

CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, December 20, 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 November 15, 2022
Approval of the Special District Meeting Minutes of November 17, 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
 - B. Executive
 - C. Fire Operations – No Mtg. in November
 - 1. Communications Committee
 - 2. Apparatus Committee – Meeting November 29, 2022
 - D. Pension
 - E. Personnel – Meeting December 13, 2022
 - 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. December 2, 2022, Canceled
 - 2. Health & Safety/Building Committee
 - 3. By-Laws Committee
 - 4. Public Relations/Community Outreach Committee
 - 5. Discussion and Approval of 2023 Holiday Schedule
- X. New Business
 - A. Commissioners' Comments
 - B. Budgetary Adjustments
 - C. Approval of Contracts/Contractors
 - D. Hiring of New Part-Time Dispatcher
- 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

- A. Update on Pending Personnel Matters, the Disclosure of Which Would Constitute an Invasion of Personal Privacy, and/or Strategy with Respect to Pending Claims

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

November 30, 2022

Preliminary until 12/20/22

Cromwell Fire District

Table of Contents

Executive Overview	1-6
General Fund	
Budget Report - Summary	7
Budget Report - Detail	8-11
EMS Billing Report	12
Projected Fund Balance	13
Water Division Enterprise Fund	
Budget Report - Summary	14
Budget Report - Detail	15-16
Analysis of Water Pumped by Month	17
Cash Position	
Treasurers Report	18
Analysis of Cash Balances	19
Fire Department Funds	20
Equipment Reserve Fund	21
Water Capital Fund	22

The accompanying financial statements of The Cromwell Fire District as of and for the period ended November 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
November 30, 2022

• **General Fund**

- Revenues exceed expenditures by \$641,942 for the period ended November 30, 2022 as follows:

■ Revenues	\$ 3,112,856
■ Expenditures	\$ 2,470,915
	<u>\$ 641,942</u>

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

As of November 30, 2022					
	Budget \$	Actual \$	Balance \$		% Collected
Current Levy	4,671,624	2,619,155	2,052,468		
State Grant	-	117,647	(117,647)		58.58%
PY Taxes	11,000	18,852	(7,852)		171.38%
Interest	6,000	9,737	(3,737)		162.28%
Total	4,688,624	2,765,391	1,923,233		58.98%

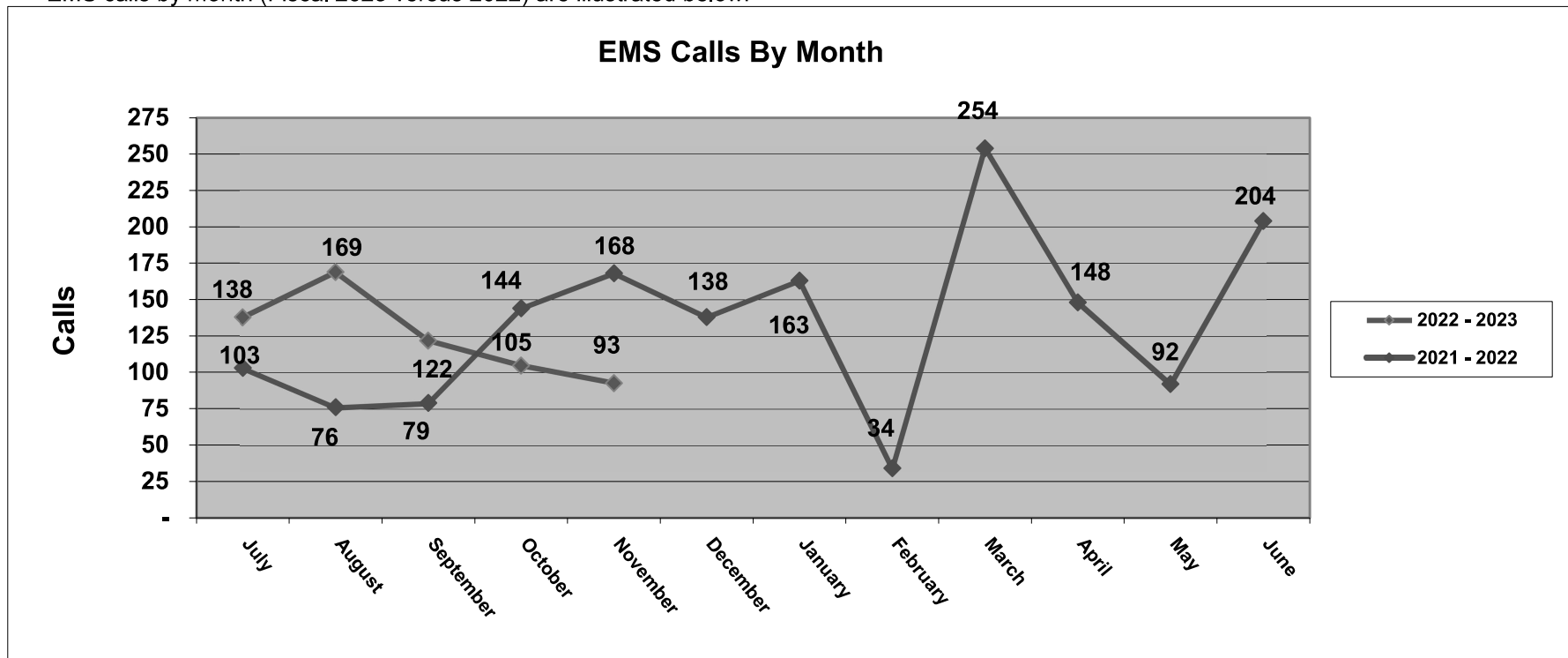
Cromwell Fire District

Executive Overview

November 30, 2022

- **EMS Billing**

- EMS volume during the month of November 2022 was 93 calls and gross charges of \$96,530. This compares to 168 calls and gross charges of \$167,939 during November 2021.
- Billings net of Medicare/Medicaid adjustments for the month of November 2022 were \$51,881 compared to \$84,843 for November 2021.
- Year-to-Date funds collected and deposited as of November 30, 2022 were \$300,709 compared to \$287,571 as of November 2021.
- EMS calls by month (Fiscal 2023 versus 2022) are illustrated below:



Cromwell Fire District
Executive Overview
November 30, 2022

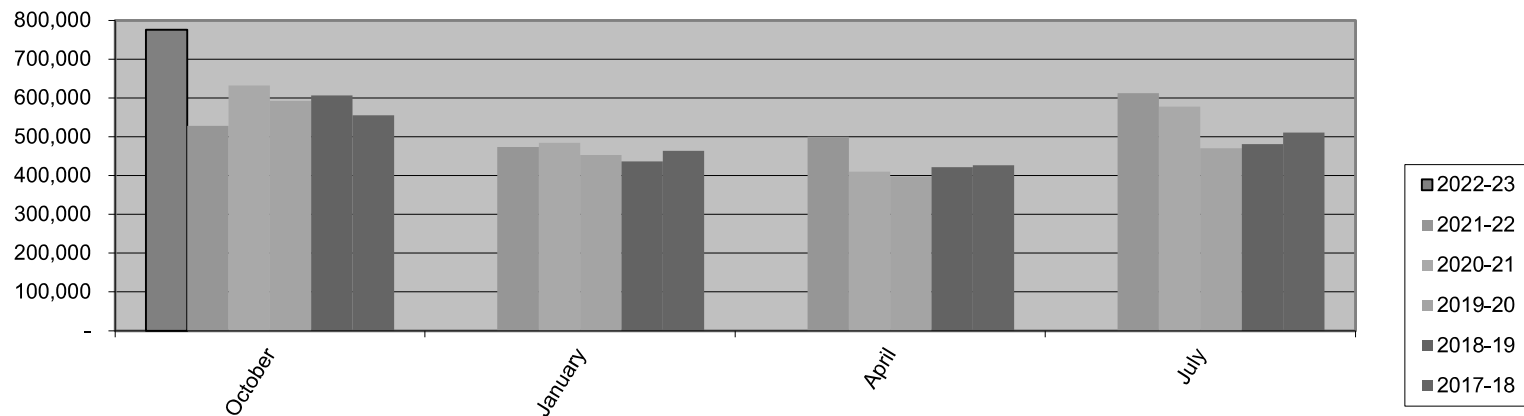
• **Water Division Enterprise Fund**

- Revenues exceed expenditures by \$298,552 for the period ended November 30, 2022 as follows:

■ Revenues	\$ 955,442
■ Expenditures	\$ 656,890
	<u>\$ 298,552</u>

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

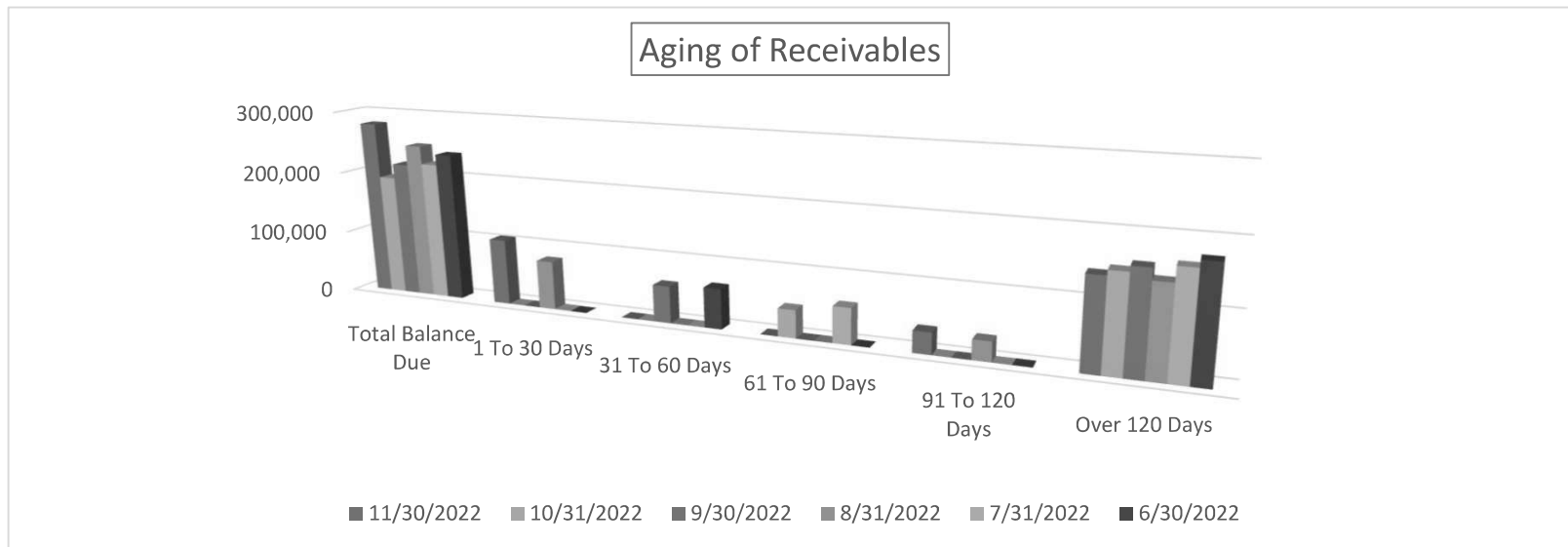
	Quarterly Billings					
	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
October	775,324	528,174	631,689	592,140	606,177	555,298
January	-	473,627	483,906	452,802	436,457	463,528
April	-	499,988	409,862	397,413	421,388	426,624
July	-	611,748	577,452	470,451	480,589	510,825
Total	775,324	2,113,538	2,102,910	1,912,806	1,944,612	1,956,275



Cromwell Fire District
Executive Overview
November 30, 2022

• **Water Division Accounts Receivable Aging Report**

Accounts Receivable at Month-End (by days past due)						
	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	6/30/2022
Count of Bills	2,799	2,348	2,628	2,872	2,497	2,652
Unique Customers IDs	856	745	887	933	783	831
Total Balance Due	\$ 280,214	\$ 193,022	\$ 216,297	\$ 248,615	\$ 220,205	\$ 237,476
1 To 30 Days	105,099	-	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	33,925	3	-	30,834	-	97
Over 120 Days	141,190	149,132	157,609	140,072	162,832	173,645



Cromwell Fire District
Executive Overview
November 30, 2022

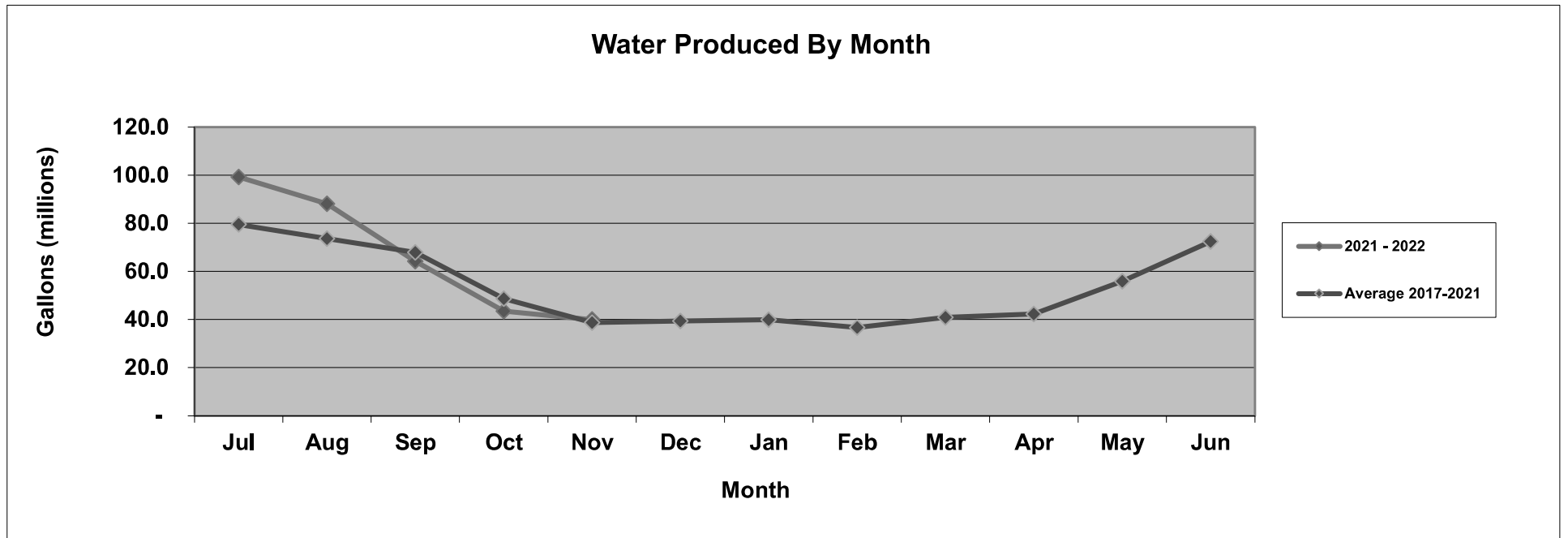
• **Water Division Accounts Receivables - Parcels >\$1,000 and in the collection process (Liens, foreclosure, payment plans)**

