

COVENTRY FIRE DISTRICT

MEETING OF THE BOARD OF DIRECTORS

February 2016

A meeting of the Board of Directors was held on Monday, February 16, 2016 at 6:30 P.M at the Anthony Fire Station, 571 Washington Street, Coventry, Rhode Island

Vice Chairman John Cook called the meeting to order,

The Agenda having been properly posted in accordance with the provisions of the Open Meetings Act, a copy is attached hereto as Exhibit A.

The roll was called and the following Directors of the Board were present:

Nicholas Ahart, John Cook Frank R. Palin and Brenda Raposo. Also present were Arthur M. Read, IIS Esq and Frederick G. Tobin, Esq., the District's Co-Solicitors, and David P. Krekorian CPA, MST, the District's Treasurer, Robert Warren, the District's Interim Chief and Robelt Catalfamo, the District's Tax Collector and Clerk.

The Vice Chairman declared a quorum.

It was unanimously MS V to go into Executive Session for the purposes of discussion, pursuant to RIGL and, specifically, for the reasons set forth in items 3) a. b. and of the Agenda 6: 33 P.M. The Vice Chairman requested that any members of the public present vacate the room.

[Executive Session]

The Board returned to Public Session at 6: 55 PM

The roll was called and the following Directors of the Board were present:

Nicholas Ahart, John Cook Frank R. Palin and Brenda Raposo. Also present were Arthur M, Read, Esq. and Frederick G. Tobin, Esq., the District's Co-solicitors, and David P. Krekorian CPA, MST, the District's Treasurer, Robert Warren, the District's Interim Chief and Robert Catalfamo the District's Tax Collector and Clerk.

Interim Chief Warren explained the emergency evacuation procedures,

The Board and public recited the Pledge Allegiance to the flag of the United States,

The Vice Chairman declared a quorum.

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The Vice Chairman announced that the Board of Directors had not taken any votes in Executive Session.

It was unanimously MSV that the Minutes of the Executive Session be sealed.

The Minutes of the Regular Session of October 4 2015 meeting and of both the Regular and Executive Sessions of the September 13 2015; January 12, and January 26, 2016 meetings having been previously distributed to the Board, it was unanimously MSV that the Minutes of the Regular Session of October 4 2015 meeting and of both the Regular and Executive Sessions of the September 13, 2015; January 12 and January 26, 2016 meetings be approved, received and placed on record,

It was unanimously MS V that items 8), 9) and 10) on the Agenda be passed.

Chief Warren then reported with regard to the disposal of surplus unused equipment that he had disposed of the electrical generator but that the other equipment was still unsold. He said that he had advertised their sale on several websites and would expand the number of websites used for that purpose.

The Tax Collector's Report was then provided by the Treasurer. He reported that First Quarter tax billing totaled \$578,000.00; \$742,000 had actually been collected, Past Due accounts total \$91,000.00. \$140,074.10 is past due for First Quarter, in arrears. He reported that it was common for some taxpayers to pay their entire tax bill in the first quarter, even though were able to pay in quarterly installments and that explained why receipts exceeded the actual billing. Mr. Catalfamo advised that the District had traditionally not charged interest on overdue accounts until March 1 of the calendar year. He suggested that the Board might want to reconsider that practice as it encouraged some taxpayers to delay paying until March 1st. Mr. Read questioned Mr. Krekorian as to whether or not that practice might expose the District to a charge of usury. Messrs, Krekorian and Tobin will research this matter. The Treasurer reported that tax collections have improved markedly over the prior year's and he attributed that to the tax

sale conducted by Country Title* LI as well as the Tax Collector's increased attention to the business of collecting taxes/

It was unanimously MSV to accept the Report of the Tax Collector.

The Treasurer's Report was then provided by the Treasurer. A copy of his report is attached hereto as Exhibit B. The Treasurer provided extensive detail concerning the budget management process. He noted that the budget which was approved in December had a number of best estimates for what certain things might cost. He gave an example of how the injured on duty account might substantially increase in the event of several injuries to the Firefighters.

It was unanimously MS V to accept the Report of the Treasurer.

The Chief's then gave his Report. He advised the Board that it appeared as if perhaps as many as five Firefighters might be leaving the department. He said that he wanted to prepare an Eligibility List of prospective replacements. It was the consensus of the Board that it was within the duties of his office to prepare such a list but that he was unable to hire any Firefighters but that only the Board could do that.

The Chief suggested that the Board might want to consider the reason that experienced Firefighters are leaving this department for another.

