



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

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816-4023  
December 27, 2018 at 6:00 PM

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**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. Nov 15, 2018.

**DEPARTMENT REPORTS:**

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

**OLD BUSINESS:**

1. Update and report on status of PRISM streetlight review.

**NEW BUSINESS:**

1. Swearing in Fred Gralinski.
2. Election of President and Vice President of the Board of Directors.
3. Setting the 2019 Board of Directors meeting schedule.
4. Authorization of Generator purchase for Station 4 – Discussion/Action.
5. Ratification and hiring confirmation of all new Firefighter hires since October 1, 2015 – Discussion/Action.
6. Discussion of status of MRP, Inc. contract and the month-to-month continuation provision following December 31, 2018 – Discussion/Action.
7. Ratification of Memorandum of Agreement ("MOA") between CCFD and Ted Dion to resolve the grievance arbitration matter, AAA Case No.: 01-16-0000-3983 – Discussion/Action.

8. Tax Abatements – Discussion/Action.
9. Authorization to issue RFQ/RFP for new floor work at Station 7 – Discussion/Action.
10. Vote to submit Charter changes approved at 2018 Annual Meeting to RI General Assembly for adoption. - Discussion/Action.

**PUBLIC COMMENT**

**NEXT SCHEDULED MEETING**

- **Next Regular Board of Directors Meeting, January 17, 2019.**

**ADJOURNMENT**

Chairman Fred Gralinski



# Board of Directors Meeting

## Attendance Sign-In Sheet

December 27, 2018

### Board of Directors

Fred Gralinski, Chairman

Sandy Lukowicz, Vice-Chairwoman

Cynthia Fagan-Perry, Director

Ronald Flynn, Director

Daniel Lantz, Director

Richard Polselli, Director

Carl L. Mattson, Director

### Fire District

Gayle Corrigan, District Manager

David D'Agostino, Esq.

Frank Brown, Chief

Daniel Kaplan, District Administrator

**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**December 27, 2018 @ 6:00 PM**  
**Westwood Estates Clubhouse**

The meeting was called to order by President Gralinski at 6:00 PM. A quorum was present consisting of: President Fred Gralinski, Vice-President Lukowicz, Cindy Fagan-Perry, Richard Polselli, Daniel Lantz, Ron Flynn and Carl Mattson. District Manager Gayle A. Corrigan, District Administrator Daniel Kaplan, Chief Frank Brown and Legal counsel David M. D'Agostino, Esq. of Gorham & Gorham were also present. After the pledge, President Gralinski reviewed safety instructions for exiting the room.

A motion to accept the minutes from November 15, 2018, after addressing corrections, was made by Director Mattson, seconded by Vice President Lukowicz and approved. Director Fagan-Perry abstained as she was not at the November meeting

Chief Frank Brown read the Fire Chief's Report into the record. It was noted by Director Mattson that the report had a date of Nov. 30<sup>th</sup> and should have been read Nov. 31<sup>st</sup>. The Chief made the change. A motion to accept the Chief's report was made by Director Mattson, seconded by Director Fagan-Perry 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 Fagan-Perry, seconded by Vice President Lukowicz and unanimously approved.

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

Under Old Business, an update and status of the PRISM streetlight review was discussed. Chief Brown submitted a map to PRISM of the street lights in the district. The audit of those lights will take a couple of months. Also, the issue of state roads within the district whose lighting should be paid by the State of RI was discussed.

Under New Business, Fred Gralinski was sworn in by Attorney David M. D'Agostino.

Fred Gralinski was unanimously elected President of the Board of Directors. A motion to accept the result was made by Director Flynn, seconded by Director Lantz and unanimously approved. Sandy Lukowicz was unanimously elected Vice President of the Board of Directors. A motion to accept the result was made by Director Flynn, seconded by Director Polselli and unanimously approved.

The third Thursday of each month at 6:30PM in 2019 was proposed as the schedule for The Board of Director's meetings for the upcoming calendar year. A motion to accept the schedule was made by Director Mattson, seconded by Director Flynn and unanimously approved.

A motion to purchase and install a new generator at Station 4 was made by Director Mattson, seconded by Director Fagan-Perry and unanimously approved.

Fire fighters hired since October 1<sup>st</sup> 2015 was discussed. A motion to approve the new hires was made by Director Fagan-Perry, seconded by Director Lantz and unanimously approved.

A motion to approve the extension of the MRP contract on a month to month basis was made by Director Lantz, seconded by Director Polselli and unanimously approved.

A motion to approve the Memorandum of Agreement between CCFD and Ted Dion to resolve the grievance arbitration matter, AAA Case No.: 01-16-0000-3983 was approved by Director Polselli, seconded by Director Flynn and unanimously approved

A motion to approve a tax abatement of \$64.44 was made by Director Mattson, seconded by Vice President Lukowicz and unanimously approved.

A motion to approve the issuance of an RFQ/RFP for floor work at Station 7 was made by Director Fagan-Perry, seconded by Director Flynn and unanimously approved.

