

**CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, January 18, 2022, 6:00 PM
Coles Road Firehouse, 105 Coles Road
Cromwell, CT 06416**

—AGENDA—

- I. Call to Order and Attendance – Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comment*
- IV. Approval of the Board of Commissioners’ Meeting Minutes of December 21, 2021
- V. Reading of Communications & Written Appeals to the Board
- VI. Reports of the Staff
 - A. Executive Director
 - B. Financial Report
 - C. Fire Department Chief
 - D. Water Operations
 - E. Communication Center Report
- VII. Reports of the Standing Committees
 - A. District Operations
 - B. Executive
 - C. Fire Operations – Special Meeting December 20, 2021
 - 1. Communications Committee
 - 2. Apparatus Committee
 - D. Pension
 - E. Personnel – Meeting January 11, 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
 - 2. Health & Safety/Building Committee – Meeting January 6, 2022
 - 3. By-Laws Committee
 - 4. Publicity Committee
- X. New Business
 - A. Commissioners’ Comments
 - B. Budgetary Adjustments
 - C. Approval of Contracts/Contractors
 - D. Discussion and Vote on Resolution to Terminate the CFD Volunteer Pension Plan
 - E. Update and Status of Private Placement Loan
 - F. Discussion and Decision on CT State Fire Chiefs’ Association Membership
- XI. Public Comment*
- XII. Executive Session
- XIII. Adjournment

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.

*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
DECEMBER 31, 2021**

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Cromwell Fire District

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**Cromwell Fire District
Executive Overview
December 31, 2021**

• **General Fund**

- Revenues exceed expenditures by \$271,764 for the period ended December 31, 2021 as follows:

■ Revenues	\$ 3,123,850
■ Expenditures	\$ 2,852,087
	<u>\$ 271,764</u>

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

As of December 31, 2021			
	Budget \$	Actual \$	% Collected
Current Levy	4,496,072	2,610,370	58.06%
PY Taxes	11,000	25,187	228.97%
Interest	6,000	10,675	177.91%
Total	4,513,072	2,646,231	58.63%

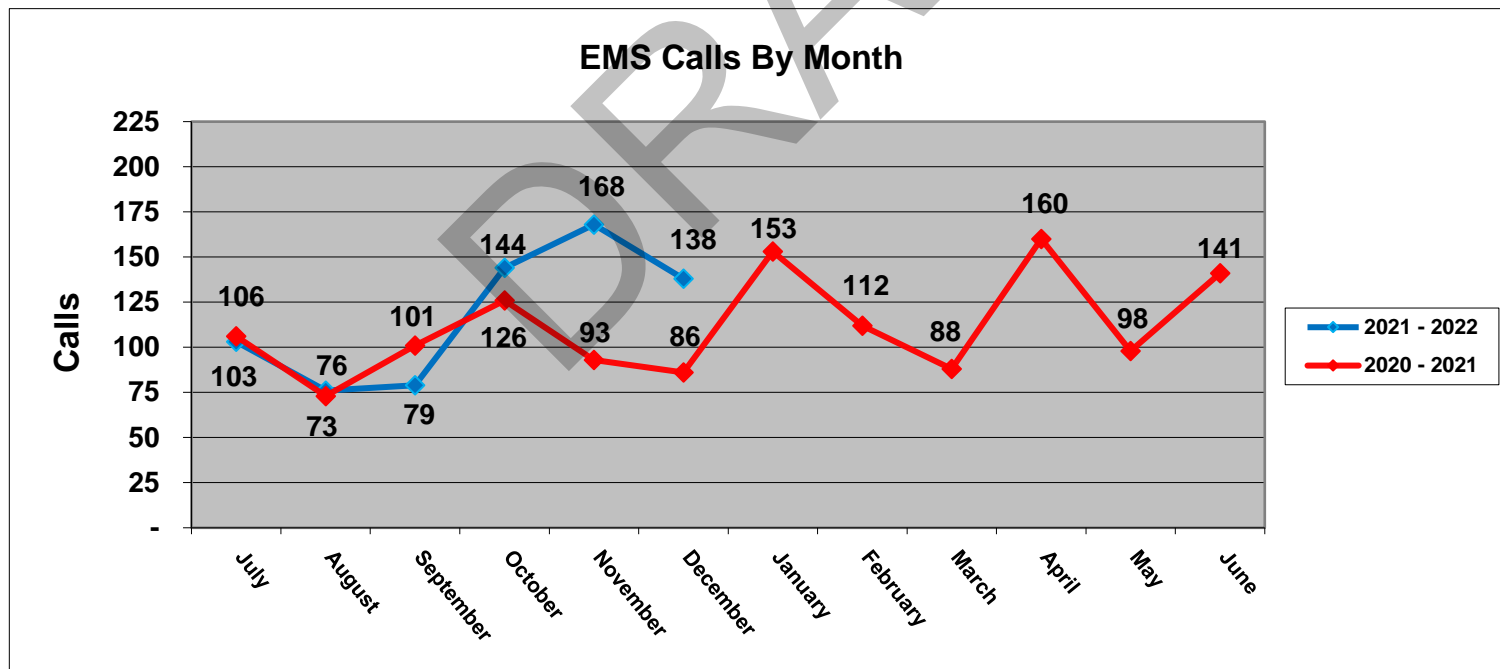
Cromwell Fire District

Executive Overview

December 31, 2021

- **EMS Billing**

- EMS volume during the month of December 2021 was 138 calls and gross charges of \$157,112. This compares to 86 calls and gross charges of \$91,204 during December 2020.
- Billings net of Medicare/Medicaid adjustments for the month of December 2021 were \$102,740 compared to \$40,405 for December 2020.
- Year-to-Date funds collected and deposited as of December 31, 2021 were \$345,558 compared to \$286,161 as of December 2020.
- EMS calls by month (Fiscal 2022 versus 2021) are illustrated below:



Cromwell Fire District

Executive Overview

December 31, 2021

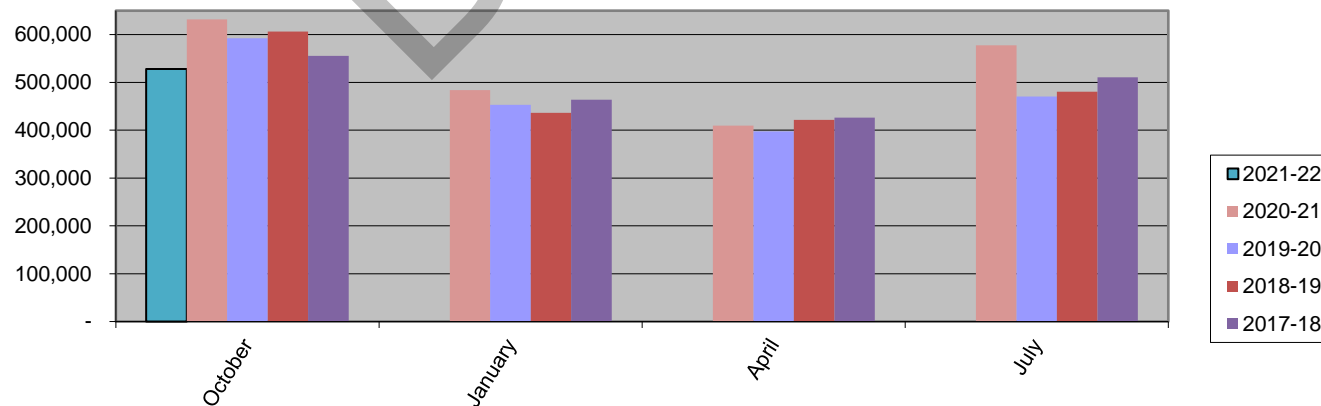
- Water Division Enterprise Fund**

- Revenues exceed expenditures by \$1,887 for the period ended December 31, 2021 as follows:

■ Revenues	\$ 789,233
■ Expenditures	\$ 787,346
	<u>\$ 1,887</u>

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

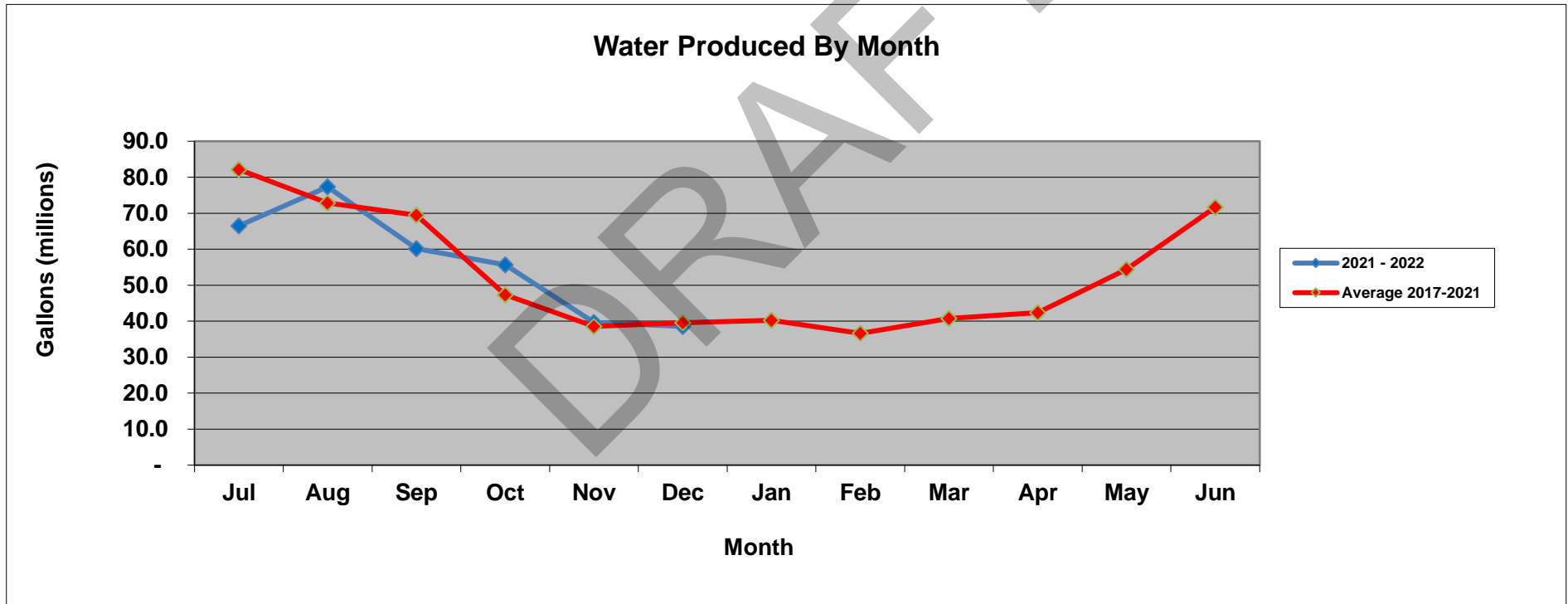
Quarterly Billings					
	2021-22	2020-21	2019-20	2018-19	2017-18
October	528,174	631,689	592,140	606,177	555,298
January		483,906	452,802	436,457	463,528
April		409,862	397,413	421,388	426,624
July		577,452	470,451	480,589	510,825
Total	528,174	2,102,910	1,912,806	1,944,612	1,956,275



