

**CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, October 18, 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. Approval of the Board of Commissioners’ Meeting Minutes of September 20, 2022
Approval of the Special Board of Commissioners’ Meeting Minutes of September 29, 2022
Annual District Election & Organizational Meeting Minutes of October 3, 2022
Approval of the Special Board of Commissioners’ Meeting Minutes of October 12, 2022
- V. Reading of Communications & Written Appeals to the Board
- VI. 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
- VII. Reports of the Standing Committees
 - A. District Operations – Meeting October 12, 2022
 - B. Executive
 - C. Fire Operations – No Mtg. in September
 - 1. Communications Committee
 - 2. Apparatus Committee
 - D. Pension – Mtg. August 31, 2022 (tabled last month)
 - E. Personnel (Oct. mtg. canceled)
 - F. Water Operations
- VIII. Board Appointments
- IX. Consideration of Old Business
 - A. Report of the Town Council Liaison
 - B. Reports of the Special Committees
 - 1. Public Safety Tower Committee – Mtg. September 2, 2022 (tabled last month)
 - 2. Health & Safety/Building Committee (Oct. Mtg. canceled)
 - 3. By-Laws Committee
 - 4. Public Relations/Community Outreach Committee
- X. New Business
 - A. Commissioners’ Comments
 - B. Budgetary Adjustments
 - C. Approval of Contracts/Contractors
 - D. Presentation by Fire Marshal—My Sidewalk, Craig1300Plus
 - E. Recognition of Volunteers During COVID
- XI. 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.

XII. Executive Session

XIII. 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

September 30, 2022

Cromwell Fire District

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The accompanying financial statements of The Cromwell Fire District as of and for the period ended September 30, 2022, were not subject to an audit, review, or compilation by Michael Lupkas, CPFO and does not express an opinion, a conclusion, nor provide any assurance on them.

**Cromwell Fire District
Executive Overview
September 30, 2022**

- **General Fund**

- Revenues exceed expenditures by \$1,336,986 for the period ended September 30, 2022 as follows:

■ Revenues	\$ 2,932,782
■ Expenditures	\$ 1,595,796
	<u>\$ 1,336,986</u>

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

As of September 30, 2022				
	Budget \$		Actual \$	% Collected
Current Levy	4,671,624		2,584,201	55.32%
PY Taxes	11,000		12,322	112.02%
Interest	6,000		6,574	109.57%
Total	4,688,624		2,603,097	55.52%

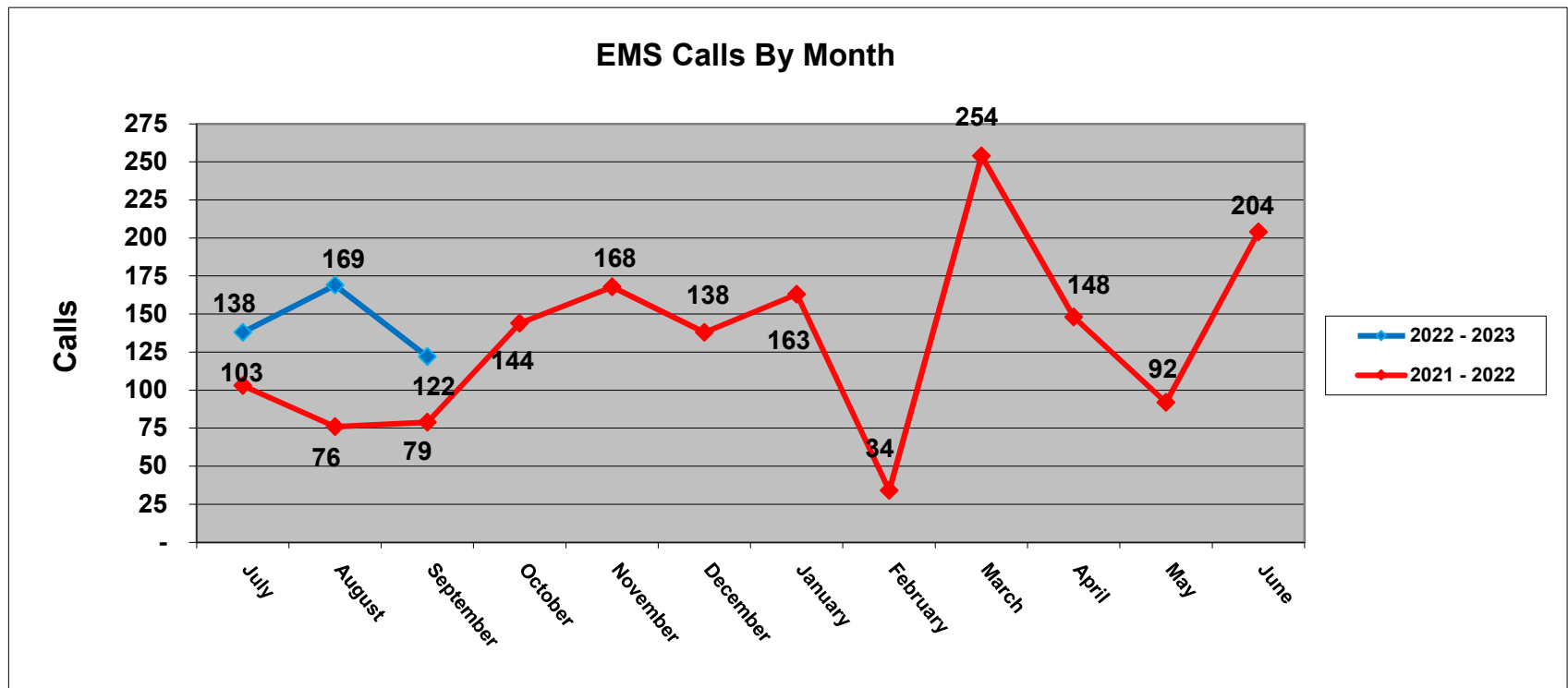
Cromwell Fire District

Executive Overview

September 30, 2022

- **EMS Billing**

- EMS volume during the month of September 2022 was 122 calls and gross charges of \$119,982. This compares to 79 calls and gross charges of \$72,464 during September 2021.
- Billings net of Medicare/Medicaid adjustments for the month of September 2022 were \$47,101 compared to \$50,097 for September 2021.
- Year-to-Date funds collected and deposited as of September 30, 2022 were \$198,722 compared to \$119,459 as of September 2021.
- EMS calls by month (Fiscal 2023 versus 2022) are illustrated below:



Cromwell Fire District

Executive Overview

September 30, 2022

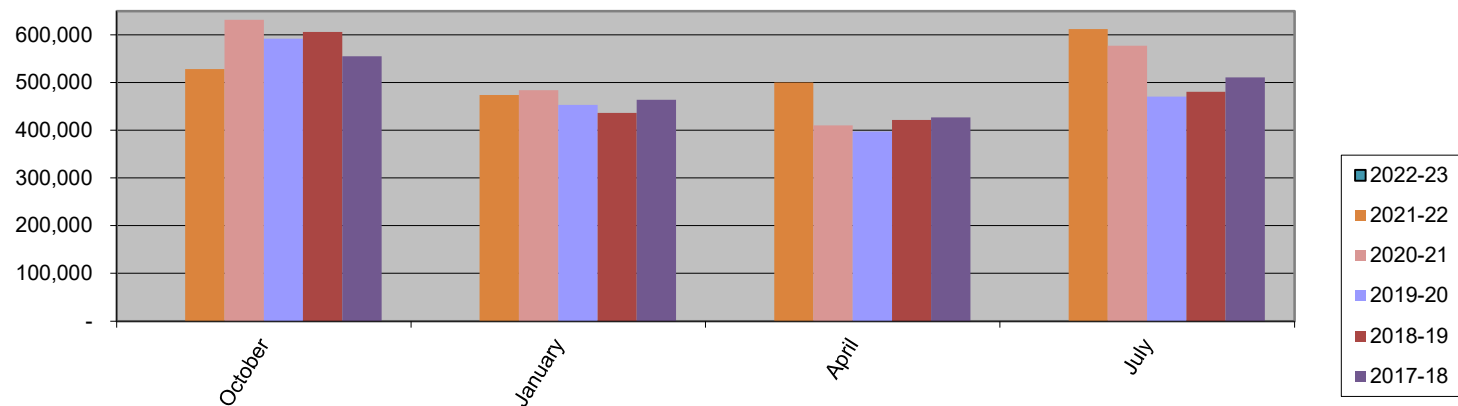
- Water Division Enterprise Fund**

- Expenditures exceed revenues by \$279,820 for the period ended September 30, 2022 as follows:

■ Revenues	\$ 88,309
■ Expenditures	\$ 368,129
	<u>\$ (279,820)</u>

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

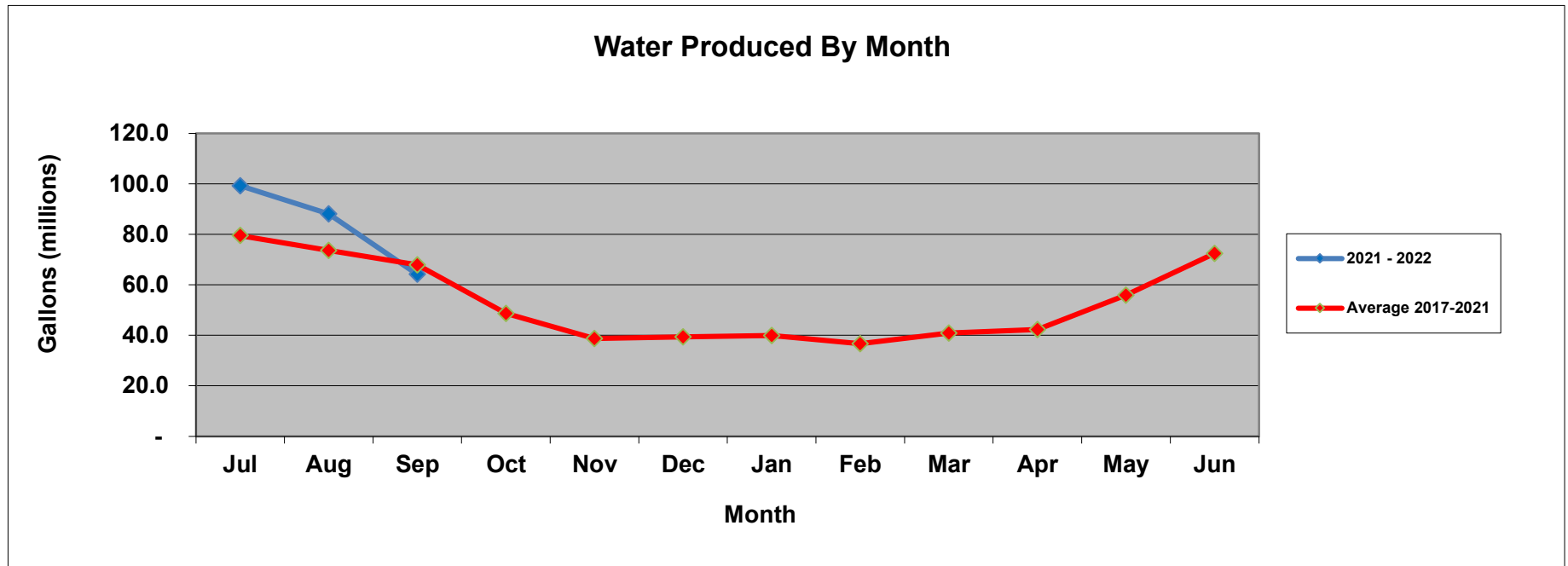
Quarterly Billings						
	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
October	-	528,174	631,689	592,140	606,177	555,298
January	-	473,627	483,906	452,802	436,457	463,528
April	-	499,988	409,862	397,413	421,388	426,624
July	-	611,748	577,452	470,451	480,589	510,825
Total	-	2,113,538	2,102,910	1,912,806	1,944,612	1,956,275



**Cromwell Fire District
Executive Overview
September 30, 2022**

- **Water Production**

- 64,194,000 gallons were produced during the month of September 2022 versus 60,157,000 gallons produced in September 2021 (an increase of 4,037,000 gallons).
- An analysis of water pumped by month comparing the current year to the average for the previous six years is shown below:



Cromwell Fire District
General Fund - Budget Report - SUMMARY
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	5,661,036	5,957,816	-	5,957,816	2,932,782	-	3,025,034	50.77%
EXPENSES									
	TAX COLLECTOR	59,983	60,740	-	60,740	30,370	-	30,370	50.00%
	COMMISSION EXPENSES	7,825	10,000	-	10,000	7,110	-	2,890	28.90%
	COMPUTER OPERATIONS	106,620	87,331	-	87,331	13,185	350	73,795	84.50%
	ADMINISTRATIVE ACCOUNT	408,795	454,100	-	454,100	105,665	-	348,435	76.73%
	OFFICE OF THE CHIEF	272,972	296,000	-	296,000	56,032	-	239,968	81.07%
	EMS/FIRE OPERATIONS	1,606,618	1,752,729	-	1,752,729	368,526	-	1,384,204	78.97%
	SIGNALS & ALARMS	66,519	165,600	-	165,600	11,382	-	154,218	93.13%
	FIRE MARSHAL	141,207	199,652	-	199,652	38,622	-	161,030	80.66%
	COMMUNICATIONS CENTER	485,896	493,660	-	493,660	112,840	2,790	378,030	76.58%
	BUILDINGS & GROUNDS	217,548	220,255	-	220,255	52,203	710	167,342	75.98%
	TRAINING	28,059	45,000	-	45,000	6,776	-	38,224	84.94%
	INSURANCE AND BENEFITS	1,091,186	1,313,755	-	1,313,755	315,656	-	998,098	75.97%
	DEBT SERVICE	575,973	492,814	-	492,814	449,377	-	43,438	8.81%
	APPARATUS & EQUIPMENT	192,247	196,871	-	196,871	28,051	9,100	159,720	81.13%
	OPERATING TRANSFERS OUT	-	169,309	-	169,309	-	-	169,309	100.00%
	TOTAL EXPENSES	5,261,446	5,957,816	-	5,957,816	1,595,796	12,950	4,349,070	73.00%
BALANCE		399,589	(0)	-	(0)	1,336,986	(12,950)	(1,324,037)	

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01	General Fund								
01 4100	Property Taxes-Current Year	4,565,759	4,671,624		4,671,624	2,584,201		2,087,422	44.68%
01 4110	Property Tax-Prior Year	31,576	11,000		11,000	12,322		(1,322)	-12.02%
01 4120	Interest on Property Taxes	19,027	6,000		6,000	6,574		(574)	-9.57%
01 4130	Liens on Property Taxes	-			-	-		-	0.00%
01 4350	EMS Billing	779,514	687,500		687,500	188,775		498,725	72.54%
01 4200	State Grants	1,832	-		-	117,647		(117,647)	0.00%
01 4250	Other Grants	130,456	53,535		53,535	-		53,535	100.00%
01 4251	State Training Reimbursements	-			-	-		-	0.00%
01 4252	FD Training Classes	-			-	-		-	0.00%
01 4300	Interest Income	1,831	3,000		3,000	143		2,857	95.22%
01 4450	Revenue Fire Marshal's Office	5,961	44,000		44,000	4,875		39,125	88.92%
01 4900	Miscellaneous Revenue	77,120	45,000		45,000	5,000		40,000	88.89%
01 4930	Employee Insurance Contribution	47,959	58,000		58,000	13,245		44,755	77.16%
01 4995	Operating Transfers In	-	203,158		203,158	-		203,158	100.00%
01 4990	Transfer from Fund Balance	-	175,000		175,000	-		175,000	100.00%
	TOTAL GENERAL FUND	5,661,036	5,957,816	-	5,957,816	2,932,782	-	3,025,034	50.77%
01100	Tax Collector								
01100 5805	Operating Expenses	59,983	60,740		60,740	30,370	-	30,370	50.00%
	TOTAL TAX COLLECTOR	59,983	60,740	-	60,740	30,370	-	30,370	50.00%
01101	Commission Expense								
01101 5805	Operating Expenses	7,825	10,000		10,000	7,110	-	2,890	28.90%
	TOTAL COMMISSION EXPENSES	7,825	10,000	-	10,000	7,110	-	2,890	28.90%
01103	Computer Operations								
01103 5105	Payroll (Less Water Division Share)	40,795	21,171		21,171	-	-	21,171	100.00%
01103 5680	Non-Capital Equipment	3,597	5,000		5,000	627	-	4,373	87.45%
01103 5805	Operating Expenses	62,228	61,160		61,160	12,558	350	48,252	78.89%
	TOTAL COMPUTER OPERATIONS	106,620	87,331	-	87,331	13,185	350	73,795	84.50%
01104	Administrative Account								
01104 5105	Admin PR (Less Water Div Share)	176,149	180,000		180,000	72,286	-	107,714	59.84%
01104 5320	Professional Fees	134,976	178,900		178,900	10,292	-	168,608	94.25%
01104 5370	EMS Billing Services	67,670	60,000		60,000	14,911	-	45,089	75.15%
01104 5620	West Street Utilities	10,496	13,200		13,200	3,079	-	10,121	76.68%
01104 5805	Operating Expenses	6,310	7,000		7,000	1,596	-	5,404	77.19%
01104 5811	Payroll Services	13,194	15,000		15,000	3,501	-	11,499	76.66%
	TOTAL ADMINISTRATIVE ACCOUNT	408,795	454,100	-	454,100	105,665	-	348,435	76.73%