ACCOUNT #			LIENED ADDRESS	TOTAL DUE	ACCOUNT #			LIENED ADDRESS	TOTAL DUE
1	172039		106 WEST STREET	\$ 14,107.64	26	162023		169 SHUNPIKE ROAD	\$ 1,801.76
2	142004		6 MARSAL LANE	\$ 6,629.93	27	108021		27 BRITTANY CIRCLE	\$ 1,648.22
3	121007		7 EASTWOOD ROAD	\$ 4,876.43	28	139016		25 LANCASTER ROAD	\$ 1,558.47
4	184118		18 MEADOW ROAD	\$ 4,869.68	29	135023		27 HIGHRIDGE ROAD	\$ 1,482.07
5	184036		32 MEADOW ROAD	\$ 4,834.37	30	162009		10 SHELLY STREET	\$ 1,478.44
6	193017		17 VICKIE LANE	\$ 4,654.04	31	144024		2 NOOKS HILL ROAD	\$ 1,470.70
7	102012		9 ALLEN ROAD	\$ 4,614.90	32	000050		15 OAK ROAD	\$ 1,454.78
8	109015		7 CANNATA DRIVE	\$ 4,581.72	33	170021		25 WALL STREET	\$ 1,421.46
9	108035		3 BROOKS LANE	\$ 3,510.90	34	104054		11 BELLEVUE TERRACE	\$ 1,313.50
10	123261		61 EVERGREEN ROAD	\$ 3,008.93	35	139018		28 LANCASTER ROAD	\$ 1,306.77
11	000064		1 NURSERY LANE	\$ 2,939.16	36	000054		9 SUMMER WIND	\$ 1,268.43
12	000173		36 SOVEREIGN RIDGE	\$ 2,646.09	37	124005		6 FAIRVIEW HEIGHTS	\$ 1,256.98
13	145002		5 NORDLAND AVENUE	\$ 2,516.64	38	164100		100 SOUTH STREET	\$ 1,174.18
14	159002		1 SCHOOL STREET	\$ 2,508.54	39	192016		16 LEDGE ROAD	\$ 1,171.81
15	301006		1 ALCAP RIDGE	\$ 2,394.22	40	177007		22 WINTHROP BOULEVARD	\$ 1,160.89
16	301031		5 ALCAP RIDGE	\$ 2,268.99	41	301001		2 ALCAP RIDGE	\$ 1,156.13
17	128010		6 GLENWOOD TERRACE	\$ 2,208.96	42	151006		6 PROSPECT HILL ROAD	\$ 1,151.72
18	154016		44 RIVER ROAD	\$ 2,200.34	43	150016		25 PLEASANT STREET	\$ 1,085.38
19	301040		3 ALCAP RIDGE	\$ 2,061.76	44	153015		32 REIMAN DRIVE	\$ 1,066.93
20	170015		29 WALL STREET	\$ 2,041.90	45	171030		33 WASHINGTON ROAD	\$ 1,030.85
21	172048		117 WEST STREET	\$ 2,023.60					
22	187064		64 PASCO HILL ROAD	\$ 1,996.67					
23	113108		108 COLES ROAD	\$ 1,945.45					
24	108037		7 BROOKS LANE	\$ 1,913.41					
25	301035		5 ALCAP RIDGE	\$ 1,848.79					
									<u>\$ 115,662.53</u>
									81.9%

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

• **Water Production**

- 39,994,000 gallons were produced during the month of November 2022 versus 39,650,000 gallons produced in November 2021 (an increase of 344,000 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 November 30, 2022

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

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	65,000	6,022,816	3,112,856	-	2,909,960	48.32%
EXPENSES									
	TAX COLLECTOR	59,983	60,740	-	60,740	30,370	-	30,370	50.00%
	COMMISSION EXPENSES	7,825	10,000	-	10,000	8,642	-	1,358	13.58%
	COMPUTER OPERATIONS	106,620	87,331	-	87,331	30,443	1,808	55,080	63.07%
	ADMINISTRATIVE ACCOUNT	408,795	454,100	-	454,100	127,949	802	325,349	71.65%
	OFFICE OF THE CHIEF	272,972	296,000	-	296,000	80,932	-	215,068	72.66%
	EMS/FIRE OPERATIONS	1,606,618	1,752,729	-	1,752,729	631,801	4,121	1,116,807	63.72%
	SIGNALS & ALARMS	66,519	165,600	-	165,600	136,696	-	28,904	17.45%
	FIRE MARSHAL	141,207	199,652	-	199,652	59,627	107	139,918	70.08%
	COMMUNICATIONS CENTER	485,896	493,660	-	493,660	188,856	588	304,216	61.62%
	BUILDINGS & GROUNDS	217,548	220,255	65,000	285,255	117,914	37,897	129,444	45.38%
	TRAINING	28,059	45,000	-	45,000	8,629	1,871	34,500	76.67%
	INSURANCE AND BENEFITS	1,091,186	1,313,755	-	1,313,755	544,031	-	769,724	58.59%
	DEBT SERVICE	575,973	492,814	-	492,814	449,377	-	43,438	8.81%
	APPARATUS & EQUIPMENT	192,247	196,871	-	196,871	55,649	5,950	135,272	68.71%
	OPERATING TRANSFERS OUT	-	169,309	-	169,309	-	-	169,309	100.00%
TOTAL EXPENSES		5,261,446	5,957,816	65,000	6,022,816	2,470,915	53,144	3,498,758	58.09%
BALANCE		399,589	(0)	-	(0)	641,942	(53,144)	(588,798)	

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

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

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	2,619,155		2,052,468	43.93%
01 4110	Property Tax-Prior Year	31,576	11,000		11,000	18,852		(7,852)	-71.38%
01 4120	Interest on Property Taxes	19,027	6,000		6,000	9,737		(3,737)	-62.28%
01 4130	Liens on Property Taxes	-			-	-		-	0.00%
01 4350	EMS Billing	779,514	687,500		687,500	293,279		394,221	57.34%
01 4200	State Grants	1,832	-		-	117,647		(117,647)	0.00%
01 4250	Other Grants	130,456	53,535		53,535	23,455		30,080	56.19%
01 4251	State Training Reimbursements	-			-	-		-	0.00%
01 4252	FD Training Classes	-			-	-		-	0.00%
01 4300	Interest Income	1,831	3,000		3,000	280		2,720	90.68%
01 4450	Revenue Fire Marshal's Office	5,961	44,000		44,000	8,539		35,461	80.59%
01 4900	Miscellaneous Revenue	77,120	45,000		45,000	185		44,815	99.59%
01 4930	Employee Insurance Contribution	47,959	58,000		58,000	21,728		36,272	62.54%
01 4995	Operating Transfers In	-	203,158		203,158	-		203,158	100.00%
01 4990	Transfer from Fund Balance	-	175,000	65,000	240,000	-		240,000	100.00%
	TOTAL GENERAL FUND	5,661,036	5,957,816	65,000	6,022,816	3,112,856	-	2,909,960	48.32%
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	8,642	-	1,358	13.58%
	TOTAL COMMISSION EXPENSES	7,825	10,000	-	10,000	8,642	-	1,358	13.58%
01103	Computer Operations								
01103 5105	Payroll (Less Water Division Share)	40,795	21,171		21,171	8,892	-	12,279	58.00%
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	20,923	1,808	38,429	62.83%
	TOTAL COMPUTER OPERATIONS	106,620	87,331	-	87,331	30,443	1,808	55,080	63.07%
01104	Administrative Account								
01104 5105	Admin PR (Less Water Div Share)	176,149	180,000		180,000	68,517	-	111,483	61.93%
01104 5320	Professional Fees	134,976	178,900		178,900	21,873	-	157,027	87.77%
01104 5370	EMS Billing Services	67,670	60,000		60,000	23,487	-	36,513	60.85%
01104 5620	West Street Utilities	10,496	13,200		13,200	4,721	-	8,479	64.23%
01104 5805	Operating Expenses	6,310	7,000		7,000	3,451	802	2,748	39.25%
01104 5811	Payroll Services	13,194	15,000		15,000	5,900	-	9,100	60.67%
	TOTAL ADMINISTRATIVE ACCOUNT	408,795	454,100	-	454,100	127,949	802	325,349	71.65%