The Chief reported that he was going to have to perform maintenance on certain equipment: Scott masks at \$300/mask, eleven airpacks have to be air-tested at \$50/pack. It was unanimously MS V to accept the Report of the Chief.

The Board then asked for the ACI Hoc Committee on Physical Fitness to present its report. Firefighter Matthew T. Masciarotte presented the report (a copy of which is attached as Exhibit C). He advised that after further investigation that he could get the best prices for the equipment from a vendor, The equipment cost would be about ,000.00 which may be financed over three years at 8.9% or \$431/mo, It would cost about \$900 to install the rubber flooring. He had also gotten a quote from Rise Above Construction for doing the engineering and construction work to strengthen the floor of the proposed exercise room which was \$4,590.00. He advised that plywood, glue and fastenings which the Firefighters would need in order to finish reinforcing the floor would cost approximately\$600.00

The Board discussed the quotations, The Treasurer advised that the Budget could accommodate this expense. Mr. Palin observed that the installation of the exercise room was a part of the Collective Bargaining Agreement. Mr. Ahart said that we should do the job and not delay any more,

It was unanimously MS V to accept the Report of the Ad Hoc Committee on Physical Fitness, to enter into the contracts submitted by the Committee, that we pay the

cost in full and not finance it and that Chairman Perra be authorized to execute the agreements necessary to complete the project so that it could be available to the Firefighters as soon as possible,

The Board thanked the Ad Hoc Committee on Physical Fitness for its work and discharged it.

Vice Chairman Cook the asked if there was any New Business.

There was a presentation of the wisdom of adopting a policy to accept tax payments by credit card. Mr. Catalfamo had researched this issue and reported that the District could accept credit card payments, on-line, from taxpayers without cost. Minor modifications to our tax bills, notices and record keeping would be required.

It was unanimously MS V to adopt a policy to accept tax payments by credit card and to authorize the Tax Collector to take the steps necessary to execute that policy, forthwith, and to make the changes he believed necessary to the District's tax bills and the notices given to taxpayers.

There was a presentation of the wisdom of appointment of an Ad Hoc by-law committee to review and recommend amendments to the BY-Laws,

It was unanimously MS V to appoint an Ad Hoc bylaw committee to review and recommend amendments to the By-Laws and that Chairman Perra and Frederick G, Tobin, Esq. be appointed to that committee.

There was a discussion of the wisdom of designating additional public places for the official posting of District notices including Pagliarini's Family Restaurant & Pizza, Family Dollar store, Garden Zen and Anthony Mill Apartments. Mr. Palin reported that he had canvassed every public business in the District last year and could not find any which were willing to allow our notices to be posted in their space. Mr. Catalfamo reported that it was his experience that no national or franchise business would allow such posting and that, at best, only locally owned enterprises might allow such posting.

It was the consensus of the Board that no further action had to be taken on this issue.

Mr. Read presented copies of the Amended By-Laws to the Board and Mr. Catalfamo and reported that our By-Laws are now up to date as of the Inost recent amendment in December. He reported that he was approximately two thirds through codifying the District's legislative charter, as and hoped to have that in form for the Board to review prior to the next meeting.

Vice Chairman Cook the asked if there was any public comment There wasn't any.

There was a discussion as to the scheduling of the next regular meeting of the Board and it was agreed that it would be held on March 8th with Executive Session at 6:30 P.M. and Public Session at 7:00 P.M.

There being no further business, it was MOVED by Director Raposo, SECONDED by Vice Chairman Cook and unanimously VOTED to adjourn.

Attest:



Robert Catalfamo, Secretary
Robert Catalfamo,
Secretary / Tax Collector
April 6, 2016



EXHIBIT A

COVENTRY FIRE DISTRICT
BOARD MEETING

DATE OF MEETING: Tuesday, February 16, 2016
TIME OF MEETING: 6:30 PM
LOCATION OF MEETING: Anthony Fire Station
571 Washington St,
Coventry, RI 02816