A motion to submit Charter changes approved at the 2018 Annual Meeting to the RI General Assembly was made by Director Mattson, seconded by Director Lantz and unanimously approved.

Mr. David Lavallo asked about the cost of having MRP at the Central Coventry Fire District. President Gralinski explained that MRP had been key to putting the CCFD on a plan for recovery from bankruptcy. The District is now debt-free and in excellent fiscal condition.

A motion to adjourn was made by Director Mattson, seconded by Director Lantz and unanimously approved.

Respectfully submitted,

Daniel Kaplan.  
District Administrator



# **CENTRAL COVENTRY**

## **FIRE DISTRICT**

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Chief Frank Brown  
240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7800

**FIRE – RESCUE – EMS – FIRE PREVENTION**

**OFFICE of the CHIEF of DEPARTMENT**

December 27, 2018

Summary of Operation activities:

### **PERSONNEL**

Currently we have 27 members on staff. 1 member on long term injury (OJI).  
2 members on short term (OJI).

TOTAL PERSONNEL - 30

### **EMERGENCY INCIDENTS**

\*Total Incidents for the year ending November 30th was 3575 for a monthly volume averaging 325 calls.

### **APPARATUS**

- \*New engine 7 is scheduled for delivery first week of January.
- \*Rescue 7 has been repaired and will be returned the first week of January.
- \*Rescue that was on loan to us from Specialty Vehicles has been acquired from them at no cost. This Rescue will become our primary reserve while current reserve will be come our 2<sup>nd</sup> backup.

### **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.



# **CENTRAL COVENTRY**

## **FIRE DISTRICT**

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Chief Frank Brown  
240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7800

**FIRE - RESCUE - EMS - FIRE PREVENTION**

**OFFICE of the CHIEF of DEPARTMENT**

### **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 Inspections on all Town licensed establishments were completed on November 30<sup>th</sup>.

### **TRAINING**

\*Emergency Medical Technician mandatory recert training has been complete. This would have not been possible without the outstanding efforts of Lieutenant Kenneth Marcotte. Lieutenant Marcotte provide all the oversight and class curriculum to get all personnel certified.

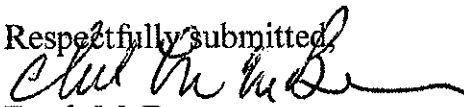
\*Crews will continue to train at the acquired structure set for demolition this coming Spring on Tiogue Ave.

### **STATE GRANT**

Senator Raptakis has secured the fire district a \$2,000.00 grant. This grant will help defray the costs of 8 new ice rescue exposure suits.

I would like to THANK all the Officers and Firefighters for their continued outstanding efforts and pride and dedication on what they do each and every day!

Merry Christmas and Happy New Year!

Respectfully submitted  
  
Frank M. Brown  
Chief

# CENTRAL COVENTRY FIRE DISTRICT



## TAX COLLECTORS REPORT

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

### Taxes Collected

2018	\$	851,446.61
2017	\$	45,982.99
2016	\$	452.46
2015	\$	54.25
2015 (2)	\$	213.03
Prior Years	\$	22.94

<b>Interest/Penalty Collected</b>	\$	<b>6,668.03</b>
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<b>Total</b>	\$	<b>904,840.31</b>
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### Outstanding Taxes

2018	\$	2,530,457.40
2017	\$	221,851.50
2016	\$	40,659.43
2015	\$	16,589.20
2015 (2)	\$	17,071.38
Prior	\$	65,719.24
<b>Total</b>	<b>\$</b>	<b>2,892,348.15</b>



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

	FY19 November,			
	(Approved)	2018 YTD	Remaining	% YTD Notes
				25%
<b>39000 Tax Revenue</b>				
39100 Tax Levy - Current Year	3,811,090	1,630,613	2,180,477	43%
39201 Tax Levy - Prior Years	335,000	144,542	190,458	43%
<b>Total 39000 Tax Revenue</b>	<b>4,146,090</b>	<b>1,775,155</b>	<b>2,370,935</b>	<b>43%</b>
<b>39500 Department Revenue</b>				
39600 Rescue Run Recovery	700,000	220,934	479,066	32%
39700 Fire Marshal Services	65,500	18,212	47,288	28%
39800 Detail Reimbursement	12,000	3,300	8,700	28%
<b>Total 39500 Department Revenue</b>	<b>777,500</b>	<b>242,446</b>	<b>535,054</b>	<b>31%</b>
<b>39900 Other Revenue</b>				
39930 Interest & Penalties on Taxes	115,000	19,887	95,113	17%
39940 Asset Sales/Misc Revenue	100	18	82	18%
<b>Total 39900 Other Revenue</b>	<b>115,100</b>	<b>19,905</b>	<b>95,195</b>	<b>17%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>\$ 5,038,690</b>	<b>\$ 2,037,506</b>	<b>\$ 3,001,184</b>	<b>40%</b>
<b>40000 Administrative</b>				
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	19,500	40,500	33%
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	100	1,400	7%
40510 Bank Fees	500	65	435	13%
40600 Dues and Subscriptions	2,500	75	2,425	3%
40700 Accounting and Payroll Costs	2,000	359	1,641	18%
40800 Administrative Service Contracts	10,500	3,770	6,730	36%
40850 Software and Hardware	20,000	80	19,920	0%
<b>Total 40000 Administrative</b>	<b>161,239</b>	<b>34,775</b>	<b>126,464</b>	<b>22%</b>
<b>50000 Operations</b>				