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

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

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	74,090	-	201,910	73.16%
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	6,710	-	10,790	61.66%
	TOTAL OFFICE OF THE CHIEF	272,972	296,000	-	296,000	80,932	-	215,068	72.66%
01116	EMS/Fire Operations								
01116 5105	Payroll	922,043	1,109,789		1,109,789	390,639	-	719,150	64.80%
01116 5113	Payroll - PT Fire & EMS	549,196	426,940		426,940	178,588	-	248,353	58.17%
01116 5371	Paramedic Fees	46,551	45,000		45,000	16,106	-	28,894	64.21%
01116 5373	Contribution-Volunteer Pension Fund	-	10,000		10,000	-	-	10,000	100.00%
01116 5380	Medicals & Physicals	16,486	45,000		45,000	14,778	-	30,222	67.16%
01116 5381	Volunteer Medical/Physicals	-	-		-	-	-	-	0.00%
01116 5611	Consumable Supplies-EMS	27,466	40,000		40,000	10,380	4,121	25,499	63.75%
01116 5612	Consumable Supplies-Fire	7,131	10,000		10,000	2,237	-	7,763	77.63%
01116 5614	Oxygen	10,436	9,000		9,000	1,134	-	7,866	87.39%
01116 5670	Uniforms	19,442	35,000		35,000	15,409	-	19,591	55.97%
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	2,495	-	14,505	85.33%
	TOTAL EMS/Fire OPERATIONS	1,606,618	1,752,729	-	1,752,729	631,801	4,121	1,116,807	63.72%
01120	Signals & Alarms								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0.00%
01120 5805	Operating Expenses	66,519	165,600		165,600	136,696	-	28,904	17.45%
	TOTAL SIGNALS & ALARMS	66,519	165,600	-	165,600	136,696	-	28,904	17.45%
01121	Fire Marshal								
01121 5105	Payroll	123,205	162,152		162,152	47,466	-	114,686	70.73%
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	11,455	107	15,438	57.18%
	TOTAL FIRE MARSHAL	141,207	199,652	-	199,652	59,627	107	139,918	70.08%
01122	Communications Center								
01122 5105	Payroll	429,576	428,480		428,480	173,563	-	254,917	59.49%
01122 5350	Training	9,898	13,000		13,000	140	588	12,272	94.40%
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	2,654	-	(154)	-6.14%
01122 5805	Operating Expenses	38,189	46,580		46,580	12,254	-	34,326	73.69%
	TOTAL COMMUNICATIONS CENTER	485,896	493,660	-	493,660	188,856	588	304,216	61.62%

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

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
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%
01300	Apparatus & Equipment								
01300 5105	Payroll	42,497	42,371		42,371	15,684	-	26,687	62.99%
01300 5420	Repairs & Maintenance-Equipment	23,374	40,000		40,000	14,232	4,650	21,118	52.80%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0.00%
01300 5430	Repairs & Maintenance-Vehicles	83,720	60,000		60,000	9,217	1,300	49,483	82.47%
01300 5611	Consumable Supplies	14,533	12,000		12,000	6,551	-	5,449	45.41%
01300 5613	Fuel/Oil	22,144	30,000		30,000	6,942	-	23,058	76.86%
01300 5670	Uniforms	903	1,000		1,000	439	-	561	56.10%
01300 5680	Non-Capital Equipment	4,507	10,000		10,000	1,859	-	8,141	81.41%
01300 5805	Operating Expenses	570	1,500		1,500	726	-	774	51.60%
	TOTAL APPARATUS & EQUIPMENT	192,247	196,871	-	196,871	55,649	5,950	135,272	68.71%
	Capital								
01402 5990	Operating Transfers Out	-	169,309		169,309	-	-	169,309	100.00%
	TOTAL REVENUES	5,661,036	5,957,816	65,000	6,022,816	3,112,856	-	2,909,960	48.32%
	TOTAL EXPENSES	5,261,446	5,957,816	65,000	6,022,816	2,470,915	53,144	3,498,758	58.09%
	Balance	399,589	(0)	-	(0)	641,942	(53,144)	(588,798)	

**Cromwell Fire District
EMS Billing Report
As of November 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	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	93	137,942.81	96,530.22	(47,091.55)	(44,649.68)	-	96.00	-	(946.80)	-	-	-	141,881.00
December													-
January													-
February													-
March													-
April													-
May													-
June													-
Total	627	175,906.07	634,624.13	(300,709.20)	(339,279.69)	(2,124.62)	(7,434.63)	(17,986.93)	(1,114.13)	-	-	-	141,881.00
		47%			53%	0%	1%	3%	0%	0%	0%	0%	
Deposits				(300,709.20)									
Deposits Per Ledger				293,279.22									
Difference				(7,429.98)									
Charges Net of Medicare/Medicaid Adjustments					295,344.44								

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 November 30, 2022

Unreserved Fund Balance, July 1, 2022 (pre-audit, no FY22 surplus/deficit included)				\$	934,229
Designated for 2022-2023 Budget					240,000
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	\$	6,022,816	\$	5,782,816	\$ (240,000)
Expenditures		<u>6,022,816</u>		<u>6,022,816</u>	<u>-</u>
Results of Budgetary Operations	\$	<u>(0)</u>	\$	<u>(240,000)</u>	<u>(240,000)</u>
Unreserved Fund Balance June 30, 2023 (pre-audit)					934,229
Undesignated Fund Balance June 30, 2023 (pre-audit)					934,229
Updated Balance 6/30/2023 (projected)	\$				934,229
Fund Balance as a Percentage of Expenditures					15.51%

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

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

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	955,442	-	1,695,058	63.95%
EXPENSES									
	PAYROLL	572,893	608,000	-	608,000	237,373	-	370,627	60.96%
	POWER AND PUMPING	287,483	361,500	-	361,500	130,558	6,481	224,462	62.09%
	TREATMENT	80,832	95,220	-	95,220	20,735	58,217	16,268	17.08%
	TRANSMISSION & DISTRIBUTION	73,165	137,800	-	137,800	14,131	38,126	85,544	62.08%
	OTHER OPERATING EXPENSES	53,676	58,500	-	58,500	30,777	374	27,349	46.75%
	GENERAL ADMINISTRATION	495,215	596,961	-	596,961	209,597	1,050	386,314	64.71%
	DEBT SERVICE - INTEREST	30,850	23,431	-	23,431	13,720	-	9,711	41.44%
	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	656,890	104,247	1,505,347	66.42%
BALANCE									
		720,563	384,016	-	384,016	298,552	(104,247)	189,711	49.40%

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

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

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	17,575		7,425	29.70%
05 4200	State Grants	-	-		-	-		-	0.00%
05 4300	Interest Income	1,831	3,000		3,000	280		2,720	90.68%
05 4400	Metered Sales To General Public	2,109,217	2,300,000		2,300,000	755,630		1,544,370	67.15%
05 4402	Sales to Other Districts	75,194	55,000		55,000	78,135		(23,135)	-42.06%
05 4405	Seasonal & Hydrant Sales	130,543	145,000		145,000	35,507		109,493	75.51%
05 4410	Miscellaneous Service Revenues	25,761	23,000		23,000	25,355		(2,355)	-10.24%
05 4411	Connection Charges/Inspections	33,397	50,000		50,000	28,459		21,541	43.08%
05 4900	Miscellaneous Non-operating Revenue	15,634	5,000		5,000	3,245		1,755	35.10%
05 4930	Employee Insurance Contribution	11,277	18,000		18,000	5,231		12,769	70.94%
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	955,442	-	1,695,058	63.95%
05901	Payroll								
05901 5105	TOTAL PAYROLL	572,893	608,000		608,000	237,373	-	370,627	60.96%
05902	Power and Pumping								
05902 5434	Maint. of Structures & Improvements	9,255	10,000		10,000	4,737	-	5,263	52.63%
05902 5435	Maint. of Pumping Equipment	14,880	25,000		25,000	10,072	6,481	8,448	33.79%
05902 5620	Power	244,698	300,000		300,000	113,465	-	186,535	62.18%
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	130,558	6,481	224,462	62.09%
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	-	0.00%
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	7,081	16,026	16,268	41.32%
	TOTAL TREATMENT	80,832	95,220	-	95,220	20,735	58,217	16,268	17.08%
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	9,501	26,040	21,959	38.19%
05904 5438	Maint. of Services	-	7,000		7,000	-	3,500	3,500	50.00%
05904 5439	Maint. of Meters	2,941	20,000		20,000	1,407	1,793	16,800	84.00%
05904 5440	Maint. of Hydrants	7,876	20,000		20,000	2,682	6,793	10,525	52.63%
	TOTAL TRANSMISSION & DISTRIBUTION	73,165	137,800	-	137,800	14,131	38,126	85,544	62.08%

