

**Central Coventry Fire District
Board of Directors Monthly Meeting
February 16, 2010 – 7:00 pm
240 Arnold Road**

Minutes

1. Call to Order –

2. Roll Call

President: Girard Bouchard Jr.

Vice President: Joe Bonn

**Directors: – Bob Crowe – Linda Giguere – Ronald Gizzarelli -Anna
Mae Lapinski, Armond Niquette**

Treasurer: Tom LaColle

Tax Collector: Jeanne Graemiger

Clerk: Christine Moniz

Chief : Robert W. Seltzer

Asst. Chief – Scott Tucker

Union President – Dave Gorman

Not Present – Director Niquette, Director Lapinski, Treasurer LaColle

3. Approval of Minutes of the previous Board of Directors Meeting –

01/19/2010

Director Crowe wants the Minutes amended and more of the discussion added regarding the closing of Station One and how he strongly disagreed to Station One remaining open. It is a matter of overspending the overtime budget .

Director Crowe stated that he was against leaving Station One manned. He wanted the number of firefighters brought down to eight rather than the ten that we have now. He also stated he felt that he stood alone in his dicusstion and he felt that in the minutes of the meeting should have reflected the lengthy discussion. He also stated that Lt. Gorman did a great job with his presentation and that more of the presentation and discussion should have been reflected in the minutes. He also stated that if the President and the Chief agreed that we should go down to Eight then he felt the Board would have agreed on that. The Chiefs report reflected that as an option and that it was up to the Board to vote on Station One remaining open. He also stated when it came to vote that he disagreed on the vote.

Further discussion ensued as to weather or not the Board was aware of the option to go back to eight firefighters. Director Giguere commented that she under stood the options to either go back to eight or wait out the next 4-6 weeks and review the overtime budget and make a decision at the next board meeting. Also, that the union would wave the 6 months of training and place the new Firefighters

on the floor. Director Crowe disagreed on how the minutes in January were typed up and that he wanted the discussion elaborated so there was an understanding on how long the Board reviewed the issue and great discussion ensued before a decision was made. Director Crowe also stated he felt he was all by himself in the vote to go back to eight firefighters.

Director Crow also stated that a Tax Payer had brought up some good points and asked if they would like to get a bill from another fire department. He mentioned that the comment from the Tax Payer was not noted in last months minutes. He wants the minutes detailed so that the Board is covered. Director Gizzarelli asked the Chief to check the tape and see if the final discussion left the decision flexible and that Chief had the ultimate choice to leave the staffing status quo. Also, that the Chief would report back to the Board.

President Bouchard stated he recalled there was a six to one vote to leave the manning of ten Firefighters as is.

Chief Seltzer will work with the Clerk to add in more of the lengthy discussion from last months meeting.

Motion to Table: President Bouchard

4. Communications- List of the monthly meetings for 2010. President

Bouchard wanted to make sure that a copy was on the State Website and also noted in the Times.

5. Old Business - President Bouchard would like to report on the Tax Office Review Committee. Listed were some of the points discussed at the meeting held on January 28, 2010.

- 1. Replace ceiling tiles in hallway at Tax Collectors office.**
- 2. Tax Collector passed out a sheet of issues looked at since last meeting.**
- 3. Training on the OPEL software needs to take place in the March/April timeframe.**
- 4. Tax Collector passed out Financials from 2006 through 2009**
- 5. Can a list of deed filings be received from the town so we know when property changes hands. Possible a monthly list. Anna Mae Lapinski to contact Tom to see if this can be done.**
- 6. Suggestion made to have OPAL back up data weekly at a price of \$420.00/year. \$6.75 a week.**
- 7. Tax Collector with 1 person @ 28 hrs (Salary). (Salary) \$420.00/Wk
One assistant @ 4 days /week = 28 hrs. (hourly) One assistant @ 2 days/week – 14 hrs at \$15.00 per hour.**
- 8. Check with Maggie Hogan on salaried positions, specifically the 28 hour position.**
- 9. Contact OPEL (Peter) about attaching extra terminals for data entry. How many terminals can be attached?**

Director Crowe wanted to know if we are gaining or loosing and if this is going to cost us more money. We should have the numbers of how much this will cost in salary before we vote on additional payroll costs. President Bouchard commented that unfortunately that we are going through growing pains. Director Crowe wanted to know how much more growing pains are we going through. President Bouchard stated we need to streamline the tax office because we may obtain another 8,000 accounts because the State may not reimburse the Cities and Town for automobile taxes. So we need to gear up for that. The Governor was planning on holding back on checks for the auto tax. As President Bouchard stated that you have to spend money to make money.

Director Crowe stated that before we approve it we need to know what the cost is.

The district also contacted a Lawyer to specify if we have to offer any benefits to the person holding the 28 hour position. We are also looking into what type of computer equipment we need for the office and if we need to pull a computer from one of the Stations. The Chief is looking into the requirements for the program from OPEL.

