



Annual Meeting of the Central Coventry Fire District
September 17, 2018 – 7:00 PM
Coventry High School
40 Reservoir Road Coventry, RI 02816-6457

Agenda

1. Call to order by Moderator.
2. Declaration of quorum. (The Moderator will report to the assembly on the number of electors/voters present as reported by the Board of Canvassers.)
3. Pledge of Allegiance lead by Moderator.
4. Review of Emergency Evacuation Plan and the rules and procedures for questions and comments by the Moderator.
5. Report on receipts and disbursements from the District Manager for the Fiscal Year recently ended.
6. Resolution to accept Charter Changes recommended by Board of Directors.
7. Resolution to adopt the 2018-2019 Budget proposed by the CCFD Board of Directors.
8. Resolution to set tax rate(s)
9. Vote on election of Directors
10. Adjournment



Board of Directors Annual Meeting

Attendance Sign-In Sheet

September 12, 2018

Board of Directors

Fred Gralinski, Chairman

Sandy Lukowicz, Vice-Chairwoman

Cynthia Fagan-Perry, Director

Ronald Flynn, Director

Daniel Lantz, Director

Richard Polselli, Director

Helen Quinn, Director

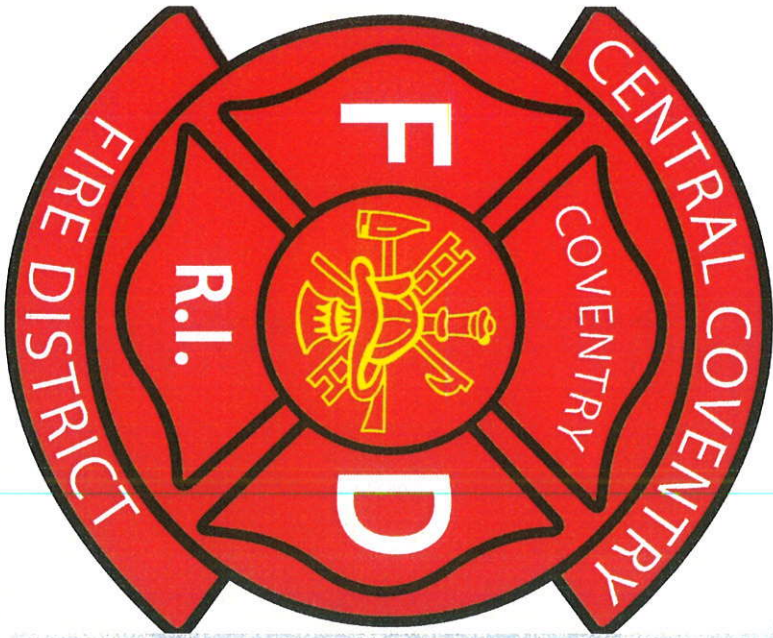
Fire District

Gayle Corrigan, District Manager

David D'Agostino, Esq.

Frank Brown, Chief

Daniel Kaplan, District Administrator



ANNUAL MEETING
SEPTEMBER 17, 2018



Report on Receipts and Disbursements Fiscal Year 2018

	FY18 (Adopted)	FY18 (Estimated)	Variance Pos/(Neg)	Variance %	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,666,874	3,554,176	(112,698)	97%	
39201 Tax Levy - Prior Years	300,000	386,474	86,474	129%	
Total 39000 Tax Revenue	3,966,874	3,940,650	(26,224)	99%	
39500 Department Revenue					
39600 Rescue Run Recovery	775,000	706,764	(68,236)	91%	
39700 Fire Marshal Services	20,000	27,754	7,754	139%	
39800 Detail Reimbursement	12,000	15,583	3,583	130%	
Total 39500 Department Revenue	807,000	750,101	(56,899)	93%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	60,000	92,674	32,674	154%	
39940 Asset Sales/Misc Revenue	251,000	264,143	13,143	105%	\$255k Harris; \$8.5 equipment
Total 39900 Other Revenue	311,000	356,816	45,816	115%	
TOTAL DISTRICT REVENUE	\$ 5,084,874	\$ 5,047,568	\$ (37,306)	99%	Total 0.7% lower than budgeted
40000 Administrative					
40100 Audit/CPA Services	15,000	15,000	-	100%	
40200 Board Meetings	4,250	3,345	905	79%	
40210 Board Member Stipends	14,000	14,000	-	100%	
40220 Finance Director/Treasurer	73,125	73,125	-	100%	
40230 Administrative Insurance and HR Initiatives	4,500	3,755	745	83%	
40300 Tax Collecting Expense	12,500	11,096	1,404	89%	
40400 Legal - General	45,000	26,910	18,090	60%	
40500 Office/Miscellaneous	3,000	2,406	594	80%	
40510 Bank Fees	250	310	(60)	124%	
40600 Dues and Subscriptions	500	3,428	(2,928)	686%	
40700 Accounting and Payroll Costs	2,500	1,804	696	72%	
40800 Administrative Service Contracts	12,500	14,018	(1,518)	112%	
40850 Software and Hardware	10,500	6,149	4,351	59%	
Total 40000 Administrative	197,625	175,345	22,280	89%	Total 11% lower than budgeted

