



**Central Coventry Fire District
Regular Board of Directors Meeting**
Westwood Estates Clubhouse – 1A Liena Rose Way – Coventry, RI 02816
November 16, 2017 at 7:00 PM

Agenda

Call to Order	Fred Galinski, Chairman
Pledge of Allegiance	Fred Galinski, Chairman
Roll Call – Quorum Determination	Fred Galinski, Chairman
Safety Instructions	Fred Galinski, Chairman

APPROVAL OF MEETING MINUTES

1. October 19, 2017.

DEPARTMENT REPORTS:

1. Fire Chief's Report.
2. District Manager's Report (includes Tax Collection Report).

NEW BUSINESS:

1. Presentation on CCFD Street Light purchase/conversion by PRISIM. (Discussion only.)
2. Audit status update. (Discussion only.)

PUBLIC COMMENT

SCHEDULED MEETINGS

- **December Regular Board of Directors Meeting, December 21, 2017.**

ADJOURNMENT

Chairman Fred Galinski



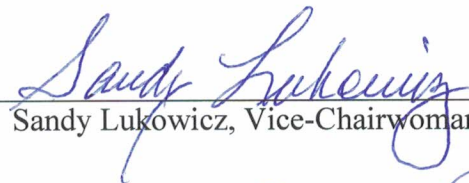
Board of Directors Meeting

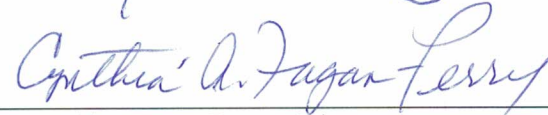
Attendance Sign-In Sheet

November 16, 2017

Board of Directors


Fred Gralinski, Chairman


Sandy Lukowicz, Vice-Chairwoman


Cynthia Fagan-Perry, Director


Ronald Flynn, Director

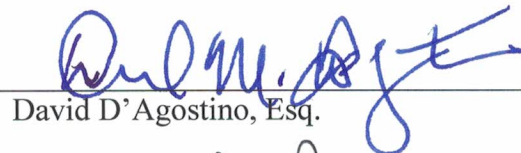

Daniel Lantz, Director

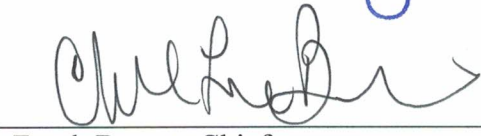

Richard Polselli, Director

Excused
Helen Quinn, Director

Fire District


Gayle Corrigan, District Manager


David D'Agostino, Esq.


Frank Brown, Chief

CENTRAL COVENTRY FIRE DISTRICT
Regular Meeting of the Board of Directors
October 19, 2017 @ 7:00 PM
Westwood Estates Clubhouse

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

Senator Nicholas Kettle conducted the swearing-in of the new Board. The Board was organized with a motion by Director Polselli to nominate Director Gralinski to President, seconded by Director Lantz and unanimously passed. A motion to nominate Director Lukowicz as Vice President was made by Director Quinn, seconded by Director Polselli and unanimously approved.

President Gralinski spoke about the honor and pride of the Board and the Directors. He noted the appreciation of the Board for the time that it takes to run and participate in the governance of the CCFD.

The September 7 and September 18 meeting minutes were approved on motion by VP Lukowicz, seconded by Director Polselli and unanimously approved. Chief Brown read and reviewed his monthly report. Director Flynn moved its acceptance, seconded by VP Lukowicz and unanimously approved. District Manager Corrigan presented the Tax Collector's Report and the Manager's Report. Director Lantz moved its acceptance, seconded by Director Polselli and unanimously approved.

During Public Comment, Carl Matteson thanked the Board for the flowers that were given in memory of Director Quinn's mother's passing.

A motion to adjourn was made by Director Polselli, seconded by VP Lukowicz and unanimously approved. The meeting adjourned at 7:35 PM.

Respectfully submitted,

David M. D'Agostino

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

November 16, 2017

FIRE CHIEF'S NOVEMBER REPORT

As reported last month we continue to move forward on multiple fronts. Here is a summary of those activities:

PERSONNEL

Currently we have 24 members on staff. 3 members are on long term injury (OJI). 3 Probationary Firefighters are attending the Rhode Island Fire Academy and will graduate on November 17, 2017.

TOTAL PERSONNEL - 30

Promotion/swearing-in ceremony was held on October 21, 2017 at Coventry High School. This event was well attended by approx. 200 family members and guests.

EMERGENCY INCIDENTS

- *A resident trying to start a campfire with gasoline received 1st and 2nd degree burns to his face.
- *Crew have worked several CPR's.
- *Space heater fire at a house on Whitehouse Road causing minor damage.
- * Crew responded to 18 Storm related Incidents and a total of 38 Incidents over October 29th and 30th.

APPARATUS

Engine 7 is out for service at New England Fire Apparatus and Equipment for generator and foam system repairs.

EQUIPMENT

5-inch hose that we received has been tested and placed in service on Engine 7.



