

**Central Coventry Fire District  
Board of Directors Monthly Meeting  
January 19, 2010 "C 7:00 pm  
240 Arnold Road**

**Minutes**

**1. Call to Order "C 7:08 p.m. Of the Special Meeting to vote in our new board member Armond Niquette. President Bouchard asked the Clerk if we have a quorum of 25 voters the Clerk stated that we do have a quorum. President Bouchard asked Director Niquette to cast one vote for himself. The one vote was cast due to the fact there were no other candidates and Director Armond Niquette was voted in as a new member of the Central Coventry Fire District. He replaces Elaine Hunt who had to resign due to moving out of district.**

**Motion was made to accept Director Niquette vote to the Board  
All Voted Aye**

**Request by President Bouchard to close the special meeting**

**Motion made by: Lt Leveillee Seconded by: Lt Dion**

**All Vote Aye**

**Special Meeting closed at 7:09 p.m.**

**Call to Order of Monthly meeting "C 7:15 p.m.**

**2. Roll Call**

**President: Girard Bouchard Jr.**

**Vice President: Joe Bonn**

**Directors: "C Bob Crowe "C Linda Giguere "C Ronald Gizzarelli -Anna  
Mae Lapinski - Armond Niquette**

**Treasurer:**

**Tax Collector: Jeanne Graemiger**

**Clerk: Christine Moniz**

**Chief : Robert W. Seltzer**

**Asst. Chief "C Scott Tucker**

**Union President "C**

**Not Present "C Treasurer Tom Lacolle**

**3. Approval of Minutes of the previous Board of Directors Meeting "C  
12/15/2009**

**Motion to Approve: Director Crowe Seconded: Director Giguere**

**All Vote Aye**

**4. Communications-**

**a. Letter of suggestion from Jane Deptula**

## **b. Thank you Letter from the Family of Peter Fratantuono**

**5. Old Business "C Set-up a Charter and Bylaws review committee. Committee was established but did not hold a meeting yet due to the Holidays. They will meet at a later date. Also the President reported on the review committee for the Tax Office. The committee will visit other Tax Offices to see how they post and receive tax payment and the essential goal is to become as paperless as possible.**

**A few bulleted items are as follows:**

- Streamline the Tax Office.**
- Less dependence on paper.**
- Increase manpower during the busy season.**
- Barcode on bills.**
- More computers.**
- The board members define the duties and hours of the clerks in the tax office.**
- Train the part time employees every aspect of the office.**
- New printer for the office.**
- Also discussion of 2 people in the office at all times and a 3rd during the busy collection season.**

**6. Presidents Report "C President Bouchard met with the crew of**

**Station 4. He also met with the Chief several times. Met with the Union President. Slow month due to the Holidays.**

**Motion to Approve: Director Giguere Seconded: Director Gizzarelli  
All Vote Aye**

**7. Chiefs report "C James Peltier and James Almagno are still out on injury. The Chief will keep the Board updated. Chief Seltzer applied for the Safer Grant we can have 8 FF and a Floater for 2 years it will be 100% funded. The review period is in 90 days. CCFD has applied on a regular basis and we do meet the qualifying standards.**

**We have designed a "Board of Directors" posting for each station and the Tax Collector's Office that will be placed at the entrance of each. The monthly Board Meeting Agenda will also be posted next to it. If it is suitable as presented we will post it ASAP. This will be an (ACTION ITEM) for the Board to vote on.**

**We were awarded a \$23,052 grant from RIEMA on 12/28/09 for the purchase of 6 800 mhz mobile radios which will outfit our remaining apparatus that need 800 mhz radios. Once the 800 mhz radio equipment is installed in Fire Alarm we will be using the 800 mhz radio system for our primary fire and rescue communications.**

**Tower Ladder went back to Minute Man Trucks for warranty work on**

a few items. The next step will be training on the pump and completion of installing all the equipment.

Coventry will have an H1N1 clinic at the Coventry High School on February 17th CCFD will distribute the Meds.

