



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

Coventry Town Hall Annex  
1675 Flat River Road  
Coventry, RI 02816  
October 20 2022, at 6:30 PM

**Directors**

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

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**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

**APPROVAL OF MEETING MINUTES**

1. Minutes from: September 26, 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).

**NEW BUSINESS:**

1. Swearing in of David Lavallee
2. Pre-audit planning communication dated October 13, 2022, provided by the District auditors, Baxter Dansereau & Associates, LLP. (Discussion/Action/Vote)
3. Allow the Chairman to execute the annual audit engagement letter dated October 13, 2022, from Baxter Dansereau & Associates, LLP for the fiscal year ended August 31, 2022. (Discussion/Action/Vote)
4. Request For Proposal for Rescue Recovery Billing (Discussion/Action/Vote)

5. Request For Proposal for Legal Counsel to the district (Discussion/Action/Vote)
6. Request For Proposal for Information technology services (Discussion/Action/Vote)
7. Discussion of Blue Cross Plan and review process (Discussion only)

**PUBLIC COMMENTS:**

**NEXT DISTRICT MEETING:** 17November2022  
Coventry Town Hall Annex  
1675 Flat River Road  
Coventry, RI 02816-8910

**ADJOURNMENT**

Ernest Pullano President

11 10/20/22



# Board of Directors Special Meeting

## Attendance Sign-In Sheet

20 October 2022

### Board of Directors

### Fire District

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

**CENTRAL COVENTRY FIRE DISTRICT**  
**Special Meeting of the Board of Directors**  
**September 26, 2022 @ 6:30 PM**

The meeting was called to order by President Pullano at 6:30 PM. A quorum was present consisting of: President Ernest Pullano, Director Richard Polselli, Director Kristen Benoit, Director Debra Santilli, Director Carl Mattson, District Treasurer Civetti, Legal Counsel David D'Agostino, Esq., of Gorham & Gorham, Inc., Fire Chief Frank M. Brown, and District Clerk Daniel Kaplan. Director Cindy Fagan-Perry and Vice President Russell McGillivray were excused. President Pullano led the Pledge of Allegiance and gave instructions for emergency exit. District Clerk Kaplan took a roll call.

A motion to consider with regards to ascertaining and executing a Tax Anticipation Note ("TAN") in an amount not-to-exceed \$400,000, offered by the Coventry Fire District, and discussion of other financial options was made by Director Santilli, seconded by Director Polselli and unanimously approved.

Director Benoit asked why there wasn't a Resolution for the vote to "executing a TAN...offered by the Coventry Fire District." Legal counsel D'Agostino replied in an email "at this time, I didn't want to confuse the matter with a Resolution. The Bond Counsel for the TAN, Sandra M. Mack, Esq., will be reviewing the Charter and related authorization for Coventry Fire District ("CFD") to issue a TAN to CCFD. This TAN is essentially a loan, that will be granted in anticipation of our tax revenue, and will be paid back to CFD from the CCFD's receipt of tax revenue. If Attorney Mack requests a Resolution, she'll draft one and the Board can ratify it at a future meeting; otherwise, the vote to approve should be sufficient.

**PUBLIC COMMENTS:**

There were no public comments.

A motion to adjourn was made by Director Mattson, seconded by Director Santilli and unanimously approved. The meeting was adjourned at 6:40PM.

Respectfully submitted,  
Daniel Kaplan,  
District Clerk



# ***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**

October 20, 2022

Summary of Operation activities:

## **PERSONNEL**

Currently we have 26 members on staff and 2 members out on injury.

TOTAL PERSONNEL – 28

## **EMERGENCY INCIDENTS**

\* Incidents from January 1, 2022 thru September 30, 2022 were 3346 for a call volume of 13 calls per day. (see attached summary)

## **APPARATUS**

\* All apparatus are and running properly at this time.

## **EQUIPMENT**

\* All portable equipment is up and running properly at this time.

## **STATIONS**

No issues at this time.



# ***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**

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

## **TRAINING**

\* Each platoon are completing building preplan tours within the fire district.

Thank you to all our personnel for their professionalism and dedicated efforts each day!