CENTRAL COVENTRY

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FIRE -- RESCUE -- EMS -- FIRE PREVENTION

OFFICE of the CHIEF of DEPARTMENT

Two Bullard Thermal Imaging Cameras has been ordered. These TIC's will replace current obsolete equipment with state of the art equipment.

STATIONS

Work continues cleaning out the Station 3.
Contractor is now working on replacing 13 windows at Station 7
Left to complete at Station 7 would be some ceiling repairs that sustained water damage before roof was replaced.
Station 4 had 2 new windows installed in the Dayroom.

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-inspection on issued violations.
Also, at this time of year this Office has to complete 55 Town of Coventry Business License Inspections and 3 School Inspections.

TRAINING

Training continues to be on going on multiple fronts to include: new personnel, SCBA's, Radios, Reserve Engine and new Rescue equipment.

In closing, I would like to thank the Officers and Firefighters for all that they continue to do on a daily basis.

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

OCTOBER 2017

The following is the activity for the month of October, 2017

Taxes Collected

2017	\$700,477.35
2016	\$ 63,015.61
2015	\$ 179.96
2015 (2)	\$ 477.71
Prior Years	\$ 205.44

Interest/Penalty Collected \$ 8,517.97

Total \$772,874.04

Outstanding Taxes

2017	\$3,306,873.86
2016	\$ 283,797.01
2015	\$ 19,408.16
2015 (2)	\$ 22,413.03
Prior	\$ <u>80,591.15</u>
Total	\$ 3,713,083.21

Central Coventry Fire District Fiscal Year 2018 Budget to YTD October, 2017

	FY18 (Approved)	October, 2017 YTD	Remaining	% YTD 17%	Notes
39000 Tax Revenue					
39100 Tax Levy - Current Year	3,666,874	700,477	2,966,397	19%	
39201 Tax Levy - Prior Years	300,000	99,851	200,149	33%	
Total 39000 Tax Revenue	3,966,874	800,328	3,166,546	20%	
39500 Department Revenue					
39600 Rescue Run Recovery	775,000	120,599	654,401	16%	
39700 Fire Marshal Services	20,000	1,584	18,416	8%	
39800 Detail Reimbursement	12,000	1,865	10,135	16%	
Total 39500 Department Revenue	807,000	124,048	682,952	15%	
39900 Other Revenue					
39930 Interest & Penalties on Taxes	60,000	11,331	48,669	19%	
39940 Asset Sales/Misc Revenue	251,000	25,137	225,863	10%	\$25k Harris station deposit
Total 39900 Other Revenue	311,000	36,467	274,533	12%	
TOTAL DISTRICT REVENUE	\$ 5,084,874	\$ 960,844	\$ 4,124,031	19%	
40000 Administrative					
40100 Audit/CPA Services	15,000	10,875	4,125	73%	
40200 Board Meetings	4,250	2,880	1,370	68%	
40210 Board Member Stipends	14,000	-	14,000	0%	
40220 Finance Director/Treasurer	73,125	19,500	53,625	27%	
40230 Administrative Insurance and HR Initiatives	4,500	-	4,500	0%	
40300 Tax Collecting Expense	12,500	7,384	5,116	59%	
40400 Legal - General	45,000	4,285	40,715	10%	
40500 Office/Miscellaneous	3,000	279	2,721	9%	
40510 Bank Fees	250	56	194	22%	
40600 Dues and Subscriptions	500	288	212	58%	
40700 Accounting and Payroll Costs	2,500	206	2,294	8%	
40800 Administrative Service Contracts	12,500	-	12,500	0%	
40850 Software and Hardware	10,500	424	10,076	4%	
Total 40000 Administrative	197,625	46,176	151,449	23%	

Central Coventry Fire District Fiscal Year 2018 Budget to YTD October, 2017

	FY18 (Approved)	October, 2017 YTD	Remaining	% YTD	Notes
50000 Operations					
50200 Rescue Recovery Fees	32,726	3,223	29,502	10%	
50250 Fuel	35,000	3,173	31,827	9%	
50300 Insurance - General Liability and Property	40,000	28,205	11,795	71%	
50720 Repairs and Maintenance - Station	40,000	8,553	31,447	21%	
50730 Repairs and Maintenance - Vehicles and Apparatus	90,000	29,739	60,261	33%	
50810 Supplies - Fire and Gear	60,000	8,145	51,855	14%	
50830 Supplies - Rescue	21,196	7,193	14,003	34%	
50840 Supplies - Station	5,000	1,181	3,820	24%	
50845 Telecommunication System	2,500	-	2,500	0%	
50850 Telecommunications	11,000	1,360	9,640	12%	
50920 Electric - Stations	4,000	785	3,215	20%	
50930 Gas - Stations	2,500	592	1,908	24%	
50940 Oil - Stations	10,000	-	10,000	0%	
50960 Water - Stations	500	-	500	0%	
Total 50000 Operations	354,422	92,147	262,275	26%	
60000 Personnel Costs-Union					
60105 Salaries	1,794,199	217,848	1,576,351	12%	
60110 Collateral (Fire Marshal)	27,500	7,518	19,982	27%	
60120 Overtime	350,000	106,177	243,823	30%	
60130 Holiday	82,633	13,365	69,268	16%	
60150 Detail	11,000	1,911	9,089	17%	
60170 Out of Rank	500	1,037	(537)	207%	
60180 Clothing Allowance	19,600	2,450	17,150	13%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	176,060	23,792	152,268	14%	
60210 Municipal State Pension	377,337	49,307	328,030	13%	
61000 Medical Insurance - Union	291,948	33,917	258,031	12%	
61100 HRA Medical Costs	5,000	-	5,000	0%	
61200 Dental Insurance - Union	27,113	3,511	23,603	13%	
61300 HR/SA Account Fees	2,000	860	1,140	43%	
61400 Life Insurance	5,208	-	5,208	0%	
61500 PEHP	36,365	-	36,365	0%	
62000 Injured On Duty Insurance	137,281	34,320	102,961	25%	
63000 Training/Academy	20,000	7,940	12,060	40%	
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	509,068	2,878,176	15%	