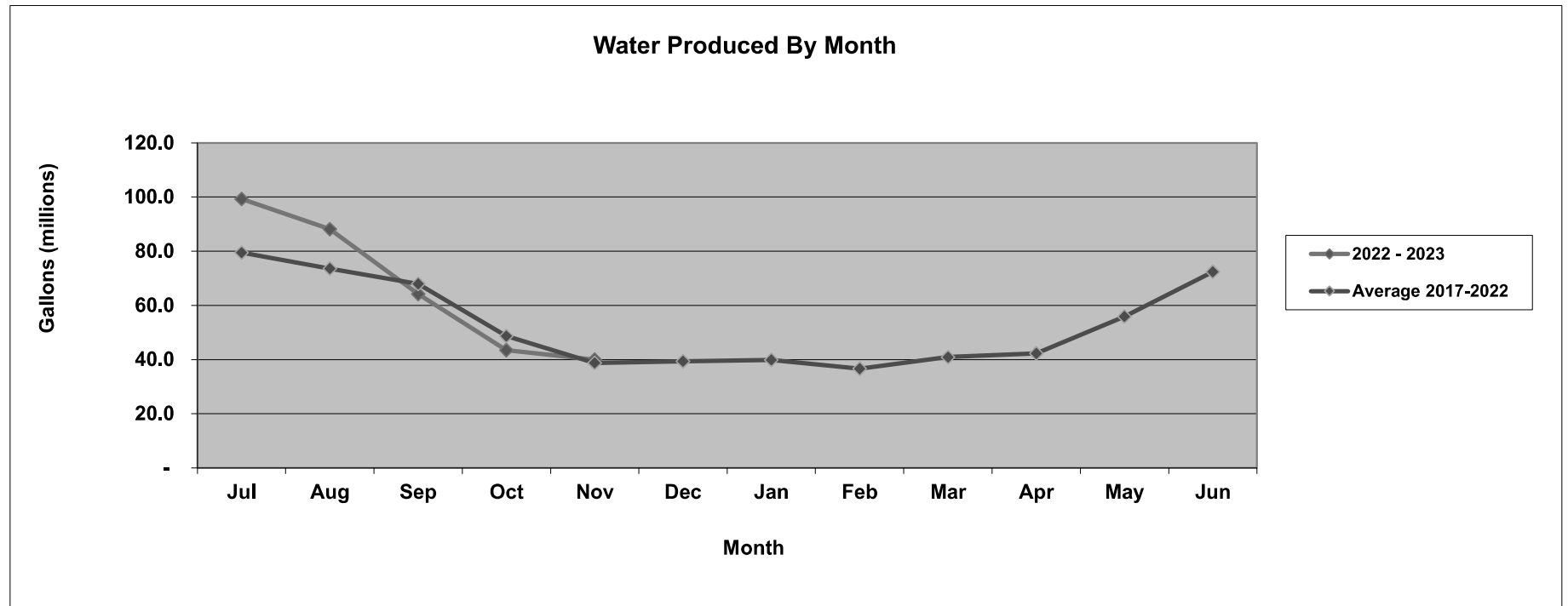
Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2022 - 2023
As of November 30, 2022

Completed Budget Months = 5 (42%)
Available Budget Months = 7 (58%)

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	2,800	-	8,200	74.55%
05908 5800	Other Expenditures	532	1,500		1,500	548	-	952	63.46%
05908 5802	Uniforms	4,234	6,000		6,000	4,496	-	1,504	25.06%
05908 5870	Dues & Training	3,644	8,000		8,000	6,926	374	700	8.75%
05908 5880	Truck & Garage Expense	34,754	32,000		32,000	16,008	-	15,992	49.98%
	TOTAL OTHER OPERATING EXPENSES	53,676	58,500	-	58,500	30,777	374	27,349	46.75%
05907	General Administration								
05907 5200	Payroll Tax Expense	42,391	46,512		46,512	17,608	-	28,904	62.14%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100.00%
05907 5230	Worker's Compensation Insurance	27,424	18,382		18,382	8,155	-	10,228	55.64%
05907 5240	Dental Insurance	8,944	12,000		12,000	4,543	-	7,457	62.14%
05907 5260	Medical Insurance	150,708	193,000		193,000	82,326	-	110,674	57.34%
05907 5270	Life Insurance	2,398	4,000		4,000	1,093	-	2,907	72.67%
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	17,000	-	78,500	82.20%
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	6,057	-	3,943	39.43%
05907 5615	Tele-communications	10,893	10,100		10,100	5,373	-	4,727	46.81%
05907 5621	West Street Utilities	9,220	12,000		12,000	3,607	-	8,393	69.94%
05907 5805	Computer Operations	61,736	79,933		79,933	18,222	1,050	60,661	75.89%
05907 5811	Payroll Services	501	600		600	245	-	355	59.14%
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	209,597	1,050	386,314	64.71%
05907 5910	DEBT SERVICE - INTEREST	30,850	23,431		23,431	13,720	-	9,711	41.44%
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	955,442	-	1,695,058	63.95%
	TOTAL EXPENSES	1,737,918	2,266,484	-	2,266,484	656,890	104,247	1,505,347	66.42%
	Balance	720,563	384,016	-	384,016	298,552	(104,247)	189,711	49.40%

Cromwell Fire District
Analysis of Water Pumped by Month
As of November 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	43.5	48.7	(5.2)	-10.64%
Nov	39.8	36.3	35.7	37.1	43.9	39.7	40.0	38.7	1.3	3.25%
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	335.1	635.9	26.6	

