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CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, June 21, 2022, 6:00 PM
Coles Road Firehouse, 105 Coles Road
Cromwell, CT 06416

—AGENDA—

- I. Call to Order and Attendance – Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comment*
- IV. Swearing In of Firefighter Jarred Fongemie
- V. Approval of the Board of Commissioners' Meeting Minutes of May 17, 2022
Approval of the Annual Budget Meeting Minutes and Vote of May 23, 2022
- VI. Reading of Communications & Written Appeals to the Board
- VII. Reports of the Staff
 - A. Executive Director
 - B. Financial Report
 - C. Fire Department Chief
 - 1. Fire Marshal's Office
 - D. Water Operations
 - E. Communication Center Report
- VIII. Reports of the Standing Committees
 - A. District Operations
 - B. Executive
 - C. Fire Operations – Meeting May 16, 2022
 - 1. Communications Committee
 - 2. Apparatus Committee – Meeting May 3, 2022 & June 8, 2022
 - D. Pension
 - E. Personnel – Special Meeting June 6, 2022 & Regular Meeting June 14, 2022
 - F. Water Operations – Meeting May 4, 2022 (tabled last month)
- IX. Board Appointments
- X. Consideration of Old Business
 - A. Report of the Town Council Liaison
 - B. Reports of the Special Committees
 - 1. Public Safety Tower Committee
 - 2. Health & Safety/Building Committee
 - 3. By-Laws Committee
 - 4. Publicity Committee
- XI. New Business
 - A. Commissioners' Comments
 - B. Budgetary Adjustments
 - C. Approval of Contracts/Contractors
 - D. Update on Gardiner Well Permit Status
 - E. Update on Interconnection Project
 - F. Update on Travelers Tournament
- XII. Public Comment*

ALL AGENDA ITEMS FOR THIS MEETING ARE SUBMITTED AND PUBLISHED IN DRAFT FORM UNTIL VOTED AND APPROVED BY THE BOARD OF COMMISSIONERS AT THIS MEETING.

XIII. Executive Session

XIV. Adjournment

*Rules for Public Comment: 1) Each Speaker will have a total of 3 minutes to speak; 2) the President of the Commission or Board Committee Chairs shall recognize only one speaker at a time; 3) Citizen's comment period is to provide the public the opportunity to make comments regarding matters of public concerns. All questions and comments shall be directed to the President or Committee Chairs and will be taken under advisement. There will be no open debate with the Commissioners and 4) the President or Board Committee Chairs shall have the right to discontinue recognition of any speaker whom they believe is not using proper decorum for a public meeting, is verbally abusive towards anyone, becomes belligerent or uses profanity.



**CROMWELL FIRE DISTRICT
FINANCIAL STATEMENTS
MAY 31, 2022**

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CONSULTING

Cromwell Fire District

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The accompanying financial statements of The Cromwell Fire District as of and for the period ended May 31, 2022, were not subject to an audit, review, or compilation by CLA and we do not express an opinion, a conclusion, nor provide any assurance on them.

Cromwell Fire District
Executive Overview
May 31, 2022

• **General Fund**

- Revenues exceed expenditures by \$772,182 for the period ended May 31, 2022 as follows:

■ Revenues	\$ 5,568,980
■ Expenditures	\$ 4,796,798
	<u>\$ 772,182</u>

- Tax collections for the current levy and total tax collections are summarized below:

As of May 31, 2022			
	Budget \$	Actual \$	% Collected
Current Levy	4,496,072	4,562,980	101.49%
PY Taxes	11,000	30,672	278.84%
Interest	6,000	18,401	306.69%
Total	4,513,072	4,612,053	102.19%

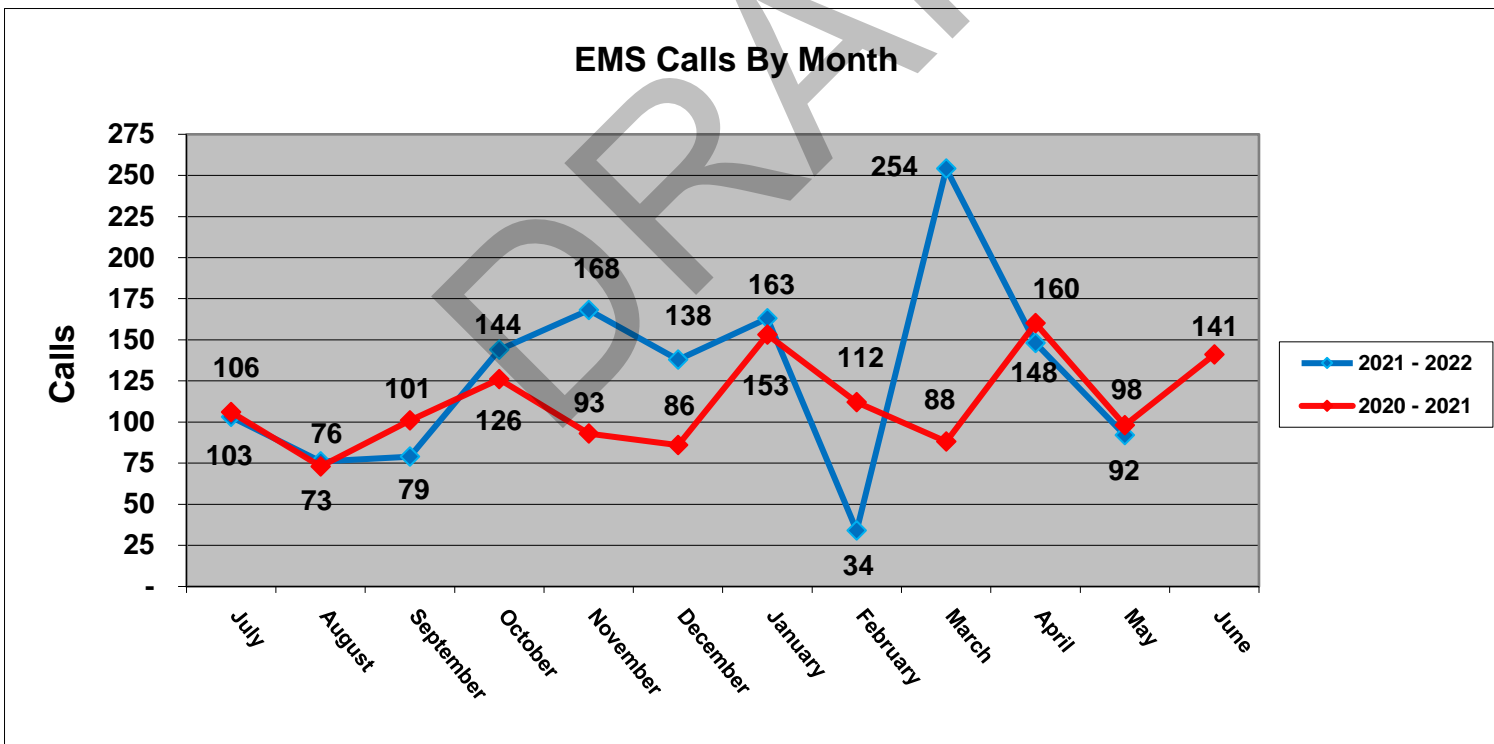
Cromwell Fire District

Executive Overview

May 31, 2022

- **EMS Billing**

- EMS volume during the month of May 2022 was 92 calls and gross charges of \$93,040. This compares to 98 calls and gross charges of \$105,588 during May 2021.
- Billings net of Medicare/Medicaid adjustments for the month of May 2022 were \$41,686 compared to \$48,442 for May 2021.
- Year-to-Date funds collected and deposited as of May 31, 2022 were \$723,376 compared to \$550,079 as of May 2021.
- EMS calls by month (Fiscal 2022 versus 2021) are illustrated below:



Cromwell Fire District

Executive Overview

May 31, 2022

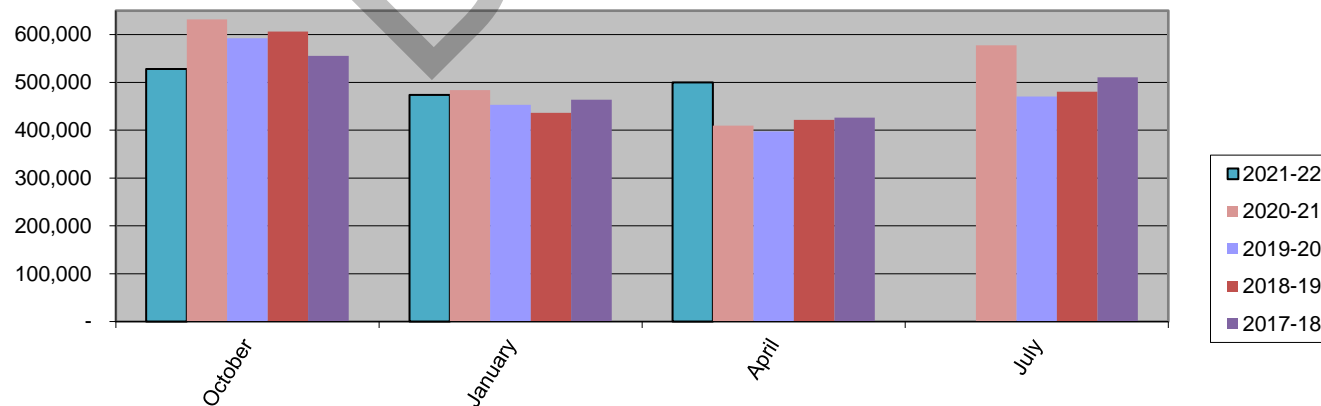
- Water Division Enterprise Fund**

- Revenues exceed expenditures by \$377,562 for the period ended May 31, 2022 as follows:

■ Revenues	\$ 1,823,385
■ Expenditures	\$ 1,445,822
	<u>\$ 377,562</u>

- A comparison of utility billing revenue to the previous four years is shown below:

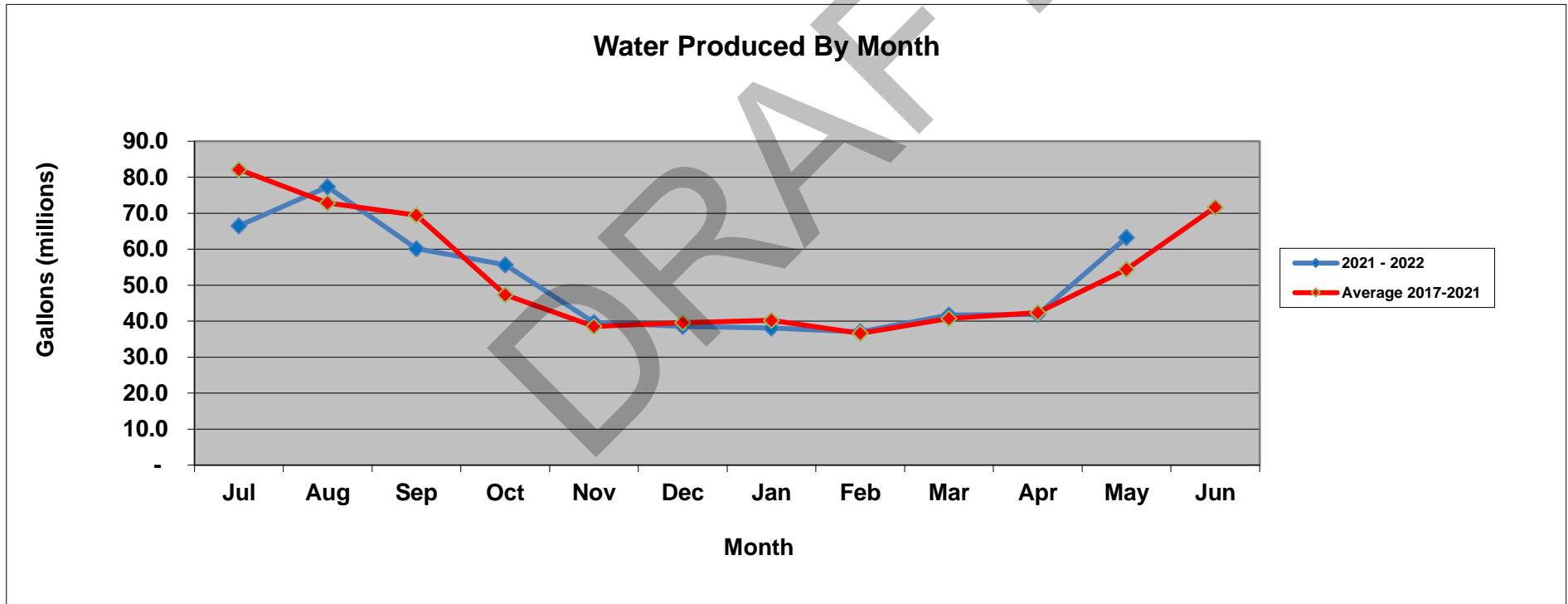
Quarterly Billings					
	2021-22	2020-21	2019-20	2018-19	2017-18
October	528,174	631,689	592,140	606,177	555,298
January	473,627	483,906	452,802	436,457	463,528
April	499,988	409,862	397,413	421,388	426,624
July		577,452	470,451	480,589	510,825
Total	1,501,790	2,102,910	1,912,806	1,944,612	1,956,275



Cromwell Fire District
Executive Overview
May 31, 2022

- **Water Production**

- 63,251,000 gallons were produced during the month of May 2022 versus 68,289,000 gallons produced in May 2021 (a decrease of 5,038,000 gallons).
- An analysis of water pumped by month comparing the current year to the average for the previous five years is shown below:



Cromwell Fire District
General Fund - Budget Report - SUMMARY
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	4,722,179	5,551,315	-	5,551,315	5,568,980	-	(17,665)	0%
EXPENSES									
	TAX COLLECTOR	59,531	60,000	-	60,000	59,983	-	17	0%
	COMMISSION EXPENSES	6,742	10,000	-	10,000	7,580	-	2,420	24%
	COMPUTER OPERATIONS	90,852	100,060	-	100,060	101,624	1,991	(3,555)	-4%
	ADMINISTRATIVE ACCOUNT	357,436	482,900	-	482,900	384,751	-	98,149	20%
	OFFICE OF THE CHIEF	207,825	294,114	-	294,114	251,383	-	42,731	15%
	EMS/FIRE OPERATIONS	1,388,370	1,535,334	-	1,535,334	1,399,111	2,736	133,487	9%
	SIGNALS & ALARMS	21,824	45,180	-	45,180	62,641	-	(17,461)	-39%
	FIRE MARSHAL	118,991	174,878	-	174,878	128,774	-	46,105	26%
	COMMUNICATIONS CENTER	425,725	496,000	-	496,000	441,192	3,434	51,374	10%
	BUILDINGS & GROUNDS	201,090	198,899	-	198,899	196,801	-	2,098	1%
	TRAINING	18,076	27,500	-	27,500	28,014	-	(514)	-2%
	INSURANCE AND BENEFITS	899,870	1,392,520	-	1,392,520	975,822	-	416,698	30%
	DEBT SERVICE	576,254	575,973	-	575,973	575,973	-	(0)	0%
	APPARATUS & EQUIPMENT	183,063	157,956	-	157,956	183,149	5,488	(30,682)	-19%
	OPERATING TRANSFERS OUT	281,615	-	-	-	-	-	-	0%
	TOTAL EXPENSES	4,837,265	5,551,315	-	5,551,315	4,796,798	13,650	740,866	13%
BALANCE		(115,086)	(0)	-	(0)	772,182	(13,650)	(758,532)	38849243528%

Cromwell Fire District
General Fund - Budget Report - DETAIL
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01	General Fund								
01 4100	Property Taxes-Current Year	3,696,700	4,496,072		4,496,072	4,562,980		(66,908)	-1%
01 4110	Property Tax-Prior Year	18,667	11,000		11,000	30,672		(19,672)	-179%
01 4120	Interest on Property Taxes	20,023	6,000		6,000	18,401		(12,401)	-207%
01 4130	Liens on Property Taxes	-	-		-	-		-	0%
01 4350	EMS Billing	597,323	625,000		625,000	712,058		(87,058)	-14%
01 4200	State Grants	-	1,500		1,500	-		1,500	100%
01 4250	Other Grants	191,690	155,799		155,799	124,161		31,638	20%
01 4251	State Training Reimbursements	-	-		-	-		-	0%
01 4252	FD Training Classes	-	-		-	-		-	0%
01 4300	Interest Income	3,114	3,500		3,500	1,733		1,767	50%
01 4450	Revenue Fire Marshal's Office	10	10,000		10,000	4,400		5,600	56%
01 4900	Miscellaneous Revenue	53,724	10,000		10,000	71,496		(61,496)	-615%
01 4930	Employee Insurance Contribution	40,928	67,000		67,000	43,079		23,921	36%
01 4995	Operating Transfers In	100,000	100,000		100,000	-		100,000	100%
01 4990	Transfer from Fund Balance	-	65,443		65,443	-		65,443	100%
	TOTAL GENERAL FUND	4,722,179	5,551,315	-	5,551,315	5,568,980	-	(17,665)	0%
01100	Tax Collector								
01100 5805	Operating Expenses	59,531	60,000		60,000	59,983	-	17	0%
	TOTAL TAX COLLECTOR	59,531	60,000	-	60,000	59,983	-	17	0%
01101	Commission Expense								
01101 5805	Operating Expenses	6,742	10,000		10,000	7,580	-	2,420	24%
	TOTAL COMMISSION EXPENSES	6,742	10,000	-	10,000	7,580	-	2,420	24%
01103	Computer Operations								
01103 5105	Payroll (Less Water Division Share)	42,958	44,903		44,903	38,647	-	6,255	14%
01103 5680	Non-Capital Equipment	2,402	5,000		5,000	3,597	1,991	(588)	-12%
01103 5805	Operating Expenses	45,492	50,158		50,158	59,381	-	(9,223)	-18%
	TOTAL COMPUTER OPERATIONS	90,852	100,060	-	100,060	101,624	1,991	(3,555)	-4%
01104	Administrative Account								
01104 5105	Admin PR (Less Water Div Share)	168,154	176,000		176,000	159,942	-	16,058	9%
01104 5320	Professional Fees	97,037	212,900		212,900	134,417	-	78,483	37%
01104 5370	EMS Billing Services	61,948	60,000		60,000	62,485	-	(2,485)	-4%
01104 5620	West Street Utilities	10,685	12,000		12,000	9,750	-	2,250	19%
01104 5805	Operating Expenses	6,366	7,000		7,000	6,029	-	971	14%
01104 5811	Payroll Services	13,247	15,000		15,000	12,128	-	2,872	19%

