

**CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, November 15, 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. Presentation of Plaques to Former Commissioners
- IV. Public Comment*
- V. Approval of the Board of Commissioners' Meeting Minutes of October 18, 2022
Approval of the Special Board of Commissioners' Meeting Minutes of October 27, 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 – Mtg. October 17, 2022
 - 1. Communications Committee
 - 2. Apparatus Committee
 - D. Pension
 - E. Personnel – Spec. Personnel Mtgs., October 18, 2022 & October 27, 2022; Regular Mtg. Nov. 8, 2022
 - F. Water Operations – (Nov. 2, 2022 mtg. canceled)
- 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. Public Relations/Community Outreach Committee
- XI. New Business
 - A. Commissioners' Comments
 - B. Budgetary Adjustments
 - C. Approval of Contracts/Contractors
 - D. Discussion and Vote on MOA with Local 4662 Re: Additional Duties for 2 Lieutenants
 - E. Discussion and Approval of 2023 Holiday Schedule
- XII. Public Comment*
- XIII. Executive Session

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.

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

October 31, 2022

Preliminary until 11/15/22

Cromwell Fire District

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The accompanying financial statements of The Cromwell Fire District as of and for the period ended October 31, 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
October 31, 2022

- **General Fund**

- Revenues exceed expenditures by \$927,644 for the period ended October 31, 2022 as follows:

| | |
|----------------|-------------------|
| ■ Revenues | \$ 3,016,217 |
| ■ Expenditures | \$ 2,088,574 |
| | <u>\$ 927,644</u> |

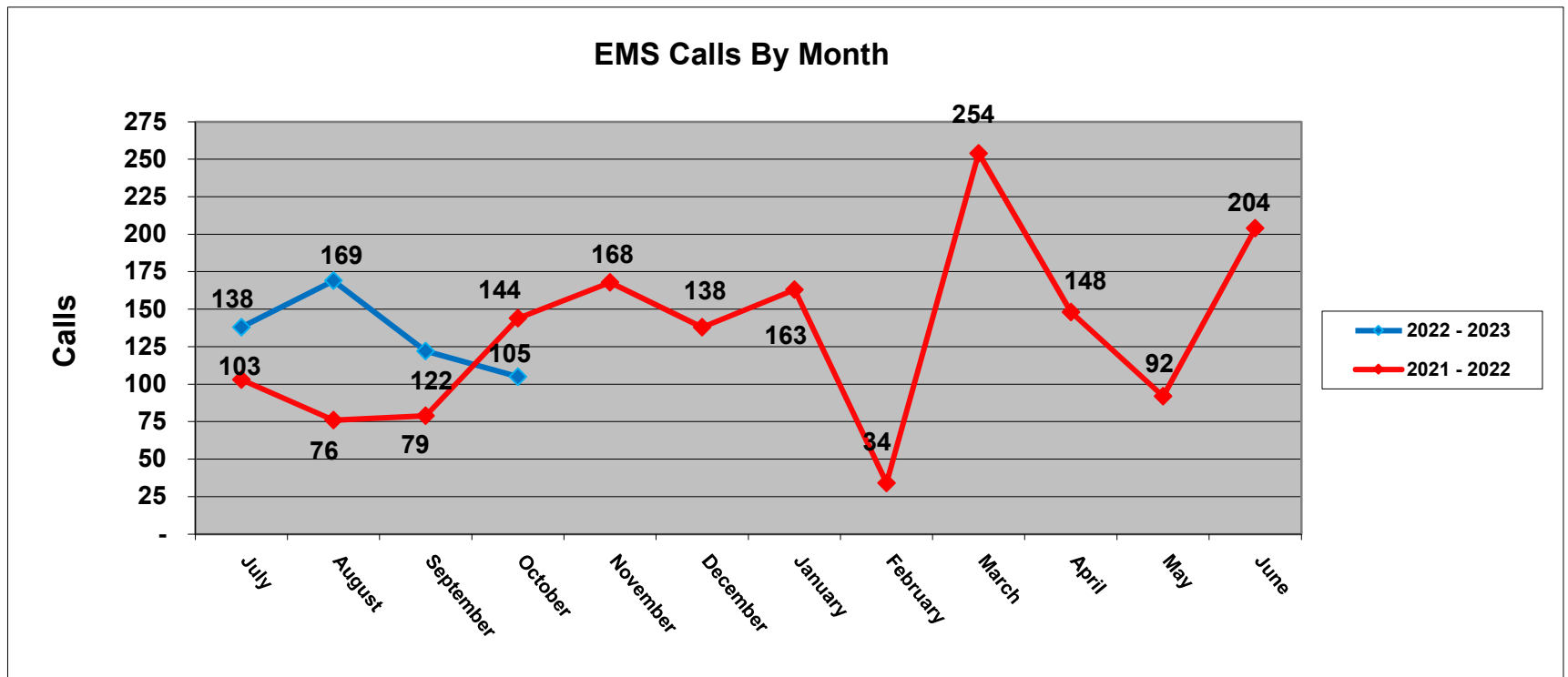
- Tax collections for the current levy and total tax collections are summarized below:

| As of October 31, 2022 | | | | |
|-------------------------------|------------------|--|------------------|--------------------|
| | Budget \$ | | Actual \$ | % Collected |
| Current Levy | 4,671,624 | | 2,604,217 | |
| State Grant | - | | 117,647 | 58.26% |
| PY Taxes | 11,000 | | 16,223 | 147.48% |
| Interest | 6,000 | | 8,555 | 142.59% |
| Total | 4,688,624 | | 2,746,642 | 58.58% |

Cromwell Fire District
Executive Overview
October 31, 2022

- **EMS Billing**

- EMS volume during the month of October 2022 was 105 calls and gross charges of \$106,134. This compares to 144 calls and gross charges of \$148,849 during October 2021.
- Billings net of Medicare/Medicaid adjustments for the month of October 2022 were \$43,150 compared to \$63,542 for October 2021.
- Year-to-Date funds collected and deposited as of October 31, 2022 were \$253,618 compared to \$200,006 as of October 2021.
- EMS calls by month (Fiscal 2023 versus 2022) are illustrated below:



Cromwell Fire District

Executive Overview

October 31, 2022

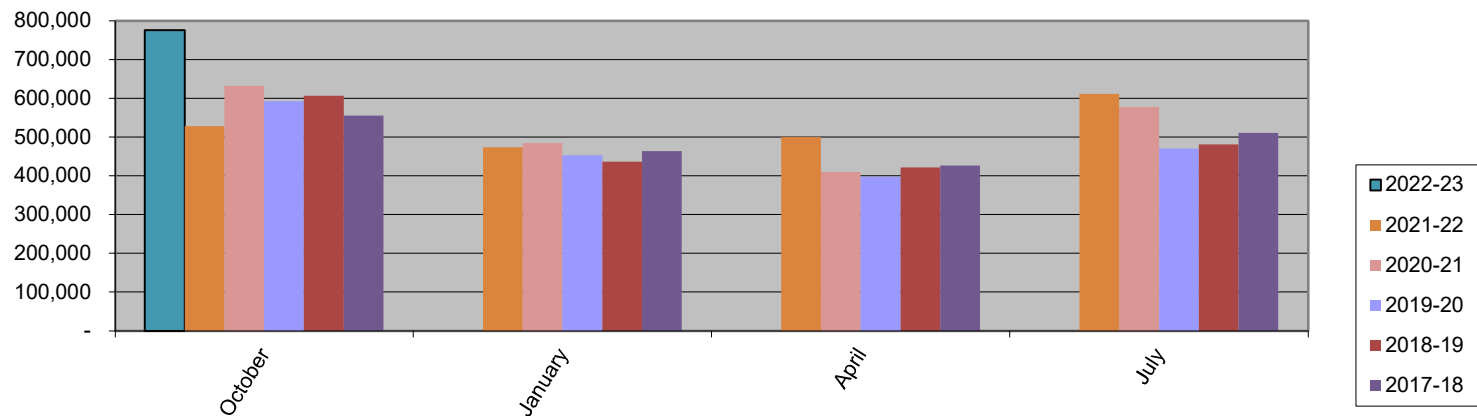
- Water Division Enterprise Fund**

- Revenues exceed expenditures by \$342,317 for the period ended October 31, 2022 as follows:

| | |
|----------------|-------------------|
| ■ Revenues | \$ 874,084 |
| ■ Expenditures | \$ 531,767 |
| | <u>\$ 342,317</u> |

