding future meetings of the Board of Directors at the Coventry Senior Center, 50 Wood Street was made by Vice President McGillivray, seconded by Director Lavallee, and unanimously approved.

A motion to approve Chief Brown and Treasurer Civetti to choose a vendor for payroll services and report back to the Board with their recommendation was made by Director Santilli, seconded by Director Mattson, and unanimously approved.

A discussion about setting a date for the Board to tour the CCFD facilities and inspect the equipment was tentatively set for January 21, 2023.

There were no public comments.

The next scheduled meeting will be December 14, 2022, at the Coventry Senior Center

A motion to adjourn was made by Director Mattson, seconded by Vice President McGillivray, and unanimously approved. The meeting was adjourned at 8:11 PM.

Respectfully submitted,
Daniel Kaplan,
District Clerk



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 14, 2022

Summary of Operation activities:

PERSONNEL

Currently we have 25 members on staff and 3 members out on injury.

TOTAL PERSONNEL – 28

Applications for a hiring eligibility list has been posted and will close on February 1, 2023. Other steps in the hiring process are: swim test, 100' ladder climb, oral board interview and NFPA physical.

EMERGENCY INCIDENTS

* Incidents from January 1, 2022 thru November 30, 2022 were 4056 for a call volume of 13 calls per day. (see attached summary)

APPARATUS

*Rescue 4 is currently OOS at Tasca with engine issues. Return date is still unknown at this time.

All other apparatus are running properly at this time.



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.

STATIONS

No issues at this time.

HYDRANTS

Working with KCWA to remove 5 hydrants wrongly added to our inventory.
I will be seeking a credit for the months they were on our inventory.

FIRE MARSHAL'S OFFICE

CCFD Fire Marshal's continues to work a backlog of work in the office to include
56 Town of Coventry license inspections.

Thank you to all our personnel for their hard work and dedication!

Merry Christmas and Happy New Year!

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank M. Brown".

Frank M. Brown
Chief

CENTRALCOVENTRY

Incident Type Report (Summary)

Alarm Date Between {01/01/2022} And {11/30/2022}
and FDID = "00610"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	105	2.58%	\$0	0.00%
	105	2.58%	\$0	0.00%
1 Fire				
100 Fire, Other	4	0.09%	\$100	0.02%
111 Building fire	22	0.54%	\$362,000	97.81%
113 Cooking fire, confined to container	18	0.44%	\$5,000	1.35%
114 Chimney or flue fire, confined to chimney	5	0.12%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	4	0.09%	\$0	0.00%
120 Fire in mobile prop used as a fixed struc,	1	0.02%	\$2,000	0.54%
121 Fire in mobile home used as fixed residence	1	0.02%	\$0	0.00%
122 Fire in motor home, camper, recreational	1	0.02%	\$0	0.00%
130 Mobile property (vehicle) fire, Other	6	0.14%	\$1,000	0.27%
131 Passenger vehicle fire	4	0.09%	\$0	0.00%
132 Road freight or transport vehicle fire	1	0.02%	\$0	0.00%
140 Natural vegetation fire, Other	6	0.14%	\$0	0.00%
141 Forest, woods or wildland fire	2	0.04%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	15	0.36%	\$0	0.00%
143 Grass fire	2	0.04%	\$0	0.00%
150 Outside rubbish fire, Other	2	0.04%	\$0	0.00%
151 Outside rubbish, trash or waste fire	3	0.07%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.02%	\$0	0.00%
160 Special outside fire, Other	1	0.02%	\$0	0.00%
161 Outside storage fire	1	0.02%	\$0	0.00%
162 Outside equipment fire	1	0.02%	\$0	0.00%
173 Cultivated trees or nursery stock fire	1	0.02%	\$0	0.00%
	102	2.51%	\$370,100	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
240 Explosion (no fire), Other	1	0.02%	\$0	0.00%
251 Excessive heat, scorch burns with no	1	0.02%	\$0	0.00%
	2	0.04%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	7	0.17%	\$0	0.00%
311 Medical assist, assist EMS crew	111	2.73%	\$0	0.00%
320 Emergency medical service, other	5	0.12%	\$0	0.00%
321 EMS call, excluding vehicle accident with	2,821	69.55%	\$0	0.00%

CENTRALCOVENTRY

Incident Type Report (Summary)