**Cromwell Fire District
Executive Overview
December 31, 2021**

• **Water Production**

- 38,543,000 gallons were produced during the month of December 2021 versus 44,482,000 gallons produced in December 2020 (a decrease of 5,939,000 gallons).
- An analysis of water pumped by month comparing the current year to the average for the previous five years is shown below:



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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	4,661,565	5,551,315	-	5,551,315	3,123,850	-	2,427,464	44%
EXPENSES									
	TAX COLLECTOR	59,531	60,000	-	60,000	29,992	-	30,009	50%
	COMMISSION EXPENSES	6,742	10,000	-	10,000	3,986	-	6,014	60%
	COMPUTER OPERATIONS	90,927	100,060	-	100,060	66,671	1,991	31,398	31%
	ADMINISTRATIVE ACCOUNT	340,706	482,900	-	482,900	180,242	-	302,658	63%
	OFFICE OF THE CHIEF	205,243	294,114	-	294,114	144,406	-	149,708	51%
	EMS/FIRE OPERATIONS	1,368,508	1,535,334	-	1,535,334	764,327	-	771,007	50%
	SIGNALS & ALARMS	25,318	45,180	-	45,180	23,099	-	22,081	49%
	FIRE MARSHAL	117,239	174,878	-	174,878	68,395	-	106,483	61%
	COMMUNICATIONS CENTER	420,342	496,000	-	496,000	243,123	2,488	250,389	50%
	BUILDINGS & GROUNDS	192,664	198,899	-	198,899	100,115	8,032	90,752	46%
	TRAINING	11,274	27,500	-	27,500	14,795	750	11,955	43%
	INSURANCE AND BENEFITS	861,538	1,392,520	-	1,392,520	552,288	-	840,232	60%
	DEBT SERVICE	576,254	575,973	-	575,973	543,393	-	32,580	6%
	APPARATUS & EQUIPMENT	171,159	157,956	-	157,956	117,254	8,455	32,247	20%
	OPERATING TRANSFERS OUT	281,615	-	-	-	-	-	-	0%
	TOTAL EXPENSES	4,729,062	5,551,315	-	5,551,315	2,852,087	21,716	2,677,512	48%
BALANCE		(67,497)	(0)	-	(0)	271,764	(21,716)	(250,048)	12806550647%

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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01	General Fund								
01 4100	Property Taxes-Current Year	3,673,405	4,496,072		4,496,072	2,610,370		1,885,702	42%
01 4110	Property Tax-Prior Year	19,490	11,000		11,000	25,187		(14,187)	-129%
01 4120	Interest on Property Taxes	16,678	6,000		6,000	10,675		(4,675)	-78%
01 4130	Liens on Property Taxes	-	-		-	-		-	0%
01 4350	EMS Billing	598,914	625,000		625,000	350,395		274,605	44%
01 4200	State Grants	-	1,500		1,500	-		1,500	100%
01 4250	Other Grants	191,690	155,799		155,799	57,461		98,338	63%
01 4251	State Training Reimbursements	-	-		-	-		-	0%
01 4252	FD Training Classes	-	-		-	-		-	0%
01 4300	Interest Income	3,114	3,500		3,500	1,023		2,477	71%
01 4450	Revenue Fire Marshal's Office	10	10,000		10,000	-		10,000	100%
01 4900	Miscellaneous Revenue	17,336	10,000		10,000	45,221		(35,221)	-352%
01 4930	Employee Insurance Contribution	40,928	67,000		67,000	23,518		43,482	65%
01 4995	Operating Transfers In	100,000	100,000		100,000	-		100,000	100%
01 4990	Transfer from Fund Balance	-	65,443		65,443	-		65,443	100%
	TOTAL GENERAL FUND	4,661,565	5,551,315	-	5,551,315	3,123,850	-	2,427,464	44%
01100	Tax Collector								
01100 5805	Operating Expenses	59,531	60,000		60,000	29,992	-	30,009	50%
	TOTAL TAX COLLECTOR	59,531	60,000	-	60,000	29,992	-	30,009	50%
01101	Commission Expense								
01101 5805	Operating Expenses	6,742	10,000		10,000	3,986	-	6,014	60%
	TOTAL COMMISSION EXPENSES	6,742	10,000	-	10,000	3,986	-	6,014	60%
01103	Computer Operations								
01103 5105	Payroll (Less Water Division Share)	42,958	44,903		44,903	23,610	-	21,292	47%
01103 5680	Non-Capital Equipment	2,402	5,000		5,000	3,475	1,991	(466)	-9%
01103 5805	Operating Expenses	45,567	50,158		50,158	39,586	-	10,572	21%
	TOTAL COMPUTER OPERATIONS	90,927	100,060	-	100,060	66,671	1,991	31,398	31%
01104	Administrative Account								
01104 5105	Admin PR (Less Water Div Share)	165,053	176,000		176,000	90,632	-	85,368	49%
01104 5320	Professional Fees	88,772	212,900		212,900	45,320	-	167,580	79%
01104 5370	EMS Billing Services	56,721	60,000		60,000	29,958	-	30,042	50%
01104 5620	West Street Utilities	10,685	12,000		12,000	5,020	-	6,980	58%
01104 5805	Operating Expenses	6,229	7,000		7,000	3,437	-	3,563	51%
01104 5811	Payroll Services	13,247	15,000		15,000	5,874	-	9,126	61%