Report on Receipts and Disbursements Fiscal Year 2018

	FY18 (Adopted)	FY18 (Estimated)	Variance Pos/(Neg)	Variance % Notes
50000 Operations				
50200 Rescue Recovery Fees	32,726	30,223	2,503	92%
50250 Fuel	35,000	43,510	(8,510)	124%
50300 Insurance - General Liability and Property	40,000	47,814	(7,814)	120%
50720 Repairs and Maintenance - Station	40,000	37,958	2,042	95%
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	110,727	(20,727)	123%
50810 Supplies - Fire and Gear	60,000	51,745	8,255	86%
50830 Supplies - Rescue	21,196	24,728	(3,532)	117%
50840 Supplies - Station	5,000	11,354	(6,354)	227%
50845 Telecommunication System	2,500	2,500	-	100%
50850 Telecommunications	11,000	12,866	(1,866)	117%
50920 Electric - Stations	4,000	3,958	42	99%
50930 Gas - Stations	2,500	12,916	(10,416)	517%
50940 Oil - Stations	10,000	12,490	(2,490)	125%
50960 Water - Stations	500	596	(96)	119%
Total 50000 Operations	354,422	403,383	(48,962)	114% Total 14% higher than budgeted
60000 Personnel Costs-Union				
60105 Salaries	1,794,199	1,742,844	51,355	97%
60110 Collateral (Fire Marshal)	27,500	50,887	(23,387)	185%
60120 Overtime	350,000	347,673	2,327	99%
60130 Holiday	82,633	77,766	4,867	94%
60150 Detail	11,000	11,372	(372)	103%
60170 Out of Rank	500	2,803	(2,303)	561%
60180 Clothing Allowance	19,600	17,150	2,450	88%
60190 Health Opt-out	16,000	15,500	500	97%
60200 Payroll Tax	176,060	167,249	8,810	95%
60210 Municipal State Pension	377,337	342,986	34,351	91%
61000 Medical Insurance - Union	291,948	245,029	46,920	84%
61100 HRA Medical Costs	5,000	18,912	(13,912)	378%
61200 Dental Insurance - Union	27,113	25,411	1,702	94%
61300 HRA/SA Account Fees	2,000	2,156	(156)	108%
61400 Life Insurance	5,208	5,208	-	100%
61500 PEHP	36,365	29,392	6,973	81%
62000 Injured On Duty Insurance	137,281	132,729	4,552	97%
63000 Training/Academy	20,000	20,425	(425)	102%
63100 Promotional Exams	5,000	4,574	426	91%
63200 Recruitment/Medical Exams	2,500	2,933	(433)	117%
Total 60000 Personnel Costs-Union	3,387,244	3,262,999	124,245	96% Total 4% lower than budgeted