Cromwell Fire District
General Fund - Budget Report - DETAIL
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	TOTAL ADMINISTRATIVE ACCOUNT	357,436	482,900	-	482,900	384,751	-	98,149	20%
01110	Office of the Fire Chief								
01110 5105	Payroll	192,978	277,114		277,114	235,325	-	41,789	15%
01110 5319	Professional Fees	-	1,000		1,000	-	-	1,000	100%
01110 5355	Recruitment & Morale	-	1,000		1,000	1,300	-	(300)	-30%
01110 5805	Operating Expenses	14,848	15,000		15,000	14,758	-	242	2%
	TOTAL OFFICE OF THE CHIEF	207,825	294,114	-	294,114	251,383	-	42,731	15%
01116	EMS/Fire Operations								
01116 5105	Payroll	799,055	865,494		865,494	772,984	-	92,509	11%
01116 5113	Payroll - PT Fire & EMS	465,024	470,400		470,400	507,856	-	(37,456)	-8%
01116 5371	Paramedic Fees	33,165	38,000		38,000	39,488	-	(1,488)	-4%
01116 5373	Contribution-Volunteer Pension Fund	17,485	33,000		33,000	-	-	33,000	100%
01116 5380	Medicals & Physicals	4,673	41,000		41,000	15,870	2,420	22,710	55%
01116 5381	Volunteer Medical/Physicals	-	-		-	-	-	-	0%
01116 5611	Consumable Supplies-EMS	29,431	33,000		33,000	26,902	-	6,098	18%
01116 5612	Consumable Supplies-Fire	10,227	9,000		9,000	6,901	-	2,099	23%
01116 5614	Oxygen	5,497	7,000		7,000	5,435	-	1,565	22%
01116 5670	Uniforms	19,145	30,000		30,000	16,314	-	13,686	46%
01116 5680	Non Capital Equipment	(31)	3,000		3,000	1,106	316	1,578	53%
01116 5805	Operating Expenses	4,700	5,440		5,440	6,255	-	(815)	-15%
	TOTAL EMS/Fire OPERATIONS	1,388,370	1,535,334	-	1,535,334	1,399,111	2,736	133,487	9%
01120	Signals & Alarms								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0%
01120 5805	Operating Expenses	21,824	45,180		45,180	62,641	-	(17,461)	-39%
	TOTAL SIGNALS & ALARMS	21,824	45,180	-	45,180	62,641	-	(17,461)	-39%
01121	Fire Marshal								
01121 5105	Payroll	96,571	149,878		149,878	112,236	-	37,642	25%
01121 5460	Public Education & Fire Prevention	413	2,000		2,000	865	-	1,135	57%
01121 5680	Non Capital Equipment	-	3,000		3,000	-	-	3,000	100%
01121 5805	Operating Expenses	22,007	20,000		20,000	15,673	-	4,327	22%
	TOTAL FIRE MARSHAL	118,991	174,878	-	174,878	128,774	-	46,105	26%
01122	Communications Center								
01122 5105	Payroll	381,515	418,700		418,700	388,734	-	29,966	7%
01122 5350	Training	1,781	13,000		13,000	6,424	-	6,576	51%

Cromwell Fire District
General Fund - Budget Report - DETAIL
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01122 5670	Uniforms	2,642	3,100		3,100	2,301	-	799	26%
01122 5680	Non-Capital Equipment	3,475	6,000		6,000	5,932	-	68	1%
01122 5805	Operating Expenses	36,312	55,200		55,200	37,800	3,434	13,966	25%
	TOTAL COMMUNICATIONS CENTER	425,725	496,000	-	496,000	441,192	3,434	51,374	10%
01140	Buildings & Grounds								
01140 5105	Payroll	49,467	49,499		49,499	46,814	-	2,685	5%
01140 5451	Repairs & Maintenance - Court Street	38,170	30,000		30,000	25,212	-	4,788	16%
01140 5452	Repairs & Maintenance - West Street	15,436	20,000		20,000	25,412	-	(5,412)	-27%
01140 5453	Repairs & Maintenance - Coles Road	21,649	22,500		22,500	22,155	-	345	2%
01140 5621	Utilities-Court St	38,567	39,000		39,000	39,653	-	(653)	-2%
01140 5622	Utilities-West St	10,362	10,000		10,000	11,338	-	(1,338)	-13%
01140 5623	Utilities-Coles Rd	25,371	26,000		26,000	24,668	-	1,332	5%
01140 5670	Uniforms	1,124	900		900	978	-	(78)	-9%
01140 5805	Operating Expenses	945	1,000		1,000	570	-	430	43%
	TOTAL BUILDINGS & GROUNDS	201,090	198,899	-	198,899	196,801	-	2,098	1%
01160	Training								
01160 5350	Training	12,792	22,500		22,500	21,185	-	1,315	6%
01160 5351	Career Training	5,284	5,000		5,000	6,828	-	(1,828)	-37%
	TOTAL TRAINING	18,076	27,500	-	27,500	28,014	-	(514)	-2%
01220	Insurance and Benefits								
01220 5200	Payroll Tax Expense	167,645	190,963		190,963	172,079	-	18,884	10%
01220 5210	Unemployment Compensation	1,374	12,000		12,000	-	-	12,000	100%
01220 5230	Worker's Compensation Insurance	91,840	119,400		119,400	94,891	-	24,509	21%
01220 5240	Dental Insurance	21,714	36,000		36,000	22,131	-	13,869	39%
01220 5260	Medical Insurance	334,253	601,000		601,000	333,891	-	267,109	44%
01220 5270	Life Insurance	7,804	15,000		15,000	6,899	-	8,101	54%
01220 5290	Pension-Employer	49,017	52,109		52,109	52,109	-	-	0%
01220 5291	Pension-MERS	176,320	296,823		296,823	233,748	-	63,075	21%
01220 5520	Property/Liability Insurance	49,903	69,225		69,225	60,073	-	9,152	13%
	TOTAL INSURANCE AND BENEFITS	899,870	1,392,520	-	1,392,520	975,822	-	416,698	30%
01260	Debt Service								
01260 5910	Debt Service-Interest	88,397	73,116		73,116	73,116	-	(0)	0%
01260 5920	Debt Service-Principal	487,857	502,857		502,857	502,857	-	-	0%
	TOTAL DEBT SERVICE	576,254	575,973	-	575,973	575,973	-	(0)	0%

Cromwell Fire District
General Fund - Budget Report - DETAIL
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01300	Apparatus & Equipment								
01300 5105	Payroll	42,379	42,456		42,456	38,541	-	3,915	9%
01300 5420	Repairs & Maintenance-Equipment	35,940	29,000		29,000	22,108	4,059	2,832	10%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0%
01300 5430	Repairs & Maintenance-Vehicles	60,219	45,000		45,000	82,186	1,429	(38,615)	-86%
01300 5611	Consumable Supplies	10,804	6,500		6,500	14,507	-	(8,007)	-123%
01300 5613	Fuel/Oil	23,482	25,000		25,000	20,537	-	4,463	18%
01300 5670	Uniforms	1,759	1,000		1,000	850	-	150	15%
01300 5680	Non-Capital Equipment	7,772	7,500		7,500	3,851	-	3,649	49%
01300 5805	Operating Expenses	708	1,500		1,500	570	-	930	62%
	TOTAL APPARATUS & EQUIPMENT	183,063	157,956	-	157,956	183,149	5,488	(30,682)	-19%
	Capital								
01402 5990	Operating Transfers Out	281,615	-		-	-		-	0%
	TOTAL REVENUES	4,722,179	5,551,315	-	5,551,315	5,568,980	-	(17,665)	0%
	TOTAL EXPENSES	4,837,265	5,551,315	-	5,551,315	4,796,798	13,650	740,866	13%
	Balance	(115,086)	(0)	-	-	772,182	(13,650)	(758,532)	0%

**Cromwell Fire District
EMS Billing Report
As of May 31, 2022**

2021-2022													
Month	Calls	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	103	171,389.02	116,637.90	(49,261.38)	(54,983.22)	(2.52)	-	-	385.15	-	-	-	184,164.95
August	76	184,164.95	78,268.90	(49,904.53)	(50,412.79)	-	-	-	-	-	-	-	162,116.53
September	79	162,116.53	72,464.40	(20,292.79)	(22,367.25)	-	-	-	-	-	-	-	191,920.89
October	144	191,920.89	148,849.21	(80,547.33)	(85,307.10)	(158.30)	(2,061.30)	(15,846.57)	387.01	-	-	-	157,236.51
November	168	157,236.51	167,939.00	(87,565.01)	(83,096.14)	-	(95.20)	-	175.47	-	-	-	154,594.63
December	138	154,594.63	157,111.80	(57,986.76)	(54,371.84)	-	-	-	1,421.14	-	-	-	200,768.97
January	163	200,768.97	170,186.11	(71,972.52)	(89,152.14)	(2.00)	(1,977.38)	(25,329.25)	-	-	-	-	182,521.79
February	34	182,521.79	52,268.80	(61,441.06)	(78,410.00)	-	(618.45)	-	-	-	-	-	94,321.08
March	254	94,321.08	270,400.75	(91,232.61)	(95,225.75)	-	(332.35)	(11,010.84)	780.53	-	-	-	167,700.81
April	148	167,700.81	143,057.58	(85,392.97)	(98,015.97)	-	(908.36)	(2,705.91)	2,641.94	-	-	-	126,377.12
May	92	126,377.12	93,039.66	(67,778.94)	(51,353.99)	0.42	(450.59)	(28,432.17)	(23.46)	-	-	-	71,378.05
June		71,378.05								-	-	-	71,378.05
Total	1,399	171,389.02	1,470,224.11	(723,375.90)	(762,696.19)	(162.40)	(6,443.63)	(83,324.74)	5,767.78	-	-	-	71,378.05
		<div>49% 52% 0% 0% 6% 0% 0% 0% 0%</div>											
Deposits				(723,375.90)									
Deposits Per Ledger				712,058.29									
Difference				(11,317.61)									
Charges Net of Medicare/Medicaid Adjustments					707,527.92								

2020-2021													
Month	Calls	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	106	138,893.01	104,379.28	(48,348.37)	(46,792.12)	(869.49)	(198.77)	(22,141.84)	1,780.30	-	-	-	126,702.00
August	73	126,702.00	76,808.74	(53,058.90)	(55,483.34)	(501.82)	-	-	283.14	-	-	-	94,749.82
September	101	94,749.82	106,205.74	(35,930.27)	(39,829.08)	(1.98)	(90.23)	(4,556.14)	-	-	-	-	120,547.86
October	126	120,547.86	120,142.19	(47,800.47)	(65,535.06)	-	(988.15)	-	667.67	-	292.21	-	127,326.25
November	93	127,326.25	91,645.85	(47,417.93)	(53,083.56)	-	(836.51)	(12,028.60)	240.00	-	-	-	105,845.50
December	86	105,845.50	91,203.94	(53,604.80)	(50,798.46)	-	-	-	230.00	-	-	-	92,876.18
January	153	92,876.18	146,507.14	(51,599.38)	(54,204.92)	(166.67)	(94.66)	(9,222.67)	639.50	-	-	-	124,734.52
February	112	124,734.52	115,946.40	(50,863.85)	(45,221.63)	-	(189.96)	(6,347.79)	-	-	-	-	138,057.69
March	88	138,057.69	98,516.50	(58,099.08)	(60,203.42)	-	(181.10)	-	862.91	-	-	-	118,953.50
April	160	118,953.50	151,370.03	(58,535.49)	(71,163.80)	(1,021.74)	(387.56)	(5,595.28)	1,332.02	-	-	-	134,951.68
May	98	134,951.68	105,587.60	(44,820.04)	(57,145.56)	-	(88.94)	(9,817.84)	500.00	-	-	-	129,166.90
June	141	129,166.90	132,059.20	(49,681.61)	(41,061.10)	-	-	-	905.63	-	-	-	171,389.02
Total	1,337	138,893.01	1,340,372.61	(599,760.19)	(640,522.05)	(2,561.70)	(3,055.88)	(69,710.16)	7,441.17	-	292.21	-	171,389.02
		<div>45% 48% 0% 0% 5% -1% 0% 0% 0%</div>											
Deposits				(599,760.19)									
Deposits Per Ledger				597,323.12									
Difference				(2,437.07)									
Charges Net of Medicare/Medicaid Adjustments					699,850.56								