6. Presidents Report – Reiterated the review of the Tax Office that was under Old Business and has an Action Item for the Board to vote on. As far as the streamline of the tax office we are going to move forward and try do achieve this endeavor as inexpensively as possible. Table the cost of the new positions in the tax office until next month.(ACTION ITEM) Elaine from the tax Office is owed \$1890.00 for the extra hours she put in during the busy months of October and November. In the past we have paid the extra hours off.

The President also mentioned that he had breakfast with the President of the Union and that their discussion went well. Met with the Chief several times and visited station 3. Other than that everything is fine with the Fire District.

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

Director Gizzarelli had a comment about a letter he dropped off for the Board to review. President Bouchard had the letter and said it needed to be explained further because it had a lot of chicken scratch on it. The President also advised we will hear it under new business. Director Gizzarelli also mentions that the Tax Payers have to fill out to many lines on the envelope to send their taxes to the Town Hall Annex and was wondering if we could streamline the return address. Jeanne Graemiger commented we need that information on the envelope so it is sent to the correct office and person. Also, so it is

sent to the Town Hall Annex and not the Town Hall or Flat River Road.

Action Item – Vote to pay Elaine in the Tax Office the amount of \$1890.00 for extra hours worked.

**Motion made by President Bouchard Seconded by Director Crowe
All Vote Aye**

7. Chiefs report – We still have three FF out with injuries one with a back injury and two with knee injuries.

We still have not heard from the fire station project process and no further communications with the Town Manager concerning the Wood Street facility.

The Chief was notified of a preliminary award of \$215,000 grant from Assistance to Firefighters Program for the radio purchases to upgrade our radio communications system to the State's 800 mhz trunk system for statewide interoperability communications . We have not received final notice but the Chief is 90% sure we will get the grant.

An ACTION ITEM to vote on a request from FF Garrahan to attend the CCRI to pursue an Associates Degree in Fire Science.

Included in this report is also a letter from Kent County Water regarding their rate hike to the PUC. I am requesting direction from the Board regarding any action that you may want to pursue on behalf of the Fire District.

I have included with this report a copy of a letter I recently sent to the Town Manager and the Police Chief regarding the Coventry Fire Alarm RFP renewal. There are several issues related to the present operation of the Fire Alarm Dispatch that need to be addressed in order to meet the needs of our fire department. I have scheduled a meeting with Chief Brown to see if we can address the issues before RFP goes out. I have also made a request of the Town Manager to limit the next contract to a period of two years. I will keep the Board informed as to the progress.

As all of you are aware we conducted a search on Wednesday, February 3rd for a missing skater on Johnson's Pond. The operations included several resources. Although the outcome was tragic, the operation went well. It was the first time that Coventry Emergency Operations Center in the Town Hall Annex was put to service for an actual event in Town.

The new Pierce Tower will be in service in the month of March 2010. The old ladder was sold for \$4,000.00

Last but not least we will have an H1N1 Clinic at the High School so if

anyone is interested in the shot you can come between 3:00 pm – 8:00 pm. We are also using this med POD as a test in the unlikely event we have to mass distribution of medications.

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

ACTION ITEM : Vote on Fire Science degree for FF Garrahan

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

ACTION ITEM TWO: Rate hike with Kent County Water. President Bouchard and Chief Seltzer will attend the hearings and protest the increase once again.

8. Treasurer's Report – rest of year working with a bottom line budget. We are in a deficit by \$80,323.00. If we add in the money from the State and the money from Safer Grant and also the check from the Ladder Truck. We are actually only under budget by \$12,000.00 at our 6 month check point. The overtime will start to wane down due to the fact our new FF are starting on the Schedule Sunday, February 21, 2010. We won't see a surplus but we are cutting is close and staying with the bottom line budget.

Motion to Approve: President Bouchard Seconded: Director

Giguere

All Vote Aye

9. Tax Collector's Report – We are on track for collections and January was an average month.

Motion to Approve: Director Crowe Seconded: Director Gizzarelli

All Vote Aye

10. New Business – Director Gizzarelli he had some information about an automated payment plan for the tax payers and we could set it up to have payments made monthly. President Bouchard told Director Gizzarelli to clean up the paper work and we can discuss it at the next Board meeting.

11. Good & Welfare – Fight for Air Climb breakfast will be held at Flare on the 21st of February. Also Lt. Dave Gorman is participating on February 27th in a Chili Cook-off. He will also be representing the CCFD. Also, we can dispense item number 13 in the Agenda for executive session for discussion and voting related to acquisition of real property.

Comment made by Director Crowe to use the address of 45 Reservoir Rd.

Motion made to Adjourn: President Bouchard Seconded: V.P. Bonn

12. Adjourn: 8:07