Report on Receipts and Disbursements Fiscal Year 2018

	FY 18 (Adopted)	FY 18 (Estimated)	Variance Pos/(Nec)	Variance % Notes
70000 Personnel Costs - Administrative				
70100 Administrative Salaries/Compensation	157,352	154,418	2,934	98%
70200 Administrative Payroll Taxes	2,450	3,329	(879)	136%
Total 70000 Personnel Costs - Administrative	159,802	157,747	2,055	99% Total 1% lower than budgeted
80000 Retirees/Separation Costs				
80100 Medical Insurance - Retiree	108,478	90,374	18,104	83%
80200 Dental Insurance - Retiree	8,236	5,348	2,888	65%
80700 Separation Payouts	20,000	-	20,000	0%
Total 80000 Retirees/Separation Costs	136,714	95,722	40,992	70% Total 30% lower than budgeted
90000 Other Expenditures				
90100 Hydrants	255,066	264,107	(9,041)	104%
90200 Street Lights	210,000	185,970	24,030	89%
91000 Capital Purchases	359,000	463,186	(104,186)	129% Pumper \$9.5k; monitor \$26.4k; cameras \$19k; chest comp \$14k; roof \$60k
95000 Claim Payments/Other	25,000	11,000	14,000	44% Rescue \$293k; Scott Air Pak Assemblies \$32.3k; boat motor \$8.7k
Total 90000 Other Expenditures	849,066	924,263	(75,197)	109% Total 9% higher than budgeted
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SURPLUS/(DEFICIT)	\$ 5,084,874	\$ 5,019,460	\$ 65,414	99% Total 1% lower than budgeted
	\$ 0	\$ 28,108		



MAJOR ASSUMPTIONS FISCAL YEAR 2019 BUDGET MODEL

- **Increase tax levy 4%**
- **No asset sales or capital purchases**
- **Significant increase in employer pension costs**
- **Use of September 1, 2016 – August 31, 2020 Collective Bargaining Agreement**
- **Census as of 9/1/2018 includes 30 firefighters and 1 division chief – 3 firefighters hired in 2018 (2 currently in fire academy); 3 part-time fire marshals**
- **Continue investments in non-capital equipment**
- **Continue debt-free operation; capital lease for pumper starting 9/1/2019**



Fiscal Year 2019 Proposed Budget

FY 19 (Proposed) Note:

39000 Tax Revenue	
39100 Tax Levy - Current Year	3,811,090
39201 Tax Levy - Prior Years	335,000
Total 39000 Tax Revenue	\$ 4,146,090
	4% tax levy increase = \$141,021 Assume 91.5% collection rate
39500 Department Revenue	82% of budgeted revenues
39600 Rescue Run Recovery	700,000
39700 Fire Marshal Services	65,500
39800 Detail Reimbursement	12,000
Total 39500 Department Revenue	\$ 777,500
	Areas serviced by closed fire station (e.g., Harris serviced by Coventry) Incl. \$43k Coventry public safety building
39900 Other Revenue	16% of budgeted revenues
39930 Interest & Penalties on Taxes	115,000
39940 Asset Sales/Misc Revenue	100
Total 39900 Other Revenue	\$ 115,100
	No asset sales 2 % of budgeted revenues
TOTAL DISTRICT REVENUE	\$ 5,038,690
40000 Administrative	
40100 Audit/CPA Services	15,000
40200 Board Meetings	2,500
40210 Board Member Stipends	14,000
40220 Finance Director/Treasurer	60,000
40230 Administrative Insurance and HR	1,739
40300 Tax Collecting Expense	11,000
40400 Legal - General	20,000
40500 Office/Miscellaneous	1,500
40510 Bank Fees	500
40600 Dues and Subscriptions	2,500
40700 Accounting and Payroll Costs	2,000
40800 Administrative Service Contracts	10,500
	per RFP Annual financial meeting costs \$1,800 for director; \$2,500 for officer (president, vice-president) Reduction based on workload Beacon; HR initiatives Include advertising but not personnel Reduction based on workload Include supplies, non-tax collection postage, and small office equipment
	Includes fire code manuals QBOE, QBOE payroll Alarm, IT, Racman, RI Telephone