Cromwell Fire District
General Fund - Projected Fund Balance
As of May 31, 2022

Unreserved Fund Balance, July 1, 2021				\$	1,108,786
Designated for 2021-2022 Budget					65,443
Additional Appropriations During the Year					-
					<u>1,174,229</u>
Projected Results of Current Year Operations					
		<u>Budget</u>	<u>Projected Actual</u>	<u>Adjustment</u>	
Revenues	\$	5,551,315	\$	5,485,872	\$ (65,443)
Expenditures		<u>5,551,315</u>		<u>5,551,315</u>	<u>-</u>
Results of Budgetary Operations	\$	<u>(0)</u>	\$	<u>(65,443)</u>	<u>(65,443)</u>
Unreserved Fund Balance June 30, 2022					1,108,786
Undesignated Fund Balance June 30, 2022					1,108,786
Updated Balance 6/30/2022 (projected)				\$	1,108,786
Fund Balance as a Percentage of Expenditures					19.97%

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - SUMMARY
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	2,542,583	2,495,267	-	2,495,267	1,823,385	-	671,882	27%
EXPENSES									
	PAYROLL	548,123	614,000	-	614,000	521,181	-	92,819	15%
	POWER AND PUMPING	261,139	266,000	19,000	285,000	262,997	7,723	14,280	5%
	TREATMENT	70,692	87,000	-	87,000	57,983	19,203	9,815	11%
	TRANSMISSION & DISTRIBUTION	68,003	112,200	(19,000)	93,200	66,539	11,119	15,541	17%
	OTHER OPERATING EXPENSES	54,579	58,271	-	58,271	49,958	1,682	6,631	11%
	GENERAL ADMINISTRATION	477,771	604,263	-	604,263	456,506	1,991	145,766	24%
	DEBT SERVICE - INTEREST	18,325	30,850	-	30,850	30,659	-	191	1%
	TRANSFER EQUIPMENT RESERVE FUND	-	-	-	-	-	-	-	0%
	TRANSFER WATER CAPITAL FUND	310,970	143,804	-	143,804	-	-	143,804	100%
	TOTAL EXPENSES	1,809,602	1,916,387	-	1,916,387	1,445,822	41,718	428,846	22%
BALANCE		732,980	578,880	-	578,880	377,562	(41,718)	243,036	42%

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05	Water Fund								
05 4140	Interest Income On Assessment	17,774	500		500	16,209		(15,709)	-3142%
05 4150	Interest on Receivables	48,377	25,000		25,000	30,120		(5,120)	-20%
05 4200	State Grants	-	-		-	-		-	0%
05 4300	Interest Income	3,114	3,500		3,500	1,733		1,767	50%
05 4400	Metered Sales To General Public	2,120,327	2,069,375		2,069,375	1,496,667		572,708	28%
05 4402	Sales to Other Districts	80,556	45,000		45,000	66,244		(21,244)	-47%
05 4405	Seasonal & Hydrant Sales	156,090	140,000		140,000	129,477		10,523	8%
05 4410	Miscellaneous Service Revenues	23,903	25,000		25,000	25,467		(467)	-2%
05 4411	Connection Charges/Inspections	45,726	15,000		15,000	33,097		(18,097)	-121%
05 4900	Miscellaneous Non-operating Revenue	31,668	3,000		3,000	14,174		(11,174)	-372%
05 4930	Employee Insurance Contribution	9,047	18,000		18,000	10,197		7,803	43%
05 4990	Administrative Costs-Other Funds	6,000	6,000		6,000	-		6,000	100%
05 4995	Operating Transfers In	-	-		-	-		-	0%
05 4990	Transfer from Fund Balance	-	144,892		144,892	-		144,892	100%
	TOTAL REVENUE	2,542,583	2,495,267	-	2,495,267	1,823,385	-	671,882	27%
05901	Payroll								
05901 5105	TOTAL PAYROLL	548,123	614,000		614,000	521,181	-	92,819	15%
05902	Power and Pumping								
05902 5434	Maint. of Structures & Improvements	11,686	10,000		10,000	7,496	-	2,504	25%
05902 5435	Maint. of Pumping Equipment	20,806	25,000		25,000	12,866	7,723	4,411	18%
05902 5620	Power	220,141	220,000		220,000	223,984	-	(3,984)	-2%
05902 5800	Other Expenditures	8,506	11,000	19,000	30,000	18,650	-	11,350	38%
	TOTAL POWER AND PUMPING	261,139	266,000	19,000	285,000	262,997	7,723	14,280	5%
05903	Treatment								
05903 5630	Chlorine	12,672	14,500		14,500	12,154	2,346	(0)	0%
05903 5631	Aqua-Mag	21,073	18,000		18,000	12,160	5,840	(0)	0%
05903 5632	Fluoride	13,716	17,000		17,000	8,541	8,459	-	0%
05903 5805	Operating Expenses	23,232	37,500		37,500	25,127	2,558	9,815	26%
	TOTAL TREATMENT	70,692	87,000	-	87,000	57,983	19,203	9,815	11%
05904	Transmission & Distribution								
05904 5319	Outside Services	24,508	21,200		21,200	16,104	-	5,096	24%
05904 5436	Maint. of Reservoir	4,780	15,000	(10,000)	5,000	3,422	-	1,578	32%
05904 5437	Maint. of Trans & Distr Main	18,968	50,000		50,000	36,414	6,897	6,689	13%
05904 5438	Maint. of Services	15,149	-		-	-	-	-	0%
05904 5439	Maint. of Meters	617	6,000		6,000	2,869	1,201	1,930	32%
05904 5440	Maint. of Hydrants	3,980	20,000	(9,000)	11,000	7,731	3,021	248	2%
	TOTAL TRANSMISSION & DISTRIBUTION	68,003	112,200	(19,000)	93,200	66,539	11,119	15,541	17%

No assurance is provided on these financial statements.

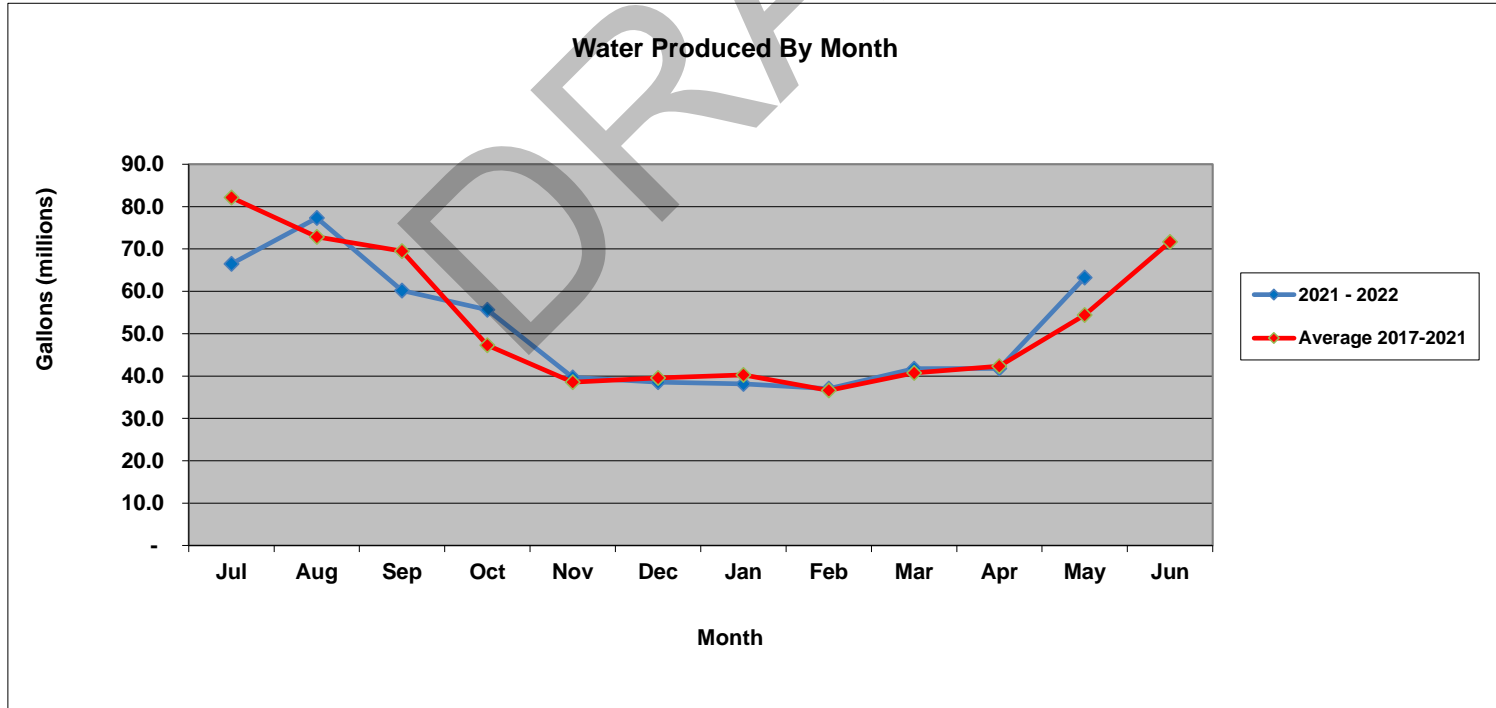
Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2021 - 2022
As of May 31, 2022