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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	TOTAL ADMINISTRATIVE ACCOUNT	340,706	482,900	-	482,900	180,242	-	302,658	63%
01110	Office of the Fire Chief								
01110 5105	Payroll	190,552	277,114		277,114	135,813	-	141,301	51%
01110 5319	Professional Fees	-	1,000		1,000	-	-	1,000	100%
01110 5355	Recruitment & Morale	-	1,000		1,000	480	-	520	52%
01110 5805	Operating Expenses	14,691	15,000		15,000	8,114	-	6,886	46%
	TOTAL OFFICE OF THE CHIEF	205,243	294,114	-	294,114	144,406	-	149,708	51%
01116	EMS/Fire Operations								
01116 5105	Payroll	789,837	865,494		865,494	421,804	-	443,690	51%
01116 5113	Payroll - PT Fire & EMS	459,254	470,400		470,400	284,153	-	186,247	40%
01116 5371	Paramedic Fees	31,780	38,000		38,000	20,677	-	17,323	46%
01116 5373	Contribution-Volunteer Pension Fund	17,485	33,000		33,000	-	-	33,000	100%
01116 5380	Medicals & Physicals	4,673	41,000		41,000	7,400	-	33,600	82%
01116 5381	Volunteer Medical/Physicals	-	-		-	-	-	-	0%
01116 5611	Consumable Supplies-EMS	29,431	33,000		33,000	8,999	-	24,001	73%
01116 5612	Consumable Supplies-Fire	9,839	9,000		9,000	5,058	-	3,942	44%
01116 5614	Oxygen	4,796	7,000		7,000	4,304	-	2,696	39%
01116 5670	Uniforms	17,678	30,000		30,000	8,379	-	21,621	72%
01116 5680	Non Capital Equipment	(31)	3,000		3,000	-	-	3,000	100%
01116 5805	Operating Expenses	3,766	5,440		5,440	3,552	-	1,888	35%
	TOTAL EMS/Fire OPERATIONS	1,368,508	1,535,334	-	1,535,334	764,327	-	771,007	50%
01120	Signals & Alarms								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0%
01120 5805	Operating Expenses	25,318	45,180		45,180	23,099	-	22,081	49%
	TOTAL SIGNALS & ALARMS	25,318	45,180	-	45,180	23,099	-	22,081	49%
01121	Fire Marshal								
01121 5105	Payroll	95,132	149,878		149,878	63,276	-	86,602	58%
01121 5460	Public Education & Fire Prevention	413	2,000		2,000	865	-	1,135	57%
01121 5680	Non Capital Equipment	-	3,000		3,000	-	-	3,000	100%
01121 5805	Operating Expenses	21,695	20,000		20,000	4,254	-	15,746	79%
	TOTAL FIRE MARSHAL	117,239	174,878	-	174,878	68,395	-	106,483	61%
01122	Communications Center								
01122 5105	Payroll	376,804	418,700		418,700	222,436	-	196,264	47%
01122 5350	Training	1,781	13,000		13,000	1,924	-	11,076	85%