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01110	Office of the Fire Chief								
01110 5105	Payroll	256,427	276,000		276,000	52,244	-	223,756	81.07%
01110 5319	Professional Fees	-	-		-	-	-	-	0.00%
01110 5355	Recruitment & Morale	1,300	2,500		2,500	132	-	2,368	94.73%
01110 5805	Operating Expenses	15,244	17,500		17,500	3,656	-	13,844	79.11%
	TOTAL OFFICE OF THE CHIEF	272,972	296,000	-	296,000	56,032	-	239,968	81.07%
01116	EMS/Fire Operations								
01116 5105	Payroll	922,043	1,109,789		1,109,789	236,268	-	873,521	78.71%
01116 5113	Payroll - PT Fire & EMS	549,196	426,940		426,940	101,811	-	325,130	76.15%
01116 5371	Paramedic Fees	46,551	45,000		45,000	8,471	-	36,529	81.17%
01116 5373	Contribution-Volunteer Pension Fund	-	10,000		10,000	-	-	10,000	100.00%
01116 5380	Medicals & Physicals	16,486	45,000		45,000	1,410	-	43,590	96.87%
01116 5381	Volunteer Medical/Physicals	-	-		-	-	-	-	0.00%
01116 5611	Consumable Supplies-EMS	27,466	40,000		40,000	5,877	-	34,123	85.31%
01116 5612	Consumable Supplies-Fire	7,131	10,000		10,000	1,509	-	8,491	84.91%
01116 5614	Oxygen	10,436	9,000		9,000	645	-	8,355	92.84%
01116 5670	Uniforms	19,442	35,000		35,000	11,032	-	23,968	68.48%
01116 5680	Non Capital Equipment	1,123	5,000		5,000	36	-	4,964	99.28%
01116 5805	Operating Expenses	6,743	17,000		17,000	1,466	-	15,534	91.38%
	TOTAL EMS/Fire OPERATIONS	1,606,618	1,752,729	-	1,752,729	368,526	-	1,384,204	78.97%
01120	Signals & Alarms								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0.00%
01120 5805	Operating Expenses	66,519	165,600		165,600	11,382	-	154,218	93.13%
	TOTAL SIGNALS & ALARMS	66,519	165,600	-	165,600	11,382	-	154,218	93.13%
01121	Fire Marshal								
01121 5105	Payroll	123,205	162,152		162,152	30,842	-	131,310	80.98%
01121 5460	Public Education & Fire Prevention	865	5,000		5,000	706	-	4,294	85.88%
01121 5680	Non Capital Equipment	-	5,500		5,500	-	-	5,500	100.00%
01121 5805	Operating Expenses	17,137	27,000		27,000	7,074	-	19,926	73.80%
	TOTAL FIRE MARSHAL	141,207	199,652	-	199,652	38,622	-	161,030	80.66%
01122	Communications Center								
01122 5105	Payroll	429,576	428,480		428,480	102,959	-	325,521	75.97%
01122 5350	Training	9,898	13,000		13,000	140	-	12,861	98.93%
01122 5670	Uniforms	2,301	3,100		3,100	247	-	2,853	92.03%
01122 5680	Non-Capital Equipment	5,932	2,500		2,500	902	1,752	(154)	-6.14%
01122 5805	Operating Expenses	38,189	46,580		46,580	8,593	1,038	36,949	79.32%
	TOTAL COMMUNICATIONS CENTER	485,896	493,660	-	493,660	112,840	2,790	378,030	76.58%

No assurance is provided on these financial statements.

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01140	Buildings & Grounds								
01140 5105	Payroll	51,493	50,755		50,755	15,401	-	35,355	69.66%
01140 5451	Repairs & Maintenance - Court Street	26,584	25,000		25,000	6,783	710	17,507	70.03%
01140 5452	Repairs & Maintenance - West Street	25,762	22,500		22,500	4,967	-	17,533	77.93%
01140 5453	Repairs & Maintenance - Coles Road	26,821	35,000		35,000	10,082	-	24,918	71.20%
01140 5621	Utilities-Court St	46,466	35,000		35,000	8,160	-	26,840	76.68%
01140 5622	Utilities-West St	12,182	15,000		15,000	2,172	-	12,828	85.52%
01140 5623	Utilities-Coles Rd	26,657	35,000		35,000	4,384	-	30,616	87.47%
01140 5670	Uniforms	1,015	1,000		1,000	152	-	848	84.78%
01140 5805	Operating Expenses	570	1,000		1,000	103	-	897	89.68%
	TOTAL BUILDINGS & GROUNDS	217,548	220,255	-	220,255	52,203	710	167,342	75.98%
01160	Training								
01160 5350	Training	21,230	45,000		45,000	5,998	-	39,002	86.67%
01160 5351	Career Training	6,828	-		-	778	-	(778)	0.00%
	TOTAL TRAINING	28,059	45,000	-	45,000	6,776	-	38,224	84.94%
01220	Insurance and Benefits								
01220 5200	Payroll Tax Expense	193,868	206,371		206,371	47,197	-	159,174	77.13%
01220 5210	Unemployment Compensation	-	3,000		3,000	-	-	3,000	100.00%
01220 5230	Worker's Compensation Insurance	111,417	82,113		82,113	21,843	-	60,270	73.40%
01220 5240	Dental Insurance	24,240	31,000		31,000	7,933	-	23,067	74.41%
01220 5260	Medical Insurance	384,206	475,000		475,000	156,982	-	318,018	66.95%
01220 5270	Life Insurance	8,902	13,000		13,000	3,309	-	9,691	74.54%
01220 5290	Pension-Employer	52,109	56,177		56,177	-	-	56,177	100.00%
01220 5291	Pension-MERS	256,371	380,094		380,094	7,808	-	372,286	97.95%
01220 5520	Property/Liability Insurance	60,073	67,000		67,000	70,584	-	(3,584)	-5.35%
	TOTAL INSURANCE AND BENEFITS	1,091,186	1,313,755	-	1,313,755	315,656	-	998,098	75.97%
01260	Debt Service								
01260 5910	Debt Service-Interest	73,116	89,957		89,957	46,520	-	43,438	48.29%
01260 5920	Debt Service-Principal	502,857	402,857		402,857	402,857	-	-	0.00%
	TOTAL DEBT SERVICE	575,973	492,814	-	492,814	449,377	-	43,438	8.81%

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01300	Apparatus & Equipment								
01300 5105	Payroll	42,497	42,371		42,371	19,874	-	22,497	53.10%
01300 5420	Repairs & Maintenance-Equipment	23,374	40,000		40,000	(846)	6,450	34,396	85.99%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0.00%
01300 5430	Repairs & Maintenance-Vehicles	83,720	60,000		60,000	1,058	2,650	56,292	93.82%
01300 5611	Consumable Supplies	14,533	12,000		12,000	3,028	-	8,972	74.76%
01300 5613	Fuel/Oil	22,144	30,000		30,000	2,925	-	27,075	90.25%
01300 5670	Uniforms	903	1,000		1,000	260	-	740	73.98%
01300 5680	Non-Capital Equipment	4,507	10,000		10,000	1,669	-	8,331	83.31%
01300 5805	Operating Expenses	570	1,500		1,500	83	-	1,417	94.49%
	TOTAL APPARATUS & EQUIPMENT	192,247	196,871	-	196,871	28,051	9,100	159,720	81.13%
	Capital								
01402 5990	Operating Transfers Out	-	169,309		169,309	-	-	169,309	100.00%
	TOTAL REVENUES	5,661,036	5,957,816	-	5,957,816	2,932,782	-	3,025,034	50.77%
	TOTAL EXPENSES	5,261,446	5,957,816	-	5,957,816	1,595,796	12,950	4,349,070	73.00%
	Balance	399,589	(0)	-	(0)	1,336,986	(12,950)	(1,324,037)	

**Cromwell Fire District
EMS Billing Report
As of September 30, 2022**

2022-2023													
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	138	175,906.07	145,186.61	(59,801.88)	(73,197.27)	(18.95)	(1,722.92)	-	-	-	-	-	186,351.66
August	169	186,351.66	166,791.46	(80,696.35)	(85,568.16)	(2,105.67)	(2,641.19)	(5,066.73)	-	-	-	-	177,065.02
September	122	177,065.02	119,982.12	(58,224.00)	(72,881.19)	-	(164.62)	(1,319.68)	-	-	-	-	164,457.65
October													-
November													-
December													-
January													-
February													-
March													-
April													-
May													-
June													-
Total	429	175,906.07	431,960.19	(198,722.23)	(231,646.62)	(2,124.62)	(4,528.73)	(6,386.41)	-	-	-	-	164,457.65
				46%	54%	0%	1%	1%	0%	0%	0%	0%	
Deposits				(198,722.23)									
Deposits Per Ledger				188,774.97									
Difference				(9,947.26)									
Charges Net of Medicare/Medicaid Adjustments					200,313.57								

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	204	71,378.05	208,562.84	(68,317.85)	(65,432.66)	-	(1,839.75)	-	(17.21)	-	-	-	144,333.42
Total	1,603	171,389.02	1,678,786.95	(791,693.75)	(828,128.85)	(162.40)	(8,283.38)	(83,324.74)	5,750.57	-	-	-	144,333.42
				47%	49%	0%	0%	5%	0%	0%	0%	0%	
Deposits				(791,693.75)									
Deposits Per Ledger				-									
Difference				(791,693.75)									
Charges Net of Medicare/Medicaid Adjustments					850,658.10								

Cromwell Fire District
General Fund - Projected Fund Balance
(Pre-audit) As of September 30, 2022