Completed Budget Months = 11 (92%)
Available Budget Months = 1 (8%)

Account Number	Description	Actual 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05908	Other Operating Expenses								
05908 5621	Utilities	9,499	11,000		11,000	10,026	-	974	9%
05908 5800	Other Expenditures	-	1,500		1,500	532	-	968	65%
05908 5802	Uniforms	3,731	6,000		6,000	4,004	-	1,996	33%
05908 5870	Dues & Training	2,882	8,000		8,000	3,644	-	4,356	54%
05908 5880	Truck & Garage Expense	38,467	31,771		31,771	31,753	1,682	(1,664)	-5%
	TOTAL OTHER OPERATING EXPENSES	54,579	58,271	-	58,271	49,958	1,682	6,631	11%
05907	General Administration								
05907 5200	Payroll Tax Expense	40,002	46,971		46,971	38,567	-	8,404	18%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100%
05907 5230	Worker's Compensation Insurance	22,960	29,500		29,500	23,723	-	5,777	20%
05907 5240	Dental Insurance	9,265	13,000		13,000	8,250	-	4,750	37%
05907 5260	Medical Insurance	157,359	209,000		209,000	124,911	-	84,089	40%
05907 5270	Life Insurance	2,529	5,000		5,000	2,032	-	2,968	59%
05907 5290	Pension-Employer	38,051	36,039		36,039	36,039	-	-	0%
05907 5319	Outside Services	3,940	8,250		8,250	4,010	-	4,240	51%
05907 5320	Professional Fees	63,397	92,000		92,000	71,875	-	20,125	22%
05907 5520	Property/Liability Insurance	33,946	42,273		42,273	39,219	-	3,054	7%
05907 5610	Office Operations Expense	10,404	10,000		10,000	10,699	-	(699)	-7%
05907 5615	Tele-communications	8,604	10,100		10,100	10,317	-	(217)	-2%
05907 5621	West Street Utilities	11,123	12,000		12,000	8,473	-	3,527	29%
05907 5805	Computer Operations	56,972	68,530		68,530	59,377	1,991	7,161	10%
05907 5811	Payroll Services	576	600		600	458	-	142	24%
05907 7141	Postage	5,658	5,000		5,000	4,230	-	770	15%
05907 7142	Utility Billing Services	12,986	15,000		15,000	14,325	-	675	4%
	TOTAL GENERAL ADMINISTRATION	477,771	604,263	-	604,263	456,506	1,991	145,766	24%
05907 5910	DEBT SERVICE - INTEREST	18,325	30,850		30,850	30,659	-	191	1%
05908	Capital								
05908 5990	Transfer Equipment Reserve Fund	-	-		-	-	-	-	0%
05908 5990	Transfer Water Capital Fund	310,970	143,804		143,804	-	-	143,804	100%
	TOTAL CAPITAL	310,970	143,804	-	143,804	-	-	143,804	100%
	TOTAL REVENUES	2,542,583	2,495,267	-	2,495,267	1,823,385	-	671,882	27%
	TOTAL EXPENSES	1,809,602	1,916,387	-	1,916,387	1,445,822	41,718	428,846	22%
	Balance	732,980	578,880	-	578,880	377,562	(41,718)	243,036	42%

Cromwell Fire District
Analysis of Water Pumped by Month
As of May 31, 2022

Month	Fiscal Year						2017-2021 Average	2022/Avg Monthly	%
	2017	2018	2019	2020	2021	2022			
Jul	89.8	70.7	80.3	83.0	86.9	66.5	82.1	(15.7)	-19.1%
Aug	75.4	66.6	66.5	75.8	80.1	77.3	72.9	4.4	6.1%
Sep	70.6	64.8	57.6	78.7	75.7	60.2	69.5	(9.3)	-13.4%
Oct	47.3	51.4	42.0	43.3	52.5	55.6	47.3	8.3	17.6%
Nov	39.8	36.3	35.7	37.1	43.9	39.7	38.6	1.1	2.8%
Dec	40.2	36.5	37.4	39.2	44.5	38.5	39.6	(1.0)	-2.6%
Jan	40.8	38.7	38.6	39.9	43.4	38.1	40.3	(2.1)	-5.3%
Feb	36.4	35.8	35.0	36.7	39.1	37.0	36.6	0.4	1.1%
Mar	40.4	39.4	40.8	40.5	42.5	41.7	40.7	1.0	2.4%
Apr	41.4	39.8	41.3	41.3	47.9	41.8	42.3	(0.5)	-1.2%
May	49.9	53.9	46.5	53.4	68.3	63.3	54.4	8.9	16.3%
Jun	61.3	77.7	61.5	78.9	79.1		71.7	-	0.0%
Total	633.3	611.4	583.3	647.9	703.8	559.7	635.9	(4.5)	

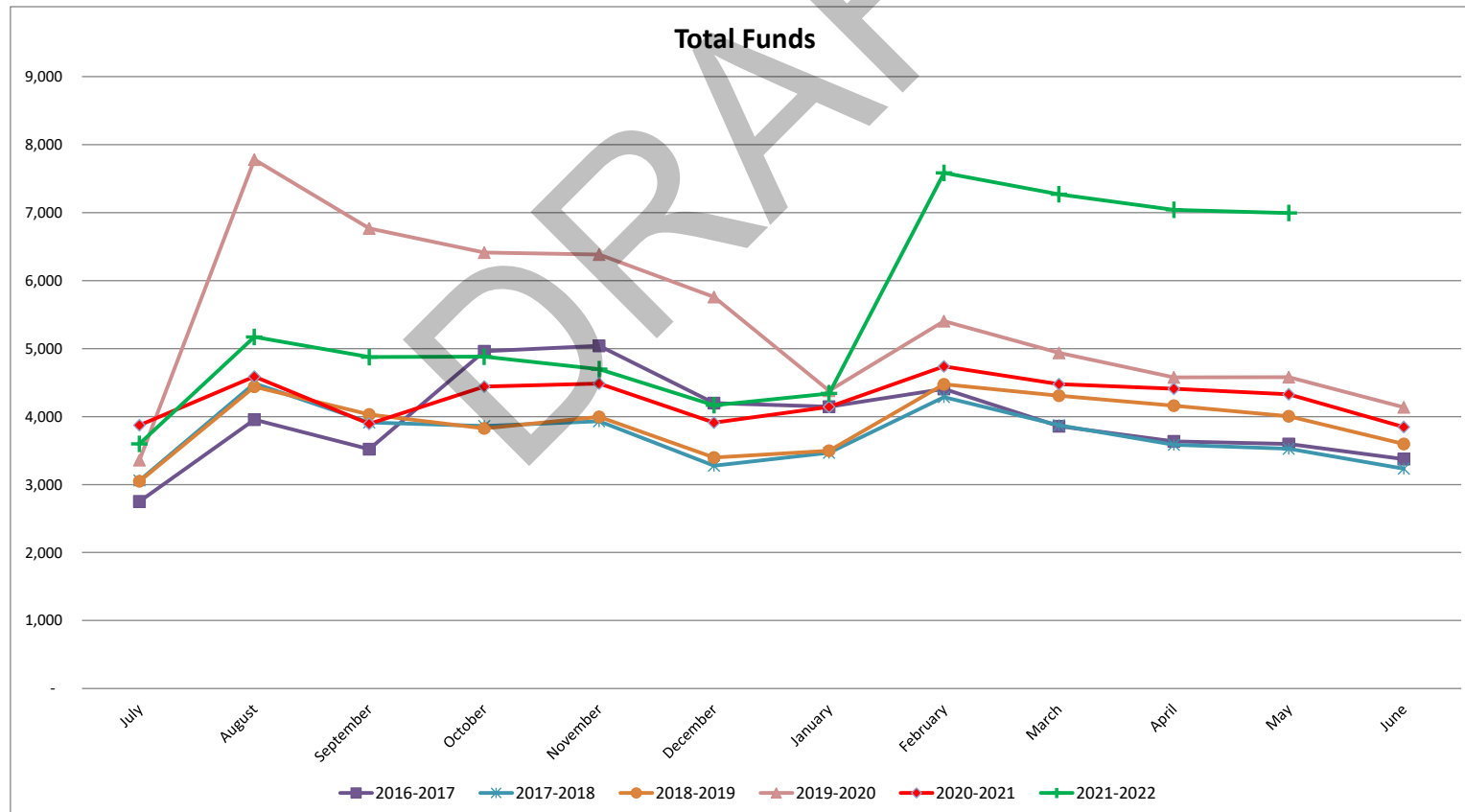


**Cromwell Fire District
Treasurer's Report
As of May 31, 2022**

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,707.98	0.64	-	9,708.62	8.22
Citizens Bank					
Checking	114,312.02	796,323.24	623,994.15	286,641.11	-
Reserve Account	2,249,925.50	-	10.50	2,249,915.00	-
Money Market	2,055,539.57	160.06	400,000.00	1,655,699.63	1,730.42
Fire Department Trust	63,289.40	2.69	-	63,292.09	31.64
Hardship Benefit Fund	64,865.47	2.75	-	64,868.22	29.73
Harris Scholarship & Memorial Fund	27,549.74	1.10	2,000.00	25,550.84	12.03
People's United Bank					
Checking	184,897.08	383,088.83	200,224.32	367,761.59	-
Savings	2,271,052.39	99.56	-	2,271,151.95	1,726.50
Total Ending Balance	7,041,139.15	1,179,678.87	1,226,228.97	6,994,589.05	3,538.54