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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01122 5670	Uniforms	2,021	3,100		3,100	938	-	2,163	70%
01122 5680	Non-Capital Equipment	3,475	6,000		6,000	5,807	-	193	3%
01122 5805	Operating Expenses	36,261	55,200		55,200	12,019	2,488	40,693	74%
	TOTAL COMMUNICATIONS CENTER	420,342	496,000	-	496,000	243,123	2,488	250,389	50%
01140	Buildings & Grounds								
01140 5105	Payroll	48,723	49,499		49,499	26,360	-	23,139	47%
01140 5451	Repairs & Maintenance - Court Street	37,469	30,000		30,000	12,559	2,677	14,764	49%
01140 5452	Repairs & Maintenance - West Street	15,436	20,000		20,000	11,808	2,677	5,515	28%
01140 5453	Repairs & Maintenance - Coles Road	19,990	22,500		22,500	12,792	2,677	7,031	31%
01140 5621	Utilities-Court St	36,416	39,000		39,000	20,478	-	18,522	47%
01140 5622	Utilities-West St	8,517	10,000		10,000	6,094	-	3,906	39%
01140 5623	Utilities-Coles Rd	24,104	26,000		26,000	9,630	-	16,370	63%
01140 5670	Uniforms	1,106	900		900	496	-	404	45%
01140 5805	Operating Expenses	903	1,000		1,000	(102)	-	1,102	110%
	TOTAL BUILDINGS & GROUNDS	192,664	198,899	-	198,899	100,115	8,032	90,752	46%
01160	Training								
01160 5350	Training	6,492	22,500		22,500	11,142	750	10,608	47%
01160 5351	Career Training	4,782	5,000		5,000	3,653	-	1,347	27%
	TOTAL TRAINING	11,274	27,500	-	27,500	14,795	750	11,955	43%
01220	Insurance and Benefits								
01220 5200	Payroll Tax Expense	165,520	190,963		190,963	96,538	-	94,425	49%
01220 5210	Unemployment Compensation	1,374	12,000		12,000	-	-	12,000	100%
01220 5230	Worker's Compensation Insurance	82,106	119,400		119,400	87,313	-	32,087	27%
01220 5240	Dental Insurance	21,714	36,000		36,000	11,694	-	24,306	68%
01220 5260	Medical Insurance	334,253	601,000		601,000	181,071	-	419,929	70%
01220 5270	Life Insurance	7,862	15,000		15,000	4,195	-	10,805	72%
01220 5290	Pension-Employer	49,017	52,109		52,109	-	-	52,109	100%
01220 5291	Pension-MERS	149,789	296,823		296,823	111,404	-	185,419	62%
01220 5520	Property/Liability Insurance	49,903	69,225		69,225	60,073	-	9,152	13%
	TOTAL INSURANCE AND BENEFITS	861,538	1,392,520	-	1,392,520	552,288	-	840,232	60%
01260	Debt Service								
01260 5910	Debt Service-Interest	88,397	73,116		73,116	40,536	-	32,580	45%
01260 5920	Debt Service-Principal	487,857	502,857		502,857	502,857	-	-	0%
	TOTAL DEBT SERVICE	576,254	575,973	-	575,973	543,393	-	32,580	6%

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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01300	Apparatus & Equipment								
01300 5105	Payroll	41,470	42,456		42,456	22,018	-	20,437	48%
01300 5420	Repairs & Maintenance-Equipment	30,119	29,000		29,000	18,196	7,026	3,779	13%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0%
01300 5430	Repairs & Maintenance-Vehicles	59,547	45,000		45,000	52,664	1,429	(9,093)	-20%
01300 5611	Consumable Supplies	10,485	6,500		6,500	9,879	-	(3,379)	-52%
01300 5613	Fuel/Oil	19,356	25,000		25,000	11,477	-	13,523	54%
01300 5670	Uniforms	1,742	1,000		1,000	441	-	559	56%
01300 5680	Non-Capital Equipment	7,772	7,500		7,500	2,682	-	4,818	64%
01300 5805	Operating Expenses	667	1,500		1,500	(102)	-	1,602	107%
	TOTAL APPARATUS & EQUIPMENT	171,159	157,956	-	157,956	117,254	8,455	32,247	20%
	Capital								
01402 5990	Operating Transfers Out	281,615	-		-	-		-	0%
	TOTAL REVENUES	4,661,565	5,551,315	-	5,551,315	3,123,850	-	2,427,464	44%
	TOTAL EXPENSES	4,729,062	5,551,315	-	5,551,315	2,852,087	21,716	2,677,512	48%
	Balance	(67,497)	(0)	-	-	271,764	(21,716)	(250,048)	0%

**Cromwell Fire District
EMS Billing Report
As of December 31, 2021**

2021-2022													
		Beginning			Medicare/Medicaid	Insurance		Bad Debt	Write	Returned	Refund	Unbillable	Ending
Month	Calls	Balance	Charges	Deposits	Non-Allowable	Non-Allowable	Adjustments	Sent to Collection	Offs	Check	Overpay	Comm.Service	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		200,768.97								-	-	-	200,768.97
February		200,768.97								-	-	-	200,768.97
March		200,768.97								-	-	-	200,768.97
April		200,768.97								-	-	-	200,768.97
May		200,768.97								-	-	-	200,768.97
June		200,768.97								-	-	-	200,768.97
Total	708	171,389.02	741,271.21	(345,557.80)	(350,538.34)	(160.82)	(2,156.50)	(15,846.57)	2,368.77	-	-	-	200,768.97
		47%47%0%0%2%0%0%0%0%											
Deposits				(345,557.80)									
Deposits Per Ledger				350,395.00									
Difference				4,837.20									
Charges Net of Medicare/Medicaid Adjustments					390,732.87								