Discussion of Fire Station staffing needs: The Chief has continued to staff at 10 FF per shift. We have reached a point where he needs permission to continue as we are or go back to 8 FF per shift. The Chief has planned on moving the 5 new recruits to the floor to fill the vacancies, but they do not have the 6 months of "floor" experience as required by contract. The Chief and President had a discussion in regards to man power and it was decided that we might need to go back to 8 FF per shift. It was then discussed with the Union President of Local #3372 and they have agreed upon 4 more weeks of "scenario based" training for the recruits and then they would be included as part of "regular" staffing. The Local would wave the 6 month "floor" experience.

The Chief then proposed an (ACTION ITEM) that we take the next 4 weeks to complete scenario based training, then put the recruits on regular shift assignments. Staffing would continue as we have been doing. Budget review would take place, and as long as we are tracking on a schedule by percentage spent versus months passed, we would maintain the 10 firefighters. The response system that we have established with 5 crews and the use of the Hill Farm Road

**Station is working very well and is providing excellent response coverage for EMS & Fire throughout our entire district.**

**Back in May 2009 when this proposal of reopening Station One, Hill Farm, was on the table the Board was made aware that the overtime would increase until we hire our new firefighters. The Chief watched the OT closely and reported the status to the Board on a monthly basis. The Board kept a close eye on the OT and was aware of situation. The Board has also monitored the increase in rescue recovery and that the amount of calls has exceeded the amount in overtime and expenses.**

**In order to keep spending down the Chief will implement a freeze on all unnecessary expenses until the overtime hours have decreased.**

**Motion to Approve Chiefs Report: Director Gizzarelli**

**Seconded: Director Giguere**

**All Vote Aye**

**President Gorman Local #3372 was then introduced to the Board to present a power point presentation on a summary of key points on increased manning and leaving station #1 open.**

**ũ R7 is turning a profit and is paying for the manpower and supplies**

**• The level of service that is being provided to the CCFD taxpayers has increased significantly.**

**• The increase in staffing has helped nudge us a little closer to NFPA compliance and the National Standards**

**• Cost to staff R7 with OT 24/7 \$3696.00 per week**

**• The income generated by R7 in seven months was \$265,200.00 and that was based on 703 calls 663 were transports.**

**All Board members were asked if they had any questions that they would like to ask Lt. Gorman.**

**The Board reviewed the power point presentation also lengthy discussion on weather to leave the Hill Farm Station open another 4 weeks with a full shift, shut it down at night or shut the station down completely. The Board also discussed our response time in each district that would be an Engine Company and a Rescue Company. Chief Seltzer stated our average response time is 5 minutes to a call.**

**We are also in review on the run cards. CCFD run cards have been updated with Rescue 7 responding to a broadened area back in November, 2009. Fire Alarm has not update our run cards so the response time has been delayed a bit due to that fact. Director Gizzarelli has some concerns if we close Station One, what our response time would be. According to the Chief if we are coming in from a Station closer to Town and we need to head out further, CCFD's response time can easily reach 10 minutes. The Chiefs goal has always been to achieve a 5 minute response time. With Hill Farm**

opened up we have reached that goal. We are also closer to Western Area with more of our manpower and our Engine 7 if we are needed for mutual Aid. With our manpower in route to calls to Western Coventry area we are also ensuring the safety of our Rescue personnel that are on scene. Due to the fact not all Stations in Coventry are manned overnight and the response time is increased greatly.

Director Crowe was extremely concerned about leaving Station One open and that the Board should have taken a closer look into the numbers and also the expense of the overtime to leave the station open. Lt. Gorman commented to Director Crowe as to why would he want to shut down a revenue generator that makes more money on rescue recovery than it is costing us in overtime. Director Crowe also was concerned that we would have to come up with another 17%-18% in the budget to help us cover the expense. The board advised Director Crowe he needs to look at the rescue as our extra income. If we close down the Station that we do not have that extra income that is covering the expenses of the overtime. Vice President Bonn also brought up the fact that when we have the five new Firefighters to the schedule then we should see a reduction in the overtime. Director Crowe said that is what he is hoping that VP Bonn hit the nail on the head. He is still concerned about the overtime and that we shut down the Station until we get our new Firefighters on board then we reopen the station. In order to shut down a station you have to change the run cards then advise fire alarm about the change and then change