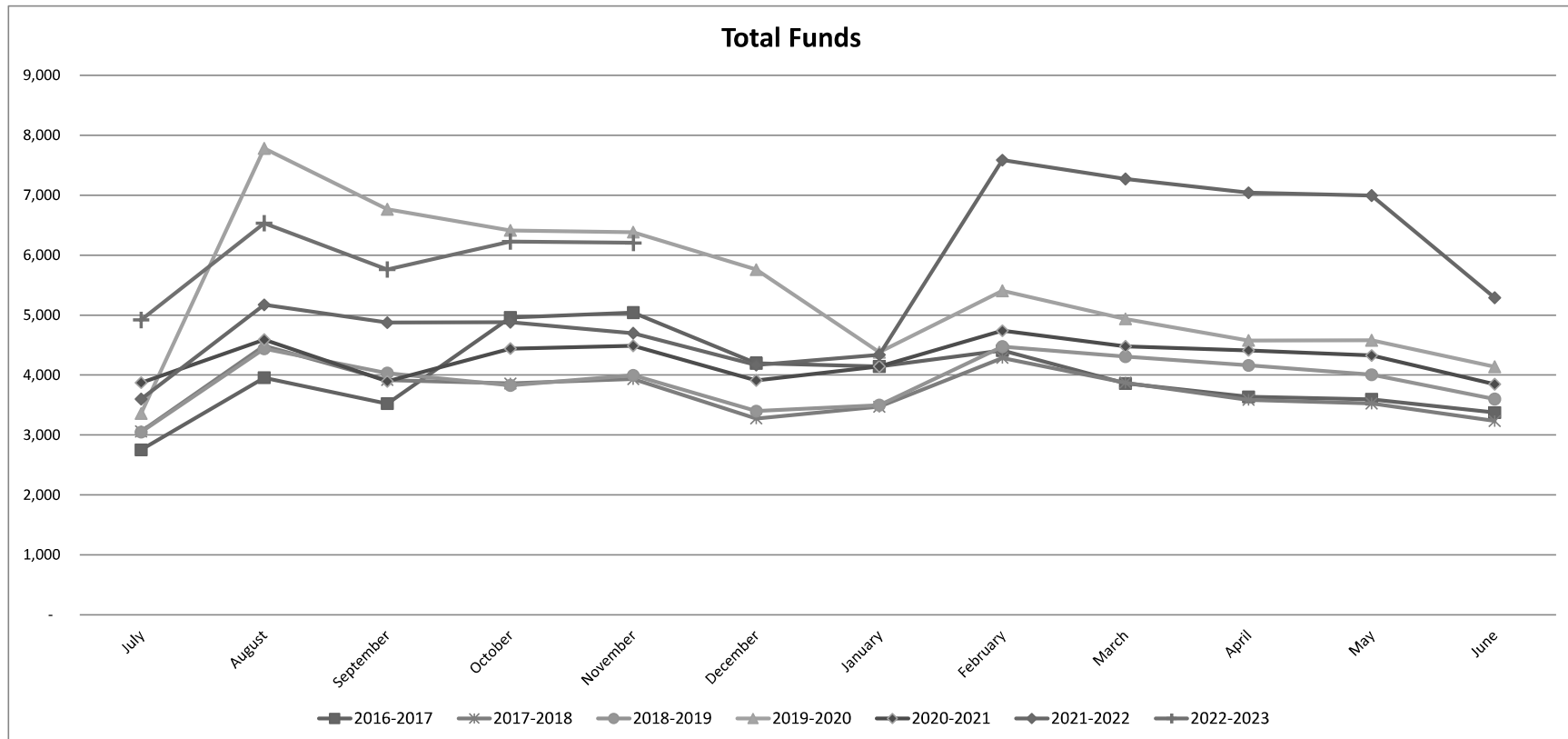


Cromwell Fire District
Treasurer's Report
As of November 30, 2022

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,711.62	0.60	-	9,712.22	3.00
Citizens Bank					
Checking	334,370.01	954,184.41	904,444.69	384,109.73	-
Deposit #2	-	479,351.90		479,351.90	-
Reserve Account	4,199,851.58	-	550,000.00	3,649,851.58	-
Money Market	606,014.68	49.81	-	606,064.49	1,160.29
Fire Department Trust	37,901.19	1.56	-	37,902.75	25.16
Hardship Benefit Fund	64,881.82	2.67	-	64,884.49	29.68
Harris Scholarship & Memorial Fund	25,586.21	1.05	-	25,587.26	11.89
M&T / People's United Bank					
Checking	(0.00)			(0.00)	-
Checking M&T	26,079.21		758.28	25,320.93	-
Savings	(0.00)			(0.00)	
Savings M&T	921,466.88	75.74		921,542.62	1,009.71
Total Ending Balance	6,225,863.20	1,433,667.74	1,455,202.97	6,204,327.97	2,239.73

**Cromwell Fire District
Analysis of Cash Balances
As of November 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	6,226
November	5,041	3,932	3,995	6,384	4,486	4,698	6,204
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
November 30, 2022**

	#22	#25	#26	#27	
	Fire Department Trust Fund	Sick Benefits Hardship Benefit Fund	Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Grand Total
Cash	\$ 38,003	\$ 64,885	\$ 25,587	\$ -	\$ 128,475
Due from District	22,160	-	-	5,546	27,706
Total Assets	\$ 60,163	\$ 64,885	\$ 25,587	\$ 5,546	\$ 156,180
Accounts Payable	\$ 16,806	\$ -	\$ -	\$ -	\$ 16,806
Due to District	-	-	-	-	-
Fund Balance	43,357	64,885	25,587	5,546	139,375
Total Liabilities & Fund Balance	\$ 60,163	\$ 64,885	\$ 25,587	\$ 5,546	\$ 156,181
Revenue					
Interest Income	\$ 8	\$ 14	\$ 5	\$ -	\$ 27
Annual Drive	-	-	-	-	-
Annual Banquet	-	-	-	-	-
Donations	350	-	-	-	350
Uniforms	-	-	-	-	-
Other Income/Transfers In	-	-	-	-	-
Total Revenue	\$ 358	\$ 14	\$ 5	\$ -	\$ 377
Expenditures					
Annual Banquet	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Prevention	-	-	-	-	-
Explorers	-	-	-	-	-
Other Expenditures/Transfers Out	3,190	-	-	-	3,190
Capital Expenditures	-	-	-	-	-
Total Expenditures	3,190	-	-	-	3,190
Excess (Deficiency) of					
Revenues Over Expenditures	\$ (2,832)	\$ 14	\$ 5	\$ -	\$ (2,813)
Fund Balance Beginning (Pre-audit)	46,189	64,871	25,582	5,546	142,188
Fund Balance Ending	\$ 43,357	\$ 64,885	\$ 25,587	\$ 5,546	\$ 139,375

**Cromwell Fire District
Equipment Reserve Fund
Budget Report
November 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	-	30,649	30,649	-	30,649	(574)
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) F.M.	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	14,704	439,937		439,937	21,407
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)
Extrication 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	95,400	1,014,878	4,016	1,018,895	844,704
Active Projects		6,955,783	267,715	7,223,498	5,488,870	195,864	5,684,735	22,122	5,706,857	1,516,641
Total		11,015,344	267,715	11,283,059	9,548,431	195,864	9,744,295	22,122	9,766,418	1,516,641

**Cromwell Fire District
Water Capital Fund
Budget Report
November 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	77,256		77,256		2,743.75
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	11,950		11,950		(1,750.00)
Pre- Engineering study for Interconnection Project	35737-7310	60,000		60,000.00	54,900		54,900		5,100.00
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		19,951	-	-
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	3,085		3,085		4,387.00
N360 meter reading upgrade and equipment	35778-5740	21,812	5,600	27,412.00	-	17,499	17,499	-	9,912.70
Excavator (bonds)	35789-5710	50,168		50,168.00	50,168		50,168		-
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	2,217		2,217		1,782.70
Switch / UPS Redundancy (50%)	35827-5700	6,000		6,000.00	2,000		2,000		4,000.00
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	403,306	40,494	443,800	34,506	4,090.20
Water System Remote Data Collection System	35912-5730	-		-	-		-		-
Hydrants	35929-5722	95,132		95,132.47	74,264		74,264		20,868.70
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	21,213	76,300.00	97,513	22,680.00	(26,192.69)
Door Access Security System (Water portion)	35959-5775	-		-			-		-
Vehicles & Equipment (bonds)	multiple t/b/d	205,000		205,000.00	<div style="border: 1px solid black; padding: 5px;"> Michael Lupkas: 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			2,760	40,000	(2,760.00)
Engineering for interconnection project	35737-7310	-	185,615	185,614.94			-		185,614.94
Active Projects		1,464,541	390,002	1,854,543	1,005,136	204,700	1,209,837	200,208	444,498
Total Water Capital Projects		6,755,281	390,002	7,145,283	6,295,876	204,700	6,500,576	200,208	444,498

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, November 15, 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, November 15, 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, Charles Epstein, Robert McIntyre, Donald Smith, John Sokolowski, Robert Donohue and Chip Darius attended. Also attending were Executive Director Julius Neto, Financial Manager Mike Lupkas, Fire Chief Jason Brade, Communications Manager Justin Lonergan, Fire Marshal Harold Holmes and Water Operations Manager Joseph Palmieri. Commissioner Mertie Terry was absent.

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.

APPROVAL OF AGENDA

A motion was made by Commissioner Colligan, seconded by Commissioner Donohue and unanimously approved to accept the agenda as submitted.

The President called for a moment of silence for the 27-year-old New Haven firefighter that lost his life last week. He was hit by a car on Rte. 91. The funeral services were held today.

PRESENTATION OF PLAQUES TO FORMER COMMISSIONERS

President Rukowicz presented a plaque to former Commissioner Jason Hinnars for his dedication and service to the Cromwell Fire District as a member of the Board of Commissioners serving as Secretary and Vice President. Mr. Hinnars thanked the Board for the plaque and the opportunity to serve with them. He enjoyed the time spent serving on the Board. He hopes the new Commissioners will continue the good work started by this Board.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
OCTOBER 18, 2022

A motion was made by Commissioner Colligan, seconded by Commissioner Sokolowski and unanimously approved to accept the Board of Commissioners' Meeting minutes of October 18, 2022, as submitted.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF
OCTOBER 27, 2022

A motion was made by Commissioner Donohue, seconded by Commissioner McIntyre and unanimously approved to accept the Special Board of Commissioners' Meeting minutes of October 27, 2022, as submitted.