2020-2021													
		Beginning	Medicare/Medicaid			Insurance	Bad Debt		Write	Returned	Refund	Unbillable	Ending
Month	Calls	Balance	Charges	Deposits	Non-Allowable	Non-Allowable	Adjustments	Sent to Collection	Offs	Check	Overpay	Comm.Service	Balance
July	106	138,893.01	104,379.28	(48,348.37)	(46,792.12)	(869.49)	(198.77)	(22,141.84)	1,780.30	-	-	-	126,702.00
August	73	126,702.00	76,808.74	(53,058.90)	(55,483.34)	(501.82)	-	-	283.14	-	-	-	94,749.82
September	101	94,749.82	106,205.74	(35,930.27)	(39,829.08)	(1.98)	(90.23)	(4,556.14)	-	-	-	-	120,547.86
October	126	120,547.86	120,142.19	(47,800.47)	(65,535.06)	-	(988.15)	-	667.67	-	292.21	-	127,326.25
November	93	127,326.25	91,645.85	(47,417.93)	(53,083.56)	-	(836.51)	(12,028.60)	240.00	-	-	-	105,845.50
December	86	105,845.50	91,203.94	(53,604.80)	(50,798.46)	-	-	-	230.00	-	-	-	92,876.18
January	153	92,876.18	146,507.14	(51,599.38)	(54,204.92)	(166.67)	(94.66)	(9,222.67)	639.50	-	-	-	124,734.52
February	112	124,734.52	115,946.40	(50,863.85)	(45,221.63)	-	(189.96)	(6,347.79)	-	-	-	-	138,057.69
March	88	138,057.69	98,516.50	(58,099.08)	(60,203.42)	-	(181.10)	-	862.91	-	-	-	118,953.50
April	160	118,953.50	151,370.03	(58,535.49)	(71,163.80)	(1,021.74)	(387.56)	(5,595.28)	1,332.02	-	-	-	134,951.68
May	98	134,951.68	105,587.60	(44,820.04)	(57,145.56)	-	(88.94)	(9,817.84)	500.00	-	-	-	129,166.90
June	141	129,166.90	132,059.20	(49,681.61)	(41,061.10)	-	-	-	905.63	-	-	-	171,389.02
Total	1,337	138,893.01	1,340,372.61	(599,760.19)	(640,522.05)	(2,561.70)	(3,055.88)	(69,710.16)	7,441.17	-	292.21	-	171,389.02
				45%	48%	0%	0%	5%	-1%	0%	0%	0%	
Deposits				(599,760.19)									
Deposits Per Ledger				598,914.47									
Difference				(845.72)									
Charges Net of Medicare/Medicaid Adjustments					699,850.56								

Cromwell Fire District
General Fund - Projected Fund Balance
As of December 31, 2021

Unreserved Fund Balance, July 1, 2021				\$	1,156,376
Designated for 2021-2022 Budget					65,443
Additional Appropriations During the Year					-
					<u>1,221,819</u>
Projected Results of Current Year Operations					
		<u>Budget</u>	<u>Projected Actual</u>	<u>Adjustment</u>	
Revenues	\$	5,551,315	\$	5,485,872	\$ (65,443)
Expenditures		<u>5,551,315</u>		<u>5,551,315</u>	<u>-</u>
Results of Budgetary Operations	\$	<u>(0)</u>	\$	<u>(65,443)</u>	<u>(65,443)</u>
Unreserved Fund Balance June 30, 2022					1,156,376
Undesignated Fund Balance June 30, 2022					1,156,376
Updated Balance 6/30/2022 (projected)				\$	1,156,376
Fund Balance as a Percentage of Expenditures					20.83%

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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	2,511,689	2,495,267	-	2,495,267	789,233	-	1,706,034	68%
EXPENSES									
	PAYROLL	537,994	614,000	-	614,000	298,793	-	315,207	51%
	POWER AND PUMPING	241,252	266,000	-	266,000	116,677	8,489	140,834	53%
	TREATMENT	67,356	87,000	-	87,000	37,954	33,830	15,217	17%
	TRANSMISSION & DISTRIBUTION	60,855	112,200	-	112,200	32,962	16,071	63,167	56%
	OTHER OPERATING EXPENSES	51,143	58,271	-	58,271	24,632	1,000	32,638	56%
	GENERAL ADMINISTRATION	468,635	604,263	-	604,263	256,218	1,991	346,053	57%
	DEBT SERVICE - INTEREST	48,898	30,850	-	30,850	20,111	-	10,739	35%
	TRANSFER EQUIPMENT RESERVE FUND	-	-	-	-	-	-	-	0%
	TRANSFER WATER CAPITAL FUND	310,970	143,804	-	143,804	-	-	143,804	100%
	TOTAL EXPENSES	1,787,104	1,916,387	-	1,916,387	787,346	61,382	1,067,659	56%
BALANCE		724,585	578,880	-	578,880	1,887	(61,382)	638,375	110%