Alarm Date Between {01/01/2022} And {11/30/2022}
and FDID = "00610"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
322 Motor vehicle accident with injuries	97	2.39%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.04%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	47	1.15%	\$0	0.00%
351 Extrication of victim(s) from	2	0.04%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.02%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	2	0.04%	\$0	0.00%
354 Trench/below-grade rescue	1	0.02%	\$0	0.00%
361 Swimming/recreational water areas rescue	1	0.02%	\$0	0.00%
372 Trapped by power lines	1	0.02%	\$0	0.00%
381 Rescue or EMS standby	2	0.04%	\$0	0.00%
	3,100	76.43%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	2	0.04%	\$0	0.00%
410 Combustible/flammable gas/liquid condition,	1	0.02%	\$0	0.00%
411 Gasoline or other flammable liquid spill	3	0.07%	\$0	0.00%
412 Gas leak (natural gas or LPG)	27	0.66%	\$0	0.00%
413 Oil or other combustible liquid spill	3	0.07%	\$0	0.00%
421 Chemical hazard (no spill or leak)	2	0.04%	\$0	0.00%
422 Chemical spill or leak	2	0.04%	\$0	0.00%
424 Carbon monoxide incident	15	0.36%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	8	0.19%	\$0	0.00%
442 Overheated motor	3	0.07%	\$0	0.00%
444 Power line down	11	0.27%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	0.04%	\$0	0.00%
451 Biological hazard, confirmed or suspected	32	0.78%	\$0	0.00%
460 Accident, potential accident, Other	1	0.02%	\$0	0.00%
463 Vehicle accident, general cleanup	1	0.02%	\$0	0.00%
	113	2.78%	\$0	0.00%
5 Service Call				
500 Service Call, other	14	0.34%	\$0	0.00%
510 Person in distress, Other	3	0.07%	\$0	0.00%
511 Lock-out	8	0.19%	\$0	0.00%
520 Water problem, Other	6	0.14%	\$0	0.00%
521 Water evacuation	1	0.02%	\$0	0.00%
522 Water or steam leak	11	0.27%	\$0	0.00%
531 Smoke or odor removal	8	0.19%	\$0	0.00%
542 Animal rescue	1	0.02%	\$0	0.00%

CENTRAL COVENTRY

Incident Type Report (Summary)

Alarm Date Between {01/01/2022} And {11/30/2022}
and FDID = "00610"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call				
550 Public service assistance, Other	11	0.27%	\$0	0.00%
551 Assist police or other governmental agency	6	0.14%	\$0	0.00%
552 Police matter	11	0.27%	\$0	0.00%
553 Public service	13	0.32%	\$0	0.00%
554 Assist invalid	43	1.06%	\$0	0.00%
561 Unauthorized burning	13	0.32%	\$0	0.00%
571 Cover assignment, standby, moveup	7	0.17%	\$0	0.00%
	156	3.84%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	24	0.59%	\$0	0.00%
611 Dispatched & cancelled en route	130	3.20%	\$0	0.00%
622 No Incident found on arrival at dispatch	51	1.25%	\$0	0.00%
632 Prescribed fire	1	0.02%	\$0	0.00%
641 Vicinity alarm (incident in other location)	2	0.04%	\$0	0.00%
651 Smoke scare, odor of smoke	13	0.32%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	0.02%	\$0	0.00%
653 Smoke from barbecue, tar kettle	1	0.02%	\$0	0.00%
671 HazMat release investigation w/no HazMat	3	0.07%	\$0	0.00%
	226	5.57%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	10	0.24%	\$0	0.00%
711 Municipal alarm system, malicious false	2	0.04%	\$0	0.00%
730 System malfunction, Other	6	0.14%	\$0	0.00%
731 Sprinkler activation due to malfunction	2	0.04%	\$0	0.00%
733 Smoke detector activation due to	22	0.54%	\$0	0.00%
734 Heat detector activation due to malfunction	4	0.09%	\$0	0.00%
735 Alarm system sounded due to malfunction	36	0.88%	\$0	0.00%
736 CO detector activation due to malfunction	7	0.17%	\$0	0.00%
740 Unintentional transmission of alarm, Other	9	0.22%	\$0	0.00%
741 Sprinkler activation, no fire -	3	0.07%	\$0	0.00%
742 Extinguishing system activation	2	0.04%	\$0	0.00%
743 Smoke detector activation, no fire -	24	0.59%	\$0	0.00%
744 Detector activation, no fire -	26	0.64%	\$0	0.00%
745 Alarm system activation, no fire -	84	2.07%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	13	0.32%	\$0	0.00%

CENTRALCOVENTRY

Incident Type Report (Summary)

Alarm Date Between {01/01/2022} And {11/30/2022}
and FDID = "00610"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call	250	6.16%	\$0	0.00%
9 Special Incident Type				
900 Special type of incident, Other	1	0.02%	\$0	0.00%
911 Citizen complaint	1	0.02%	\$0	0.00%
	2	0.04%	\$0	0.00%