the schedule. That alone would take at least two or three weeks. Then another two to three weeks to get it back open and running. Our new firefighters will help with plugging the holes and filling in where we have needed to fill with overtime. Also, the union is working closely with the Chief to get the Firefighter on the floor faster. It is a team effort and that is what Director Crowe wanted to see. He also reiterated shutting down the Station One at night. Chief Seltzer said most of our calls are at night. Lt. Gorman stated it god forbid your child is out in the Western area in a car wrapped around a tree and we could not get a rescue out to them because we want to save money on overtime. This is where Director Crowe stated that is when the Board has to be the bad guy and say there is a limit and that we cannot afford to keep up with the overtime. Director Gizzarelli agreed with Director Crowe as far as keeping an eye on the overtime, but he also felt we should keep a closer eye on the income that R7 generates and see which factor outweighs each other. So we should also make up the difference with the new FF coming onto the floor and in the next 5 months see it level off. We would also want to keep the rescue on the run cards so we do not have to use mutual aid we would have other rescue coming into our district and charging our tax payers for a rescue run when they pay taxes to CCFD and would like to have a CCFD rescue respond to their home not Western or Anthony. Also noted, by Lt. Leveillee, that the other districts aggressively bill you when they transport a tax payer from CCFD. Director Crowe stated that was a good point.

**Director Crowe stated that the Chief wants to be directed by the Board on how to keep going forward with the overtime as well it should be the Boards decision. He stated that the Chief did his job 100% and Lt. Gorman did his job 100% and now it is up to the Board to figure out what to do and do our job.**

**Lt Dion also had a question about the Safer Grant. If we ended up reducing or changing their manpower would we have to turn back the money from the grant.**

**V.P. Bonn had also stated that living in that area near Hill Farm and having that Station open has made quit a few residents very happy. He is more concerned that the soccer moms would get angry at him not the firefighters.**

**The Board was then directed to vote on the Actions items as listed below.**

**Action Item One: Approval of the Posting for Board members at every station and tax collectors office.**

**Motion to Approve: Director Gizzarelli      Seconded: President Bouchard**

**All Vote Aye**

**Action Item Two: Approval of Station One Staffing (Hill Farm) to monitor the progress for another four weeks. The Board also made fully aware of the overtime expense and all the pro's and con's of leaving the Station open.**

**Motion to Approve: Director Gizzarelli Seconded: Director Niquette  
All Voted Aye to Monitor the OT for another four weeks. This issue will be re-addressed at the next Board Meeting held on February 16, 2010.**

**8. Treasurer's Report "C The report was presented to the Board for review. The Treasurer was absent for this meeting.**

**Motion to Approve: Director Gizzarelli Seconded: Director Crowe  
All Vote Aye**

**9. Tax Collector's Report "C Had a great year the report was included in the Board Packet presented tonight.**

**Director made a comment about auto pay. President Bouchard that we could discuss that at the next Board Meeting as new Business.**

**Motion to Approve: Director Giguere Seconded: Director Crowe  
All Vote Aye**

## **10. New Business "C None**

**11. Good & Welfare "C President Bouchard gave out his new Cell phone number to the Board members.**

**Director Gizzarelli inquired on weather the Fire Department could post thin ice signs around the Lake. The Board made Director Gizzarelli aware that it is an issue that DEM would handle. The Fire Department does not get involved in posting around any open water or environmental hazards.**

**Motion made to go into Executive Session 8:50 p.m. by Director Lipinski**

**Seconded: Director Giguere All Board Members voted yes during roll call vote to go into Executive Session.**

**Chief Seltzer was invited to sit in on the Session along with the Asst. Chief Tucker**

**Out of executive session at 9:52**

**Motion made to seal the minutes: Director Crowe Seconded: Director Lapinski**

**All Vote Aye**

**Motion made to Adjourn: Director Giguere    Seconded: Director  
Bonn**

**12. Adjourn: 9:53**