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 {09/30/2022}  
and FDID = "00610"**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
	56	1.67%	\$0	0.00%
	<u>56</u>	<u>1.67%</u>	<u>\$0</u>	<u>0.00%</u>
<b>1 Fire</b>				
100 Fire, Other	2	0.05%	\$100	0.04%
111 Building fire	13	0.38%	\$218,000	96.41%
113 Cooking fire, confined to container	15	0.44%	\$5,000	2.21%
114 Chimney or flue fire, confined to chimney	5	0.14%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	4	0.11%	\$0	0.00%
120 Fire in mobile prop used as a fixed struc,	1	0.02%	\$2,000	0.88%
130 Mobile property (vehicle) fire, Other	5	0.14%	\$1,000	0.44%
131 Passenger vehicle fire	3	0.08%	\$0	0.00%
132 Road freight or transport vehicle fire	1	0.02%	\$0	0.00%
140 Natural vegetation fire, Other	6	0.17%	\$0	0.00%
141 Forest, woods or wildland fire	1	0.02%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	13	0.38%	\$0	0.00%
143 Grass fire	2	0.05%	\$0	0.00%
150 Outside rubbish fire, Other	2	0.05%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	0.05%	\$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%
	<u>79</u>	<u>2.36%</u>	<u>\$226,100</u>	<u>100.00%</u>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
240 Explosion (no fire), Other	1	0.02%	\$0	0.00%
251 Excessive heat, scorch burns with no	1	0.02%	\$0	0.00%
	<u>2</u>	<u>0.05%</u>	<u>\$0</u>	<u>0.00%</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	4	0.11%	\$0	0.00%
311 Medical assist, assist EMS crew	92	2.74%	\$0	0.00%
320 Emergency medical service, other	5	0.14%	\$0	0.00%
321 EMS call, excluding vehicle accident with	2,337	69.84%	\$0	0.00%
322 Motor vehicle accident with injuries	81	2.42%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.05%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	39	1.16%	\$0	0.00%

**CENTRALCOVENTRY**

**Incident Type Report (Summary)**

**Alarm Date Between {01/01/2022} And {09/30/2022}  
and FDID = "00610"**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
351 Extrication of victim(s) from	2	0.05%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	2	0.05%	\$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	0.05%	\$0	0.00%
	<b>2,569</b>	<b>76.77%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, Other	1	0.02%	\$0	0.00%
411 Gasoline or other flammable liquid spill	2	0.05%	\$0	0.00%
412 Gas leak (natural gas or LPG)	23	0.68%	\$0	0.00%
413 Oil or other combustible liquid spill	2	0.05%	\$0	0.00%
421 Chemical hazard (no spill or leak)	2	0.05%	\$0	0.00%
422 Chemical spill or leak	1	0.02%	\$0	0.00%
424 Carbon monoxide incident	11	0.32%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	7	0.20%	\$0	0.00%
442 Overheated motor	2	0.05%	\$0	0.00%
444 Power line down	9	0.26%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	0.05%	\$0	0.00%
451 Biological hazard, confirmed or suspected	30	0.89%	\$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%
	<b>94</b>	<b>2.80%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	12	0.35%	\$0	0.00%
510 Person in distress, Other	2	0.05%	\$0	0.00%
511 Lock-out	7	0.20%	\$0	0.00%
520 Water problem, Other	6	0.17%	\$0	0.00%
521 Water evacuation	1	0.02%	\$0	0.00%
522 Water or steam leak	10	0.29%	\$0	0.00%
531 Smoke or odor removal	7	0.20%	\$0	0.00%
542 Animal rescue	1	0.02%	\$0	0.00%
550 Public service assistance, Other	9	0.26%	\$0	0.00%
551 Assist police or other governmental agency	4	0.11%	\$0	0.00%
552 Police matter	7	0.20%	\$0	0.00%
553 Public service	12	0.35%	\$0	0.00%
554 Assist invalid	33	0.98%	\$0	0.00%



CENTRALCOVENTRY

Incident Type Report (Summary)