Total Incident Count: 4056

Total Est Loss: \$370,100



CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTORS REPORT

Tax Levy FY2022: \$ 4,448,801.64

The following is the activity for the month of November 2022

Taxes Collected	November	Nov. Collection Rate
2022	\$ 1,057,784.63	23.78%
2021	\$ 41,814.58	
2020	\$ 680.01	
Prior Years	\$ 50.86	
Interest/Penalty Collected	\$ 7,064.18	
Total	<u>\$ 1,107,394.26</u>	

Outstanding Taxes

2022	\$ 2,519,433.10
2021	\$ 140,720.16
2020	\$ 9,048.32
Prior Years	\$ 6,410.64
Total	<u>\$ 2,675,612.22</u>

Fiscal Year 2023 Year To Date Collection Activity

2022	\$ 1,929,368.54	43.37%
2021	\$ 126,558.68	
2020	\$ 1,180.31	
Prior Years	\$ 508.73	
Interest/Penalty Collected	\$ 17,178.83	
Total	<u>\$ 2,074,795.09</u>	

December 10, 2022

Dear fellow Board Members,

I have decided to resign my position as a Board Member of the Central Coventry Fire District due to personal reasons, effective December 12, 2022. It has been an honor to work with my fellow Board Members, and I wish you all well while facing the challenges that are currently affecting the district.

Sincerely,



Carl Mattson

CENTRAL COVENTRY FIRE DISTRICT

240 ARNOLD ROAD

COVENTRY RI, 02816

The Tax Office is seeking the following abatements: 12/14/2022

Account Number	Amount	Reason
23-0398-00 Wells Fargo	\$ 29.23	Wrong assessment
06-0488-25 Fiskville Realty	\$ 1,756.99	Tax Board of review decision
19-0940-60 Service Master Fire & Recovery	\$ 34.73	Reval error
03-0867-00 Cavanaugh Hilayne	\$ 107.44	Appeal building characteristic
Total	\$ 1,928.39	

Total Abatements: \$ 1,928.39

DATE: 14 Dec 2022

APPROVED: David Kaplan Dist Clerk

CENTRAL COVENTRY FIRE DISTRICT

240 ARNOLD ROAD

COVENTRY RI, 02816

The Tax Office is seeking the following abatements: 12/14/2022

Account Number	Amount	Reason
03-1609-71 Clark Christopher	\$ 73.80	Appeal building characteristic
03-1816-50 Cloutier Robert	\$ 7.31	Appeal building characteristic
06-0610-50 Flynn Ronald	\$ 68.62	Appeal building characteristic
07-0547-90 Gentl Farmer Restaurant 2021	\$ 28.43	Duplicate account
Total	\$ 178.16	

Total Abatements: \$ 178.16

DATE: 14 Dec 2022

APPROVED: Daniel Kaplan District Clerk

CENTRAL COVENTRY FIRE DISTRICT

240 ARNOLD ROAD

COVENTRY RI, 02816

The Tax Office is seeking the following abatements: 12/14/2022

Account Number	Amount	Reason
07-0547-90 Genti Farmer Restaurant 2022	\$ 56.96	Duplicate account
12-0001-15 Lightning Ridge Farm	\$ 182.63	Appeal land value change
13-2242-92 Mikes Professional Tree Service	\$ 579.08	Appeal PP equipment
16-2513-44 Pullano Ernest	\$ 119.25	Appeal land value change
Total	\$ 937.92	

Total Abatements: \$ 937.92

DATE: 14 Dec 2022

APPROVED: Daniel Kaplan District Clerk

CENTRAL COVENTRY FIRE DISTRICT

240 ARNOLD ROAD

COVENTRY RI, 02816

The Tax Office is seeking the following abatements: 12/14/2022

Account Number	Amount	Reason
16-2513-49 Pullano Ernest	\$ 121.69	Appeal land value
16-2513-52 Pullano Ernest	\$ 121.61	House demo'd
19-0984-75 Sharon Drive LLC	\$ 20.06	Appeal building characteristic
19-1173-00 Sherwood Valley Housing	\$ 356.25	Appeal land value change
Total	\$ 619.61	

Total Abatements: \$ 619.61

DATE: 14 Dec 2022

APPROVED: Daniel Kaplan District Clerk

CENTRAL COVENTRY FIRE DISTRICT

240 ARNOLD ROAD

COVENTRY RI, 02816

The Tax Office is seeking the following abatements: 12/14/2022

Account Number	Amount	Reason
19-2526-50 Studley Lisa	\$ 46.39	House demo'd
19-2858-00 Sykes Gregory	\$ 31.13	House demo'd
20-0917-00 Towle Matthew	\$ 8.49	House demo'd
23-0478-92 Westwood Const Inc	\$ 54.00	Appeal building characteristics
Total	\$ 140.01	

Total Abatements: \$ 140.01

DATE: 14 DEC 2022

APPROVED: Daniel Kaplan District Clerk