- 1) Call to Order
- 2) Attendance
- 3) Move to Executive Session Pursuant to RIGL 42465
 - a. Pursuant to RIGL 42465 (a) (2) Sessions pertaining to litigation: KENT COUNTY WATER AUTHORITY v COVENTRY FIRE DISTRICT CA NO.: KC2015-0487; The Retirement Board of the Municipal Employees' Retirement System etc. v. Covent Fire District; KC2015-1(099). Discussion/Resulting Action
 - b. Pursuant to RIGL 42-465 (a) (2) Claim of Nationalgrid, Claim of North American Power; Claim of Mold/Water loss insurance claim and Claim of Jeanne Lukowicz. Discussion/Resulting Action.
 - c. Pursuant to RIGL 42-465 (a) (2) A discussion of the job performance of the Tax Collector/Clerk. Discussion/Resulting Action
- 4) Recess from Executive Session and return to Public Session.
- 5) Pledge of Allegiance
- 6) Emergency Evacuation
- 7) Approval Regular and Executive Session Minutes of September 13, 5; January 12, and January 26, 2016 meetings,
- 8) KCWA Case. Discussion/Resulting Action
- 9) National Grid Case. Discussion/Resulting Action
- 10) North American Power Case Discussion/Resulting Action
- 11) Action are surplus unused equipment. Discussion/Resulting Action
- 12) Tax Collector's Report
- 13) Treasurer' s Report
- 14) Chief's Report

- 15) Report of Ad Hoc Committee on Physical Fitness, Discussion/Resulting Action
- 16) New Business:
 - a. Discussion of adopting policy to accept tax payments by credit cards
Discussion/Resulting Action
 - b. Discussion of the appointment of an Ad Hoc by-law committee to review and recommend amendments to the BY-Laws. Discussion/Resulting Action.
 - c. Discussion of the appointment of an Ad Hoc legislative charter review committee to review and recommend amendments to the Legislature of the District's legislative charter. Discussion/Resulting Action.
 - d. Discussion of designating additional public places for the official posting of District notices including Pagliarini's Family Restaurant & Pizza, Family Dollar store, Garden Zen and Anthony Mill Apartments. Discussion/Resulting Action
 - e. Review of Amended BY-Laws and clean version,
- 17) Public Comment
- 18) Schedule next meeting
- 19) Adjournment.

POSTING INFORMATION:

Coventry Shell Station, Coventry Housing Authority and
Anthony Fire Station and The Rhode Island Secretary of State's
Website

COVENTRY FIRE DISTRICT

February 16, 2016

EXHIBIT B

COLLECTION ACTIVITY

YTD collections ~~\$742,000~~ % of total billing is \$578k.

Rescue Run collections year to date \$45k budget is \$50k per month

Accounts Payable 1/31/16 all recent bills paid off

PAID IN FEBRUARY

CCU interest

Lease ladder truck

Lease rescue rebuild

FEBRUARY PAYMENTS DUE

Actives Longevity

Retirees 2-3 year payout

MONTHLY FINANCIAL STATEMENT FORMAT — monthly report indicates current ytd activity and ytd budget activity. Will be able to identify variances in payroll, etc

LONG TERM REPAYMENTS

KCWA— following the meeting last week, I paid the most recent invoice for Kent County Water, Approx \$31,000

NATIONAL GRID

ERSRI

RIDLT paying \$500 per month

NORTH AMERICAN POWER

COVENTRY CREDIT UNION

REVISED BUDGET 2015-2016 ATTACHED

FINANCIAL STATEMENT AUDIT SERVICES year end 11/30/14 and 11/30/15, I had circulated the RFP to numerous CPA firms. One responded and two t reached out to. They were too busy to do the audit or had a conflict. 2 of the firms suggested that I contact Robert Civetti CPA. Specializes in municipal audits and does fire districts. He has good relations with the Auditor General, The goal is to reduce the 2014 audit to balance sheet only. Will need to prepay half*

One issue — CFD will have to engage an actuarial firm to calculate the present value of healthcare benefits for actives and retirees. Could cost \$7500 40,000, Will need to shop around,

ADMINISTRATIVE TASKS Blue Cross, Delta Dental, Unemployment, Workers Comp medical costs, Health Savings accounts, HRA payments for retirees, Accounts payable approvals, payroll matters and classifications, Payroll withholdings, personnel issues, Union matters, misc phone calls

OTHER MATTERS

PAYROLL REPORTS Rob and Chief are working to provide more detail for biweekly payroll, This will provide sick and vacation pay for financial statements,

COLA PAYMENTS 3 retirees have colas with regard to their pensions, All paid.

MEDICAL OPT OUT — one retiree (need to determine amount) and one active

HSA ACCOUNTS FOR ACTIVES all set up.

VARIOUS PAYROLL CORRECTIONS

ALLSTATE VOLUNTARY INSURANCE now available for all actives, Payroll withholding Is submitted to provider. 2 months behind will be caught up

FORMER EMPLOYEE— cleaning up a past payroll error, Need to amend ERSRI filings, His overpayment will be

2015 BLUE CROSS COPAY CATCHUP should be cleaned up soon,

2015 HSA CATCHUP started