Fiscal Year 2019 Proposed Budget

		FY19 (Proposed) Note:	
40830 Software and Hardware	20,000	Server upgrade Phase 1	
Total 40000 Administrative	\$ 161,239	3% of budgeted expenses	
50000 Operations			
50200 Rescue Recovery Fees	30,000	3.75% rescue recovery billing; collection fees	
50250 Fuel	43,000		
50300 Insurance - General Liability and Property	60,000	7/1/2019 estimated increase based on experience	
50720 Repairs and Maintenance - Station	20,000		
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000		
50810 Supplies - Fire and Gear	40,000		
50830 Supplies - Rescue	25,000		
50840 Supplies - Station	6,500		
50845 Telecommunication System	2,500	Town of Coventry	
50850 Telecommunications	12,500	Cox, Verizon, Sprint	
50920 Electric - Stations	4,000		
50930 Gas - Stations	3,500	National Grid, Suburban Propane	
50940 Oil - Stations	12,500		
50960 Water - Stations	600		
Total 50000 Operations	\$ 360,100	7% of budgeted expenses	
60000 Personnel Costs-Union			
60105 Salaries	1,873,995	3% increase	
60110 Collateral (Fire Marshal)	50,000		
60120 Overtime	375,000		
60130 Holiday	86,289		
60150 Detail	11,500		
60170 Out of Rank	2,500		
60180 Clothing Allowance	18,900		
60190 Health Opt-out	16,000		
60200 Payroll Tax	190,499		
60210 Municipal State Pension	524,964	Rate increase 43% to 26.78%	
61000 Medical Insurance - Union	276,407		
61100 HRA Medical Costs	25,000		

Fiscal Year 2019 Proposed Budget

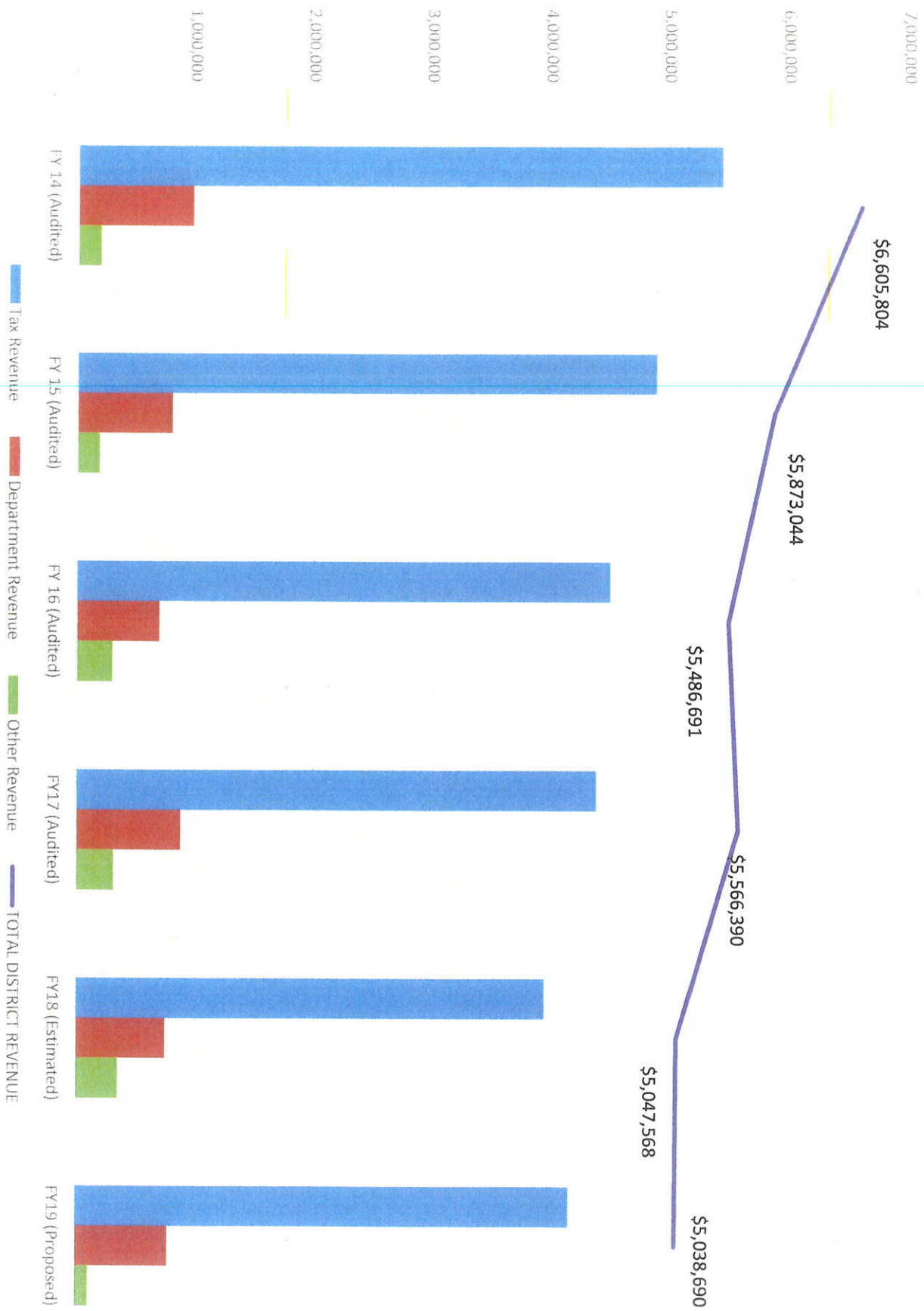
FY19 (Proposed) Note:

61200 Dental Insurance - Union	26,117	
61300 HR/SA Account Fees	2,500	
61400 Life Insurance	5,208	
61500 PEHP	36,851	
62000 Injured On Duty Insurance	119,000	
63000 Training/Academy	20,000	
63200 Recruitment/Medical Exams	1,500	
Total 60000 Personnel Costs-Union	3,662,230	73% of budgeted expenses
70000 Personnel Costs - Administrative		
70100 Administrative Salaries/Compensation	160,000	
70200 Administrative Payroll Taxes	4,000	
Total 70000 Personnel Costs - Administrative	164,000	3% of budgeted expenses
80000 Retirees/Separation Costs		
80100 Medical Insurance - Retiree	100,000	
80200 Dental Insurance - Retiree	8,500	
80700 Separation Payouts	56,000	Two 20+ year retirements
Total 80000 Retirees/Separation Costs	164,500	3% of budgeted expenses
90000 Other Expenditures		
90100 Hydrants	267,120	
90200 Street Lights	192,000	
91000 Capital Purchases	-	No capital purchases planned
92000 Lease/Interest Expense	30,000	Leased pumper; payments start 9/1/2019
95000 Claim Payments/Other	37,500	
Total 90000 Other Expenditures	526,620	11% of budgeted expenses
	\$ 5,038,689	

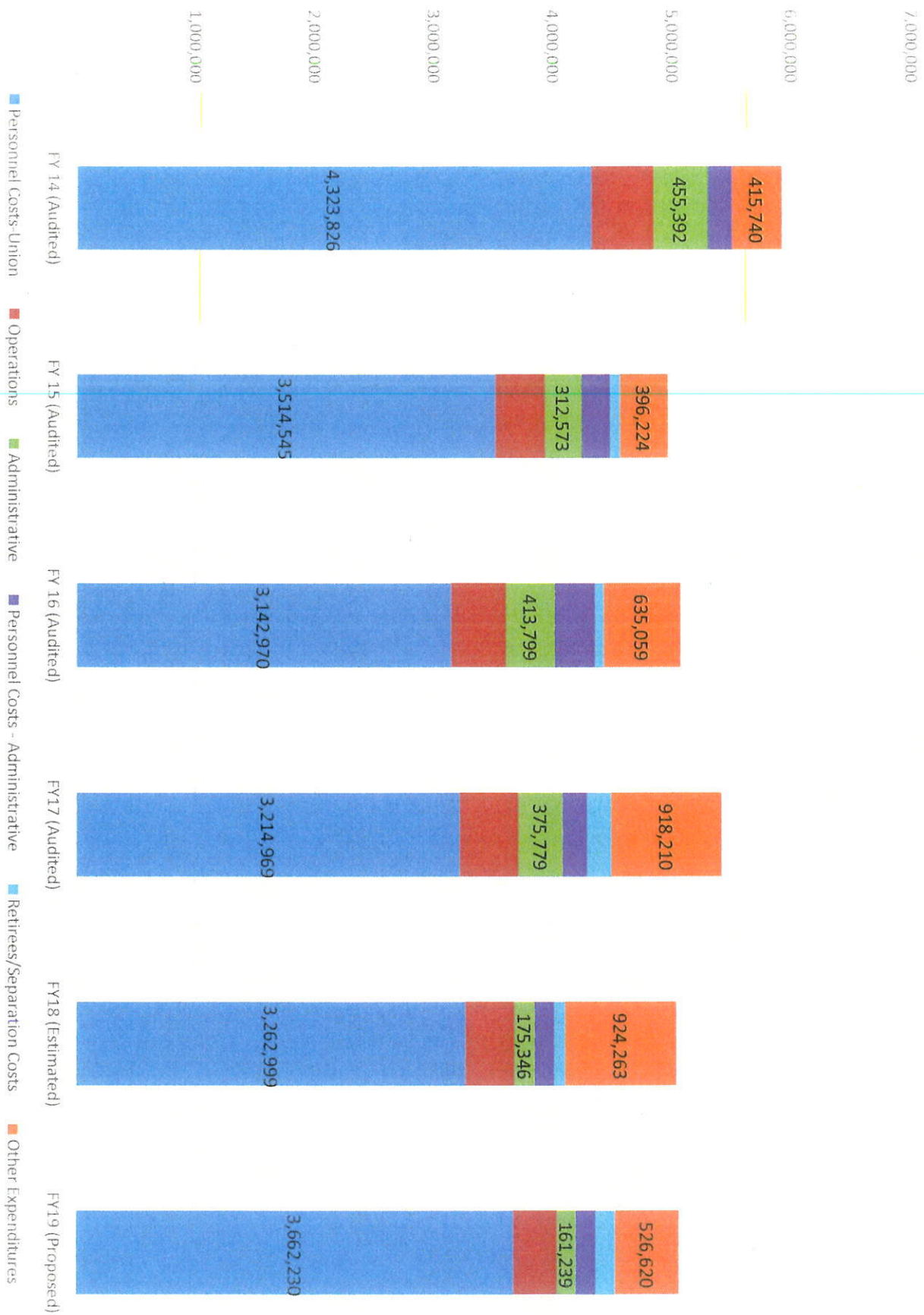
SURPLUS/(DEFICIT)