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

	FY19 (Approved)	November, 2018 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	5,266	24,734	18%	
50250 Fuel	43,000	12,368	30,632	29%	
50300 Insurance - General Liability and Property	60,000	12,495	47,505	21%	
50720 Repairs and Maintenance - Station	20,000	17,012	2,988	85%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	24,455	75,545	24%	
50810 Supplies - Fire and Gear	40,000	15,027	24,973	38%	
50830 Supplies - Rescue	25,000	3,718	21,282	15%	
50840 Supplies - Station	6,500	8,974	(2,474)	138%	
50845 Telecommunication System	2,500	-	2,500	0%	
50850 Telecommunications	12,500	1,460	11,040	12%	
50920 Electric - Stations	4,000	1,511	2,489	38%	
50930 Gas - Stations	3,500	1,502	1,998	43%	
50940 Oil - Stations	12,500	2,579	9,921	21%	
50960 Water - Stations	600	417	183	70%	
<b>Total 50000 Operations</b>	<b>360,100</b>	<b>106,784</b>	<b>253,316</b>	<b>30%</b>	
<b>60000 Personnel Costs-Union</b>					
60105 Salaries	1,873,995	464,438	1,409,558	25%	
60110 Collateral (Fire Marshal)	50,000	11,517	38,484	23%	
60120 Overtime	375,000	122,604	252,396	33%	
60130 Holiday	86,289	29,109	57,180	34%	
60150 Detail	11,500	1,260	10,240	11%	
60170 Out of Rank	2,500	305	2,196	12%	
60180 Clothing Allowance	18,900	3,500	15,400	19%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	190,499	45,685	144,814	24%	
60210 Municipal State Pension	524,964	143,692	381,272	27%	
61000 Medical Insurance - Union	276,407	60,591	215,817	22%	
61100 HRA Medical Costs	25,000	10,117	14,883	40%	
61200 Dental Insurance - Union	26,117	6,677	19,440	26%	
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%	
<b>Total 60000 Personnel Costs-Union</b>	<b>3,662,230</b>	<b>933,766</b>	<b>2,728,464</b>	<b>25%</b>	

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

	FY19 (Approved)	November, 2018 YTD	Remaining	% YTD	Notes
<b>70000 Personnel Costs - Administrative</b>					
70100 Administrative Salaries/Compensation	160,000	45,402	114,598	28%	
70200 Administrative Payroll Taxes	4,000	738	3,262	18%	
<b>Total 70000 Personnel Costs - Administrative</b>	<b>164,000</b>	<b>46,140</b>	<b>117,860</b>	<b>28%</b>	
<b>80000 Retirees/Separation Costs</b>					
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%	
<b>Total 80000 Retirees/Separation Costs</b>	<b>164,500</b>	<b>22,555</b>	<b>141,945</b>	<b>14%</b>	
<b>90000 Other Expenditures</b>					
90100 Hydrants	267,120	67,538	199,582	25%	
90200 Street Lights	192,000	32,194	159,806	17%	
91000 Capital Purchases	-	-	-	0%	
92000 Lease/Interest Expense	30,000	0			
95000 Claim Payments/Other	37,500	-	37,500	0%	
<b>Total 90000 Other Expenditures</b>	<b>526,620</b>	<b>99,732</b>	<b>426,888</b>	<b>19%</b>	
	<b>\$ 5,038,689</b>	<b>\$ 1,243,752</b>	<b>\$ 3,794,937</b>	<b>25%</b>	

**SURPLUS/(DEFICIT)**

	\$ 0	\$ 793,754
Adjustment Timing Tax Collection (25%)		677,840
Adjusted Surplus/(Deficit)		\$ 115,914

**In the Matter of the Arbitration between**

Coventry Firefighters Local 3372 I.A.F.F.

- and-

Central Coventry Fire District  
AAA Case No. 01-16-0000-3983

**Grievance Arbitration re: Ted Dion (Contract Interpretation)**

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (“MOA” or “Agreement”) is made and entered into this 30<sup>th</sup> day of November, 2018, by and between Coventry Firefighters Local 3372, IAFF (“Local 3372”), Ted J. Dion (“Mr. Dion”) and the Central Coventry Fire District (“District”).