Unreserved Fund Balance, July 1, 2022 (pre-audit, no FY22 surplus/deficit included)				\$	999,229
Designated for 2022-2023 Budget					175,000
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	\$ 5,957,816	\$ 5,782,816	\$ (175,000)		
Expenditures	<u>5,957,816</u>	<u>5,957,816</u>	<u>-</u>		
Results of Budgetary Operations	<u>\$ (0)</u>	<u>\$ (175,000)</u>			<u>(175,000)</u>
Unreserved Fund Balance June 30, 2023 (pre-audit)					999,229
Undesignated Fund Balance June 30, 2023 (pre-audit)					999,229
Updated Balance 6/30/2023 (projected)				\$	999,229
Fund Balance as a Percentage of Expenditures					16.77%

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - SUMMARY
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	2,458,481	2,650,500	-	2,650,500	88,309	-	2,562,191	96.67%
EXPENSES									
	PAYROLL	572,893	608,000	-	608,000	107,037	-	500,963	82.40%
	POWER AND PUMPING	287,483	361,500	-	361,500	74,793	10,776	275,931	76.33%
	TREATMENT	80,832	95,220	-	95,220	8,269	49,704	37,247	39.12%
	TRANSMISSION & DISTRIBUTION	73,165	137,800	-	137,800	1,972	38,257	97,571	70.81%
	OTHER OPERATING EXPENSES	53,676	58,500	-	58,500	12,635	-	45,865	78.40%
	GENERAL ADMINISTRATION	495,215	596,961	-	596,961	150,076	1,050	445,835	74.68%
	DEBT SERVICE - INTEREST	30,850	23,431	-	23,431	13,347	-	10,084	43.04%
	TRANSFER EQUIPMENT RESERVE FUND	-	-	-	-	-	-	-	0.00%
	TRANSFER WATER CAPITAL FUND	143,804	385,072	-	385,072	-	-	385,072	100.00%
	TOTAL EXPENSES	1,737,918	2,266,484	-	2,266,484	368,129	99,787	1,798,568	79.35%
BALANCE									
		720,563	384,016	-	384,016	(279,820)	(99,787)	763,623	198.85%

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2022 - 2023
As of September 30, 2022

Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05	Water Fund								
05 4140	Interest Income On Assessment	16,209	500		500	6,025		(5,525)	-1105.00%
05 4150	Interest on Receivables	33,417	25,000		25,000	10,366		14,634	58.54%
05 4200	State Grants	-	-		-	-		-	0.00%
05 4300	Interest Income	1,831	3,000		3,000	143		2,857	95.22%
05 4400	Metered Sales To General Public	2,109,217	2,300,000		2,300,000	(18,583)		2,318,583	100.81%
05 4402	Sales to Other Districts	75,194	55,000		55,000	61,274		(6,274)	-11.41%
05 4405	Seasonal & Hydrant Sales	130,543	145,000		145,000	856		144,144	99.41%
05 4410	Miscellaneous Service Revenues	25,761	23,000		23,000	8,125		14,875	64.67%
05 4411	Connection Charges/Inspections	33,397	50,000		50,000	14,839		35,161	70.32%
05 4900	Miscellaneous Non-operating Revenue	15,634	5,000		5,000	2,087		2,913	58.26%
05 4930	Employee Insurance Contribution	11,277	18,000		18,000	3,178		14,822	82.35%
05 4935	Development Analysis Reimbursement	-	20,000		20,000	-		20,000	100.00%
05 4990	Administrative Costs-Other Funds	6,000	6,000		6,000	-		6,000	100.00%
05 4995	Operating Transfers In	-	-		-	-		-	0.00%
05 4990	Transfer from Fund Balance	-	-		-	-		-	0.00%
	TOTAL REVENUE	2,458,481	2,650,500	-	2,650,500	88,309	-	2,562,191	96.67%
05901	Payroll								
05901 5105	TOTAL PAYROLL	572,893	608,000		608,000	107,037	-	500,963	82.40%
05902	Power and Pumping								
05902 5434	Maint. of Structures & Improvements	9,255	10,000		10,000	180	4,295	5,525	55.25%
05902 5435	Maint. of Pumping Equipment	14,880	25,000		25,000	3,367	6,481	15,152	60.61%
05902 5620	Power	244,698	300,000		300,000	68,962	-	231,038	77.01%
05902 5800	Other Expenditures	18,650	26,500		26,500	2,284	-	24,216	91.38%
	TOTAL POWER AND PUMPING	287,483	361,500	-	361,500	74,793	10,776	275,931	76.33%
05903	Treatment								
05903 5630	Chlorine	14,661	15,595		15,595	6,600	8,995	-	0.00%
05903 5631	Aqua-Mag	24,936	20,700		20,700	-	-	20,700	100.00%
05903 5632	Fluoride	13,909	19,550		19,550	-	19,550	-	0.00%
05903 5805	Operating Expenses	27,326	39,375		39,375	1,669	21,159	16,547	42.02%
	TOTAL TREATMENT	80,832	95,220	-	95,220	8,269	49,704	37,247	39.12%
05904	Transmission & Distribution								
05904 5319	Outside Services	20,054	23,300		23,300	333	-	22,967	98.57%
05904 5436	Maint. of Reservoir	3,422	10,000		10,000	-	-	10,000	100.00%
05904 5437	Maint. of Trans & Distr Main	38,873	57,500		57,500	1,445	28,451	27,604	48.01%
05904 5438	Maint. of Services	-	7,000		7,000	-	-	7,000	100.00%
05904 5439	Maint. of Meters	2,941	20,000		20,000	-	3,000	17,000	85.00%
05904 5440	Maint. of Hydrants	7,876	20,000		20,000	194	6,806	13,000	65.00%
	TOTAL TRANSMISSION & DISTRIBUTION	73,165	137,800	-	137,800	1,972	38,257	97,571	70.81%

No assurance is provided on these financial statements.

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2022 - 2023
As of September 30, 2022

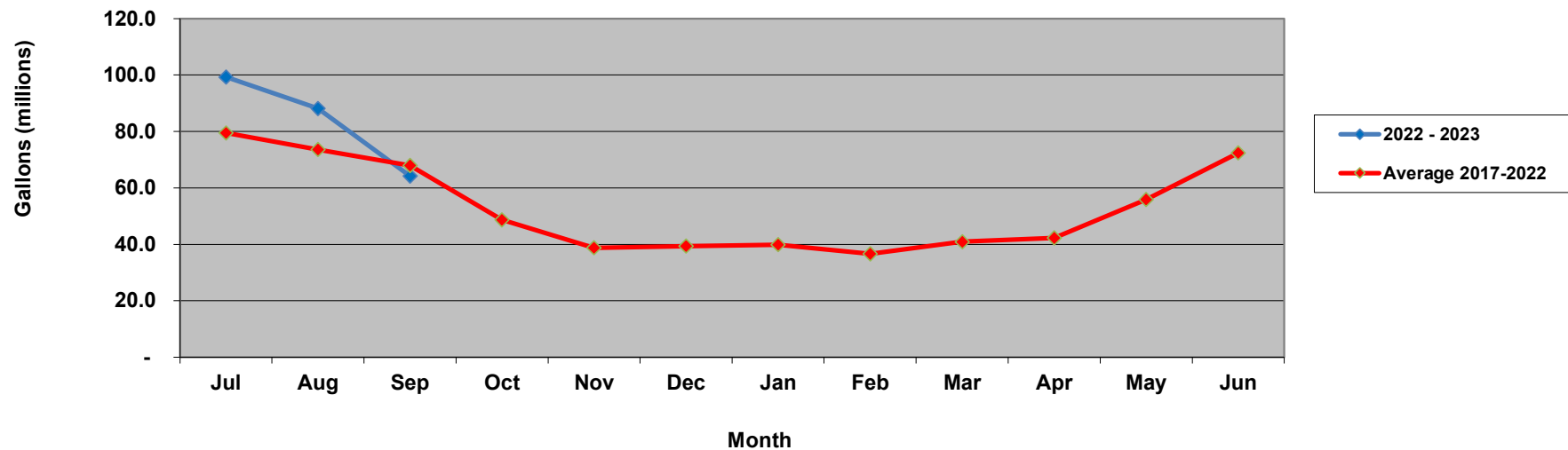
Completed Budget Months = 3 (25%)
Available Budget Months = 9 (75%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05908	Other Operating Expenses								
05908 5621	Utilities	10,513	11,000		11,000	1,539	-	9,461	86.01%
05908 5800	Other Expenditures	532	1,500		1,500	379	-	1,121	74.73%
05908 5802	Uniforms	4,234	6,000		6,000	972	-	5,028	83.80%
05908 5870	Dues & Training	3,644	8,000		8,000	2,792	-	5,208	65.10%
05908 5880	Truck & Garage Expense	34,754	32,000		32,000	6,952	-	25,048	78.28%
	TOTAL OTHER OPERATING EXPENSES	53,676	58,500	-	58,500	12,635	-	45,865	78.40%
05907	General Administration								
05907 5200	Payroll Tax Expense	42,391	46,512		46,512	7,851	-	38,661	83.12%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100.00%
05907 5230	Worker's Compensation Insurance	27,424	18,382		18,382	4,893	-	13,489	73.38%
05907 5240	Dental Insurance	8,944	12,000		12,000	2,990	-	9,010	75.09%
05907 5260	Medical Insurance	150,708	193,000		193,000	59,024	-	133,976	69.42%
05907 5270	Life Insurance	2,398	4,000		4,000	730	-	3,270	81.76%
05907 5290	Pension-Employer	36,039	36,684		36,684	-	-	36,684	100.00%
05907 5319	Outside Services	4,010	12,250		12,250	-	-	12,250	100.00%
05907 5320	Professional Fees	72,115	95,500		95,500	9,800	-	85,700	89.74%
05907 5520	Property/Liability Insurance	39,219	44,000		44,000	39,530	-	4,470	10.16%
05907 5610	Office Operations Expense	11,258	10,000		10,000	3,713	-	6,287	62.87%
05907 5615	Telecommunications	10,893	10,100		10,100	3,351	-	6,749	66.82%
05907 5621	West Street Utilities	9,220	12,000		12,000	1,964	-	10,036	83.63%
05907 5805	Computer Operations	61,736	79,933		79,933	11,347	1,050	67,536	84.49%
05907 5811	Payroll Services	501	600		600	149	-	451	75.13%
05907 7141	Postage	4,034	6,000		6,000	2,006	-	3,994	66.57%
05907 7142	Utility Billing Services	14,325	15,000		15,000	2,728	-	12,272	81.82%
	TOTAL GENERAL ADMINISTRATION	495,215	596,961	-	596,961	150,076	1,050	445,835	74.68%
05907 5910	DEBT SERVICE - INTEREST	30,850	23,431		23,431	13,347	-	10,084	43.04%
05908	Capital								
05908 5990	Transfer Equipment Reserve Fund	-	-		-	-	-	-	0.00%
05908 5990	Transfer Water Capital Fund	143,804	385,072		385,072	-	-	385,072	100.00%
	TOTAL CAPITAL	143,804	385,072	-	385,072	-	-	385,072	100.00%
	TOTAL REVENUES	2,458,481	2,650,500	-	2,650,500	88,309	-	2,562,191	96.67%
	TOTAL EXPENSES	1,737,918	2,266,484	-	2,266,484	368,129	99,787	1,798,568	79.35%
	Balance	720,563	384,016	-	384,016	(279,820)	(99,787)	763,623	198.85%

