

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
January 18, 2018 @ 7:00 PM
Westwood Estates Clubhouse

The meeting was called to order by President Gralinski at 7:00 PM. A quorum was present consisting of: Ron Flynn, Fred Gralinski, Vice President Sandy Lukowicz, Helen Quinn, Cindy Fagan-Perry and Dan Lantz. Fire Chief Frank Brown, District Manager Gayle A. Corrigan, District Administrator Dan Kaplan, and legal counsel David M. D'Agostino, Esq., of Gorham & Gorham, Inc. were present. After the pledge, the Chairman reviewed safety instructions for exiting the room.

Chairman Gralinski and Manager Corrigan introduced Dan Kaplan and explained his role moving forward. A motion to accept the minutes from December 21, 2017 was made by Director Flynn, seconded by Director Polselli and a majority voted to approve. Directors Lantz and Fagan-Perry abstained as they were not at that meeting.

Chief Brown gave an extensive report, including total runs for year-end, December 31, 2017 at 3554. He also mentioned that NBC Channel 10 did an expose on a CCFD mock incident drill that will be promoted as part of the new channel's sweeps week. The CCFD has come so far from the bankrupt and mismanaged operation of years ago, to now being regarded as a leading fire suppression and EMS service provider. He also explained the new opioid protocol for first responders. Motion to approve his report by Director Fagan-Perry, seconded by Vice President Lukowicz and unanimously approved.

District Manager Corrigan gave her report; the financials are tracking as expected for this time of year, around 32%. Chairman Gralinski and Manager Corrigan explained the plan to move the CCFD into a more technologically-advanced operation and overall clean-up of the offices. Chairman Gralinski reported that the Harris Station closing took place and the building and property belong to Bill Melanis. Motion to approve her report by Director Fagan-Perry, seconded by Director Quinn and unanimously approved.

The Board then discussed the potential purchase of a new rescue vehicle. Specifications and vehicle information were reviewed and discussed by the Board and Chief Brown. No action was taken at this time. There was no public comment.

A motion to adjourn was made by Director Lantz, seconded by Vice President Lukowicz and unanimously approved. The meeting was adjourned at 8:15 PM.

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



CENTRAL COVENTRY

FIRE DISTRICT

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

FIRE – RESCUE – EMS – FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

February 15, 2018

FIRE CHIEF'S FEBRUARY REPORT

Summary of Operation activities:

PERSONNEL

Currently we have 28 members on staff. 2 members are on long term injury (OJI).
TOTAL PERSONNEL - 30

EMERGENCY INCIDENTS

*On January 26th at approx 6:30 PM we were dispatcher to a reported dwelling fire with two people unaccounted for. First arriving company's were faced with a very heavy fire condition. Company's went to work fighting the fire and searching for the unaccounted. Within 20 minutes the fire was knocked down, both victims were found but unfortunately had un-survivable injuries. Our firefighters were faced with the unthinkable this night. They rose to this difficult challenge with grit and determination as their training has taught them to do. To say the least I'm honored to be their Chief. We continue to work with the Rhode Island State Fire Marshal's Office on cause and origin of the fire. At this time it's still under investigation.

APPARATUS

*Engine 7 has been in and out service for repairs due to electrical issues. Hydraulic Generator is still out of service. Parts are on order.

EQUIPMENT

All equipment is up and running properly at this time.



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STATIONS

Work continues cleaning out the Station 3.

Contractor has completed the ceiling repairs at Station 7. Work to complete brick work to the outside of the building will be completed as the weather improves.

FIRE MARSAL'S OFFICE

Department Fire Marshal's continue to work countless hours on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and re-inspections on issued violations.

TRAINING

Emergency Medical Technician mandatory recert training is on going. Ice Rescue training is being completed for each shift.

GRANT

As reported last month I have submitted a letter to Senator Raptakis requesting a Legislative Grant in the amount of \$2,000.00. If we are awarded this grant the funds will be used to purchase two video laryngoscopes for our rescues. At this time we are still waiting to see when we might get the Grant.

FENTANYL RESPONSE PROTOCOL

NBC 10 will be airing the video that our firefighters were in on a simulated Fentanyl Overdose Response the week of February 12th.