READING OF COMMUNICATIONS AND 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 October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. He discussed bullet item #1 on his report which addresses cyber security issues and maintaining a secure cyber environment in the District. This has become an ongoing issue. Mr. Neto is going to be utilizing \$5,252.20 of the training budget to be identified between the Water and Fire Divisions to engage the District in a program called "Know Before." It is an educational platform that is based on educating those that access the network. The biggest vulnerability is users posting information and opening attachments. This is an online program that he would like to make a job requirement and policy. Anyone in the District that accesses the District's network will be required to go through this training program. The District will do all the background work for registering for the training. It will be an online training program that is user friendly which will provide testing components during the program and is designed to be simple.

A motion was made by Commissioner Colligan, seconded by Commissioner McIntyre and unanimously approved to adopt this program to become a policy that every Commissioner, employee and volunteer will complete.

- B. Financial Report. The Financial Report for October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lupkas reported that regarding collection of taxes, the District is at 58% collected totaling \$2.7 million which includes the State's grant-in-aid. EMS receipts are a 27% year over year comparison. Last month the number was higher because October last year was a high month. All transfers between Water and the District have been done with the Administrative Account. It will become a standard monthly entry. The audit is still ongoing. All records were turned over to the auditors after last month's meeting. The auditors will be here the week following Thanksgiving.

Mr. Lupkas pointed out on Page 5 that a new report has been started. There has been some discussion about an Aging report for the water bills. It is similar to other reports where it shows 30, 60, 90 and 120 days past due. He pulled the report for the month's end for the last

five months. The report does not provide the same information that it will as it gets older. As it gets older there will be trends of collections going in each month. Mr. Lupkas would welcome any comments or feedback on how to improve the report or show things differently.

Mr. Neto explained the delinquent payment process for water billing, and Mr. Lupkas explained the accounting process for water billing. There was discussion about the West St. apron. Funds that were budgeted for that repair have been diminishing based on other priorities. Mr. Palmieri will be getting his crew to "hot patch" the spot until next year when more funding can be made available.

A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to accept the Financial Report for October as presented.

- C. Fire Department Chief. The Chief's Report for October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. President Rukowicz complimented the Fire Department on a job well done regarding the structure fire on Wexford Lane. All the neighbors in the area were impressed by the Fire Department's response to the fire with mutual aid. Chief Brade had submitted his report and was available to answer any questions.

The Fire Department continues to be present at the football games. They also have been doing community service events, touch a truck events, Veteran's Day ceremony. Training has started up again. The live burn that was scheduled had to be canceled. It was a decision by the Chief and training staff due to high winds in the area. In the 2 weeks Chief Brade has been in charge there has been a car fire, a chimney fire and a structure fire. He wonders what will happen next week.

The Chief was requested to speak about the structure fire at Wexford Lane. He reported that the crew did very well. He spoke about the operations at the fire. Staff was there within 5 minutes. The fire was off of Field Rd. The terrain on the front lawn was dry and very pitched. The Ladder was backed up as far as they could go without the bumper hitting the driveway. The ladder was approximately 5 feet short of the roof line. They were only able to use the ladder for lighting, not water.

There was a delay in getting to the fire hydrant because it was covered with leaves. They were able to find the hydrant by the identifying flag that was attached to it that is usually used for hydrants in snow piles. The call had a good response with call backs from the part-time and career, volunteers and mutual aid.

As Co-Chair of the Public Relations/Community Outreach Committee, Commissioner Epstein suggested to his Co-Chair, Commissioner Darius, to organize a public awareness campaign on not piling leaves or snow near the fire hydrants. Commissioner Darius commented that there have been some issues with the Cromwell Chronicle because they have a new editor. Commissioner Darius will work on getting the message out on social media.

A motion was made by Commissioner Darius, seconded by Commissioner McIntyre and unanimously approved to accept the Chief's Report for October as submitted.

1. Fire Marshal's Office. The FMO report for October had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. He was available to answer any questions. Fire Marshal Holmes spoke about the specifics of the

fire on Wexford Lane. Photos had been taken by the neighbor prior to the Fire Department reaching the scene. Another neighbor that works for Channel 3 had a drone up over the fire.

The house was owned by Bob Fuller. Mr. Fuller's girlfriend went to start up the gas grill to make dinner. The grill ignition button was not working properly. The person closed the lid on the grill and went into the house to find a match. When she came out, opened the lid and lit the match, it created a fireball. The leaves underneath the grill caught fire because the wind picked up and spread the fireball. Those leaves dropped below the deck and spread the fire to the leaves under the deck which caused the deck to catch fire. There was a delay in calling 911 by the residents. The house was built in 1986 and had cedar shingles that were very dry causing the fire to travel. It entered the soffits and traveled to the attic. The windows were not damaged. There was a lot of heat trapped in the attic.

Mr. Holmes noted that Fire Inspector Colin Whalen was there. He is still available to the District on nights and weekends. There was no flame damage inside the home except for part of one chair and an ottoman. The rest of the home was smoke and heat damage. The Fire Marshal commented that a great job was done by all. The Red Cross was called out to work with the family. The insurance company is working to find temporary housing for the owner.

Commissioner Sokolowski asked if the Marshal's Office was looking for Inspectors. Mr. Holmes reported they are going to start looking again after the first of the year. There are some individuals in the industry that are retiring. Mr. Holmes will be trying to recruit some of those individuals that already have the experience.

Salary is a key factor in trying to recruit. They had a couple of applicants with no experience. Colin Whalen will be coming back two or three days a week. The New Haven Fire Marshal's office is short-staffed. Mr. Whalen is one of two firefighters in New Haven that has their Fire Marshal certification. New Haven is replacing people in the office. They will be taking the next class in February.

Commissioner Sokolowski also asked about the Lord Cromwell. Mr. Holmes reported that the project did get approved. They will be doing disruptive testing on the parking garage. This will determine if it can withstand a 74-ton truck. That should take place late winter, early spring. There will be a Town meeting regarding tax abatement next month. After that happens the plans will start for the testing.

Mr. Holmes just signed a C.O. for the Burlington Store. They will have a soft opening on Thursday, Nov. 17. The Grand Opening will be Friday, Nov. 18. There are plans coming in for Simonize Car Wax. They are building a 70,000 sq. ft. manufacturing facility at the end of Commerce Dr.

A motion was made by Commissioner McIntyre, seconded by Commissioner Darius and unanimously approved to accept the Fire Marshal's Report for October as submitted.

- D. Water Operations. The Operations Report for October 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 complimented Mr. Palmieri and his

crew for handling the water main break at the middle school which happened a couple of weeks ago. Mr. Palmieri received the call at 12:30 AM. Repairs were made and the water was turned back on around 7:00 AM. However, school had already been canceled. The Superintendent was very pleased with the work the Water Department did. The Water Department had the Burlington store offset the water main around the loading dock that was installed for Burlington. That was completed last night. Mr. Palmieri reported that his office staff are in training today and tomorrow for Munis training. Munis is the Water Departments's billing and accounting system.

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

- E. Communication Center Report. The Communication Center report had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Loneragan did not have many changes from last month. They continue to push forward on a couple of projects they are working on. Three weeks ago a very productive meeting was held with the State, the Executive Director, Chief Brade and Mr. Loneragan. Mr. Loneragan had reached out last week for a status report from the State. He has not heard back, but the meeting was very productive. The State is in the process of working on Cromwell's licensing request. He was available to answer any questions. Commissioner Darius asked about putting some of the statistical information in his report in the form of charts or graphs or something with pictures. Mr. Loneragan discussed some other ways to produce his report.

A motion was made by Commissioner Epstein, seconded by Commissioner Darius and unanimously approved to accept the Communication Center Report for October 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 October 17, 2022. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. This was the first meeting that Commissioner McIntyre ran as the new Chairman of the Committee. He explained to the Committee members how he would like to run the meetings going forward. The report was self-explanatory.