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

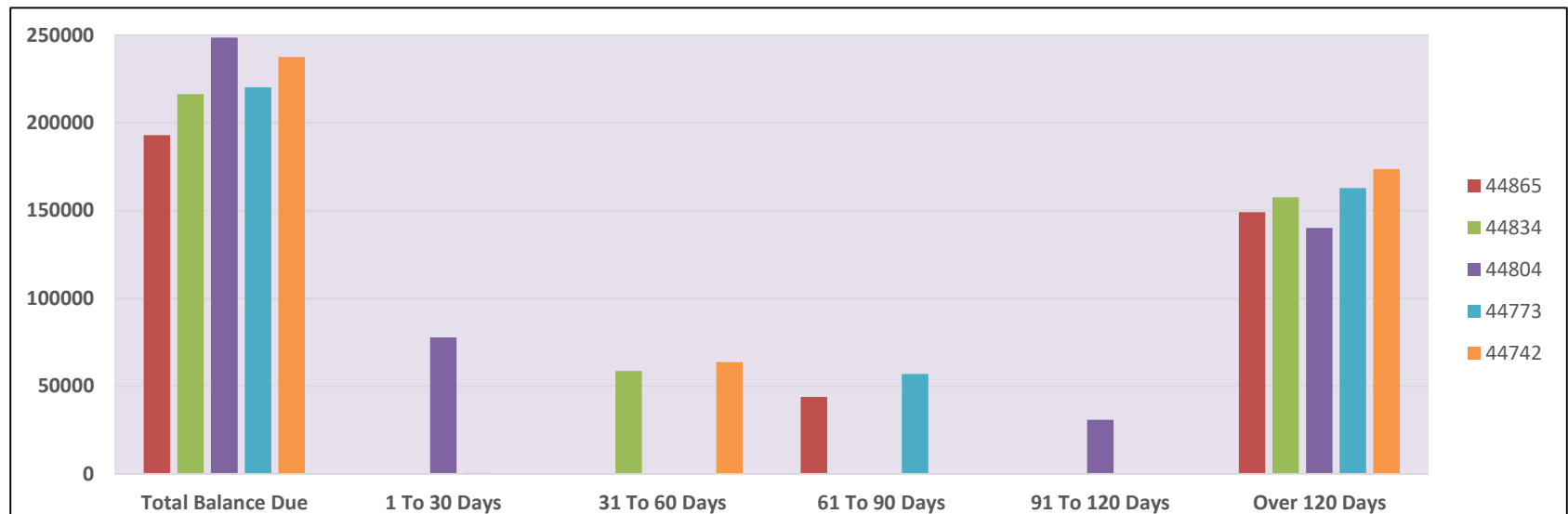
| | Quarterly Billings | | | | | |
|---------|--------------------|-----------|-----------|-----------|-----------|-----------|
| | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| October | 775,324 | 528,174 | 631,689 | 592,140 | 606,177 | 555,298 |
| January | - | 473,627 | 483,906 | 452,802 | 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 | 775,324 | 2,113,538 | 2,102,910 | 1,912,806 | 1,944,612 | 1,956,275 |



Cromwell Fire District
Executive Overview
October 31, 2022

• **Water Division Accounts Receivable Aging Report**

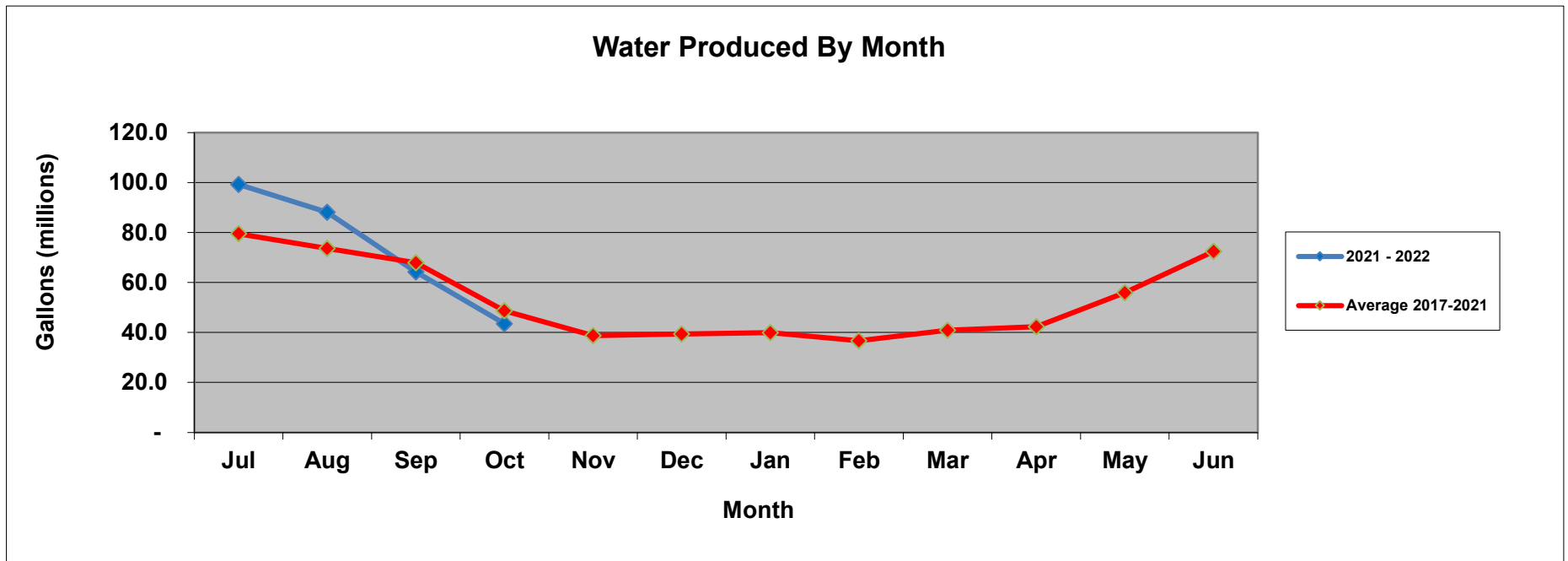
| Accounts Receivable at Month-End (by days past due) | | | | | |
|---|------------|------------|------------|------------|------------|
| | 10/31/2022 | 9/30/2022 | 8/31/2022 | 7/31/2022 | 6/30/2022 |
| Count of Bills | 2,348 | 2,628 | 2,872 | 2,497 | 2,652 |
| Unique Customers IDs | 745 | 887 | 933 | 783 | 831 |
| Total Balance Due | \$ 193,022 | \$ 216,297 | \$ 248,615 | \$ 220,205 | \$ 237,476 |
| 1 To 30 Days | - | 0 | 77,706 | 534 | 87 |
| 31 To 60 Days | 0 | 58,685 | 3 | - | 63,648 |
| 61 To 90 Days | 43,887 | 3 | - | 56,839 | - |
| 91 To 120 Days | 3 | - | 30,834 | - | 97 |
| Over 120 Days | 149,132 | 157,609 | 140,072 | 162,832 | 173,645 |



Cromwell Fire District
Executive Overview
October 31, 2022

- **Water Production**

- 43,473,000 gallons were produced during the month of October 2022 versus 55,634,000 gallons produced in October 2021 (a decrease of 12,161,000 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 October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 3,016,217 | - | 2,941,599 | 49.37% |
| EXPENSES | | | | | | | | | |
| | TAX COLLECTOR | 59,983 | 60,740 | - | 60,740 | 30,370 | - | 30,370 | 50.00% |
| | COMMISSION EXPENSES | 7,825 | 10,000 | - | 10,000 | 8,110 | - | 1,890 | 18.90% |
| | COMPUTER OPERATIONS | 106,620 | 87,331 | - | 87,331 | 24,650 | 350 | 62,331 | 71.37% |
| | ADMINISTRATIVE ACCOUNT | 408,795 | 454,100 | - | 454,100 | 100,583 | - | 353,517 | 77.85% |
| | OFFICE OF THE CHIEF | 272,972 | 296,000 | - | 296,000 | 69,002 | - | 226,998 | 76.69% |
| | EMS/FIRE OPERATIONS | 1,606,618 | 1,752,729 | - | 1,752,729 | 498,291 | 5,000 | 1,249,438 | 71.29% |
| | SIGNALS & ALARMS | 66,519 | 165,600 | - | 165,600 | 132,930 | - | 32,670 | 19.73% |
| | FIRE MARSHAL | 141,207 | 199,652 | - | 199,652 | 49,205 | - | 150,447 | 75.35% |
| | COMMUNICATIONS CENTER | 485,896 | 493,660 | - | 493,660 | 147,873 | 2,790 | 342,997 | 69.48% |
| | BUILDINGS & GROUNDS | 217,548 | 220,255 | - | 220,255 | 76,242 | - | 144,013 | 65.38% |
| | TRAINING | 28,059 | 45,000 | - | 45,000 | 6,987 | - | 38,013 | 84.47% |
| | INSURANCE AND BENEFITS | 1,091,186 | 1,313,755 | - | 1,313,755 | 459,215 | - | 854,540 | 65.05% |
| | DEBT SERVICE | 575,973 | 492,814 | - | 492,814 | 449,377 | - | 43,438 | 8.81% |
| | APPARATUS & EQUIPMENT | 192,247 | 196,871 | - | 196,871 | 35,740 | 13,059 | 148,073 | 75.21% |
| | OPERATING TRANSFERS OUT | - | 169,309 | - | 169,309 | - | - | 169,309 | 100.00% |
| | TOTAL EXPENSES | 5,261,446 | 5,957,816 | - | 5,957,816 | 2,088,574 | 21,199 | 3,848,044 | 64.59% |
| BALANCE | | 399,589 | (0) | - | (0) | 927,644 | (21,199) | (906,445) | |