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DEPARTMENT SOFTWARE UPDATE

We are proceeding along on the implementation of new department software. This software will help in incident reporting, accountability of firefighters on duty daily, payroll and Fire Marshal site specific data base. Our time table is full implementation by March 1, 2018.

In closing, I would like to take this opportunity to thank all those that were able to make it to the Rhode Island Association Fire Chief's Installation Banquet where I was sworn in as President of the Association. I was truly humbled by all that attended that night.

Also, to the Officers and Firefighters it's been an extremely busy month and I've seen that your professionalism and dedication is second to none. Thank you for your continued outstanding efforts!

Respectfully submitted,

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

Frank M. Brown
Chief

CENTRAL COVENTRY FIRE DISTRICT

TAX COLLECTOR REPORT

January 2018

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

Taxes Collected

2017	\$123,321.93
2016	\$ 13,457.67
2015	\$ 139.77
2015 (2)	\$ 281.76
Prior Years	\$ 460.40

Interest/Penalty Collected	\$ 4,955.91
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Total	\$142,617.44
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Outstanding Taxes

2017	\$2,209,098.38
2016	\$ 207,654.55
2015	\$ 19,018.54
2015 (2)	\$ 21,593.74
Prior	<u>\$ 78,956.42</u>
Total	\$ 2,536,321.63

Central Coventry Fire District Fiscal Year 2018 Budget to YTD January, 2018

	FY18		January,		Remaining	% YTD	Notes
	(Approved)	2017 YTD	2017 YTD	2018 YTD			
39000 Tax Revenue						42%	
39100 Tax Levy - Current Year	3,666,874	1,575,989	2,090,885			43%	
39201 Tax Levy - Prior Years	300,000	161,691	138,309			54%	
Total 39000 Tax Revenue	3,966,874	1,737,680	2,229,194			44%	
39500 Department Revenue							
39600 Rescue Run Recovery	775,000	292,863	482,137			38%	
39700 Fire Marshal Services	20,000	6,663	13,337			33%	
39800 Detail Reimbursement	12,000	2,815	9,185			23%	
Total 39500 Department Revenue	807,000	302,342	504,658			37%	
39900 Other Revenue							
39930 Interest & Penalties on Taxes	60,000	24,774	35,226			41%	
39940 Asset Sales/Misc Revenue	251,000	263,078	(12,078)			105%	\$255k Harris and \$8.5 eqpt offset by \$1.1k surveyor expense
Total 39900 Other Revenue	311,000	287,852	23,148			93%	
TOTAL DISTRICT REVENUE	\$ 5,084,874	\$ 2,327,873	\$ 2,757,001			46%	
40000 Administrative							
40100 Audit/CPA Services	15,000	15,000	-			100%	
40200 Board Meetings	4,250	2,880	1,370			68%	
40210 Board Member Stipends	14,000	14,000	-			100%	
40220 Finance Director/Treasurer	73,125	43,875	29,250			60%	
40230 Administrative Insurance and HR Initiatives	4,500	3,669	831			82%	
40300 Tax Collecting Expense	12,500	7,539	4,961			60%	
40400 Legal - General	45,000	4,285	40,715			10%	
40500 Office/Miscellaneous	3,000	652	2,348			22%	
40510 Bank Fees	250	145	105			58%	
40600 Dues and Subscriptions	500	3,329	(2,829)			666%	Fire Marshal code books (\$2.3k)
40700 Accounting and Payroll Costs	2,500	515	1,985			21%	
40800 Administrative Service Contracts	12,500	180	12,320			1%	
40850 Software and Hardware	10,500	744	9,756			7%	
Total 40000 Administrative	197,625	96,813	100,812			49%	