WHEREAS, Mr. Dion was injured in a work-related injury or injuries and has been on Injured On Duty (“IOD”) status since the date(s) of said injury/injuries;

WHEREAS, the severity of Mr. Dion’s work-related injury or injuries was sufficient as to necessitate his application to the Employees Retirement System of Rhode Island (“ERSRI”) for a disability retirement;

WHEREAS, Mr. Dion filed for an accidental disability retirement with ERSRI on or about June 22, 2017;

WHEREAS, Mr. Dion’s medical bills were covered by a series of District-provided insurance policies which comported with the statutory requirements of RIGL § 45-19-1 as well as the applicable provision of the collective bargaining agreements (“CBA”) that governed the relationship between the District and its employee-members of Local 3372;

WHEREAS, on or about July 25, 2016, Mr. Dion was notified that Blue Cross had “retracted payment on claims dated from August through December 2015”, which had the effect of reversing the authorization of over \$362,000.00 of medical bills for Mr. Dion’s treatment thus,

those charges effectively became the personal responsibility of Mr. Dion, despite the fact that he was covered by insurance provided by the District;

WHEREAS, Mr. Dion, through the Local 3372, filed a grievance with the American Arbitration Association (“AAA”), bearing Case No. 01-16-0000-3983 citing, *inter alia*, contract interpretation that required the District to be responsible for payment of IOD medical expenses and other IOD-related benefits;

WHEREAS, Blue Cross, on or about January 26, 2017, resubmitted the charges that were previously retracted, thus covering (paying) all outstanding medical bills for Mr. Dion’s treatment that had previously been reversed; and,

WHEREAS, Mr. Dion and Local 3372 desire to withdraw the aforementioned grievance against the District and to allow Mr. Dion to continue with his application for an accidental disability retirement from ERSRI.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. Any labor grievance, including but not limited to Case No. 01-16-0000-3983, filed by or on behalf of Mr. Dion, whether pursuant to a collective bargaining agreement or any of Mr. Dion’s statutory remedies, shall be withdrawn with prejudice.

2. The District shall process and shall reasonably cooperate with Mr. Dion and ERSRI in the processing of, whatever outstanding accidental disability retirement benefits application(s) that are pending concerning Mr. Dion’s accidental disability retirement.

3. The parties hereunto stipulate and agree that this Agreement is the product of negotiations between the parties; that the parties entered into this Agreement voluntarily and that none of the parties have been coerced to enter into this Agreement through fraud, duress,

misrepresentation, undue influence, or any other means that may affect the voluntariness of the mutual assent upon which this Agreement is based;

4. The District shall continue to pay Mr. Dion and provide him benefits pursuant to RIGL § 45-19-1 and the applicable provisions of the CBA, until such time as he receives a response from ERSRI on his pending accidental disability application(s). If he is denied an accidental disability pension from ERSRI, then the District shall continue to provide Mr. Dion benefits pursuant to RIGL § 45-19-1 and shall comply with the provisions of Article V, Section 7, of the CBA.

5. Mr. Dion acknowledges and agrees that this Agreement constitutes a writing by which the District advised him that he should consult with an attorney before signing this Agreement.

6. This Agreement is the entire agreement of the parties and is not subject to any terms, conditions, statements or representations not expressly set forth herein.

7. This Agreement does not constitute practice or precedent between the parties and may not be used in any other dispute or forum except to enforce its terms or in defense of any criminal action.

WITNESS our hands on the day and year first written above.

For the District

For the Union

\_\_\_\_\_  
By: Fred Gralinski  
Its: President of the Board of Directors

\_\_\_\_\_  
By: James Almagno  
Its: President

\_\_\_\_\_  
Ted J. Dion

STATE OF RHODE ISLAND  
CENTRAL COVENTRY FIRE DISTRICT  
RESOLUTION NO.: 090916122718

**RESOLUTION TO REQUEST THE RHODE ISLAND GENERAL ASSEMBLY  
MAKE AN AMENDMENT TO, AND MAKE AN ADDITION TO, CHAPTER 492  
OF THE PUBLIC LAWS OF 2006**

WHEREAS, in order to present recommended changes to the Central Coventry Fire District Charter, the Board of Directors, as the governing body of the CCFD, requires that the General Assembly amend and add the following language to the above-captioned Public Laws.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. **REQUEST AN AMENDMENT TO, AND AN ADDITION TO,  
CHAPTER 492 OF THE PUBLIC LAWS OF 2006, TO WIT,**

*It is enacted by the General Assembly as follows:*

**~~Sec. 3. FIRST CONSOLIDATED DISTRICT MEETING  
AND ANNUAL MEETINGS OF THE CONSOLIDATED  
FIRE DISTRICT.~~**

~~— (a) 2006 – First consolidated meeting:~~

~~— Commencing in the year 2006, a special meeting of the consolidated district shall be held within thirty (30) days of the amendment of this Charter by and among the Boards of Directors of Central Coventry Fire District, the Washington Lighting District, the Harris Fire & Lighting District and the Tiogue Fire District for the purposes of constituting the first Board of Directors of the consolidated district, in accordance with Section 5 herein and for adopting the initial by-laws for the Consolidated District.~~

~~(ba) Annual Meetings & Quorum:~~

~~Annual meetings of said fire district ~~District~~ for the election of officers and the transaction of any other business of the fire district ~~District~~ shall be held. Twenty-five (25) ~~One hundred (100)~~ qualified voters shall constitute a quorum for the transaction of business at any meeting of the corporation.~~