CENTRAL COVENTRY FIRE DISTRICT
Budgetary Comparison Schedule
General Fund
Schedule of Revenue and Expenditures
For the Year Ended August 31, 2017

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Operations			
Rescue Recovery Fees	\$ 27,000	\$ 40,442	\$ (13,442)
Fuel	35,000	37,615	(2,615)
Insurance - General Liability and Property	55,000	34,180	20,820
Repairs and Maintenance - Station	50,500	39,248	11,252
Repairs and Maintenance - Vehicles and Apparatus	75,000	94,593	(19,593)
Supplies - Fire	12,000	165,007	(153,007)
Supplies - Rescue	50,000	18,990	31,010
Supplies - Station	5,000	7,220	(2,220)
Telecommunication System	3,000	2,500	500
Telecommunications	14,000	11,756	2,244
Cable - Stations	2,600	-	2,600
Electric - Stations	18,000	3,394	14,606
Gas - Stations	9,000	2,453	6,547
Oil - Stations	18,500	9,641	8,859
Water - Stations	2,500	490	2,010
Total Operations	<u>\$ 377,100</u>	<u>\$ 467,529</u>	<u>\$ (90,429)</u>
Personnel Costs - Union			
Salaries	\$ 1,836,543	\$ 1,721,980	\$ 114,563
Collateral (Fire Marshall)	5,000	26,755	(21,755)
Overtime	213,579	391,271	(177,692)
Holiday	80,089	66,516	13,573
Detail	6,000	11,004	(5,004)
Out of Rank	2,500	884	1,616
Clothing Allowance	19,600	14,200	5,400
Health Opt-out	12,000	11,500	500
Payroll Tax	166,411	170,518	(4,107)
Municipal State Pension	339,819	303,704	36,115
Medical Insurance - Union	341,943	280,056	61,887
HRA/OJI Medical Costs	15,000	3,169	11,831
Dental Insurance - Union	32,944	26,967	5,977
HR/SA Account Fees	1,968	2,236	(268)
Life Insurance	5,208	5,208	-
Employee Assistance Program	1,500	-	1,500
Injured on Duty Insurance	119,039	113,680	5,359
PEHP	43,594	47,300	(3,706)
Training/Academy	10,000	14,980	(4,980)
Promotional Exams	5,000	-	5,000
Recruitment	5,000	3,438	1,562
Medical Exams	5,000	-	5,000
Total Personnel Costs - Union	<u>\$ 3,267,737</u>	<u>\$ 3,215,366</u>	<u>\$ 52,371</u>

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CENTRAL COVENTRY FIRE DISTRICT
Budgetary Comparison Schedule
General Fund
Schedule of Revenue and Expenditures
For the Year Ended August 31, 2017

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Personnel Costs - Administrative			
Administrative Salaries/Compensation	\$ 192,762	\$ 190,025	\$ 2,737
Administrative Payroll Taxes	14,747	6,017	8,730
Medical Insurance - Administrative	29,658	4,866	24,792
Dental Insurance - Administrative	2,278	-	2,278
Total Personnel Costs - Administrative	<u>\$ 239,445</u>	<u>\$ 200,908</u>	<u>\$ 38,537</u>
Retirees/Separation Costs			
Medical Insurance - Retiree	\$ 47,501	\$ 81,875	\$ (34,374)
Dental Insurance - Retiree	6,018	6,637	(619)
Unemployment/Separation Payouts	11,715	116,584	(104,869)
OPEB ARC	10,000	-	10,000
Total Retirees/Separation Costs	<u>\$ 75,234</u>	<u>\$ 205,096</u>	<u>\$ (129,862)</u>
Other Expenditures			
Hydrants	\$ 220,000	\$ 235,263	\$ (15,263)
Street Lights	200,000	183,521	16,479
Capital Purchases	153,069	451,800	(298,731)
Claims	115,000	47,625	67,375
Total Other Expenditures	<u>\$ 688,069</u>	<u>\$ 918,209</u>	<u>\$ (230,140)</u>
Total Expenditures	<u>\$ 4,931,585</u>	<u>\$ 5,374,096</u>	<u>\$ (442,511)</u>
Excess of revenue over (under) expenditures	<u>\$ -</u>	<u>\$ 192,294</u>	<u>\$ 192,294</u>

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