Central Coventry Fire District Fiscal Year 2018 Budget to YTD January, 2018

	FY18		January,		Remaining	% YTD	Notes
	(Approved)	2017 YTD	2017 YTD	2018 YTD			
50000 Operations							
50200 Rescue Recovery Fees	32,726	9,775	22,951	30%			
50250 Fuel	35,000	15,541	19,459	44%			
50300 Insurance - General Liability and Property	40,000	38,285	1,715	96%			
50720 Repairs and Maintenance - Station	40,000	17,009	22,991	43%	Net of insurance proceeds		
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	61,798	28,202	69%			
50810 Supplies - Fire and Gear	60,000	13,855	46,145	23%			
50830 Supplies - Rescue	21,196	12,598	8,598	59%			
50840 Supplies - Station	5,000	5,012	(12)	100%			
50845 Telecommunication System	2,500	2,500	-	100%			
50850 Telecommunications	11,000	3,816	7,184	35%			
50920 Electric - Stations	4,000	881	3,119	22%			
50930 Gas - Stations	2,500	1,163	1,337	47%			
50940 Oil - Stations	10,000	5,152	4,848	52%			
50960 Water - Stations	500	150	350	30%			
Total 50000 Operations	354,422	187,535	166,887	53%			
60000 Personnel Costs-Union							
60105 Salaries	1,794,199	661,914	1,132,285	37%			
60110 Collateral (Fire Marshal)	27,500	20,662	6,838	75%			
60120 Overtime	350,000	183,902	166,098	53%			
60130 Holiday	82,633	49,367	33,266	60%			
60150 Detail	11,000	2,415	8,585	22%			
60170 Out of Rank	500	1,323	(823)	265%			
60180 Clothing Allowance	19,600	5,250	14,350	27%			
60190 Health Opt-out	16,000	-	16,000	0%			
60200 Payroll Tax	176,060	72,869	103,191	41%			
60210 Municipal State Pension	377,337	136,534	240,804	36%			
61000 Medical Insurance - Union	291,948	124,918	167,031	43%			
61100 HRA Medical Costs	5,000	-	5,000	0%			
61200 Dental Insurance - Union	27,113	12,242	14,871	45%			
61300 HR/SA Account Fees	2,000	1,401	599	70%			
61400 Life Insurance	5,208	5,208	-	100%			
61500 PEHP	36,365	-	36,365	0%			
62000 Injured On Duty Insurance	137,281	69,001	68,280	50%			
63000 Training/Academy	20,000	11,636	8,364	58%			
63100 Promotional Exams	5,000	4,574	426	91%			
63200 Recruitment	2,500	542	1,958	22%			
Total 60000 Personnel Costs-Union	3,387,244	1,363,756	2,023,488	40%			

Central Coventry Fire District Fiscal Year 2018 Budget to YTD January, 2018

	FY18 (Approved)	January, 2017 YTD	Remaining	% YTD	Notes
70000 Personnel Costs - Administrative					
70100 Administrative Salaries/Compensation	157,352	74,161	83,191	47%	
70200 Administrative Payroll Taxes	2,450	1,152	1,298	47%	
Total 70000 Personnel Costs - Administrative	159,802	75,313	84,489	47%	
80000 Retirees/Separation Costs					
80100 Medical Insurance - Retiree	108,478	46,092	62,386	42%	
80200 Dental Insurance - Retiree	8,236	2,468	5,768	30%	
80700 Separation Payouts	20,000	-	20,000	0%	
Total 80000 Retirees/Separation Costs	136,714	48,560	88,154	36%	
90000 Other Expenditures					
90100 Hydrants	255,066	130,546	124,520	51%	
90200 Street Lights	210,000	80,314	129,686	38%	
91000 Capital Purchases	359,000	69,175	289,825	19%	Used pumper \$9.5k; monitor \$26.4k; cameras \$19k; chest comp \$14k
95000 Claim Payments/Other	25,000	11,000	14,000	44%	
Total 90000 Other Expenditures	849,066	291,035	558,031	34%	
	\$ 5,084,874	\$ 2,063,012	\$ 3,021,862	41%	

SURPLUS/(DEFICIT)

Adjustment Timing Tax Collection (42%)
 Adjusted Surplus/(Deficit)

\$ 0	\$ 264,861
	(48,125)
	\$ 216,736

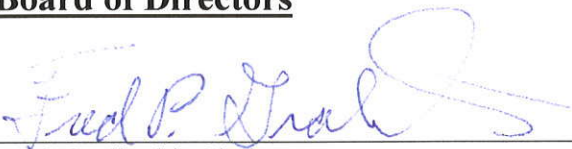


Board of Directors Meeting

Attendance Sign-In Sheet

February 15, 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.

Excused
Frank Brown, Chief


Daniel Kaplan, District Administrator