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 2,604,217 | | 2,067,407 | 44.25% |
| 01 4110 | Property Tax-Prior Year | 31,576 | 11,000 | | 11,000 | 16,223 | | (5,223) | -47.48% |
| 01 4120 | Interest on Property Taxes | 19,027 | 6,000 | | 6,000 | 8,555 | | (2,555) | -42.59% |
| 01 4130 | Liens on Property Taxes | - | | | - | - | | - | 0.00% |
| 01 4350 | EMS Billing | 779,514 | 687,500 | | 687,500 | 244,890 | | 442,610 | 64.38% |
| 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 | 217 | | 2,783 | 92.77% |
| 01 4450 | Revenue Fire Marshal's Office | 5,961 | 44,000 | | 44,000 | 6,864 | | 37,136 | 84.40% |
| 01 4900 | Miscellaneous Revenue | 77,120 | 45,000 | | 45,000 | 118 | | 44,882 | 99.74% |
| 01 4930 | Employee Insurance Contribution | 47,959 | 58,000 | | 58,000 | 17,486 | | 40,514 | 69.85% |
| 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 | 3,016,217 | - | 2,941,599 | 49.37% |
| 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 | 8,110 | - | 1,890 | 18.90% |
| | TOTAL COMMISSION EXPENSES | 7,825 | 10,000 | - | 10,000 | 8,110 | - | 1,890 | 18.90% |
| 01103 | Computer Operations | | | | | | | | |
| 01103 5105 | Payroll (Less Water Division Share) | 40,795 | 21,171 | | 21,171 | 7,213 | - | 13,958 | 65.93% |
| 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 | 16,810 | 350 | 44,000 | 71.94% |
| | TOTAL COMPUTER OPERATIONS | 106,620 | 87,331 | - | 87,331 | 24,650 | 350 | 62,331 | 71.37% |
| 01104 | Administrative Account | | | | | | | | |
| 01104 5105 | Admin PR (Less Water Div Share) | 176,149 | 180,000 | | 180,000 | 54,854 | - | 125,147 | 69.53% |
| 01104 5320 | Professional Fees | 134,976 | 178,900 | | 178,900 | 14,386 | - | 164,514 | 91.96% |
| 01104 5370 | EMS Billing Services | 67,670 | 60,000 | | 60,000 | 19,758 | - | 40,242 | 67.07% |
| 01104 5620 | West Street Utilities | 10,496 | 13,200 | | 13,200 | 4,390 | - | 8,810 | 66.74% |
| 01104 5805 | Operating Expenses | 6,310 | 7,000 | | 7,000 | 2,418 | - | 4,582 | 65.45% |
| 01104 5811 | Payroll Services | 13,194 | 15,000 | | 15,000 | 4,777 | - | 10,223 | 68.15% |
| | TOTAL ADMINISTRATIVE ACCOUNT | 408,795 | 454,100 | - | 454,100 | 100,583 | - | 353,517 | 77.85% |

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 63,059 | - | 212,941 | 77.15% |
| 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 | 5,811 | - | 11,689 | 66.79% |
| | TOTAL OFFICE OF THE CHIEF | 272,972 | 296,000 | - | 296,000 | 69,002 | - | 226,998 | 76.69% |
| 01116 | EMS/Fire Operations | | | | | | | | |
| 01116 5105 | Payroll | 922,043 | 1,109,789 | | 1,109,789 | 313,489 | - | 796,300 | 71.75% |
| 01116 5113 | Payroll - PT Fire & EMS | 549,196 | 426,940 | | 426,940 | 138,072 | - | 288,868 | 67.66% |
| 01116 5371 | Paramedic Fees | 46,551 | 45,000 | | 45,000 | 14,730 | - | 30,270 | 67.27% |
| 01116 5373 | Contribution-Volunteer Pension Fund | - | 10,000 | | 10,000 | - | - | 10,000 | 100.00% |
| 01116 5380 | Medicals & Physicals | 16,486 | 45,000 | | 45,000 | 3,352 | - | 41,648 | 92.55% |
| 01116 5381 | Volunteer Medical/Physicals | - | - | | - | - | - | - | 0.00% |
| 01116 5611 | Consumable Supplies-EMS | 27,466 | 40,000 | | 40,000 | 9,501 | 5,000 | 25,499 | 63.75% |
| 01116 5612 | Consumable Supplies-Fire | 7,131 | 10,000 | | 10,000 | 1,796 | - | 8,204 | 82.04% |
| 01116 5614 | Oxygen | 10,436 | 9,000 | | 9,000 | 901 | - | 8,099 | 89.99% |
| 01116 5670 | Uniforms | 19,442 | 35,000 | | 35,000 | 14,407 | - | 20,593 | 58.84% |
| 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 | 2,007 | - | 14,993 | 88.19% |
| | TOTAL EMS/Fire OPERATIONS | 1,606,618 | 1,752,729 | - | 1,752,729 | 498,291 | 5,000 | 1,249,438 | 71.29% |
| 01120 | Signals & Alarms | | | | | | | | |
| 01120 5680 | Non-Capital Equipment | - | - | | - | - | - | - | 0.00% |
| 01120 5805 | Operating Expenses | 66,519 | 165,600 | | 165,600 | 132,930 | - | 32,670 | 19.73% |
| | TOTAL SIGNALS & ALARMS | 66,519 | 165,600 | - | 165,600 | 132,930 | - | 32,670 | 19.73% |
| 01121 | Fire Marshal | | | | | | | | |
| 01121 5105 | Payroll | 123,205 | 162,152 | | 162,152 | 38,995 | - | 123,157 | 75.95% |
| 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 | 9,504 | - | 17,496 | 64.80% |
| | TOTAL FIRE MARSHAL | 141,207 | 199,652 | - | 199,652 | 49,205 | - | 150,447 | 75.35% |
| 01122 | Communications Center | | | | | | | | |
| 01122 5105 | Payroll | 429,576 | 428,480 | | 428,480 | 137,470 | - | 291,010 | 67.92% |
| 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 | 9,115 | 1,038 | 36,427 | 78.20% |
| | TOTAL COMMUNICATIONS CENTER | 485,896 | 493,660 | - | 493,660 | 147,873 | 2,790 | 342,997 | 69.48% |

No assurance is provided on these financial statements.