~~Commencing in 2007 and continuing annually thereafter, ~~the district~~ District shall hold an annual meeting in a public place on the ~~third~~ ~~second~~ Monday in September, at 7:00 P.M. at such place within the District as the Board shall determine, for the purposes of: (1) electing a Board of Directors; (2) authorizing the assessment of all the taxable personal and real property of the~~

District; (3) authorizing the collection of taxes, as further set forth in Section 6 hereunder; (4) authorizing an annual budget to provide for the purchase and maintenance of equipment, apparatus, real and personal property, the payment of wages and salaries, and for such other expenditures deemed necessary by the qualified voters of the District; and (5) For such other lawful purposes deemed necessary and proper by either the Board of Directors or qualified voters of the district.

(eb) Call of the Meeting:

The Clerk of the District shall give notice of the annual meetings by causing a copy thereof to be posted in the Kent County Times, The Reminder, or a similar newspaper of general circulation at least twice in some newspaper distributed in Kent County, and posted in each fire station of the District ~~sixty (60) day prior to the meeting and thereafter, thirty (30) days prior to the meeting and not less than sixty (60) days prior to the meeting date thereafter, at least seven (7) days prior to the meeting date.~~

The annual meeting and all other meetings of the District shall be held in a public place, which shall be accessible to the handicapped, pursuant to the requirements of the Rhode Island Constitution, Article 1 & 2 and applicable federal and state non-discrimination laws.

**Sec. 4. SPECIAL MEETINGS**

(a) Special meetings ~~of the fire dDistrict~~ may be called upon written request of not less than ~~one hundred (100) twenty-five (25)~~ qualified voters or may be called by a majority vote of the board of Directors. Written application for a special meeting ~~of the fire dDistrict~~, as well as the notice thereof, shall mention the reason for such special meeting. Notice of the special meeting ~~of the fire dDistrict~~ shall be given in the same manner as the annual meeting not less than thirty (30) days prior to the date of the meeting, ~~thereafter, at least seven (7) days prior to the date of the meeting.~~ The purpose of the ~~special meeting of the fire dDistrict~~ shall be stated in the notice and call for meeting and no other business shall be transacted.

~~(b) Any special meeting called for the purpose of filling a vacancy among district District officers shall be advertised in the same manner as the annual meeting, as set forth in Section 3 (eb) of this Charter.~~

~~(b) Nothing herein shall prohibit the Board of Directors from calling such special Board of Directors meetings, or Board work~~



sessions or workshops as they may from time to time require, so long as said meetings comply with the RI Open Meetings Act (RIGL § 42-46-1 et seq.)

**Sec. 5. DIRECTORS & OFFICERS OF THE CORPORATION –MODERATOR -QUALIFICATIONS**

(a) ~~The consolidated district-District board-Board shall be comprised of seven (7) directorsDirectors, none of whom shall be then serving as a Treasurer or Tax Collector of any individual district, appointed by the respective Boards of each individual fire district and shall be constituted as follows: Two (2) members shall be appointed by the Central Coventry Fire District; Two (2) members shall be appointed by the Central Washington Fire District; One (1) member shall be appointed by the Harris Fire District; One (1) member shall be appointed by the Tiogue Fire District; the final member shall be appointed by the preceding six (6) members and may be from any of the individual fire districts. The consolidated district-Board of Directors shall elect a President and Vice President, and all seven (7) Directors shall be qualified to serve in office until at least the next annual meeting. Board members shall serve three-year terms, staggered by the year in which they were elected. For example, if a Board member was elected in 2018, his or her term would be up for election in 2021.~~ At the first meeting of the consolidated district, the Board shall determine by some acceptable means, the order in which the members' seats shall come up for election.

~~(b) Thereafter, three (3) Directors will be elected to a three (3) year term at the 2007 annual meeting and every third year thereafter. Two (2) directors shall be elected at the 2008 annual meeting and every third year thereafter. Two (2) Directors shall be elected at the 2009 annual meeting and every third year thereafter.~~

(eb) Any inhabitant qualified to vote at any District meeting, ~~may~~ may be a candidate for District office, provided however, that no one who is employed by the District, as a firefighter, or employed by another fire District in the Town of Coventry, or employed by the Town of Coventry, or the State of Rhode Island, or an immediate family member of a District employee shall be a candidate for District office. ~~provided however that no one who is employed by the District as a firefighter, or employed by another fire district in the Town of Coventry as a firefighter, or employed by another municipality as a firefighter, or employed by the State of Rhode Island as a firefighter, or any relative, as defined in the RI Code of Ethics [R.I.G.L. § 36-14-2 (1)] of a District employee shall be a candidate for District office. However, no one who is~~

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~~employed as a firefighter shall be a candidate for District office, unless he or she has been retired or separated from said employment for more than one (1) year at the time of his or her candidacy, unless he or she shall have been retired or separated from said employment for more than one (1) year at the time of his or her candidacy. Such such candidate must submit to the District clerk-Clerk the title of the elective office sought, together with a petition signed by twenty (20) inhabitants qualified to vote at any fire District meeting, at least sixty (60) days prior to the date of the meeting. This list of signatures is to be certified by the District clerk-Clerk no later than thirty (30) days prior to an annual or special meeting of the fire District.~~

(dc) The clerk-Clerk of the District shall post in a conspicuous place a list of all persons certified to stand for election and the office to which each person seeks election in at least eight (8) public places within the district-District, including all actively used District stations, at least twenty (20) days prior to the annual meeting or any other special meeting called for the election of officers.