**Cromwell Fire District
Analysis of Water Pumped by Month
As of September 30, 2022**

Month	Fiscal Year							2017-2022 Average	2023 less Avg Monthly	%
	2017	2018	2019	2020	2021	2022	2023			
Jul	89.8	70.7	80.3	83.0	86.9	66.5	99.3	79.5	19.8	24.85%
Aug	75.4	66.6	66.5	75.8	80.1	77.3	88.1	73.6	14.5	19.68%
Sep	70.6	64.8	57.6	78.7	75.7	60.2	64.2	67.9	(3.7)	-5.47%
Oct	47.3	51.4	42.0	43.3	52.5	55.6		48.7	-	0.00%
Nov	39.8	36.3	35.7	37.1	43.9	39.7		38.7	-	0.00%
Dec	40.2	36.5	37.4	39.2	44.5	38.5		39.4	-	0.00%
Jan	40.8	38.7	38.6	39.9	43.4	38.1		39.9	-	0.00%
Feb	36.4	35.8	35.0	36.7	39.1	37.0		36.7	-	0.00%
Mar	40.4	39.4	40.8	40.5	42.5	41.7		40.9	-	0.00%
Apr	41.4	39.8	41.3	41.3	47.9	41.8		42.3	-	0.00%
May	49.9	53.9	46.5	53.4	68.3	63.3		55.9	-	0.00%
Jun	61.3	77.7	61.5	78.9	79.1	76.2		72.4	-	0.00%
Total	633.3	611.4	583.3	647.9	703.8	635.9	251.6	635.9	30.5	

Water Produced By Month

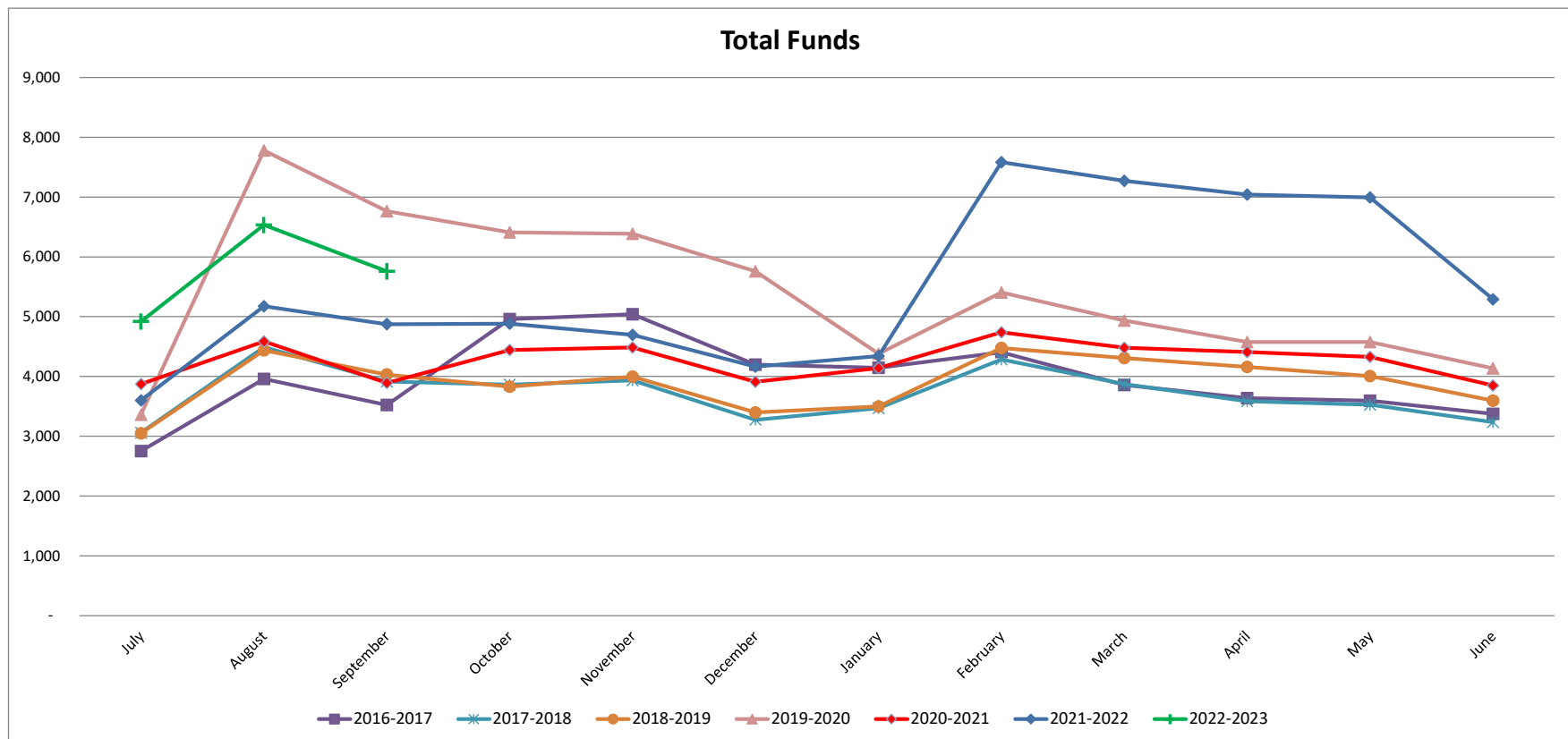


Cromwell Fire District
Treasurer's Report
As of September 30, 2022

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,710.42	0.60	-	9,711.02	1.80
Citizens Bank					
Checking	558,570.91	878,237.49	1,320,053.17	116,755.23	-
Reserve Account	3,949,865.99	600.00	14.41	3,950,451.58	-
Money Market	605,913.42	49.80	-	605,963.22	1,059.02
Fire Department Trust	37,898.02	1.56	-	37,899.58	21.99
Hardship Benefit Fund	64,876.39	2.67	-	64,879.06	24.25
Harris Scholarship & Memorial Fund	25,584.07	1.05	-	25,585.12	9.75
M&T / People's United Bank					
Checking	159,013.99	175,383.19	334,397.18	(0.00)	-
Checking M&T		534,697.80	507,860.31	26,837.49	-
Savings	1,121,388.21	53.56	1,121,441.77	(0.00)	835.62
Savings M&T		1,121,372.23	200,000.00	921,372.23	2.80
Total Ending Balance	6,532,821.42	2,710,399.95	3,483,766.84	5,759,454.53	1,955.23