Alarm Date Between {01/01/2022} And {09/30/2022}  
and FDID = "00610"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>5 Service Call</b>				
561 Unauthorized burning	12	0.35%	\$0	0.00%
571 Cover assignment, standby, moveup	5	0.14%	\$0	0.00%
	128	3.82%	\$0	0.00%
<b>6 Good Intent Call</b>				
600 Good intent call, Other	22	0.65%	\$0	0.00%
611 Dispatched & cancelled en route	111	3.31%	\$0	0.00%
622 No Incident found on arrival at dispatch	43	1.28%	\$0	0.00%
632 Prescribed fire	1	0.02%	\$0	0.00%
641 Vicinity alarm (incident in other location)	2	0.05%	\$0	0.00%
651 Smoke scare, odor of smoke	9	0.26%	\$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	1	0.02%	\$0	0.00%
	191	5.70%	\$0	0.00%
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	10	0.29%	\$0	0.00%
711 Municipal alarm system, malicious false	1	0.02%	\$0	0.00%
730 System malfunction, Other	6	0.17%	\$0	0.00%
731 Sprinkler activation due to malfunction	2	0.05%	\$0	0.00%
733 Smoke detector activation due to	22	0.65%	\$0	0.00%
734 Heat detector activation due to malfunction	4	0.11%	\$0	0.00%
735 Alarm system sounded due to malfunction	34	1.01%	\$0	0.00%
736 CO detector activation due to malfunction	7	0.20%	\$0	0.00%
740 Unintentional transmission of alarm, Other	9	0.26%	\$0	0.00%
741 Sprinkler activation, no fire -	3	0.08%	\$0	0.00%
742 Extinguishing system activation	2	0.05%	\$0	0.00%
743 Smoke detector activation, no fire -	18	0.53%	\$0	0.00%
744 Detector activation, no fire -	24	0.71%	\$0	0.00%
745 Alarm system activation, no fire -	73	2.18%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	11	0.32%	\$0	0.00%
	226	6.75%	\$0	0.00%
<b>9 Special Incident Type</b>				
900 Special type of incident, Other	1	0.02%	\$0	0.00%

CENTRALCOVENTRY

Incident Type Report (Summary)

Alarm Date Between {01/01/2022} And {09/30/2022}  
and FDID = "00610"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
9 Special Incident Type	1	0.02%	\$0	0.00%

Total Incident Count: 3346

Total Est Loss:

\$226,100



# CENTRAL COVENTRY FIRE DISTRICT

240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7803 Tel.  
(401) 825-7806 Fax.

Robert J. Civetti  
District Treasurer

**General Obligation Tax Anticipation Note**  
**Registered Owner - Coventry Fire District**  
**Principal Amount - \$400,000**  
**Issue Date - October 5, 2022**  
**Interest Rate - 3.0%**  
**Maturity Date - December 31, 2022**

<u>Transaction Description</u>	<u>Approximate Date Paid</u>		<u>Amount</u>
<b>Proceeds received by the Central Coventry Fire District</b>	<b>10/5/2022</b>		<b>\$ 400,000.00</b>
Closing costs paid to Mack Law Associates	10/13/2022	ACH	\$ (12,530.00)
Gross Payroll pay period 9-11-22 to 9-17-22	9/29/2022		\$ (51,248.31)
Employer Payroll Tax pay period 9-11-22 to 9-17-22	9/29/2022	EFTPS	\$ (3,459.55)
MERS ER Match for pay period 9-11-22 to 9-17-22	10/5/2022	CK#11757	\$ (11,424.46)
Add back: Gross Payroll and ER Taxes for non firefighters	9/29/2022		\$ 1,636.28
Add back: WH for BCBS, Dental, and HSA PP 9-11-22 to 9-17-22	9/29/2022		\$ 2,046.57
Gross Payroll pay period 9-18-22 to 9-24-22	10/3/2022		\$ (48,302.43)
Employer Payroll Tax pay period 9-18-22 to 9-24-22	10/3/2022	EFTPS	\$ (3,236.98)
MERS ER Match for pay period 9-18-22 to 9-24-22	10/11/2022	ACH	\$ (11,424.17)
Add back: Gross Payroll and ER Taxes for non firefighters	10/3/2022		\$ 1,636.28
Add back: WH for BCBS, Dental, and HSA PP 9-18-22 to 9-24-22	10/3/2022		\$ 2,010.03
Gross Payroll pay period 9-25-22 to 10-01-22	10/7/2022		\$ (49,364.49)
Employer Payroll Tax pay period 9-25-22 to 10-01-22	10/7/2022	EFTPS	\$ (3,315.34)
MERS ER Match for pay period 9-25-22 to 10-01-22	10/12/2022	ACH	\$ (11,424.17)
Add back: Gross Payroll and ER Taxes for non firefighters	10/7/2022		\$ 1,636.28
Add back: WH for BCBS, Dental, and HSA PP 9-25-22 to 10-01-22	10/7/2022		\$ 2,046.57
Gross Payroll pay period 10-02-22 to 10-08-22	10/14/2022		\$ (50,437.69)
Employer Payroll Tax pay period 10-02-22 to 10-08-22	10/14/2022	EFTPS	\$ (3,403.13)
MERS ER Match for pay period 10-02-22 to 10-08-22	10/18/2022	ACH	\$ (11,424.17)
Add back: Gross Payroll and ER Taxes for non firefighters	10/14/2022		\$ 1,636.28
Add back: WH for BCBS, Dental, and HSA PP 10-02-22 to 10-08-22	10/14/2022		\$ 1,973.49
October Blue Cross Blue Shield Health Insurance	10/13/2022	11758	\$ (32,916.06)
October Delta Dental Insurance Coverage	10/13/2022	11759	\$ (3,057.99)
Gross Payroll pay period 10-09-22 to 10-15-22	10/21/2022		\$ (54,176.92)
Employer Payroll Tax pay period 10-09-22 to 10-15-22	10/25/2022	EFTPS	\$ (3,751.14)
MERS ER Match for pay period 10-09-22 to 10-15-22	10/25/2022	ACH	\$ (13,915.97)
Add back: Gross Payroll and ER Taxes for non firefighters	10/21/2022		\$ 1,636.28
Add back: WH for BCBS, Dental, and HSA PP 10-09-22 to 10-15-22	10/21/2022		\$ 1,973.49
<b>Proceeds available as of 10/20/2022 - end of day</b>			<b>\$ 39,418.58</b>