**Cromwell Fire District
Analysis of Cash Balances
As of May 31, 2022**

Month	Fiscal Year					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
July	2,751	3,059	3,047	3,358	3,874	3,599
August	3,955	4,488	4,438	7,780	4,589	5,171
September	3,522	3,915	4,032	6,766	3,892	4,875
October	4,960	3,860	3,826	6,413	4,442	4,881
November	5,041	3,932	3,995	6,384	4,486	4,698
December	4,197	3,276	3,397	5,758	3,910	4,166
January	4,145	3,468	3,497	4,381	4,142	4,339
February	4,407	4,285	4,475	5,404	4,738	7,584
March	3,858	3,873	4,307	4,936	4,478	7,270
April	3,636	3,584	4,159	4,577	4,410	7,041
May	3,596	3,527	4,006	4,579	4,326	6,994
June	3,374	3,233	3,597	4,136	3,846	



**Cromwell Fire District
Fire Department Funds
May 31, 2022**

	#22	#25	#26	#27	
		Sick Benefits	Memorial		
	Fire Department Trust Fund	Hardship Benefit Fund	Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Total
Cash Due from District	\$ 63,392 -	\$ 64,868 -	\$ 25,551 30	\$ - 5,546	\$ 25,551 5,576
Total Assets	\$ 63,392	\$ 64,868	\$ 25,581	\$ 5,546	\$ 31,127
Accounts Payable Due to District	\$ 16,806 400	\$ - -	\$ - -	\$ - -	\$ - -
Fund Balance	46,186	64,868	25,581	5,546	31,127
Total Liabilities & Fund Balance	\$ 63,392	\$ 64,868	\$ 25,581	\$ 5,546	\$ 31,127
Revenue					
Interest Income Annual Drive Annual Banquet Donations Uniforms Other Income/Transfers In	\$ 32 100 - 13,525 - -	\$ 30 - - - -	\$ 12 - - 1,705 - -	\$ - - - - -	\$ 12 - - 1,705 - -
Total Revenue	\$ 13,657	\$ 30	\$ 1,717	\$ -	\$ 1,717
Expenditures					
Annual Banquet Annual Drive Scholarships Legal Uniforms Administrative Expense Dinner Meetings Fires/Work Details Postage Parades Training Donations Maintenance & Repairs Fire Prevention Explorers Other Expenditures/Transfers Out Capital Expenditures	\$ - - - - - - - - - - - - - 2,350 15,598	\$ - - - - - - - - - - - - - -	\$ - - 2,000 - - - - - - - - - - -	\$ - - - - - - - - - - -	\$ - - 2,000 - - - - - - - - - -
Total Expenditures	17,948	-	2,000	-	2,000
Excess (Deficiency) of Revenues Over Expenditures	\$ (4,291)	\$ 30	\$ (283)	\$ -	\$ (283)
Fund Balance Beginning	50,477	64,838	25,864	5,546	31,410
Fund Balance Ending	\$ 46,186	\$ 64,868	\$ 25,581	\$ 5,546	\$ 31,127
					Grand Total
					\$ 153,811 5,576
					\$ 159,387
					\$ 16,806 400 142,181 \$ 159,387
					\$ 73 100 - 15,230 - -
					\$ 15,403
					\$ - - 2,000 - - - - - - - - - - 2,350 15,598
					19,948
					\$ (4,544) 146,725
					\$ 142,181

**Cromwell Fire District
Equipment Reserve Fund
Budget Report
May 31, 2022**

Description	Account Number	Budget Prior Years	Budget 2021-22	Updated Budget	Expended Prior Yrs	Expended 2021-2022	Expended Total	Encumbered	Total Committed	Balance
Closed Projects & Uncommitted Fund Balance		4,059,560	-	4,059,560	4,059,560	-	4,059,560	-	4,059,560	(0)
Scott Air Packs / SCBA Replacement	31750-5740	300,506	25,000	325,506	259,942	65,564	325,506		325,506	-
Vehicles & Apparatus - Major Repairs	31751-5710	209,735		209,735	204,125		204,125		204,125	5,609
R-1 Replacement	31715-5740	250,000		250,000	-		-		-	250,000
Ambulance Re-chassis	31791-5710	-		-	-		-		-	-
Equipment & Vehicle Replacements	31800-5710	-	75,000	75,000	-	73,573	73,573		73,573	1,427
Stretcher for Ambulance re-chassis	31804-5740	17,000		17,000	15,794		15,794		15,794	1,206
IPAD Replacement (13)	31702-5740	6,500		6,500	6,214		6,214		6,214	286
Ambulance EMS Chart Computers/IPADS (4)	31702-5740	5,500		5,500	-		-		-	5,500
Network Security Audit	31757-5320	12,000		12,000	4,000	7,625	11,625		11,625	375
Switch / UPS Redundancy (50%)	31702-5740	-	6,000	6,000	-	1,000	1,000		1,000	5,000
Turn Out Gear Replacement	31784-5740	406,344	25,000	431,344	388,382	36,851	425,233		425,233	6,111
FMO Investigation vehicle & cap	31800-5710	29,632		29,632	28,716		28,716		28,716	916
Hurst Tool Replacement	31819-5700	6,000		6,000	-		-		-	6,000
Facilities Maintenance Program	31830-5700	133,644	15,948	149,592	93,492		93,492		93,492	56,101
Bunk room door/wall/window modification	31604-7310	4,000	10,000	14,000	-		-		-	14,000
Bunk room Men's/Women's plumbing facilities	31604-7310	10,000		10,000	-		-		-	10,000
Murphy beds (6)	31939-5800	16,000		16,000	-		-		-	16,000
AED-Replacement x 4 at \$2200	31760-5740	8,800	6,500	15,300	8,240	7,020	15,260		15,260	40
AED - EMT/CPR Trainer Devices	31760-5740	2,100		2,100	-	901	901		901	1,199
Fire hose replacement	31716-5740	13,000		13,000	10,039		10,039		10,039	2,961
(8) MSA 4-Gas Meter Replacement: (6) Fire + (2) FV	31763-5740	-	9,156	9,156	-	8,261	8,261		8,261	895
FMO Permit Software	31785-5740	-	3,000	3,000	-		-	2,775	2,775	225
Knoxbox System Repair/Upgrade	31921-5740	-	13,000	13,000	-	13,533	13,533		13,533	(533)
West Street Front Apron repairs	31830-5740	-	10,000	10,000	-		-		-	10,000
Door Access Security System (GF portion)	31921-5740	-		-	-		-		-	-
Air compressor - Court St apparatus bay	31952-5740	5,000		5,000	1,108		1,108		1,108	3,892
Airbags & Airbag System (new apparatus) (bonds)	31713-5740	-	30,075	30,075	-		-	30,075	30,075	-
Hose (new apparatus) (bonds)	31716-5740	-	18,282	18,282	-		-	18,282	18,282	-
Rope & Rope Equipment (new apparatus) (bonds)	31817-5700	-	12,345	12,345	-	12,624	12,624		12,624	(279)
Extrication Tools (new apparatus) (bonds)	31819-5700	-	75,699	75,699	-	31,032	31,032	44,667	75,699	-
Apparatus, Ambulance & Equipment (bonds)	multiple t/b/d	-	1,863,599	1,863,599	-	364,924	364,924	6,841	371,765	1,491,834
Radio/Tower/Antenna Upgrades Project (bonds)	31807-5740	3,000,000		3,000,000	2,888,019	111,981	3,000,000		3,000,000	-
Radios for Fire Police & Fire Inspectors	31807-5740	-	15,000	15,000	-	3,735	3,735		3,735	11,265
Login Recorder, Pagers & Cases	31807-5740	169,075		169,075	158,233		158,233		158,233	10,842
Construction of 6 Radio Voting Sites	31807-5740	140,000		140,000	41,814	58,929	100,742		100,742	39,258
Active Projects		4,744,835	2,213,604	6,958,439	4,108,117	797,553	4,905,671	102,641	5,008,312	1,950,128
Total		8,804,396	2,213,604	11,018,000	8,167,678	797,553	8,965,231	102,641	9,067,872	1,950,128

**Cromwell Fire District
Water Capital Fund
Budget Report
May 31, 2022**

Description	Account Number	Budget Prior Years	Budget 2021-2022	Total Budget	Expended Prior Years	Expended 2021-2022	Total Expenditures	Encumbered	Balance
Closed Projects & Uncommitted Fund Balance		5,290,740	-	5,290,740	5,290,740	-	5,290,740	-	(0)
Chem Feed Transfer Switch	35835-5700	63,344		63,344	63,344		63,344		-
Meters	35904-5720	332,396	75,000	407,396	328,660	74,646	403,306	354	3,736
Hydrants	35929-5722	80,132	15,000	95,132	69,442	4,822	74,264		20,869
Water System Remote Data Collection System	35912-5730	10,000	(10,000)	-	-		-		-
Replacement of Well Pump Motor	35740-5435	63,000		63,000	58,300		58,300		4,700
Engineering Services - Water Tank Inspection	35752-7290	-		-	-		-		-
Leak Detection equipment	35776-5740	16,679		16,679	16,679		16,679		-
Confined space equipment	35954-5740	7,485		7,485	7,485		7,485		-
Light Tower	35954-5740	9,396		9,396	9,396		9,396		-
Roller/compactor	35954-5740	15,801		15,801	15,801		15,801		-
Hydraulic breaker (backhoe attachment)	35954-5740	12,822		12,822	12,822		12,822		-
VM-810 Pipe Locator	35776-5740	-	3,085	3,085	-	3,085	3,085		-
SCADA System	35958-5740	-	45,000	45,000	-	21,213	21,213	14,000	9,787
5 Ipads and truck mounts	35827-5700	-	4,000	4,000	-	2,217	2,217		1,783
N360 meter reading upgrade and equipment	35778-5740	-	21,812	21,812	-		-	17,499	4,313
Switch / UPS Redundancy (50%)	35827-5700	-	6,000	6,000	-	2,000	2,000		4,000
Pre- Engineering study for Interconnection Project	35737-7310	-	60,000	60,000	-	48,180	48,180		11,820
Excavator (bonds)	35789-5710	-	50,168	50,168	-	50,168	50,168		-
Pickup Truck (bonds)	35789-5710	-	52,802	52,802	-		-	52,802	-
Job Truck (bonds)	35789-5710	-	103,023	103,023	-		-	103,023	-
Trailer (bonds)	35754-5710	-	7,545	7,545	-		-	7,545	-
Excavator Attachments (bonds)	35756-5740	-	19,951	19,951	-	14,400	14,400	5,551	-
Vehicles & Equipment (bonds)	multiple t/b/d	-	16,511	16,511	-		-		16,511
Door Access Security System (Water portion)	35959-5775	-		-	-		-		-
Risk & Resiliency Study	35721-7290	25,000		25,000	24,850		24,850		150
Diversion Permit Renewal	35721-7290	80,000		80,000	-	76,596	76,596		3,404
Water Supply Plan	35721-7290	10,200		10,200	7,960	3,990	11,950		(1,750)
Distribution Study	35721-7290	79,900		79,900	76,150	-	76,150		3,750
Active Projects		806,155	469,897	1,276,052	690,888	301,317	992,205	200,774	83,073
Total Water Capital Projects		6,096,895	469,897	6,566,792	5,981,628	301,317	6,282,945	200,774	83,073