**Cromwell Fire District
Analysis of Cash Balances
As of September 30, 2022**

Month	Fiscal Year						
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
July	2,751	3,059	3,047	3,358	3,874	3,599	4,918
August	3,955	4,488	4,438	7,780	4,589	5,171	6,533
September	3,522	3,915	4,032	6,766	3,892	4,875	5,759
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	5,289	



**Cromwell Fire District
Fire Department Funds
September 30, 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	\$ 38,000	\$ 64,880	\$ 25,585	\$ -	\$ 25,585
Due from District	21,810	-	-	5,546	5,546
Total Assets	\$ 59,810	\$ 64,880	\$ 25,585	\$ 5,546	\$ 31,131
Accounts Payable	\$ 16,806	\$ -	\$ -	\$ -	\$ -
Due to District	-	-	-	-	-
Fund Balance	43,004	64,879	25,585	5,546	31,131
Total Liabilities & Fund Balance	\$ 59,810	\$ 64,879	\$ 25,585	\$ 5,546	\$ 31,131
Revenue					
Interest Income	\$ 5	\$ 8	\$ 3	\$ -	\$ 3
Annual Drive	-	-	-	-	-
Annual Banquet	-	-	-	-	-
Donations	-	-	-	-	-
Uniforms	-	-	-	-	-
Other Income/Transfers In	-	-	-	-	-
Total Revenue	\$ 5	\$ 8	\$ 3	\$ -	\$ 3
Expenditures					
Annual Banquet	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Prevention	-	-	-	-	-
Explorers	-	-	-	-	-
Other Expenditures/Transfers Out	3,190	-	-	-	-
Capital Expenditures	-	-	-	-	-
Total Expenditures	3,190	-	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	\$ (3,185)	\$ 8	\$ 3	\$ -	\$ 3
Fund Balance Beginning (Pre-audit)	46,189	64,871	25,582	5,546	31,128
Fund Balance Ending	\$ 43,004	\$ 64,879	\$ 25,585	\$ 5,546	\$ 31,131
					Grand Total
					\$ 128,464
					27,356
					\$ 155,820
					\$ 16,806
					-
					139,014
					\$ 155,820
					\$ 16
					-
					-
					-
					-
					-
					\$ 3
					\$ -
					-
					-
					-
					-
					-
					3,190
					-
					3,190
					\$ (3,174)
					142,188
					\$ 139,014

No assurance is provided on these financial statements.

**Cromwell Fire District
Equipment Reserve Fund
Budget Report
September 30, 2022**

Description	Account Number	Budget Prior Years	Budget 2022-23	Updated Budget	Expended Prior Yrs	Expended 2022-2023	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)
Bunk room door/wall/window modification	31604-7310	14,000		14,000	-		-		-	14,000
Bunk room Men's/Women's plumbing facilities	31604-7310	10,000		10,000	-		-		-	10,000
Cabling for Chief's Office move	31604-7310	-	15,000	15,000	-		-		-	15,000
Ambulance EMS Chart Computers/IPADS (4)	31702-5740	5,500		5,500	-		-		-	5,500
IPAD Replacement (13)	31702-5740	6,500		6,500	6,214		6,214		6,214	286
Switch / UPS Redundancy (50%)	31702-5740	6,000		6,000	1,000		1,000		1,000	5,000
Airbags & Airbag System (new apparatus) (bonds)	31713-5740	30,075		30,075	-		-	-	-	30,075
R-1 Replacement	31715-5740	250,000		250,000	-		-		-	250,000
Fire hose replacement	31716-5740	13,000	10,000	23,000	10,039		10,039		10,039	12,961
Hose (new apparatus) (bonds)	31716-5740	18,282		18,282	18,755		18,755	-	18,755	(473)
Scott Air Packs / SCBA Replacement	31750-5740	325,506	20,000	345,506	325,506		325,506		325,506	20,000
Vehicles & Apparatus - Major Repairs	31751-5710	209,735		209,735	204,125		204,125		204,125	5,609
Firewall Replacement	31753-5740	-	27,000	27,000	-	7,993	7,993		7,993	19,007
Network Security Audit	31757-5320	12,000		12,000	18,250		18,250		18,250	(6,250)
State Fiber Connection / Control Station Replacement	31757-5320	-	20,000	20,000	-		-		-	20,000
AED - EMT/CPR Trainer Devices	31760-5740	2,100		2,100	901		901		901	1,199
AED-Replacement x 4 at \$2200	31760-5740	15,300		15,300	15,260		15,260		15,260	40
Training Building stairs and railing with Inspection	31762-5780	-	17,000	17,000	-		-		-	17,000
(8) MSA 4-Gas Meter Replacement: (6) Fire + (2) FI	31763-5740	9,156	3,000	12,156	8,261		8,261		8,261	3,895
Turn Out Gear Replacement	31784-5740	431,344	30,000	461,344	425,233		425,233		425,233	36,111
FMO Permit Software	31785-5740	3,000		3,000	-		-	-	-	3,000
Ambulance Re-chassis	31791-5710	-		-	-		-		-	-
Equipment & Vehicle Replacements	31800-5710	75,000		75,000	73,573		73,573		73,573	1,427
FMO Investigation vehicle & cap	31800-5710	29,632		29,632	28,716		28,716		28,716	916
Stretcher for Ambulance re-chassis	31804-5740	17,000		17,000	15,794		15,794		15,794	1,206
Construction of 6 Radio Voting Sites	31807-5740	140,000		140,000	100,742		100,742		100,742	39,258
Login Recorder, Pagers & Cases	31807-5740	169,075		169,075	158,233		158,233		158,233	10,842
Radio/Tower/Antenna Upgrades Project (bonds)	31807-5740	3,000,000		3,000,000	3,000,000		3,000,000		3,000,000	-
Radios for Fire Police & Fire Inspectors	31807-5740	15,000		15,000	3,735	2,452	6,187		6,187	8,813
Rope & Rope Equipment (new apparatus) (bonds)	31817-5700	12,345		12,345	12,624		12,624		12,624	(279)
Extraction Tools (new apparatus) (bonds)	31819-5700	75,699		75,699	31,032	44,667	75,699	-	75,699	-
Hurst Tool Replacement	31819-5700	6,000		6,000	-		-		-	6,000
Phone System	31829-5700	-	80,715	80,715	-		-		-	80,715
Facilities Maintenance Program	31830-5700	149,592		149,592	93,492		93,492		93,492	56,101
West Street Front Apron repairs	31830-5740	10,000		10,000	-		-		-	10,000
Door Access Security System (GF portion)	31921-5740	-		-	-		-		-	-
Knoxbox System Repair/Upgrade	31921-5740	13,000		13,000	13,533		13,533		13,533	(533)
Murphy beds (6)	31939-5800	16,000		16,000	3,265		3,265		3,265	12,735
Cromwell Fire Department Strategic Plan	31939-5800	-	25,000	25,000	-		-		-	25,000
Fit Testing Machine Replacement	31947-5740	-	20,000	20,000	-		-	18,106	18,106	1,894
Air compressor - Court St apparatus bay	31952-5740	5,000		5,000	1,108		1,108		1,108	3,892
Apparatus, Ambulance & Equipment (bonds)	multiple t/b/d	1,863,599		1,863,599	919,479	63,477	982,956	27,731	1,010,687	852,912
Active Projects		6,958,439	267,715	7,226,154	5,488,870	118,589	5,607,459	45,837	5,653,296	1,572,858
Total		11,018,000	267,715	11,285,715	9,548,431	118,589	9,667,020	45,837	9,712,857	1,572,858