Cromwell Fire District
General Fund - Budget Report - DETAIL
2022 - 2023
As of October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 15,280 | - | 35,475 | 69.90% |
| 01140 5451 | Repairs & Maintenance - Court Street | 26,584 | 25,000 | | 25,000 | 9,418 | - | 15,582 | 62.33% |
| 01140 5452 | Repairs & Maintenance - West Street | 25,762 | 22,500 | | 22,500 | 6,129 | - | 16,371 | 72.76% |
| 01140 5453 | Repairs & Maintenance - Coles Road | 26,821 | 35,000 | | 35,000 | 12,183 | - | 22,817 | 65.19% |
| 01140 5621 | Utilities-Court St | 46,466 | 35,000 | | 35,000 | 18,064 | - | 16,936 | 48.39% |
| 01140 5622 | Utilities-West St | 12,182 | 15,000 | | 15,000 | 3,597 | - | 11,403 | 76.02% |
| 01140 5623 | Utilities-Coles Rd | 26,657 | 35,000 | | 35,000 | 11,160 | - | 23,840 | 68.11% |
| 01140 5670 | Uniforms | 1,015 | 1,000 | | 1,000 | 225 | - | 775 | 77.54% |
| 01140 5805 | Operating Expenses | 570 | 1,000 | | 1,000 | 186 | - | 814 | 81.43% |
| | TOTAL BUILDINGS & GROUNDS | 217,548 | 220,255 | - | 220,255 | 76,242 | - | 144,013 | 65.38% |
| 01160 | Training | | | | | | | | |
| 01160 5350 | Training | 21,230 | 45,000 | | 45,000 | 6,159 | - | 38,841 | 86.31% |
| 01160 5351 | Career Training | 6,828 | - | | - | 828 | - | (828) | 0.00% |
| | TOTAL TRAINING | 28,059 | 45,000 | - | 45,000 | 6,987 | - | 38,013 | 84.47% |
| 01220 | Insurance and Benefits | | | | | | | | |
| 01220 5200 | Payroll Tax Expense | 193,868 | 206,371 | | 206,371 | 58,227 | - | 148,144 | 71.79% |
| 01220 5210 | Unemployment Compensation | - | 3,000 | | 3,000 | - | - | 3,000 | 100.00% |
| 01220 5230 | Worker's Compensation Insurance | 111,417 | 82,113 | | 82,113 | 36,204 | - | 45,909 | 55.91% |
| 01220 5240 | Dental Insurance | 24,240 | 31,000 | | 31,000 | 10,124 | - | 20,876 | 67.34% |
| 01220 5260 | Medical Insurance | 384,206 | 475,000 | | 475,000 | 188,700 | - | 286,300 | 60.27% |
| 01220 5270 | Life Insurance | 8,902 | 13,000 | | 13,000 | 4,054 | - | 8,946 | 68.82% |
| 01220 5290 | Pension-Employer | 52,109 | 56,177 | | 56,177 | - | - | 56,177 | 100.00% |
| 01220 5291 | Pension-MERS | 256,371 | 380,094 | | 380,094 | 91,321 | - | 288,773 | 75.97% |
| 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 | 459,215 | - | 854,540 | 65.05% |
| 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 October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 12,492 | - | 29,879 | 70.52% |
| 01300 5420 | Repairs & Maintenance-Equipment | 23,374 | 40,000 | | 40,000 | 6,339 | 11,504 | 22,157 | 55.39% |
| 01300 5425 | Repairs & Maintenance-Radios | - | - | | - | - | - | - | 0.00% |
| 01300 5430 | Repairs & Maintenance-Vehicles | 83,720 | 60,000 | | 60,000 | 3,956 | 1,555 | 54,489 | 90.81% |
| 01300 5611 | Consumable Supplies | 14,533 | 12,000 | | 12,000 | 4,036 | - | 7,964 | 66.37% |
| 01300 5613 | Fuel/Oil | 22,144 | 30,000 | | 30,000 | 6,715 | - | 23,285 | 77.62% |
| 01300 5670 | Uniforms | 903 | 1,000 | | 1,000 | 367 | - | 633 | 63.25% |
| 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 | 165 | - | 1,335 | 88.99% |
| | TOTAL APPARATUS & EQUIPMENT | 192,247 | 196,871 | - | 196,871 | 35,740 | 13,059 | 148,073 | 75.21% |
| | 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 | 3,016,217 | - | 2,941,599 | 49.37% |
| | TOTAL EXPENSES | 5,261,446 | 5,957,816 | - | 5,957,816 | 2,088,574 | 21,199 | 3,848,044 | 64.59% |
| | | | | | | | | | |
| | Balance | 399,589 | (0) | - | (0) | 927,644 | (21,199) | (906,445) | |

**Cromwell Fire District
EMS Billing Report
As of October 31, 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 | 105 | 164,457.65 | 106,133.72 | (54,895.42) | (62,983.39) | - | (3,001.90) | (11,600.52) | (167.33) | - | - | - | 137,942.81 |
| November | | | | | | | | | | | | | - |
| December | | | | | | | | | | | | | - |
| January | | | | | | | | | | | | | - |
| February | | | | | | | | | | | | | - |
| March | | | | | | | | | | | | | - |
| April | | | | | | | | | | | | | - |
| May | | | | | | | | | | | | | - |
| June | | | | | | | | | | | | | - |
| Total | 534 | 175,906.07 | 538,093.91 | (253,617.65) | (294,630.01) | (2,124.62) | (7,530.63) | (17,986.93) | (167.33) | - | - | - | 137,942.81 |
| | | | | 47% | 55% | 0% | 1% | 3% | 0% | 0% | 0% | 0% | |
| Deposits | | | | (253,617.65) | | | | | | | | | |
| Deposits Per Ledger | | | | 244,890.39 | | | | | | | | | |
| Difference | | | | (8,727.26) | | | | | | | | | |
| Charges Net of Medicare/Medicaid Adjustments | | | | | 243,463.90 | | | | | | | | |

| 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 October 31, 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 October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 874,084 | - | 1,776,416 | 67.02% |
| EXPENSES | | | | | | | | | |
| | PAYROLL | 572,893 | 608,000 | - | 608,000 | 190,020 | - | 417,980 | 68.75% |
| | POWER AND PUMPING | 287,483 | 361,500 | - | 361,500 | 101,165 | 8,628 | 251,707 | 69.63% |
| | TREATMENT | 80,832 | 95,220 | - | 95,220 | 18,640 | 39,367 | 37,212 | 39.08% |
| | TRANSMISSION & DISTRIBUTION | 73,165 | 137,800 | - | 137,800 | 6,633 | 34,654 | 96,513 | 70.04% |
| | OTHER OPERATING EXPENSES | 53,676 | 58,500 | - | 58,500 | 20,084 | 5,831 | 32,585 | 55.70% |
| | GENERAL ADMINISTRATION | 495,215 | 596,961 | - | 596,961 | 181,691 | 1,050 | 414,220 | 69.39% |
| | DEBT SERVICE - INTEREST | 30,850 | 23,431 | - | 23,431 | 13,534 | - | 9,897 | 42.24% |
| | 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 | 531,767 | 89,530 | 1,645,187 | 72.59% |
| BALANCE | | | | | | | | | |
| | | 720,563 | 384,016 | - | 384,016 | 342,317 | (89,530) | 131,230 | 34.17% |

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2022 - 2023
As of October 31, 2022

Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 13,201 | | 11,799 | 47.20% |
| 05 4200 | State Grants | - | - | | - | - | | - | 0.00% |
| 05 4300 | Interest Income | 1,831 | 3,000 | | 3,000 | 217 | | 2,783 | 92.77% |
| 05 4400 | Metered Sales To General Public | 2,109,217 | 2,300,000 | | 2,300,000 | 757,121 | | 1,542,879 | 67.08% |
| 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 | 1,048 | | 143,952 | 99.28% |
| 05 4410 | Miscellaneous Service Revenues | 25,761 | 23,000 | | 23,000 | 9,903 | | 13,097 | 56.94% |
| 05 4411 | Connection Charges/Inspections | 33,397 | 50,000 | | 50,000 | 18,521 | | 31,479 | 62.96% |
| 05 4900 | Miscellaneous Non-operating Revenue | 15,634 | 5,000 | | 5,000 | 2,570 | | 2,430 | 48.60% |
| 05 4930 | Employee Insurance Contribution | 11,277 | 18,000 | | 18,000 | 4,204 | | 13,796 | 76.64% |
| 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 | 874,084 | - | 1,776,416 | 67.02% |
| 05901 | Payroll | | | | | | | | |
| 05901 5105 | TOTAL PAYROLL | 572,893 | 608,000 | | 608,000 | 190,020 | - | 417,980 | 68.75% |
| 05902 | Power and Pumping | | | | | | | | |
| 05902 5434 | Maint. of Structures & Improvements | 9,255 | 10,000 | | 10,000 | 2,486 | 2,148 | 5,366 | 53.66% |
| 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 | 93,027 | - | 206,973 | 68.99% |
| 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 | 101,165 | 8,628 | 251,707 | 69.63% |
| 05903 | Treatment | | | | | | | | |
| 05903 5630 | Chlorine | 14,661 | 15,595 | | 15,595 | 9,473 | 6,122 | (0) | 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 | 4,181 | 15,369 | - | 0.00% |
| 05903 5805 | Operating Expenses | 27,326 | 39,375 | | 39,375 | 4,986 | 17,877 | 16,512 | 41.94% |
| | TOTAL TREATMENT | 80,832 | 95,220 | - | 95,220 | 18,640 | 39,367 | 37,212 | 39.08% |
| 05904 | Transmission & Distribution | | | | | | | | |
| 05904 5319 | Outside Services | 20,054 | 23,300 | | 23,300 | 542 | - | 22,759 | 97.68% |
| 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 | 3,946 | 26,325 | 27,229 | 47.35% |
| 05904 5438 | Maint. of Services | - | 7,000 | | 7,000 | - | - | 7,000 | 100.00% |
| 05904 5439 | Maint. of Meters | 2,941 | 20,000 | | 20,000 | 1,207 | 1,793 | 17,000 | 85.00% |
| 05904 5440 | Maint. of Hydrants | 7,876 | 20,000 | | 20,000 | 939 | 6,536 | 12,525 | 62.63% |
| | TOTAL TRANSMISSION & DISTRIBUTION | 73,165 | 137,800 | - | 137,800 | 6,633 | 34,654 | 96,513 | 70.04% |

No assurance is provided on these financial statements.

Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2022 - 2023
As of October 31, 2022

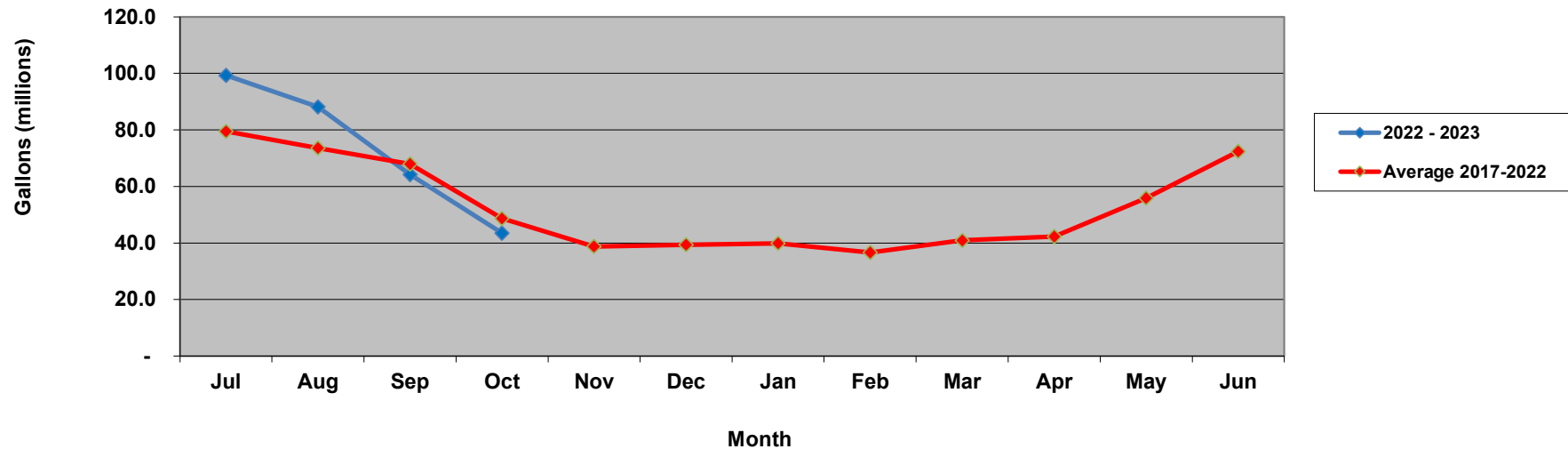
Completed Budget Months = 4 (33%)
Available Budget Months = 8 (67%)

| 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 | 2,672 | - | 8,328 | 75.71% |
| 05908 5800 | Other Expenditures | 532 | 1,500 | | 1,500 | 459 | - | 1,041 | 69.39% |
| 05908 5802 | Uniforms | 4,234 | 6,000 | | 6,000 | 1,530 | 2,531 | 1,939 | 32.32% |
| 05908 5870 | Dues & Training | 3,644 | 8,000 | | 8,000 | 3,362 | 3,300 | 1,338 | 16.72% |
| 05908 5880 | Truck & Garage Expense | 34,754 | 32,000 | | 32,000 | 12,061 | - | 19,939 | 62.31% |
| | TOTAL OTHER OPERATING EXPENSES | 53,676 | 58,500 | - | 58,500 | 20,084 | 5,831 | 32,585 | 55.70% |
| 05907 | General Administration | | | | | | | | |
| 05907 5200 | Payroll Tax Expense | 42,391 | 46,512 | | 46,512 | 14,093 | - | 32,419 | 69.70% |
| 05907 5210 | Unemployment Compensation | - | 1,000 | | 1,000 | - | - | 1,000 | 100.00% |
| 05907 5230 | Worker's Compensation Insurance | 27,424 | 18,382 | | 18,382 | 6,524 | - | 11,858 | 64.51% |
| 05907 5240 | Dental Insurance | 8,944 | 12,000 | | 12,000 | 3,814 | - | 8,186 | 68.22% |
| 05907 5260 | Medical Insurance | 150,708 | 193,000 | | 193,000 | 71,397 | - | 121,603 | 63.01% |
| 05907 5270 | Life Insurance | 2,398 | 4,000 | | 4,000 | 911 | - | 3,089 | 77.23% |
| 05907 5290 | Pension-Employer | 36,039 | 36,684 | | 36,684 | - | - | 36,684 | 100.00% |
| 05907 5319 | Outside Services | 4,010 | 12,250 | | 12,250 | 236 | - | 12,014 | 98.07% |
| 05907 5320 | Professional Fees | 72,115 | 95,500 | | 95,500 | 13,000 | - | 82,500 | 86.39% |
| 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 | 4,426 | - | 5,574 | 55.74% |
| 05907 5615 | Tele-communications | 10,893 | 10,100 | | 10,100 | 4,503 | - | 5,597 | 55.41% |
| 05907 5621 | West Street Utilities | 9,220 | 12,000 | | 12,000 | 3,275 | - | 8,725 | 72.71% |
| 05907 5805 | Computer Operations | 61,736 | 79,933 | | 79,933 | 14,179 | 1,050 | 64,704 | 80.95% |
| 05907 5811 | Payroll Services | 501 | 600 | | 600 | 203 | - | 397 | 66.24% |
| 05907 7141 | Postage | 4,034 | 6,000 | | 6,000 | 2,189 | - | 3,811 | 63.52% |
| 05907 7142 | Utility Billing Services | 14,325 | 15,000 | | 15,000 | 3,412 | - | 11,588 | 77.25% |
| | TOTAL GENERAL ADMINISTRATION | 495,215 | 596,961 | - | 596,961 | 181,691 | 1,050 | 414,220 | 69.39% |
| 05907 5910 | DEBT SERVICE - INTEREST | 30,850 | 23,431 | | 23,431 | 13,534 | - | 9,897 | 42.24% |
| 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 | 874,084 | - | 1,776,416 | 67.02% |
| | TOTAL EXPENSES | 1,737,918 | 2,266,484 | - | 2,266,484 | 531,767 | 89,530 | 1,645,187 | 72.59% |
| | Balance | 720,563 | 384,016 | - | 384,016 | 342,317 | (89,530) | 131,230 | 34.17% |

**Cromwell Fire District
Analysis of Water Pumped by Month
As of October 31, 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 | 43.5 | 48.7 | (5.2) | -10.64% |
| 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 | 295.1 | 635.9 | 25.4 | |