(ed) The Board of Directors shall have the power to declare an office vacant if the person filling that office fails to attend three (3) consecutive monthly meetings of the Board without prior notification to the Board. The Board is authorized to excuse the absence of a Director from any meeting.

(fe) ~~If a vacancy shall occur on the Board, the President of Clerk shall call a meeting of the Board of Directors of the District within ten (10) working days after such vacancy shall occur. The remaining Board members shall appoint a replacement to fill the vacancy until the next regular election of officers, at which time the vacant position shall be filled through an election for the balance of the term, six (6) months or more prior to the next regular election, a special meeting (election) shall be called by the Clerk in the manner set forth in Section 4 of the Charter. If such vacancy shall occur less than six (6) months prior to the next regular election, the vacancy shall be filled for the unexpired term by the remaining members of the Board. In the event that a vacancy in any other elective office of the District occurs, the president or clerk shall call a meeting of the Board of Directors of the district-District within ten (10) working days after such vacancy occurs. The Board of Directors shall select a qualified elector of the District to fill the vacancy for a period of up to sixty (60) days.~~

~~(g) Upon the occurrence of any vacancy in any elective office of the District, other than a Director, the president shall call a special meeting of the District for the purpose of electing a qualified elector to fill the office vacated for the remainder of the original term of office. Said special meeting shall be held within sixty-five (65) days from the date such original vacancy occurs.~~

#### **Sec. 6. DUTIES OF THE BOARD OF DIRECTORS**

(a) The Board of Directors shall hold monthly public meetings to conduct the business of the District. The Board of Directors shall be empowered and responsible to: (1) Fix the amount of the bond of the ~~Finance Director or~~ Treasurer and the Tax Collector; (2) Order payment of the ~~district's~~ District's bills and indebtedness; (3) Be in charge of and supervise the care of the ~~district's~~ District's properties; (4) Cause ~~district~~ District property to be insured; (5) Purchase equipment, property and apparatus as required by the District's needs and budget; (6) Appoint an Administrative Fire Chief, Tax Collector and Treasurer and other employees. No less than one half (1/2) of the members of the Board of Directors shall constitute a quorum at any meeting of the Board.

(b) The foregoing list of duties shall not be deemed to be limiting and the ~~directors~~ Board of Directors shall have all necessary authority to operate and conduct the business of the District as necessary, all within the bounds of the laws of the State of Rhode Island. The Board of Directors shall have the power to appoint and/or employ a tax assessor, tax collector, treasurer, clerk, and other committees and/or positions deemed necessary for the efficient operation of the District.

(c) The members of the Board of Directors and any official appointed by said Board of Directors shall be subject to the Rhode Island Code of Ethics in Government, Chapter 14 of Title 36 of the Rhode Island General Laws.

(d) The ~~president~~ President of said District shall preside at all annual and special meetings as moderator; in his/her absence the ~~vice-Vice~~ President shall serve as moderator; in the absence of both, a temporary moderator may be elected by a majority of voters present and voting.

(e) The administrative duties of these Directors shall be specified in the ~~by-laws~~ Laws of the ~~fire district~~ District.

(f) Recall of Director(s).

Any Director, having been in office for at least six (6) months, may be removed from office by a recall petition prepared and approved by the voters of the District in the manner hereinafter procedure provided for recall.

Upon application by a registered voter of the District, the Clerk of the District shall issue recall petition blanks, which shall be dated, which shall demand the removal of the designated Director, which shall also state the cause upon which the removal is sought. The petition is to be filed with the Clerk of the District within thirty (30) days after issuance to be in order for the certification process.

The signatures to a recall petition need not all be appended to a single paper, but each signer shall add his or her signature as the same appears on the Board of Canvassers and Registration's records, and the signer's place of residence, giving the street name and number. One of the signers shall take an oath before an officer competent to administer oaths that the statement therein made is true, as the signer believes, and that each signature to the paper appended is the genuine signature of the person whose name it purports to be.

The recall petition shall be signed by at least twenty percent (20%) of the registered voters of the District for certification purposes. The petition is to be submitted by the Clerk of the District to the Coventry Board of Canvassers and Registration for certification forthwith. If the petition shall be found and certified by the Board of Canvassers and Registration to be sufficient, within ten (10) days said Board shall submit the same to the Board of Directors without delay; the Board of Directors shall order an election to be held on a Monday fixed by it no more than seventy-five (75) days after the date of the Board of Canvassers and Registration's certificate that a sufficient petition is filed. However, if the annual meeting is to occur within ninety (90) days after the date of the certification, the Board of Directors shall postpone the holding of the recall election to the date of said annual meeting.