**Cromwell Fire District
Water Capital Fund
Budget Report
September 30, 2022**

Description	Account Number	Budget Prior Years	Budget 2022-2023	Total Budget	Expended Prior Years	Expended 2022-2023	Total Expenditures	Encumbered	Balance
Closed Projects & Uncommitted Fund Balance		5,290,740	-	5,290,740	5,290,740	-	5,290,740	-	(0)
Distribution Study	35721-7290	79,900		79,900.00	76,150		76,150		3,750.00
Diversion Permit Renewal	35721-7290	80,000		80,000.00	-		-		80,000.00
Risk & Resiliency Study	35721-7290	25,000		25,000.00	24,850		24,850		150.00
Water Supply Plan	35721-7290	10,200		10,200.00	7,960		7,960		2,240.00
Pre- Engineering study for Interconnection Project	35737-7310	60,000		60,000.00	-		-		60,000.00
Replacement of Well Pump Motor	35740-5435	63,000		63,000.00	58,300		58,300		4,700.35
Engineering Services - Water Tank Inspection	35752-7290	-		-	-		-		-
Trailer (bonds)	35754-5710	7,545		7,545.00	-	7,745	7,745	-	(200.00)
Excavator Attachments (bonds)	35756-5740	19,951		19,951.00	-		-	-	19,951.00
Leak Detection equipment	35776-5740	16,679		16,679.00	16,679		16,679		-
VM-810 Pipe Locator	35776-5740	3,085	4,387	7,472.00	-		-		7,472.00
N360 meter reading upgrade and equipment	35778-5740	21,812	5,600	27,412.00	-		-	10,145	17,266.92
Excavator (bonds)	35789-5710	50,168		50,168.00	-		-		50,168.00
Job Truck (bonds)	35789-5710	103,023		103,022.54	-		-	103,023	-
Pickup Truck (bonds)	35789-5710	52,802		52,802.40	-	53,302	53,302	-	(499.22)
5 Ipads and truck mounts	35827-5700	4,000		4,000.00	-		-		4,000.00
Switch / UPS Redundancy (50%)	35827-5700	6,000		6,000.00	-		-		6,000.00
Chem Feed Transfer Switch	35835-5700	63,344		63,344.00	63,344		63,344		-
Meters	35904-5720	407,396	75,000	482,396.01	328,660	32,120	360,779	42,880	78,736.46
Water System Remote Data Collection System	35912-5730	-		-	-		-		-
Hydrants	35929-5722	95,132		95,132.47	69,442		69,442		25,690.39
Confined space equipment	35954-5740	7,485		7,485.00	7,485		7,485		-
Hydraulic breaker (backhoe attachment)	35954-5740	12,822		12,822.00	12,822		12,822		-
Light Tower	35954-5740	9,396		9,396.00	9,396		9,396		-
Roller/compactor	35954-5740	15,801		15,801.00	15,801		15,801		-
SCADA System	35958-5740	45,000	49,000	94,000.00	-	14,000	14,000	84,980	(4,980.00)
Door Access Security System (Water portion)	35959-5775	-		-	-		-		-
Vehicles & Equipment (bonds)	multiple t/b/d	205,000		205,000.00	Michael Lupkas: To be reviewed		-		205,000.00
Heat and generator hookup Sovereign Ridge	35743-5740	-	6,400	6,400.00			-	6,600	(200.00)
Mezzanine (OSHA) list item	35959-5775	-	24,000	24,000.00			-		24,000.00
Water GIS update Phase 1 of Lead and Copper data	35910-5740	-	40,000	40,000.00			-	40,000	-
Engineering for interconnection project	35737-7310	-	185,615	185,614.94			-		185,614.94
Active Projects		1,464,541	390,002	1,854,543	690,888	107,167	798,055	287,628	768,861
Total Water Capital Projects		6,755,281	390,002	7,145,283	5,981,628	107,167	6,088,795	287,628	768,861

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, September 20, 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, September 20, 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), Jason Hinnners, Charles Epstein, David Colligan, Mertie Terry, Roger Rukowicz, Robert Donohue and Robert McIntyre attended. Also attending were Executive Director Julius Neto, Assistant Fire Chief Jason Brade, Communications Manager Justin Lonergan, Financial Manager Mike Lupkas, Water Operations Manager Joseph Palmieri and Fire Marshal Harold Holmes. Commissioner Chip Darius and Fire Chief Jason Balletto 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.

In recognition of the events of the weekend which was the ceremony at the International Association of Firefighters' Fallen Firefighter Memorial in Colorado, a moment of silence was held for the 469 names that were read this past Saturday, one of them being Cromwell's past Fire Marshal Todd Gagnon.

APPROVAL OF AGENDA

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the agenda as submitted with the following addition under new business, Item F. Discussion and Possible Decision on Driver-Only Role within the Cromwell Fire Department.

PUBLIC COMMENT

Fire Lieutenant Bill McKnight gave a brief report on the trip to Colorado for the Fallen Firefighter Ceremony. He had some pictures from the event that he would be emailing to the Commissioners. He thought it was the most important event he has attended as a member of the

Firefighters' Union. It was hard to describe, but those that attended agreed that it is something to be experienced. There was a 10-hour practice on Friday prior to the ceremony so the ceremony was executed perfectly.

Lt. McKnight also commented that a while back, he along with Lt. Zadrick and Lt. Wolmetz were sworn in to be Fire Inspectors in the Fire Marshal's Office. Deputy Fire Marshal Colin Whalen has received a new assignment in the New Haven Fire Department to work Monday through Friday in their Fire Marshal's Office. This means that Mr. Whalen will not be available for the Cromwell Fire Marshal's Office.

Fire Marshal Harold Holmes is due to go on vacation in October. Because of a lack of FMO staff, his vacation was canceled by the Chief because there was no coverage for the FMO. Lt. McKnight noted that the District paid for 3 lieutenants to go to fire inspection school and suggested that the District use them. His suggestion for monetary compensation is to use the lieutenants on the weeks that they work 24 hours. Lt. McKnight stated he is available if needed.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
AUGUST 16, 2022

A motion was made by Commissioner Donohue, seconded by Commissioner Hinnners and approved 6 to 0 to accept the Board of Commissioners' meeting minutes of August 16, 2022, as submitted. Commissioners Terry and Colligan abstained.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING OF
AUGUST 30, 2022

A motion was made by Commissioner Hinnners, seconded by Commissioner Rukowicz and unanimously approved to accept the Special Board of Commissioners' meeting minutes of August 30, 2022, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were no communications or written appeals to report.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for August had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Neto was available to answer any questions. Commissioner Colligan asked if the M&T Bank merging issues are affecting the Fire District. Mr. Neto noted that the water billing deposits are part of remote depositing that was handled by People's Bank which is merging with M&T. The issues are there, but the Fire District had decided to switch to Citizens Bank for its water account needs prior to the M&T banking merge. There will be a learning curve getting acclimated to the new banking.

A motion was made by Commissioner Hinnners, seconded by Commissioner McIntyre and unanimously approved to accept the Executive Director's report for August as submitted.

- B. Financial Report. The Financial Report for August had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lupkas was available to answer any questions. He added that the District had just received a check

from the Town for tax collection for approximately \$630,000 that was not reflected in the report. Year to date right now, approximately \$2.7 million has been collected including money from the State which would be about 58% of the levy. In comparison to prior years, this is a respectable number. The EMS receipts are exceeding last year by 42%. There were more claims the first two months of the fiscal year, and the recovery of the fees followed. As part of the preparation of the audit they review each account to verify accuracy. He is hoping to have things ready earlier than in the past. Some of the problem areas over the last couple of years seem to be resolved already. He plans to have the audit out on time this year.

A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to accept the Financial Report for August as submitted.

- C. Fire Department Chief. The Chief's Report for August had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Assistant Chief Brade reported that there has been a lot going on in the Department:

- They have hired three part-time scheduled staff. They are working on all their start-up paperwork. They will have onboarding sessions with the Lieutenants. They are also in the process of taking on one volunteer.
- Now that COVID issues have subsided, the Fire Department is trying to get back out into the community. They have been relying on the Lieutenants and staff to help. They did a recruitment drive at the Farmers' Market and also showed off the new apparatus there. They are posting a lot of information on facebook. They also took part in the 9/11 ceremony at the Landing. It was well received.
- Fire extinguisher training for Mattabassett was held today. They are trying to get out to local businesses for training. Saturday the Department will be doing a cleanup on the river. There will be an open house at the beginning of October. They will also be doing a car seat installation at that time. The Department will also be doing a CPR class for the staff of Habitat for Humanity.

The President asked Assistant Chief Brade to send a note to the troops from the Commission for a job well done.

A motion was made by Commissioner Hinnners, seconded by Commissioner Epstein and unanimously approved to accept the Fire Chief's and Fire Marshal's report for August as presented.

- D. Water Operations. The Operations Report for August had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri was available to answer any questions. The President asked about the interconnect. Mr. Palmieri responded that it is moving slowly. He and the Executive Director have been meeting with Environmental Partners. They are waiting for the final engineering design that is 2/3 funded for this fiscal year. The other 1/3 will be available in July 2023. Mr. Neto added that they also met with the Deputy Director of the Middletown Water Department. They had a very productive meeting, and had some good contacts with the State of CT. The project is timely and within the main scope of the State's long-range vision of connecting water sources. Cromwell is in a good position. They are willing to get low interest bonds, but grants would be better. The more funding the better because the Water Department will be committing to \$4 to \$5 million of funding. They are in direct communication with the Town Manager. There was a lengthy discussion about the project being coordinated with the Sewer Department's project.

A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to accept the Operations Report for August as submitted.

- E. Communication Center Report. The Communication Center Report for August had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lonergan gave a couple of updates that were not in his report. The access control replacement and simultaneous camera upgrade replacement is ongoing. He has only received one quote and is waiting for 3 or 4 more to come back.

Mr. Lonergan is also starting to work on the Everbridge Notification system. He is taking the lead on this project to help get the program off the ground. There has been a lot of good communication between the Fire District, Police Department, Water Department, Emergency Management, the Mayor's office and the Communication Center. They had a meeting last week, and this has become a team effort. Everyone is very excited about this project. Management and Dispatch will both have access to send alerts.

He had some documentation he distributed for review. A copy is attached to the minutes on file in the Fire District Office. They will be starting a PR campaign for Cromwell residents to opt-in for these notifications via all necessary means, i.e., cell phone messages, text messages, email. It is another way to reach out to the citizens of Cromwell in times of emergency. It also provides communication of general information for newsletters etc. Communications are provided in a tier system format. The system is part of CT Alert which is part of the statewide notification system that a lot of 911 PSAP's have. It will be a lot of hard work to get this implemented, but it will get done.