Water Produced By Month

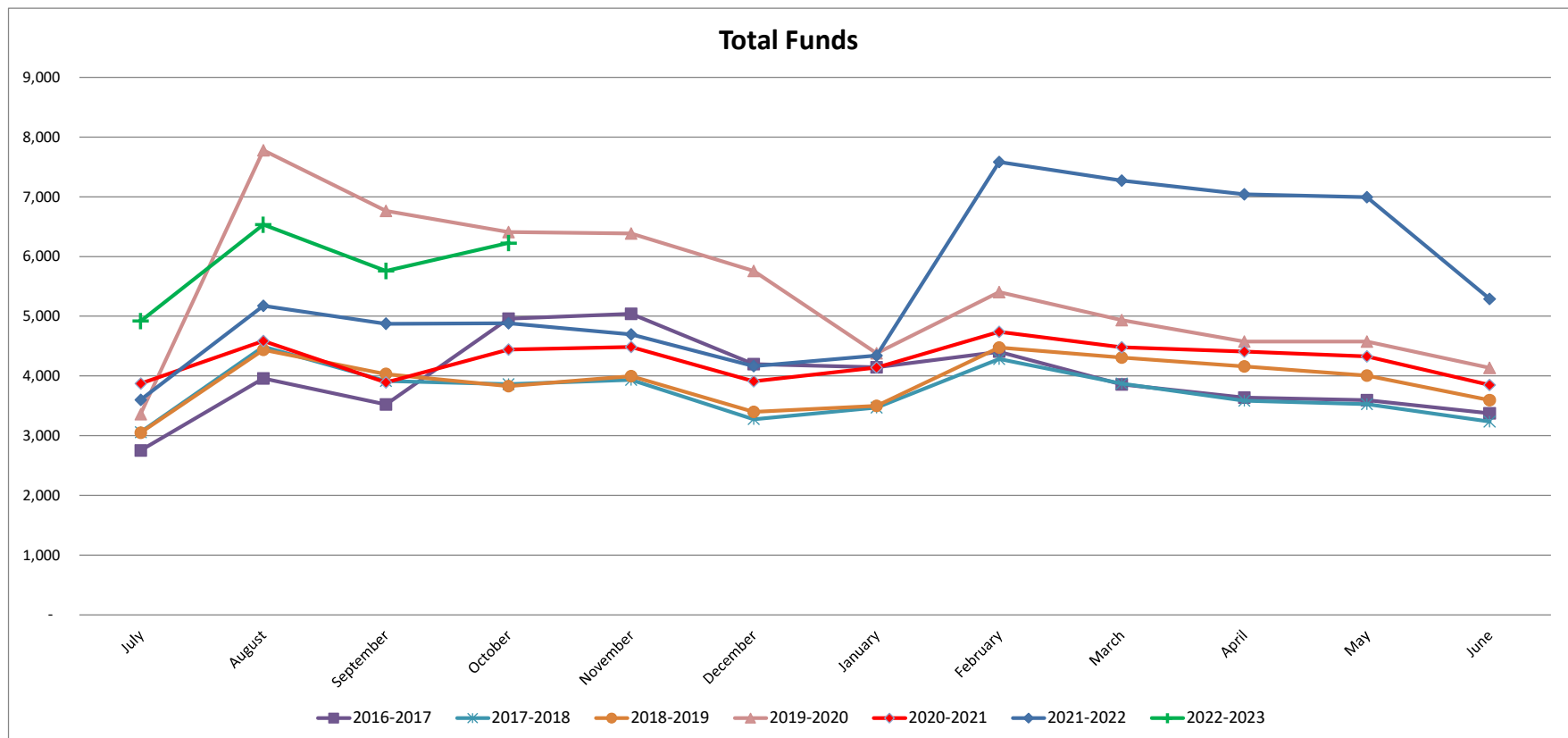


Cromwell Fire District
Treasurer's Report
As of October 31, 2022

| Account | Beginning Balance | Deposits | Withdrawals | Ending Balance | YTD Interest | |
|---------------------------------------|---------------------|---------------------|-------------------|---------------------|-----------------|---|
| STIF | | | | | | |
| Bonds Proceeds | 9,711.02 | 0.60 | - | 9,711.62 | 2.40 | x |
| Citizens Bank | | | | | | |
| Checking | 116,755.23 | 754,431.90 | 536,817.12 | 334,370.01 | - | x |
| Reserve Account | 3,950,451.58 | 599,400.00 | 350,000.00 | 4,199,851.58 | - | x |
| Money Market | 605,963.22 | 51.46 | - | 606,014.68 | 1,110.48 | x |
| Fire Department Trust | 37,899.58 | 1.61 | - | 37,901.19 | 23.60 | x |
| Hardship Benefit Fund | 64,879.06 | 2.76 | - | 64,881.82 | 27.01 | x |
| Harris Scholarship & Memorial Fund | 25,585.12 | 1.09 | - | 25,586.21 | 10.84 | x |
| M&T / People's United Bank | | | | | | |
| Checking | (0.00) | | | (0.00) | - | x |
| Checking M&T | 26,837.49 | | 758.28 | 26,079.21 | - | x |
| Savings | (0.00) | | | (0.00) | 835.62 | x |
| Savings M&T | 921,372.23 | 94.65 | | 921,466.88 | 97.45 | x |
| Total Ending Balance | 5,759,454.53 | 1,353,984.07 | 887,575.40 | 6,225,863.20 | 2,107.40 | |

**Cromwell Fire District
Analysis of Cash Balances
As of October 31, 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 | 6,226 |
| 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
October 31, 2022**

| | #22 | #25 |
|--|----------------------------------|-----------------------------|
| | | Sick Benefits |
| | Fire Department Trust Fund | Hardship Benefit Fund |
| Cash | \$ 38,001 | \$ 64,882 |
| Due from District | 22,160 | - |
| Total Assets | \$ 60,161 | \$ 64,882 |
| Accounts Payable | \$ 16,806 | \$ - |
| Due to District | - | - |
| Fund Balance | 43,355 | 64,882 |
| Total Liabilities & Fund Balance | \$ 60,161 | \$ 64,882 |
| Revenue | | |
| Interest Income | \$ 6 | \$ 11 |
| Annual Drive | - | - |
| Annual Banquet | - | - |
| Donations | 350 | - |
| Uniforms | - | - |
| Other Income/Transfers In | - | - |
| Total Revenue | \$ 356 | \$ 11 |
| Expenditures | | |
| Annual Banquet | \$ - | \$ - |
| Fire Prevention | - | - |
| Explorers | - | - |
| Other Expenditures/Transfers Out | 3,190 | - |
| Capital Expenditures | - | - |
| Total Expenditures | 3,190 | - |
| Excess (Deficiency) of Revenues Over Expenditures | \$ (2,834) | \$ 11 |
| Fund Balance Beginning (Pre-audit) | 46,189 | 64,871 |
| Fund Balance Ending | \$ 43,355 | \$ 64,882 |

| #26 | #27 | |
|--|---------------------------------|------------------|
| | Memorial | |
| Harris Scholarship & Memorial Fund | Neto Student Benefit Fund | Total |
| \$ 25,586 | \$ - | \$ 25,586 |
| - | 5,546 | 5,546 |
| \$ 25,586 | \$ 5,546 | \$ 31,132 |
| \$ - | \$ - | \$ - |
| - | - | - |
| 25,586 | 5,546 | 31,132 |
| \$ 25,586 | \$ 5,546 | \$ 31,132 |
| | | |
| | | |
| \$ 4 | \$ - | \$ 4 |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| \$ 4 | \$ - | \$ 4 |
| | | |
| | | |
| \$ - | \$ - | \$ - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| \$ 4 | \$ - | \$ 4 |
| 25,582 | 5,546 | 31,128 |
| \$ 25,586 | \$ 5,546 | \$ 31,132 |

| Grand Total |
|-------------------|
| \$ 128,469 |
| 27,706 |
| \$ 156,175 |
| \$ 16,806 |
| - |
| 139,369 |
| \$ 156,176 |
| |
| |
| \$ 22 |
| - |
| - |
| 350 |
| - |
| - |
| \$ 372 |
| |
| |
| \$ - |
| - |
| - |
| 3,190 |
| - |
| 3,190 |
| \$ (2,818) |
| 142,188 |
| \$ 139,369 |

**Cromwell Fire District
Equipment Reserve Fund
Budget Report
October 31, 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 | 6,500 | 3,000 | 9,500 | 8,261 | | 8,261 | | 8,261 | 1,239 |
| 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 | 73,721 | 993,200 | 19,416 | 1,012,616 | 850,983 |
| Active Projects | | 6,955,783 | 267,715 | 7,223,498 | 5,488,870 | 128,833 | 5,617,703 | 37,522 | 5,655,225 | 1,568,273 |
| Total | | 11,015,344 | 267,715 | 11,283,059 | 9,548,431 | 128,833 | 9,677,264 | 37,522 | 9,714,786 | 1,568,273 |

**Cromwell Fire District
Water Capital Fund
Budget Report
October 31, 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 |
| Diversions 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 | - | 17,499 | 17,499 | 10,145 | (232.38) |
| 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 | 40,494 | 369,154 | 34,506 | 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 | - | 48,020.00 | 48,020 | 50,960.00 | (4,980.00) |
| Door Access Security System (Water portion) | 35959-5775 | - | | - | | | - | | - |
| Vehicles & Equipment (bonds) | multiple t/b/d | 205,000 | | 205,000.00 | <div>Michael Lupkas:</div> <div>To be reviewed</div> | | | | 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 | 167,060 | 857,948 | 245,234 | 751,362 |
| Total Water Capital Projects | | 6,755,281 | 390,002 | 7,145,283 | 5,981,628 | 167,060 | 6,148,688 | 245,234 | 751,362 |

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, October 18, 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, October 18, 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 Roger Rukowicz (President), David Colligan, Robert McIntyre, Mertie Terry, Donald Smith, Robert Donohue and John Sokolowski attended. Also attending were Commissioners Charles Epstein and Chip Darius who dialed into the meeting on the Owl. Others attending were Executive Director Julius Neto, Financial Manager Michael Lupkas, Water Operations Manager Joseph Palmieri, Interim Fire Chief Jason Brade, Communication Center Manager Justin Lonergan, Firefighter Alan Dominy, Fire Lt. William McKnight and crew and Brian Petrucelli Secretary of the Dispatchers' Union.