Cromwell Fire District

1 West Street
Cromwell, CT 06416
Telephone 860-635-4420

FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS

Fire and Water Divisions

Tuesday, May 17, 2022

6:00 PM

Coles Road Firehouse

105 Coles Road

Cromwell, CT

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' Meeting on Tuesday, May 17, 2022, at 6:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Lee Brow (President), Roger Rukowicz, Robert Donohue, Chip Darius and Robert McIntyre attended. Also attending were Executive Director Julius Neto, Fire Chief Jason Balletto, Water Operations Manager Joseph Palmieri, Communications Manager Justin Lonergan, Fire Marshal Harold Holmes and Firefighters William McKnight, Alan Dominy and Lt. Barry Wolmetz. Commissioners Mertie Terry, Jason Hanners, David Colligan and Charles Epstein were absent.

CALL TO ORDER

The meeting was called to order at 6:00 PM, by President Brow. The Pledge of Allegiance was led by President Brow.

APPROVAL OF AGENDA

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the agenda as submitted adding Item F. under New Business, "Union Proposal."

PUBLIC COMMENT

Roger Ambler, Life member of the Cromwell Fire Department addressed the Board. He is having an issue collecting his pension. He was eligible to start receiving benefits in January but has been unable to collect anything as of yet. He distributed copies of his 2012 pension statement. He contacted Mr. Neto to advise that there was a mistake on his date of birth. The Executive Director assured Mr. Ambler that the error would be taken care of. As of this year, 2022, Mr. Ambler will be 62 and would like to find out what paperwork he needed to fill out to take care of this. Mr. Neto assured him it would be taken care of. When it came time to process paperwork, Mr. Neto advised Mr. Ambler that there was an issue. When information was transferred from the old pension company to the new one, he was told he did not exist in the census, and he would

only be able to collect a benefit for 8 years of service instead of the 15 or so that he thought he had. He contacted the Chairman of the Pension Committee to look into the issue. Although Commissioner Colligan was not present at this meeting, he informed Mr. Ambler that he would be looking into the issue. Mr. Ambler is now waiting to hear back from someone. The President assured Mr. Ambler that this issue will be looked into.

James Rude, Highridge Rd., stated that the minutes of the meeting of April 19, 2022, document Commissioners' Comments, "regarding accusations that the Board held an illegal meeting." Mr. Rude respectfully requested that during this evening's Commissioners' Comments section on the agenda that the Commission clarify whether this comment was directed at him.

**APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
APRIL 19, 2022**

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the Board of Commissioners' Meeting minutes of April 19, 2022, as submitted.

**APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF
MAY 5, 2022**

A motion was made by Commissioner Rukowicz, seconded by Commissioner Donohue and unanimously approved to accept the Special Board of Commissioners' Meeting minutes of May 5, 2022, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were no communications or appeals to report.

REPORTS OF THE STAFF

- A. **Executive Director.** The Executive Director's Report for April had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. He added to his report that the Water Division has turned the water on with Berlin. They are operating with a temporary permit provided by DEEP. The issue that had been discussed last month has been resolved. The Water Division is also seeking a permanent permit. This allows Berlin to receive the water that they need through the summer months. They continue to work with the State in the next phase of the grant or loan process for the interconnection project. This month the District brought in Adnet to do a cyber-security audit. An assessment will be done to see if the District's system can be compromised or not. The assessment will take at least a couple of weeks. He will also be looking at the equipment at the Tower and Chemfeed. Mr. Neto also reported that last week the Fire Chief and Executive Director spent some time at Covenant Village after an invitation by Don Smith and his group. They gave a lot of information out about the Fire District and answered questions. Commissioner Darius asked about the new fee process for the FMO. Mr. Neto explained the process for payment of fees and how it is handled in the District office.

A motion was made by Commissioner Darius, seconded by Commissioner Rukowicz and unanimously approved to accept the Executive Director's Report for April as submitted.

- B. Financial Report. Mr. Neto explained that Mr. Alibrio was not able to attend as his schedule was modified due to his recovery from COVID. The Financial Report had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioners were directed to forward any questions to Mr. Neto who will follow up with Mr. Alibrio.

The President asked if the District was fully onboard with the new ambulance billing company. Mr. Neto confirmed that they are doing great work through the Chief's office using QA. There are a few accounts that owe money to Quick Meds, but after the 90 day grace period, all accounts will roll over to Shared Response. A report will be available at the end of May to provide more details on the reporting process and monies collected.

Commissioner Darius had a question about the report under EMS and Fire Operations. The item ending in account number 5381 for Volunteer Medicals and Physicals has no money allocated to it. Mr. Neto explained that all medicals and physicals are associated with 5380 not 5381. They have done that to simplify accounting. He will have Mike eliminate the 5381 account.

Commissioner Donohue had questions regarding the activity fund for the old Fire Department. He wanted to know where he could find balances for things like the Trust fund or Activity fund. Mr. Neto stated that the Activity fund is not part of the financials that are published. In the past the Chiefs were responsible for the Activity fund. All information was retrieved from the former Treasurer of that account, which was Boyd Clark. Bernice Jalbert served during Boyd's medical leave. Mr. Neto is keeping a box in his office with all of the activity fund information in it. He will not touch anything in it unless Melissa Roming is present. The Association does not have a Treasurer yet. They have a President, Vice President and Secretary thus far. Bank statements are issued every month to the District. There is a balance of \$29,987. Chief Terenzio and Boyd Clark were the old signers on the account. It was a challenge to work with the bank to get new signers. Melissa is the President of the new association and now has the ability to write checks. The District administrative offices cannot be active participants in the process with the activity account because it exists separately from the Cromwell Fire District financials. It is only mentioned briefly in the District's audit. There was a lengthy discussion regarding the responsibilities of the new Association and the District and its finances.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the Financial Report for April as presented.

- C. Fire Department Chief. The Chief's Report for April had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief reported there have been no changes to the report. The Department was very busy last month with a total of 210 calls. There were 7 mutual aid calls within the last month. There were 13 turnovers last month. The Chief also reported they are still in negotiations with the TPC for the golf tournament. There was an operations meeting yesterday with Trinity Hospital, the Fire Chief, the Cromwell Police Department and the TPC. They are planning to have 3 or 4 firefighters and a fire engine with 2 EMT's. They will also have 2 in corporate row. The Fire Department will have full control of the surrounding homes and residents on the golf course. Middlesex will be assisting with ALS if needed. A strategic plan is in place. Another meeting will be scheduled soon. He is hopeful that Cromwell's Emergency Management team will be involved, but the Chief has not heard anything about this. Mr. Neto added that

the District will be invoicing the Tournament for the coverage of the firefighters. The taxpayers will not subsidize any of the fire operations there.

1. Fire Marshal's Office. Mr. Holmes reported there have been no changes to the report that was submitted yesterday. He announced that Tom Duff's last day in the office was last week. He will do his last on call duty the first weekend of June. There was a small luncheon for him in the office, and he was given a plaque to thank him for his years of service.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Darius and unanimously approved to accept the Fire Chief and Fire Marshal's reports for April as submitted.

- D. Water Operations. The Operations Report for April had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri had nothing further to add to his report. Commissioner Rukowicz noted the amount of new meters that were installed/replaced was a record number of 50. There were a lot of old meters that did not read properly or not at all. The Board recognized the hard work of the Water Department.

A motion was made by Commissioner Darius, seconded by Commissioner Rukowicz and unanimously approved to accept the Operations Report for April as submitted.

- E. Communication Center Report. The Communication Center report for April had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lonergan had nothing to add to the report. He continues to work on projects that have taken longer than expected to complete.

Commissioner Darius had concerns about the mapping for Country Squire. The maps need clarity especially for mutual aid. The GPS system will bring someone to Country Squire Road, and that is it for direction. It does not give further information on building numbers or apartment numbers. They may have some drawn maps in their property data base to show what buildings are what. Mr. Lonergan will review the Country Squire situation to see if it can be improved. Lt. Wolmetz explained that property maps are in the MDT's under site plans.

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the Communication Center Report for April as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive. Meetings were held on April 25, 2022, and April 27, 2022. Minutes had been previously distributed and reviewed. Copies are attached to the minutes on file in the Fire District Office. The President thanked the Executive Committee members for all their hard work on the budget. It is greatly appreciated that there was no tax increase.

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the minutes of the Executive Committee meetings of April 25, 2022, and April 27, 2022, as submitted.

- C. Fire Operations. A meeting was held on April 18, 2022. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the Fire Operations Committee meeting minutes of April 18, 2022, as submitted.

1. Communications Committee. Mr. Lonergan gave an update, which was that the reprogramming of the radios is pending. They continue to wait for the State to make their determinations.
2. Apparatus Committee. The Chief reported that the new fire engine is in. It is in Rocky Hill right now. The Chief went to check out the engine along with Justin Lonergan and the Executive Director. He reported the lettering has been changed. The "I" was changed to a "1". The wheel wells will be painted. He had a sample of the color that he gave to the Executive Director which will be forwarded to the Apparatus Committee. The Chief is hopeful that the apparatus will be here in Cromwell in 3 weeks.