**CASH BALANCE AVAILABLE 10-20-2022**

RESCUE ACCOUNT	per bank	\$ 48,378.62
GENERAL SAVINGS ACCOUNT	per bank	\$ 96.21
OPERATING CHECKING ACCOUNT	per bank	\$ 590,763.01
LESS O/S CHECKS ETC - reconciling items		
Gross Payroll PPE 10/15/22 net Dist W/H		\$ (52,203.43)
ER taxes for ppe 10/15/22 due 10/25/22		\$ (3,751.14)
ER MERS for ppe 10/15/22 due 10/25/22		\$ (13,915.97)
BCBS #11758 10/13/22		\$ (32,916.06)
Delta Dental #11759 10/13/22		\$ (3,057.99)
Internal Revenue Service #11607 5/24/22		\$ (307.45)
IRS TAX PPE 9/10		\$ (13,251.72)
RI TAX PPE 9/10		\$ (1,737.92)
Union Dues paid 10/18/2022 bank checks		\$ (3,791.80)
<i>Available Cash Balance 10/20/2022</i>		<u><u>\$ 514,304.36</u></u>

**DEPOSITS FISCAL YEAR BEGINNING SEPTEMBER 1, 2022:**

**Rescue Account - Rescue and Accident Runs**

September 2022	\$ 44,786.61
October 1, 2022 to October 20, 2022	\$ 42,077.99
	<u><u>\$ 86,864.60</u></u>



## CENTRAL COVENTRY FIRE DISTRICT

### TAX COLLECTORS REPORT

Tax Levy CY2022: \$ 4,448,801.64

The following is the activity for the month of September 2022

<b>Taxes Collected</b>	<b>September</b>	<b>Sep. Collection Rate</b>
2022	\$ 39,994.33	0.90%
2021	\$ (7.04)	
2020	\$ 353.20	
Prior Years	\$ -	
<b>Interest/Penalty Collected</b>	<b>\$ 3,879.27</b>	
<b>Total</b>	<b><u>\$ 44,219.76</u></b>	

#### **Outstanding Taxes**

2022	\$ 227,284.51
2021	\$ 10,235.67
2020	\$ 6,462.03
Prior Years	\$ 31,719.03
<b>Total</b>	<b><u>\$ 275,701.24</u></b>

#### **Fiscal Year 2023 Year To Date Collection Activity**

2022	\$ 268,969.76	6.05%
2021	\$ 1,887.39	
2020	\$ 2,920.09	
Prior Years	\$ -	
<b>Interest/Penalty Collected</b>	<b>\$ 107,336.90</b>	
<b>Total</b>	<b><u>\$ 381,114.14</u></b>	