CALL TO ORDER

The meeting was called to order at 6:00 PM, by President Rukowicz. The Pledge of Allegiance was led by President Rukowicz. A moment of silence was held for the fallen Bristol Police officers.

APPROVAL OF AGENDA

President Rukowicz noted there were some items to add to the agenda before approval. One was Item III. Public Comment, A. Swearing in of Firefighter Alan Dominy to the position of Fire Lieutenant. Item X., New Business, F. Discussion and Possible Approval of the New Fire Chief's Contract.

A motion was made by Commissioner Donohue, seconded by Commissioner McIntyre and unanimously approved to accept the Agenda as amended.

PUBLIC COMMENT

Brian Petrucelli addressed the Board as Secretary of Local 1303 AFSCME. Speaking on behalf of the Executive Board of Local 1303, he welcomed the new Commissioners to the Board. They look forward to working with the new members. They have worked very well with the

Commissioners over the last few years approving budgets, working on contracts and getting things done in the District. They hope to continue the same process and the good relationship. If the Chief's position is approved, they look forward to working with the new Chief on the operational side of things. The Executive Board also congratulated Firefighter Dominy on his promotion to Fire Lieutenant.

- A. Swearing In of Firefighter Alan Dominy to the Position of Lieutenant. President Rukowicz read the oath of office to Firefighter Dominy as Firefighter Dominy repeated the oath after him. Firefighter Dominy officially took the oath of office of Fire Lieutenant for the Cromwell Fire Department.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
SEPTEMBER 20, 2022

A motion was made by Commissioner Donohue, seconded by Commissioner McIntyre and unanimously approved to accept the Board of Commissioners' Meeting minutes of September 20, 2022, as submitted.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING OF
SEPTEMBER 29, 2022

A motion was made by Commissioner McIntyre, seconded by Commissioner Terry and approved 8 to 0 to accept the Special Board of Commissioners' Meeting minutes of September 29, 2022, as submitted. Commissioner Donohue abstained.

ANNUAL DISTRICT ELECTION & ORGANIZATIONAL MEETING MINUTES OF
OCTOBER 3, 2022

A motion was made by Commissioner McIntyre, seconded by Commissioner Donohue and approved 8 to 0 to accept the Annual District Election and Organizational Meeting minutes of October 3, 2022, as submitted.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF
OCTOBER 12, 2022

A motion was made by Commissioner Donohue, seconded by Commissioner McIntyre and approved 8 to 0 to accept the Special Board of Commissioners' meeting minutes of October 12, 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 September 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. He asked the Commissioners to review the financial report they received. He along with Mr. Lupkas would like to know if the financial report format works or needs to be modified. They discussed the inclusion of an aging report for the Water Division which has been discussed in the past. He would like the

Commissioners to give the Aging Report some thought. The report includes outstanding invoices that have not been paid. It will also provide a status report of collections. He asked the Commissioners to give these issues some thought. They would also like some input on what works and what doesn't in the monthly Financial report.

A motion was made by Commissioner Donohue, seconded by Commissioner Colligan and unanimously approved to accept the Executive Director's Report for September as presented.

- B. Financial Report. The Financial Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lupkas noted that the report the Commissioners received will change since this is the report from last month. The change is due to audit preparation. He reported that the audit preparation is well underway. He is hoping to get the auditors all of the District's books by the end of this week or next week. There will be a lot of changes in the current year's activity. If anyone has any questions, they are urged to contact Mr. Lupkas.

Collections to date are approximately 58% collected. That includes the \$117,000 received from the State as collections. They are planning a budget transfer to put the State money under the proper account heading. At this time it is considered part of taxes. EMS receipts are coming in heavily. It is a 65%/66% increase over last year.

Other open items are the M & T Bank merge with People's. Mr. Lupkas reported that they have reached a usable point, but they are not using it as much as People's Bank because the District is transitioning to Citizen's Bank who will be taking over the majority of the District's banking services. He reconciled out all the money that was going to People's that should have gone to M & T.

The October water bills did go out. Collections have started. The bills that went out were roughly \$775,000 as opposed to \$528,000 last year. Commissioners requested to have the Financial report pages numbered on future reports.

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

- C. Fire Department Chief. The Chief's Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Interim Chief Brade reported that there were a little over 200 calls last month. They have been very busy. They have been trying to get back out into the community. They participated in the 911 ceremony at Riverfront Park. They have been providing EMS coverage for football games at the park for the high school and youth football games. They went to the Farmer's Market at the beginning of last month and used the opportunity as a recruitment effort on the volunteer side. They did recruit one volunteer that day. Lt. Dominy did a car seat inspection at Coles Road. The Fire Marshal did a fire prevention open house. This month was Fire Prevention Month so the Fire Department has been in the pre-schools, the schools, Lowe's First Responder Day and opening day at Battleground Nutrition.

A motion was made by Commissioner Donohue, seconded by Commissioner Terry and unanimously approved to accept the Chief's Report for September as submitted.

1. Fire Marshal's Office. The Fire Marshal's Report had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. On the last page of his report Mr. Holmes noted the FMO received a \$500 grant through the CT Fair Plan that was used to purchase some fire investigation equipment. Also, \$500 worth of smoke detectors was received from Walmart. The crews at Court St. and the FMO have a supply of smoke detectors ready to install with batteries.

A motion was made by Commissioner Donohue, seconded by Commissioner Colligan and unanimously approved to accept the Fire Marshal's Report for September as submitted.

- D. Water Operations. The Water Operations Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri welcomed the new Commissioners, and noted he is looking forward to working with them. He added that they are pumping a lot of water, and everything is running smoothly. There was heavy water consumption over the summer months. This past summer being very dry and hot was the highest water consumption ever recorded in the Town of Cromwell. Flushing of hydrants was suspended because of the draught conditions over the summer. It may be that they may not finish flushing this year because of those conditions, although it is done every year. Where the process was suspended is where it will be picked up again in the spring.

President Rukowicz asked when the new Water Division truck will be delivered. Mr. Palmieri was originally advised the end of October, beginning of November. He will follow up with the company. He explained the new truck's purpose which will be referred to as a job truck or leak truck. This will be equipped with all the tools and parts needed at a job site. It has an enclosed utility body so there will be heat there. There is also a compressor built into it and is PTO driven.

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

- E. Communications Center Report. Mr. Lonergan welcomed the new Commissioners and congratulated the Interim Fire Chief Brade on his new appointment to Fire Chief. The Communications Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. He stated that the Communications Center has a lot of projects going on. They are waiting on vendors for a lot of them.

A motion was made by Commissioner Donohue, seconded by Commissioner Sokolowski and unanimously approved to accept the Communications Center Report as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. A meeting was held on October 12, 2022. Draft minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. At the meeting minor changes were made to some of the Committees. The amended committee assignment sheet was distributed and reviewed.

A motion was made by Commissioner Colligan, seconded by Commissioner McIntyre and unanimously approved to accept the District Operations Committee meeting minutes of October 12, 2022, as submitted.

- B. Executive. There was no meeting. The President explained that this Committee functions as a Budget Committee and does not meet until the Spring to work on next fiscal year's budget.
- C. Fire Operations. There was no meeting in September.

1. Communications Committee. Commissioner Colligan reported that there is a meeting with the State of CT coming up at the end of the week to get the final programming done. Once the final programming is done the Committee will get together to finalize any loose ends, and the Committee can be dissolved at that point.

Mr. Lonergan reported that the Committee has been working with the State for the last two years. The final template was submitted a while ago. It has been at least one year. Like other places the State has been understaffed with limited resources. The meeting this week is a step forward in the right direction.

A motion was made by Commissioner Donohue, seconded by Commissioner McIntyre and unanimously approved to accept the Communications Committee report as presented.

2. Apparatus Committee. Commissioner Colligan reported that a meeting was held prior to the election. They reviewed the specs of the Rescue/Pumper. The Chief contacted the vendor yesterday. The vendor will follow up with the District on anything that needs to be done. The Committee will then need to make a decision on how they will handle the inspection. When Commissioner Epstein returns, he will be scheduling a meeting of the Committee.

A motion was made by Commissioner Donohue, seconded by Commissioner Terry and unanimously approved to accept the Apparatus Committee report as presented.

- D. Pension. A meeting was held on August 31, 2022. Minutes had been tabled from last month's meeting. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan reported they are working with the vendor and waiting for some more information. Outstanding cases are being handled on a case-by-case basis. Those cases will be researched thoroughly before a determination can be made. There will need to be a meeting of the Committee to draft some policies and procedures going forward for applicants to follow and the District to administer.

A motion was made by Commissioner McIntyre, seconded by Commissioner Sokolowski and unanimously approved to accept the Pension Committee meeting minutes of August 31, 2022, and Committee report given by Commissioner Colligan as presented.