\$ 0

FY 2014 - FY 2019 Central Coventry Fire District Revenues



FY 2014 - FY 2019 Central Coventry Fire District Expenses



Fiscal Year 2016-2019 Assessed Values and Tax Levy

Fiscal Year 2016/Tax Roll Year 2015

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy	
Residential	1,355,195,115	1000	1,355,195 \$	2.46	3,333,780
Commercial	285,386,700	1000	285,387 \$	3.69	1,053,077
Tangible	44,036,935	1000	44,037 \$	2.46	108,331
	1,684,618,750		1,684,619		\$ 4,495,188

Fiscal Year 2017/Tax Roll Year 2016

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy	
Residential	1,379,078,065	1000	1,379,078 \$	2.37	3,268,415
Commercial	271,534,925	1000	271,535 \$	3.56	966,664
Tangible	42,501,605	1000	42,502 \$	2.37	100,729
	1,693,114,595		1,693,115		\$ 4,335,808

Fiscal Year 2018/Tax Roll Year 2017

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy	
Residential	1,465,001,160	1000	1,465,001 \$	2.06	3,017,613
Commercial	297,917,630	1000	297,918 \$	3.08	917,586
Tangible	43,812,175	1000	43,812 \$	2.06	88,904
	1,806,730,965		1,806,731		\$ 4,024,104

Fiscal Year 2019/Tax Roll Year 2018 - to be voted on 09/17/2018

Tax Roll	Assessed Value	Per 1000	Rate	Tax Levy	
Residential	1,484,981,345	1000	1,484,981 \$	2.12	3,147,864
Commercial	295,931,440	1000	295,931 \$	3.16	935,143
Tangible	39,250,365	1000	39,250 \$	2.12	82,118
	1,820,163,150		1,820,163		\$ 4,165,125

Proposed Changes to CCFD Charter

1. Annual Meeting quorum is 25 qualified voters
2. Notice of Annual Meeting will be 60 day and 7 day notifications.
3. 100 qualified voters required to hold a special meeting.
4. The Board members will appoint a new member in case of a vacancy. That person will fill the vacancy until the next regularly scheduled election.
5. The tax levy will not be increased by greater than 4% without an all-day referendum.
6. Change the Tax Anticipation funding to no greater than 15% of budget.
7. New or replacement street lighting must be energy efficient, e.g. LED lighting.