They are currently in the development stage for the opt-in for Everbridge. Mr. Lonergan is working with the web designer to get information updated on the website. The Town is doing the same on their end. The PR push will happen after that, i.e., sign boards, facebook, etc. They will also be doing some training on the system for the users.

Regarding the radio reprogramming, Mr. Lonergan has an appointment with the State of CT on October 20, 2022. He and Mr. Alvarado are working with Total Communications on spec'ing out a phone replacement system. He also reviewed the Tower activity which has become a regular item on his list of responsibilities. He reported that the gate was replaced and is fully functional once again. Sprint has decommissioned and removed all their equipment from the Cromwell buildings and Tower. There is still equipment on the property, but a box truck will be coming by the end of the week to remove it. There are some upgrade projects coming up with Verizon, T-Mobile and AT&T.

A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to accept the Communication Center report as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive. There was no meeting.
- C. Fire Operations. A meeting was held on August 15, 2022. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

Commissioner Hinnners chaired that meeting and gave a brief summary of what took place at the meeting. He commented on the presentation given by Steven Tyc for an inventory tracking program. People that attended the meeting thought it was a good program. Now it will be a matter of finding the financial resources to fund it. It is in the range of \$3,000 - \$3,500. It provides a good base for evaluating all the Fire Department assets. At some point it could also be adapted to the Water Department inventory. It is just a matter of a QR code which goes into a database.

Mr. Lonergan has been researching the Holy Apostles generator. He received a quote from one of the approved vendors. The quote is to run a long underground cable to a disconnect. There is also the possibility of talking to the neighbor about gaining access from the other side of the property. Commissioner Colligan asked Mr. Lonergan to provide an update at the next Fire Operations Committee meeting.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and approved 7 to 0 to accept the Fire Operations Committee meeting minutes of August 15, 2022, as submitted. Commissioner Colligan abstained.

1. Communications Committee. There was no meeting.
2. Apparatus Committee. A meeting was held on August 2, 2022. Minutes had been tabled from last month. Commissioner Colligan reported that Chief Balletto updated everyone so that new Committee members were informed. There were a couple of discussions on some of the items. The Chief appointed Assistant Chief Brade as the primary contact person for the vendors. Assistant Chief Brade added that the Rescue/Pumper is in the process of being built. He emailed pictures of it being built. The final recommendations from the Committee were communicated to the vendor. Another meeting of the Apparatus Committee will be scheduled in the next month.

A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to accept the Apparatus Committee meeting minutes of August 2, 2022, as submitted.

- D. Pension Committee. A meeting was held on August 31, 2022. The minutes were not available for review. ***A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to table the Pension Committee meeting minutes of August 31, 2022.***
- E. Personnel Committee. There was a Special Personnel Committee meeting held on August 10, 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 Hinnners, seconded by Commissioner Donohue and approved 7 to 0 to accept the Special Personnel Committee meeting minutes of August 10, 2022, as submitted. Commissioner Colligan abstained.

A Personnel Committee meeting was also held on September 13, 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 Hanners, seconded by Commissioner Donohue and approved 7 to 0 to accept the Personnel Committee meeting minutes of September 13, 2022, as submitted. Commissioner Terry abstained.

- F. Water Operations. There was no meeting. The next quarterly meeting is scheduled for November 2, 2022. Mr. Neto added that they are looking to schedule a special meeting to come up with a plan on how to engage the community about the interconnection project.

BOARD APPOINTMENTS

There were no Board appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no report. Mr. Neto noted that after the passing of the Mayor, the Town has a new Mayor, Steve Fortenbach, new Deputy Mayor Joe Hennehan and new Council member Jay Polke.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. A meeting was held on September 2, 2022. Minutes were not available for review. A motion was made by Commissioner McIntyre, seconded by Commissioner Donohue and unanimously approved to table the Public Safety Tower Committee meeting minutes of September 2, 2022.
 2. Health & Safety/Building Committee. There was no meeting.
 3. Bylaws Committee. There was no meeting.
 4. Public Relations/Community Outreach Committee. There was no meeting. Regarding public relations, the first published article was submitted to the Rare Reminder last month. There is also information that will be published in this month's edition. Commissioner Darius is working to make sure information is submitted every month. These publications are at no cost to the District.

NEW BUSINESS

- A. Commissioners' Comments. The President discussed setting a date for a "Meet the Candidates" session. The Board of Commissioners' election will be held in a couple of weeks. It was decided to schedule a "Meet the Candidates" session for Thursday, September 29, 2022, 6:00 PM, at the Coles Road firehouse.

Commissioner Donohue touched base on the activities that have taken place this month. The 911 Ceremony down by the river was fantastic. He was also grateful for the turnout at the Mayor's funeral. He gave a shout out to Nicole LaTerra and Brian Cavaleri for stepping up and participating. John Carlson, Ryan Bengston and Jay Holden were also involved. The funeral detail was phenomenal. The patriot guard was also there. It was a good send off. They were in unison with the Police Department. President Brow asked Assistant Chief Brade to give a special thanks to Lt. Hallden, Alan Dominy and Ryan Blaney for taking the new Engine there and standing in line with them.

Commissioner Epstein commented about the new engine being at the Farmers' Market. The crews that were on that day came with the truck. They set up a table with signs about recruitment.

Commissioner Terry announced that on September 30, 2022, at the Courtyard Marriott, at 7:00 PM, there will be a comedy show for the Cromwell Children's Coalition. It is their annual fund raiser, tickets are \$25. There will be light hors d'oeuvres. Drinks and soda will be a slight charge. Commissioner Terry is a member of the Coalition, and she explained that the money that they raise is distributed to children in the school system anonymously.

Commissioner Colligan thanked the Commission for sending him an edible arrangement when he was out recovering from surgery.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.
- D. Discussion and Possible Decision on New Water Maintainer Position. The Personnel Committee met last week. Mr. Palmieri and the Executive Director are taking the name back that was originally recommended for the Maintainer position. With additional follow-up and a background check, it was learned that things did not add up with that candidate's resume.

They have chosen to make an offer to the second choice candidate, Joe Goodrich. He is equally qualified as the first candidate. He is a former State employee that worked for DOT on bridges. He was a member of the Cromwell Fire Department many years ago. They think he will be a good fit for this small group. They were going to go back to the Personnel Committee with the second choice candidate, but they were given permission by the Personnel Committee Chairman to bring this before the full Board of Commissioners in the interest of time. The President knows this candidate personally and believes he is the right fit.

A motion was made by Commissioner Colligan, seconded by Commissioner Donohue and unanimously approved to offer the Maintainer position in the Water Department to Joe Goodrich.

- E. Discussion and Decision on Personnel Committee's Acceptance of Chief Balleto's Resignation. *A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to table this item until after Executive Session at this meeting.*
- F. Discussion and Possible Decision on the Driver-Only Role Within the Cromwell Fire Department. Assistant Chief Brade had a discussion with Chief Balleto about an older member who is interested in coming back on the volunteer side to drive the apparatus. They realize that there are not a lot of volunteers and also that they can be of help. It is something that the Chief would like to try to institute so they can get apparatus on the volunteer side out the door. With the new stipend program, it would cost money for a volunteer driver so they wanted to discuss with the Commissioners to get their feedback. This concept would not be getting any additional services for EMS or Fire operations, but they would be able to get apparatus out the door. They wanted the Commission to be aware that the volunteer driver would be getting the same stipend as someone performing EMS or Fire services. Have the Chief's office have the ability to limit the number of driver-only staff members. They would

be looking for apparatus operators. The Commissioners thought this concept was a good idea. President Brow asked the Chiefs to provide some specifics including a maximum number that they see fitting this role and also include training requirements.

PUBLIC COMMENT

Commissioner Epstein discussed the water main break on Catherine Street. He was able to learn that the break was detected through the equipment the Water Department has available.

Commissioner Terry discussed the Cromwell Children's Coalition and the support provided through the sale of bracelets that say, "Kindness is Contagious."

Lt. McKnight had a correction on the Chief's Report for August. On page 1, the third bullet down, the correction is Lt. McKnight was at the high school with Fire Marshal Holmes doing the annual inspection. He also conducted inspections of food trucks at the Farmers' Market as well as the food trucks at the Pierson Park Children's Coalition/Creative District event.

A motion was made by Commissioner Epstein, seconded by Commissioner Hinnners and unanimously approved to amend the Chief's report as noted.

EXECUTIVE SESSION

Discussion and Strategy Regarding the Fire Chief's Office. A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to enter into Executive Session at 7:13 PM.

A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to adjourn Executive Session and resume the regular Board meeting at 8:23 PM.

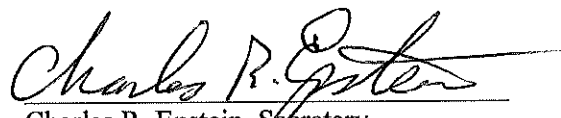
A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to accept Chief Balletto's resignation with an effective date of October 9, 2022.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnners and unanimously approved to adjourn the regular Board meeting at 8:25 PM.

ATTEST:

Nancy Deegan
Recording Secretary


Charles R. Epstein, Secretary