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

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05	Water Fund								
05 4140	Interest Income On Assessment	9,137	500		500	14,006		(13,506)	-2701%
05 4150	Interest on Receivables	47,803	25,000		25,000	17,538		7,462	30%
05 4200	State Grants	-	-		-	-		-	0%
05 4300	Interest Income	3,114	3,500		3,500	1,023		2,477	71%
05 4400	Metered Sales To General Public	2,114,413	2,069,375		2,069,375	536,210		1,533,165	74%
05 4402	Sales to Other Districts	73,790	45,000		45,000	66,244		(21,244)	-47%
05 4405	Seasonal & Hydrant Sales	142,568	140,000		140,000	98,863		41,137	29%
05 4410	Miscellaneous Service Revenues	29,050	25,000		25,000	10,411		14,589	58%
05 4411	Connection Charges/Inspections	45,100	15,000		15,000	27,397		(12,397)	-83%
05 4900	Miscellaneous Non-operating Revenue	31,668	3,000		3,000	11,879		(8,879)	-296%
05 4930	Employee Insurance Contribution	9,047	18,000		18,000	5,661		12,339	69%
05 4990	Administrative Costs-Other Funds	6,000	6,000		6,000	-		6,000	100%
05 4995	Operating Transfers In	-	-		-	-		-	0%
05 4990	Transfer from Fund Balance	-	144,892		144,892	-		144,892	100%
	TOTAL REVENUE	2,511,689	2,495,267	-	2,495,267	789,233	-	1,706,034	68%
05901	Payroll								
05901 5105	TOTAL PAYROLL	537,994	614,000		614,000	298,793	-	315,207	51%
05902	Power and Pumping								
05902 5434	Maint. of Structures & Improvements	11,686	10,000		10,000	2,822	-	7,178	72%
05902 5435	Maint. of Pumping Equipment	20,806	25,000		25,000	9,126	8,489	7,385	30%
05902 5620	Power	200,254	220,000		220,000	104,729	-	115,271	52%
05902 5800	Other Expenditures	8,506	11,000		11,000	-	-	11,000	100%
	TOTAL POWER AND PUMPING	241,252	266,000	-	266,000	116,677	8,489	140,834	53%
05903	Treatment								
05903 5630	Chlorine	12,672	14,500		14,500	7,102	7,398	-	0%
05903 5631	Aqua-Mag	21,073	18,000		18,000	12,160	5,840	(0)	0%
05903 5632	Fluoride	13,716	17,000		17,000	4,241	12,759	-	0%
05903 5805	Operating Expenses	19,896	37,500		37,500	14,451	7,832	15,217	41%
	TOTAL TREATMENT	67,356	87,000	-	87,000	37,954	33,830	15,217	17%
05904	Transmission & Distribution								
05904 5319	Outside Services	24,508	21,200		21,200	1,169	-	20,031	94%
05904 5436	Maint. of Reservoir	4,780	15,000		15,000	-	-	15,000	100%
05904 5437	Maint. of Trans & Distr Main	12,572	50,000		50,000	25,938	9,629	14,432	29%
05904 5438	Maint. of Services	14,398	-		-	-	-	-	0%
05904 5439	Maint. of Meters	617	6,000		6,000	2,071	429	3,500	58%
05904 5440	Maint. of Hydrants	3,980	20,000		20,000	3,784	6,013	10,203	51%
	TOTAL TRANSMISSION & DISTRIBUTION	60,855	112,200	-	112,200	32,962	16,071	63,167	56%

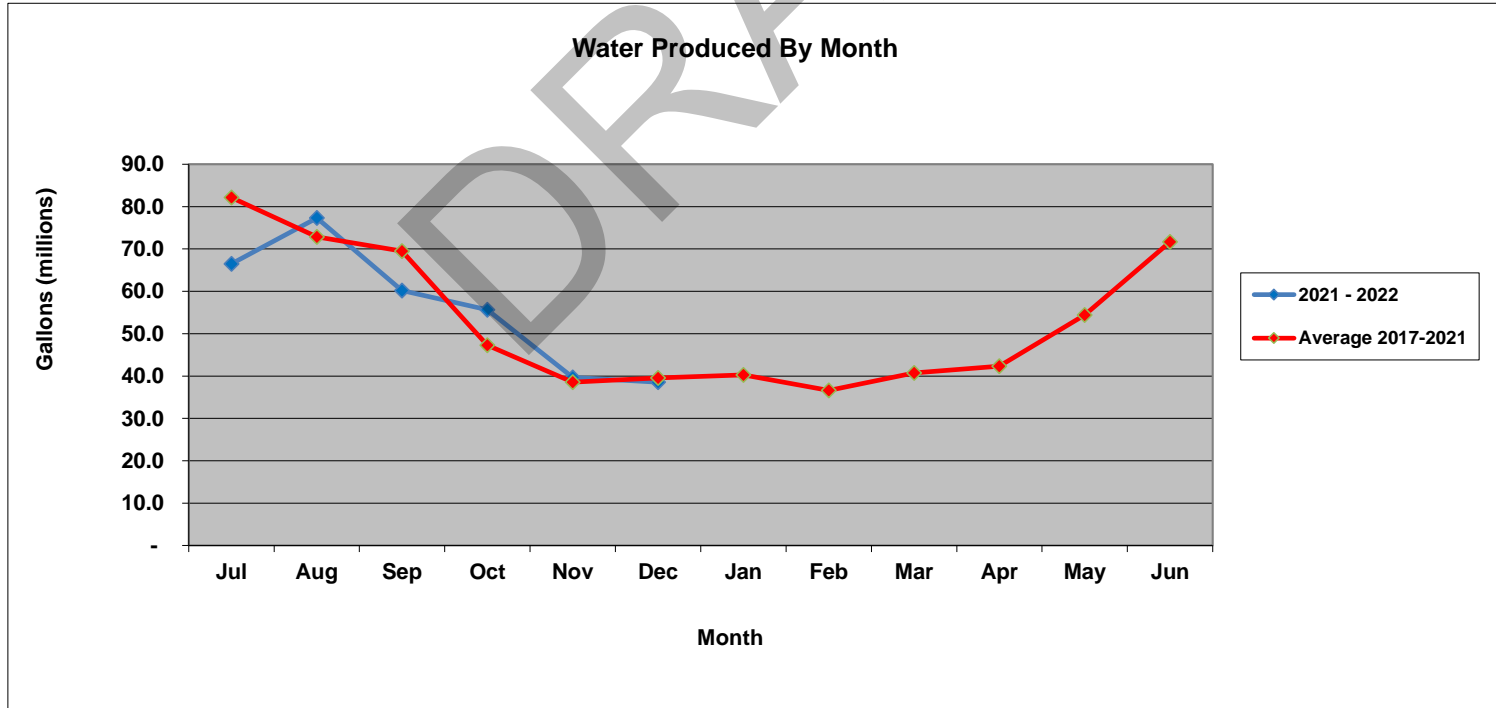
Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2021 - 2022
As of December 31, 2021