A motion was made by Commissioner Sokolowski, seconded by Commissioner Smith and unanimously approved to accept the Fire Operations Committee meeting minutes of October 17, 2022, as submitted.

1. Communications Committee. Commissioner Colligan reported that the District is at a stand still with the State of CT with licensing. There is no report.
2. Apparatus Committee. Commissioner Colligan reported that a decision needs to be made regarding the inspection. They were not able to schedule a committee meeting on this. Chief Brade reported that the rescue/pumper is coming along. They are looking at the total completion being done by the first week of December in Wisconsin. After the last apparatus was completed, the Commissioners really did not want to do the videos and

pictures again, but rather send someone out to Wisconsin to do the final inspection. This is an option that was not budgeted for when the apparatus was purchased. Fiscally it would be easier to do the picture presentation, and that is the plan unless the Commissioners would like to do otherwise. A lot of the equipment is already here. If the Commissioners decide they would like to do the inspection in person, the Fire Department needs to know ASAP in order to make the travel arrangements. They will have the opportunity for a final inspection in Rocky Hill once the apparatus arrives. That will be mid to the end of December.

Because of the time crunch, the Executive Director checked with the Chief and the President, and in lieu of a decision by the Board, it was decided to go with the same process as the previous apparatus because there are no dollars for travel.

A motion was made by Commissioner Sokolowski, seconded by Commissioner Darius and unanimously approved to have the virtual or remote inspection of the rescue/pumper done in lieu of traveling to Wisconsin. Once the apparatus arrives in Rocky Hill, anything sited in the inspection can be corrected here.

Commissioner Darius asked for some clarity on whether or not to put the big number on the front of the apparatus. Chief Brade wanted to ask the crews what their opinion was before giving Commissioner Darius an answer. Commissioner Darius was asking because it is not consistent across the fleet. It is something that has been done once the piece is received in house. It has been done in the past by the mechanic.

Chief Brade noted that they are expected to receive the new ambulance in March. He is also looking into a stretcher. As far as the Chief knows, the new ambulance was not quoted with a powerload or a stretcher. Commissioner Darius questioned how the ambulances are numbered. Mr. Lonergan tried to explain how the ambulances are assigned.

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

- D. Pension. Commissioner Colligan reported there needs to be a meeting to discuss Roger Ambler's pension situation. They have done their research and gathered the information they need. The meeting will be able to determine what Mr. Ambler will be entitled to after gathering all the facts.
- E. Personnel. There were two Special Personnel Committee meetings on Oct. 18, 2022, and Oct. 27, 2022. The regular Personnel Committee meeting was held on Nov. 8, 2022. Minutes had been previously distributed and reviewed. Copies are attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Epstein, seconded by Commissioner Sokolowski and unanimously approved to accept the Special Personnel Committee meeting minutes of October 18, 2022, as submitted.

A motion was made by Commissioner Sokolowski, seconded by Commissioner Smith and approved 6 to 0 to accept the Special Personnel Committee meeting minutes of October 27, 2022. Commissioners Colligan and Darius abstained.

A motion was made by Commissioner Epstein, seconded by Commissioner Smith and approved 7 to 0 to accept the Personnel Committee meeting minutes of Nov. 8, 2022, as submitted. Commissioner Colligan abstained.

- F. Water Operations. There was no meeting. The quarterly Nov. 2, 2022, meeting had been canceled.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no report. The Executive Director will follow up on future meetings and whether or not there will be a liaison. However, he did mention that the Town would also like representation at their Council meetings. Mr. Neto will send an email out in the morning.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. The next meeting is scheduled for Friday, Dec. 2, 2022.
 2. Health & Safety/Building Committee. There was no meeting. There are no more meetings scheduled for the rest of this year.
 3. Bylaws Committee. There have been no meetings.
 4. Public Relations/Community Outreach Committee. Commissioner Darius reported that for the past two months they have submitted a full set of articles and photos to the Cromwell Chronicle with promises that that they would be published, and they got nothing published. He has had some intimate discussions with the vendor about it who explained it as “growing pains” in their new position. Unfortunately there has been very little coverage of the District. The Warning Notice about the Commission election did not make it into the Chronicle, but it was published in the Rare Reminder. There was an outstanding article in the Middletown Press that did not come from the Committee about the new Fire Chief.

The article in the Middletown Press went to the National/International Association of Fire Chiefs’ Dispatch. The article discussed the Chief’s platform to be truthful and transparent.

NEW BUSINESS

- A. Commissioners’ Comments. Commissioner Colligan apologized for being unable to attend a few meetings due to some family issues. He was also not able to make the structure fire the other night, but was able to listen to it. He thought that the Fire Department did an outstanding job, and no one got hurt. The President reminded everyone that the swearing in of the Fire Chief will take place this Saturday, Nov. 19, at the Coles Road firehouse.
- 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 Vote on MOA with Local 4662 Re: Additional Duties for 2 Lieutenants. A draft copy of the MOA was distributed to all the Commissioners in attendance for review. Mr. Neto gave a brief overview. There will be two Lieutenants that will be assisting with Assistant Chief duties during the interim until a decision is made about Assistant Chiefs. The Chief added that this opportunity was offered to 4 Lieutenants, and two Lieutenants will be participating. The President sat in on the Personnel Committee meetings where these things were discussed. He is in full support of this MOA. Mr. Neto added that the agreement will be in affect for up to 120 days, until March 14, 2023. If the process is not working, the MOU can be stopped. Every 45 days the process will be evaluated to see what is working and what is not.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to accept the MOA with Local 4662 Re: Additional Duties for 2 Lieutenants.

- E. Discussion and Approval of 2023 Holiday Schedule. Right now the District and the Town have the same amount of paid holidays. The Town has added another holiday to their holiday schedule which is Juneteenth. The question to the Board is whether or not they would want to add another paid holiday to their schedule making their total paid holidays thirteen. \$5,439 is the incremental expense to add one more paid holiday to the District's paid holiday list. The Executive Director noted that the Town has 13 paid holidays, whereas the District only has 12. They do not have the same amount as the District as stated earlier.

The Town has 4 holidays that are called moveable or floating. It is up to the Town Manager how those days are used. The Town decided to substitute the Lincoln's birthday holiday for Juneteenth.

If the District decides to add Juneteenth as a holiday, they would be adding a 13th holiday to their paid holiday list. A possible option to switch for the District might be the Friday after Thanksgiving which is currently a paid holiday along with Thanksgiving. If the District would like to remain at 12 holidays, they can swap the Friday after Thanksgiving for Juneteenth.

Juneteenth is a Federal holiday that was passed to commemorate the effective end of slavery in the United States. Commissioner McIntyre had no objection to the holiday, but thought that a swap should be done rather than incur additional expenses for payroll. Commissioner Sokolowski suggested reaching out to the local unions to see if this will impact their collective bargaining agreements. This would be considered a change in working conditions.

A motion was made by Commissioner Darius, seconded by Commissioner Smith and unanimously approved to table consideration of this item until December's Commissioners' meeting, pending the outcome of the West Street roof referendum and also pending follow up with the firefighters' union.

PUBLIC COMMENT

Firefighter Lt. Bill McKnight thanked the Chief, the Executive Director and the Board for approving and trusting himself and Lt. Hallden with the new duties they are about to begin. He assured the group there will be no issues. He noted that if anyone had any questions of them, to reach out to them. Regarding the West St. roof, he asked about insurance coverage to file a claim

for some of the repair work. The District is not able to do that because the contractor for the West St. roof installed the roof incorrectly. That is why the Insurance company will not honor a claim.

Fire Marshal Holmes asked people to stop by the office to see the new plaque that was hung right outside the Fire Marshal's Office. The plaque indicates that the FMO has been renamed in honor of Todd Gagnon.

EXECUTIVE SESSION

There were no items for Executive Session.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Epstein, seconded by Commissioner Sokolowski and unanimously approved to adjourn the meeting at 7:55 PM.

ATTEST:

Nancy Deegan
Recording Secretary

Charles R. Epstein, Secretary