**Sec. 7. TAXING AUTHORITY - TAX ASSESSOR—CAP  
ON SPENDING, LEVY—RATIFICATION OF  
COLLECTIVE BARGINING AGREEMENTS.**

(a) Said qualified voters at any of their legal meetings shall have the power to order such taxes and provide for the assessing and collecting of the same on the taxable inhabitants and property in said district-District as they shall deem necessary for purchasing

fire engines, and all other implements and apparatus for the extinguishing of fire; for the purchase of land and buildings for keeping same; for the purchasing, installation, operation and maintenance of a suitable alarm system; for making cisterns and reservoirs; for paying the salaries of ~~district~~District officers and employees, as well as the members of the rescue unit known as Central Coventry Rescue. And such taxes, so ordered, shall be assessed by the assessors of said ~~district~~District on the taxable inhabitants and property therein according to the last valuation made by the assessors of the town of Coventry next previous to said assessment, adding, however, any taxable property which may have been omitted by said town assessors or afterwards acquired; and in assessing and collecting said taxes such proceedings shall be had by the officers of said ~~district~~District, as near as may be, as are required to be had by the corresponding officers of towns in assessing and collecting taxes.

(b) The qualified voters of the ~~Central Coventry Fire~~ District are also authorized to raise money through taxes to purchase the necessary vehicles and equipment to operate and maintain a rescue unit to be known as the Central Coventry Rescue.

(c) TAX ASSESSOR

There shall be at least one District Tax Assessor, ~~who may also serve as District Clerk,~~ who shall be appointed or employed by the Board of Directors. The Assessor shall be responsible to certify the tax roll prior to the annual meeting and shall report the same to the Board of Directors. ~~District. The tax assessor shall levy and assess taxes at such rate as the district shall vote, on all taxable real and personal property in the district and shall prepare and deposit the tax list with the tax collector and treasurer of the district; said board shall assess property on the basis of the last valuation made by the assessors of the Town of Coventry next previous to said assessment.~~

(d) The Board of Directors shall propose a tax levy and a budget, and shall present the same at the annual meeting, or at a special meeting if necessary, for approval by the eligible voters present. The purpose of this following provisions is to ensure that the District's budget not be increased above four percent (4%) without an all-day referendum. Except as provided herein, in no event shall the Board propose an increase in the tax levy of more than four percent (4%) above the prior year's levy or propose a budget increase of more than four percent (4%) above the prior year's budget without an all-day referendum. In addition, the eligible voters at the annual meeting shall not, by amendment or otherwise,

increase the proposed budget by more than four percent (4%) without an all-day referendum approving the same.

Notwithstanding any other provision of this Charter, in no case shall the qualified voters of the District have the authority at the annual meeting to increase the annual budget proposal recommended by the Board of Directors more than four percent (4%) above the total proposed budget.

In the event that an amendment to the budget proposes an increase of more than four percent (4%) of the budget proposed by the Board of Directors, an all-day referendum shall be required to approve said amendment.

(e) Notwithstanding any other provision of this Charter, in no case shall the qualified voters of the District have the authority to increase the tax levy at the annual meeting by more than four percent (4%) above the prior years' levy.

In the event that an amendment to the budget proposes an increase of the tax levy by more than four percent (4%) above the prior years' levy, an all-day referendum shall be required to approve said increase to the levy.

#### (f) RATIFICATION OF COLLECTIVE BARGINING AGREEMENTS:

The qualified electors of the District shall ratify, at the annual meeting, all collective bargaining agreements negotiated by the Board of Directors, which ratification shall be for each year of said agreement, concurrent with the approval of the annual budget proposal, appropriation and authorization to expend monies.

#### **Sec. 8. DISTRICT CLERK**

There shall be a District Clerk who shall be appointed or employed by the District. The ~~clerk~~ Clerk shall keep full, fair and accurate records and minutes of the meetings of the Board of Directors and ~~district~~ District meetings and shall make said minutes available to members of the public, in accordance with the Rhode Island Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws. The Clerk shall be responsible to give notice of District meetings as set forth under the provisions of this Charter and pursuant to the Rhode Island Open Meetings Laws, Chapter 46 of Title 42 of the Rhode Island General Laws. The ~~clerk~~ Clerk shall maintain a current copy of the District Charter and ~~by~~ ~~Laws~~ Laws.