- E. Personnel. There was no meeting.
- F. Water Operations. There was no meeting. The next quarterly meeting is scheduled for Wednesday, Nov. 2, 2022.

BOARD APPOINTMENTS

There were no appointments to report.

Commissioner Donohue excused himself from the meeting at 6:32 PM.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no one present to give a report. President Rukowicz asked the Executive Director to follow up with the Town on whether or not they will be sending a representative to future meetings. In turn, the Board should consider appointing a representative to attend their Council meetings.

B. Reports of the Special Committees

1. Public Safety Tower Committee. A meeting was held on September 2, 2022. Minutes were tabled last month. The next quarterly meeting of the Committee is scheduled for Friday, December 2, 2022.

A motion was made by Commissioner Colligan, seconded by Commissioner McIntyre and unanimously approved to accept the Public Safety Tower Committee meeting minutes of September 2, 2022, as submitted.

2. Health & Safety/Building Committee. The Chairman of the Committee, Commissioner Donohue, had excused himself from this meeting. Commissioner Colligan as Vice Chairman noted that the October quarterly meeting was canceled.
3. Bylaws Committee. There was no meeting but Commissioner Epstein will be scheduling one shortly.
4. Public Relations/Community Outreach Committee. Commissioner Darius reported that the article last month in the Cromwell Chronicle on the Juvenile Fire Setter Prevention Program got some good coverage. They had submitted a number of additional articles that did not get published. They have submitted a number of articles for this month, and the Chronicle pledged they will be published. There was some good coverage on the District's social media pages and updates to the website based on the Farmers' Market and other activities. This month the new colored newsletter went out with the water bills. Commissioner Epstein, Co-Chair, had nothing further to add. The President has asked the Committee to post monthly the number of fire calls, ambulance calls and dispatch calls. He feels it is important for the Town to know how many calls are done each month.

NEW BUSINESS

- A. Commissioners' Comments. President Rukowicz requested that a \$150 donation be made to the Bristol Police Department from the Commissioners' fund in support of the Bristol Police Department's efforts for the fallen officers and their families. The fund will split the donations so that each family receives the same amount.

A motion was made by Commissioner Terry, seconded by Commissioner Epstein and unanimously approved to authorize the President of the Board to make a donation on

behalf of the Fire District to the Bristol Police Department to support the fund for the fallen officers' families.

Commissioner Terry discussed information she is receiving from serving on other committees in Town. Specifically, that these are very tough times for some of the families in Cromwell, especially families with small children. When it comes to collecting water payments, she wanted to know if the District works with those families to make sure they can establish a payment plan to keep their accounts in good standing without shutting off their water. She also asked if the Water Department has had any discussions with the Town about any type of assistance program.

The Executive Director noted that currently the Water Department does not have a program where they go knocking on doors. If a person is under financial strain and they have not paid their bill and they bring forth information to document that they are in financial stress, the Water Department will develop a payment plan or pursue collections. This issue should also be generated in the budget cycle similar to the Town. The Town appropriates money to the Social Services division to help residents who are in financial distress. The District does not have a program, but has worked with customers in the past who have expressed a need for assistance. If someone is seeking additional assistance beyond a payment plan, there are contacts provided at Town Hall that the person or family can work with for financial relief. The District's process is a series of communications to the customer advising they need to pay their outstanding water bill to avoid late fees and to contact the office with any questions. Currently the Board does not have a proactive program in a social services environment.

If the Board would like to change that policy and come up with something that is more community based, they have the authority to change policy. President Rukowicz added that anyone that has financial issues should be referred to Social Services at Town Hall where there are programs that provide assistance.

Commissioner Epstein would like his fellow Commissioners to entertain a discussion in the future that would change the reports so that they are read at the Commissioners' meeting which is the public meeting. This has been discussed in the past, but a decision was not reached. He believes the Commission meeting is where all the reports should be read so that any members of the public present can hear them.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.
- D. Presentation by Fire Marshal—My Sidewalk, Craig1300Plus. Mr. Holmes distributed copies of information on Craig/1300Plus, NFPA1300. The NFPA 1300 is the Standard on Community Risk Assessment and Community Risk Reduction Plan Development. In 2020, Cromwell was selected for a pilot program with NFPA with a company called, My Sidewalk. This program takes all the information that is scattered on the internet and different places and puts it all in one place. They take NIFRS data and the latest census bureau data and put it on one website. Mr. Holmes plans on sending the link to the Commissioners tomorrow. In the document all the items in red are what they have put on the website. If you were to go to the incidents page, it would give a breakdown of every incident that is responded to and how many. It also shows the 3 locations of the firehouses. There is lots of detailed information

available with the click of a mouse. When there is a chance for grant writing opportunities, all the information to research is in one spot.

- E. Recognition of Volunteers During COVID. Mr. Neto had put this on the agenda because a few months back there was some discussion about the District recognizing through Town funds, career and part-time employees under COVID. Commissioner Darius had originally asked how the volunteers were going to be recognized. Commissioner Darius stated from his perspective the issue has become complicated because at the start of COVID they had more volunteers than they had at the end of COVID. There were people that were volunteering their time and taking the risk of responding during the midst of the pandemic who are no longer with the Department for current recognition. As a Commission, it is important that each and every person that contributed their time, energy and effort and put themselves at risk for the public good be recognized. He would leave it to those that have more experience in these matters than he does to weigh in on how we can recognize those who volunteered.

The President thought that the State had already addressed this issue. Money was available, but it was for people that were paid. There was nothing that he knew of that recognized volunteers either with money or a bonus. Commissioner Colligan thought they were looking for some type of recognition that was not a financial compensation but some other form of recognition. Commissioner Epstein suggested having a workshop just to discuss that particular issue. Commissioner McIntyre asked if this issue could be assigned to a committee by identifying who the individuals are and come up with suggestions based on the individuals.

President Rukowicz thought it might be best to be addressed through the Fire Operations Committee. The Executive Director suggested maybe using the Cromwell Chronicle to recognize their hard work through the Public Relations/Community Outreach committee. If the direction is Public Relations/Community Outreach, something published would be one option. Commissioner Darius thought it would be a Human Resource issue. Recognition of personnel usually comes out of the Human Resources Department. That would mean the Personnel Committee would be involved in part of the solution. Some people thought that Human Resources only deals with individuals that are employees, not volunteers. Under Workers' Comp. guidelines every volunteer is also an employee. Every member of the Department is the responsibility of Human Resources. The Executive Director noted that the volunteers are covered under Workers' Comp. because of the risks associated with the tasks they perform.

Of course, the Board does not have an HR department, they have a Personnel Committee or the other option is for the Executive Director to identify some options. All agreed there should be some kind of recognition. Commissioner Colligan suggested that Lisa in the Chief's office come up with a list of all the volunteers during that time. The timeframe would be the beginning of COVID (2020) until the firehouses were open to the public (2022?). It was an approximate 2-year time period. Those individuals can have their name published in the Chronicle, along with certificates to be presented.

Commissioner Sokolowski suggested that the responsibility fall on the Personnel Committee. He thought that once the Committee receives the information from the Chief's office, they can determine what type of recognition to have. Once the recognition is decided, it can be turned over to the Public Relations/Community Outreach Committee for publishing.

President Rukowicz summarized by saying first of all the list of volunteers will be generated by the Chief's office. The list will go to the Personnel Committee. The Public Relations Committee will get involved after that to publish something in the paper or whatever else they decide to do to recognize volunteers. The President did not think there would be much cost involved.

- F. Discussion and Possible Approval of the New Fire Chief's Contract. The President noted that all the Commissioners had a draft copy of the contract emailed to them for review. Copies were also distributed at this meeting. The contract was approved by the Personnel Committee at the meeting before this meeting. He gave the Commissioners a couple of minutes to review. The Executive Director was available to answer any questions.

A motion was made by Commissioner Colligan, seconded by Commissioner Smith and unanimously approved to accept the Personnel Committee's recommendation to approve the New Fire Chief's contract as presented with an effective date of October 24, 2022. The New Fire Chief will be sworn in on October 24, 2022.

PUBLIC COMMENT

There were no public comments to report.

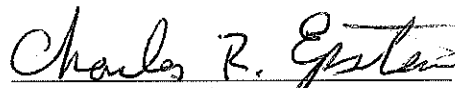
EXECUTIVE SESSION

There were no items to discuss under Executive Session.

ADJOURNMENT

There being no further business, a motion was made by Commissioner McIntyre, seconded by Commissioner Smith and unanimously approved to adjourn the meeting at 7:05 PM.

ATTEST:


Charles R. Epstein, Secretary

Nancy Deegan
Recording Secretary