He worked with Mr. Alibrio to sign the P.O. for the fire/rescue to pay for the chasis. The cost was approximately \$360,000. With that paid up front, it will take \$11,000 off the overall price. The vin number was approved. They should receive the red chasis within the next couple of weeks. Everything should be received by the end of the year. The rescue and rope equipment has started to come in. He is looking at having a class on the new rope equipment before it is put into service. They also will be getting some old cars in the back of Coles Road so crews can practice extrications.

The President asked about the telescope lighting. Because of the cost of the lighting, the Chief wanted to suggest portable telescope lighting which is battery operated. The Chief feels they are better and can be positioned at any location instead of just on the apparatus. He had gotten a price of \$1,500 for one light. There would be a 12 week turnaround time for one light. For two battery operated ones he could pay the same price. As a pump operator the difficulty is raising those lights so that they hang correctly.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the reports for the Communications and Apparatus Committees as presented.

- D. Pension. There was no meeting.
- E. Personnel. The meeting scheduled for May 10, 2022, was canceled.
- F. Water Operations. A meeting was held on May 4, 2022. Minutes were not available. A motion was made by Commissioner Darius, seconded by Commissioner Donohue and unanimously approved to table the Water Operations Committee meeting minutes of May 4, 2022.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no one present from the Town, therefore, no report.
- B. Reports of the Special Committees
 - 1. Public Safety Tower Committee. There was no meeting.
 - 2. Health & Safety/Building Committee. There was no meeting.
 - 3. By-Laws Committee. There was no meeting.
 - 4. Publicity Committee. There was no meeting.

NEW BUSINESS

- A. Commissioners' Comments. President Brow began by reading the Rules for Public Comment which are noted on all Board agendas published. President Brow commented that after reading the rules, in answer to a question that was brought up under the previous Public Comment item, the Board is not going to engage in debate. If there is a specific question that needs to be answered, he asked that it be written down and handed to the Executive Director, and the Board would be more than happy to hold a meeting specifically to address that.

Commissioner Donohue commented on a call from the TPC the other day. He commented on how the call was answered and the response. He was very impressed and thanked the Chief and his department.

- B. Budgetary Adjustments. There was one adjustment to report in the Water Enterprise Fund. Mr. Neto read the adjustment. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Donohue and unanimously approved to be it resolved, that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the Water Enterprise Fund budget for fiscal year ending June 30, 2022, as reflected in the worksheet provided by CLS at the Board of Commissioners' Meeting of May 17, 2022. The purpose of the adjustment is to reallocate available funds to cover the sale of excess water permit expenses taking \$10,000 from Transmission & Distribution – Maintenance of Reservoir (05904-5436) and \$9,000 from Transmission & Distribution – Maintenance of Hydrants (05904-5440) TO Power & Pumping – Other Expenditures (05902-5800) totaling \$19,000.

- C. Approval of Contracts/Contractors. There were no contracts or contractors to approve.
- D. Update on Navigator Conference. Mr. Lonergan reported on the Navigator Conference in Nashville that he attended along with two dispatchers and the Fire Chief. He reported there were lots of vendors there, and they had the opportunity to see a lot of the new technology in communications. The Chief agreed and stated he attended a lot of seminars regarding recruitment and retention. There were also topics on leadership and

COVID-related topics. There was a lot of networking. They also sat with the Chairman and CEO of Navigator. He gave some recommendations on EFD and EMD.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the Navigator Conference update as presented.

- E. Discussion of Budget Presentation to Public Including Public Outreach/Advertising. The Executive Director discussed this item. One of the reasons is to remind everyone that the Annual Budget meeting has been scheduled for this coming Monday, May 23, 2022. A budget presentation will be given from 5:30 PM to 6:00 PM. Voting on the budget will take place between 6:00 PM and 8:00 PM. In preparation of this meeting there was a lot of discussion about publishing meeting notifications and where they are advertised. He asked the Board if there was a different or improved process they wanted the Executive Director to take. Currently, the administration is doing what they normally do to get the word out. He added they plan on using the bay again at Coles Road for the vote. All publishing opportunities were reviewed. Mr. Neto asked if a budget presentation would be necessary at future budget meetings. There will be 2 questions on the ballot after feedback from last year. The Water Enterprise Fund and the General Fund will be two separate questions, separate issues to vote on.

Commissioner Donohue had some questions regarding the interconnection project with the Water Division. The Executive Director explained how the project effects the Water Division budget next year. The Water Division has planned to have money in their budget to cover costs for the engineering study as well as some of the costs for bonding or borrowing. Commissioners were asking these questions in order to be prepared to answer questions from the public if asked.

Commissioner Darius suggested having something tangible as a marketing strategy going forward when advertising public meetings. At this point there are no guidelines to follow in writing.

- F. Union Proposal. Firefighter Alan Dominy, Vice President of Local 4662, introduced himself to the group. He was part of a Committee within the Fire Department reporting on the utilization of the Coles Road firehouse compared to the Court Street firehouse by the Fire Department. He distributed copies of the Committee's report which was put into a Power Point presentation with bullet points. A copy is attached to the minutes on file in the Fire District Office. He stated that his committee consisted of himself, Lt. Wolmetz, Firefighter LaFontaine and Firefighter DePaolo. The objective of the committee was to determine what would be the best, operation-wise, for the staff to operate for day-to-day operations.

Court Street was built in 1966 and has multiple renovations. Currently it is 7,644 square feet. There is 4,100 sq. feet of bay area and 920 square feet for dispatch. He reviewed the report on the overhead. There is living space on the second floor. There is one shower on that floor and is only accessible through the living space such as the day room which also has access to the administrative offices. There are two bathrooms on the first floor, two toilets and one urinal. It has on site a bottle fill system, alerting system and is centrally located in Town. Court Street has a chronic bird issue that they have been dealing with for quite some time. The feces contaminate the firefighter's gear and clothing, etc.

Coles Road was built in 1996. It is 10,978 square feet. There is 5,673 ft. of bay area. There are 6 bays, two are dedicated to the fleet for maintenance. The mechanic also uses other bays that are out there. It is a single floor. There are two regular showers accessible from the bay area and two de-con showers accessible from the exterior of the building. There are two bathrooms on the first floor, 4 toilets, 2 urinals and 2 separate showers. There is an on-site decon area, extractor and laundry, larger onsite parking.

If comparing Court St. and Coles Rd., the kitchen and dining area at Court St. has table space for 6 people, has residential grade appliances and a concrete floor surface. Coles Road has table space for 10 people, has commercial grade appliances, carpeted floor surfaces and vented hood.

The bunk room at Court St., is located on the second floor. There is room for 5 bunks with limited spacing between bunks. There is no female dorm. Currently there are 6 females including part-time and volunteers. On the overnights, they are sleeping in recliners. They are not comfortable sleeping in the bunk room with the men. It creates an issue because if they have a busy night, the females are lying in recliners in the day room. It is not an adequate space for someone to have the proper rest. There is limited egress options. There is a small office bunk, but there is no space for Lieutenants to meet with their personnel, especially the females.

At Coles Road, the bunk room is located on the main floor. There is room for 7 bunks with space for dividers and storage. If this was an option there is space to put lockers between the beds. That would give adequate storage for clothing, etc. There are small lockers in the bathrooms now that could be used for toiletries, etc. or exchange them for larger lockers at a minimum cost. There are also secondary egress options available. He also had pictures of the bunk room at Court St. There are boards placed under certain beds for support because the beds are very old and very used. They would like to determine where they will be going before they order any new beds for any new bunk rooms.

Mr. Dominy also distributed copies of a map or blue print of the layout of Coles Road. He explained the various rooms. Having a gym at Coles Road is helpful. Firefighters are able to keep up on health and safety, but it is not accessible on a day to day basis. He discussed the conference room at Coles Road. They would consider putting up the divider in the room to separate so there would be a meeting room with roughly 24 seats available. He noted that all the issues discussed are keeping in mind that Coles Road would be a temporary solution to the current space needs. According to NFPA, there should be 60 square feet per spot per bed. He added that considering there are residents that live close by to Coles Road, he is certain that the firefighters will be respectful and not be blasting sirens.

Mr. Dominy reviewed the considerations. The meeting and training room size will be reduced by sharing spaces. They will still be able to rent space at Coles Road, there may be some septic vs. sewer issues to evaluate as well as electric and generator issues. Certain areas may need to be upgraded such as the vehicle emission removal system. There will be more shared spaces with the fleet. Coles Road is less centrally located in Town. Coles Road would have less construction than Court St. Sleeping areas should be 60 square feet per NFPA.

Firefighter Dominy feels that Coles Road would be the safest bet for the Fire Department until they can come up with a final solution for Court Street.

PUBLIC COMMENT

Mr. James Rude, Highridge Rd., thanked the President for reading the Public Comment rules. He would be very happy to work with the Executive Director to process through the comments the President made earlier this evening. He also mentioned that at the last meeting of April 19, he commented on the likeliness of meetings to talk about the budget. There was no comment made at that meeting and no comment made after the meeting, and within a couple of days later the same week there were 3 meetings that were posted meeting with the Executive Committee to talk about the budget. The Commission met on the 19th. The Executive Committee meetings were scheduled for April 25, 27 and 28. He was disappointed that no one provided him the courtesy of comment that evening telling him to keep his eyes open for meetings that were going to be scheduled in just the next week. He sincerely believes that the taxpayers and the Town deserve to be treated a little better.

EXECUTIVE SESSION

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to enter into Executive Session at 7:25 PM.

A motion was made by Commissioner Darius, seconded by Commissioner Donohue and unanimously approved to adjourn Executive Session at 7:30 PM. No action was taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Rukowicz, seconded by Commissioner Donohue and unanimously approved to adjourn the meeting at 7:32 PM.

ATTEST:

LeRoy Brow, President

Nancy Deegan
Recording Secretary

DRAFT