**Sec. 9. FINANCE DIRECTOR – TREASURER –  
DISTRICT TREASURER**

The Board of Directors shall be empowered to employ a Finance Director or Treasurer, as the same shall be referred to. ~~He~~ shall be a District Treasurer who shall be appointed or employed by the District. The position Treasurer shall be responsible for management and administration of the District, except for fire department operations, which shall be the purview of a fire chief, and shall be responsible to and shall report to the Board of Directors monthly. This person shall have a degree in accounting or a Certified Public Accountant (“CPA”) designation as minimum criteria. The following shall also be included as the duties and responsibilities of this position, as may be modified from time to time by the Board of Directors:

The position shall account for ~~receive~~ all money paid to the District and ensure that the deposit same is deposited into such federally insured bank or banking system-institution as shall be designated by the Board of Directors to the credit of the District, provided that in the event of a surplus of funds, the Board of Directors may direct deposits to be made in a savings account in some federally insured banking institution. The position Treasurer shall sign all duly authorized ~~distinct~~ District notes and bonds and shall be bonded in an amount to be determined by the Board of Directors. The position Treasurer shall pay all District obligations by check, or ACH, provided the same are within the spending authority established by the qualified electors at the annual meeting; otherwise, such expenditures shall be ~~as~~ approved by the Board of Directors. The position shall ~~and shall~~ close the books as of the last day of each fiscal year. The position Treasurer shall submit a report to the Board of Directors monthly. The position Treasurer shall at every annual meeting, fully report the condition of the treasury of the District, showing receipts and expenditures of the preceding year.

In addition to the foregoing, the position shall oversee all financial operations of the District and direct financial planning and structure, coordinate, analyze and report the financial performance to the Board; prepare short and long-term financial forecasts of financial performance for use with internal management and external parties; oversee audit functions; develop, implement and maintain accounting and administrative policies and procedures for financial accounting, employee relations and other District policies; coordinate all human resource activities including employee benefits, retirement, corporate insurance and related activities.

**Sec. 10. TAX COLLECTOR**

There shall be a District Tax Collector who shall be appointed or employed by the District. The ~~tax~~ Tax collector-Collector shall collect and cause to be deposited into a federally insured bank or banking institution as designed by the Board of Directors ~~pay to the Finance Director or Treasurer~~ District treasurer all taxes and interest collected by him/her as and when received and shall be bonded in a sum fixed by the Board of Directors; shall close his or her books as of the last day of each fiscal year and shall prepare and present a written report to the annual meeting; shall submit a written report to the ~~treasurer~~ Board of Directors monthly; shall consult an attorney approved by the Board when legal action is necessary for the collection of unpaid taxes, including being responsible for holding an annual tax sale on property to satisfy unpaid taxes owed to the District; and, shall be responsible for the preparation of the tax roll.

**Sec. 11. BY-LAWS**

The qualified voters of said ~~district~~ District may enact all ~~by~~ By-laws-Laws by them adjudged necessary and expedient for carrying the provisions of this act into effect, provided the same be not in violation of or repugnant to the laws of this state.

The qualified voters may change any provision of the ~~by~~ By-laws-Laws at any annual or special meeting, provided the proposed change has been noticed in the call of the meeting.

**Sec. 12. AUTHORIZATION TO BORROW FUNDS**  
**ISSUE TAX ANTICIPATION NOTES**  
**BORROW FUNDS**

The Central Coventry ~~fire~~ Fire district-District is hereby authorized and empowered to borrow such sums of money as may be necessary in anticipation of current taxes and revenues, not to exceed fifteen percent (15%) of the annual budget. ~~from time to time such sums of money as may be necessary, not however, to exceed the sum of one-half (1/2) of the annual operating budget, for the purpose of procuring real and personal estate, the erection and maintenance of buildings, the procuring of fire and water apparatus, for the payment of any legal indebtedness of said district, or for the purpose of purchasing or procuring any other property, real or personal, that may be legally acquired and held by said district.~~

**Sec. 13. The Central Coventry Fire District is authorized to install lighting on the streets and highways of the District, provided, however, that any new installation of**



lighting or repair of existing lighting shall be required to use Light-Emitting Diode ("LED") or other energy-reducing technology to lower the cost of said lighting. CAP ON INDEBTEDNESS

The fire District shall not in any year have indebtedness of more than fifteen percent (15%) of that year's annual budget.

Sec. 1314. The Central Coventry fire district is authorized to install lighting on the streets and highways of the district.

**Sec. 141415. PRESERVATION OF RIGHTS UNDER EXISTING LABOR CONTRACTS**

In accordance with the provision of Section 19.1 of Chapter 7, Title 28 of the Rhode Island General Laws, this act of consolidation shall not impair the provisions of any existing labor contracts for persons employed by any of the individual fire districts. Notwithstanding this consolidation, the labor contracts shall continue in full force and effect until their termination dates or until otherwise agreed by the parties or their legal successors.

**Sec. 151615. This act shall take effect no later than sixty days after its enactment and all acts or parts of acts inconsistent herewith or repugnant thereto, are hereby repealed.**

**2. EFFECTIVE DATE**

**This Resolution shall become effective upon passage.**

I hereby certify that the foregoing Resolution was adopted by the Honorable Board of Directors of the Central Coventry Fire District at its regular meeting held on December 27, 2018, a Special Meeting held on the 9<sup>th</sup> day of September, 2016.

Attest:

\_\_\_\_\_  
Danny Kaplan,  
District Clerk

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Fred Gralinski,  
President, Board of Directors

CCFD\Charter Changes\Resolution to Amend P.L. 2006, Ch. 492, *et seq.* [Rev DMD 12-27-18]