Completed Budget Months = 6 (50%)
Available Budget Months = 6 (50%)

Account Number	Description	Preliminary 2020 - 2021	2021 - 2022 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05908	Other Operating Expenses								
05908 5621	Utilities	9,022	11,000		11,000	3,595	-	7,405	67%
05908 5800	Other Expenditures	-	1,500		1,500	214	-	1,286	86%
05908 5802	Uniforms	3,678	6,000		6,000	1,892	-	4,108	68%
05908 5870	Dues & Training	2,882	8,000		8,000	1,932	-	6,068	76%
05908 5880	Truck & Garage Expense	35,561	31,771		31,771	17,000	1,000	13,770	43%
	TOTAL OTHER OPERATING EXPENSES	51,143	58,271	-	58,271	24,632	1,000	32,638	56%
05907	General Administration								
05907 5200	Payroll Tax Expense	39,625	46,971		46,971	22,109	-	24,862	53%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100%
05907 5230	Worker's Compensation Insurance	20,526	29,500		29,500	21,828	-	7,672	26%
05907 5240	Dental Insurance	9,265	13,000		13,000	4,627	-	8,373	64%
05907 5260	Medical Insurance	157,359	209,000		209,000	69,969	-	139,031	67%
05907 5270	Life Insurance	2,529	5,000		5,000	1,250	-	3,750	75%
05907 5290	Pension-Employer	38,051	36,039		36,039	-	-	36,039	100%
05907 5319	Outside Services	3,940	8,250		8,250	-	-	8,250	100%
05907 5320	Professional Fees	59,045	92,000		92,000	27,383	-	64,617	70%
05907 5520	Property/Liability Insurance	33,946	42,273		42,273	39,219	-	3,054	7%
05907 5610	Office Operations Expense	10,339	10,000		10,000	6,298	-	3,702	37%
05907 5615	Tele-communications	8,387	10,100		10,100	3,988	-	6,112	61%
05907 5621	West Street Utilities	11,123	12,000		12,000	3,744	-	8,256	69%
05907 5805	Computer Operations	59,131	68,530		68,530	45,450	1,991	21,088	31%
05907 5811	Payroll Services	576	600		600	235	-	365	61%
05907 7141	Postage	5,316	5,000		5,000	372	-	4,628	93%
05907 7142	Utility Billing Services	9,478	15,000		15,000	9,747	-	5,253	35%
	TOTAL GENERAL ADMINISTRATION	468,635	604,263	-	604,263	256,218	1,991	346,053	57%
05907 5910	DEBT SERVICE - INTEREST	48,898	30,850		30,850	20,111	-	10,739	35%
05908	Capital								
05908 5990	Transfer Equipment Reserve Fund	-	-		-	-	-	-	0%
05908 5990	Transfer Water Capital Fund	310,970	143,804		143,804	-	-	143,804	100%
	TOTAL CAPITAL	310,970	143,804	-	143,804	-	-	143,804	100%
	TOTAL REVENUES	2,511,689	2,495,267	-	2,495,267	789,233	-	1,706,034	68%
	TOTAL EXPENSES	1,787,104	1,916,387	-	1,916,387	787,346	61,382	1,067,659	56%
	Balance	724,585	578,880	-	578,880	1,887	(61,382)	638,375	110%

Cromwell Fire District
Analysis of Water Pumped by Month
As of December 31, 2021

Month	Fiscal Year						2017-2021 Average	2022/Avg Monthly	%
	2017	2018	2019	2020	2021	2022			
Jul	89.8	70.7	80.3	83.0	86.9	66.5	82.1	(15.7)	-19.1%
Aug	75.4	66.6	66.5	75.8	80.1	77.3	72.9	4.4	6.1%
Sep	70.6	64.8	57.6	78.7	75.7	60.2	69.5	(9.3)	-13.4%
Oct	47.3	51.4	42.0	43.3	52.5	55.6	47.3	8.3	17.6%
Nov	39.8	36.3	35.7	37.1	43.9	39.7	38.6	1.1	2.8%
Dec	40.2	36.5	37.4	39.2	44.5	38.5	39.6	(1.0)	-2.6%
Jan	40.8	38.7	38.6	39.9	43.4		40.3	-	0.0%
Feb	36.4	35.8	35.0	36.7	39.1		36.6	-	0.0%
Mar	40.4	39.4	40.8	40.5	42.5		40.7	-	0.0%
Apr	41.4	39.8	41.3	41.3	47.9		42.3	-	0.0%
May	49.9	53.9	46.5	53.4	68.3		54.4	-	0.0%
Jun	61.3	77.7	61.5	78.9	79.1		71.7	-	0.0%
Total	633.3	611.4	583.3	647.9	703.8	337.8	635.9	(12.1)	

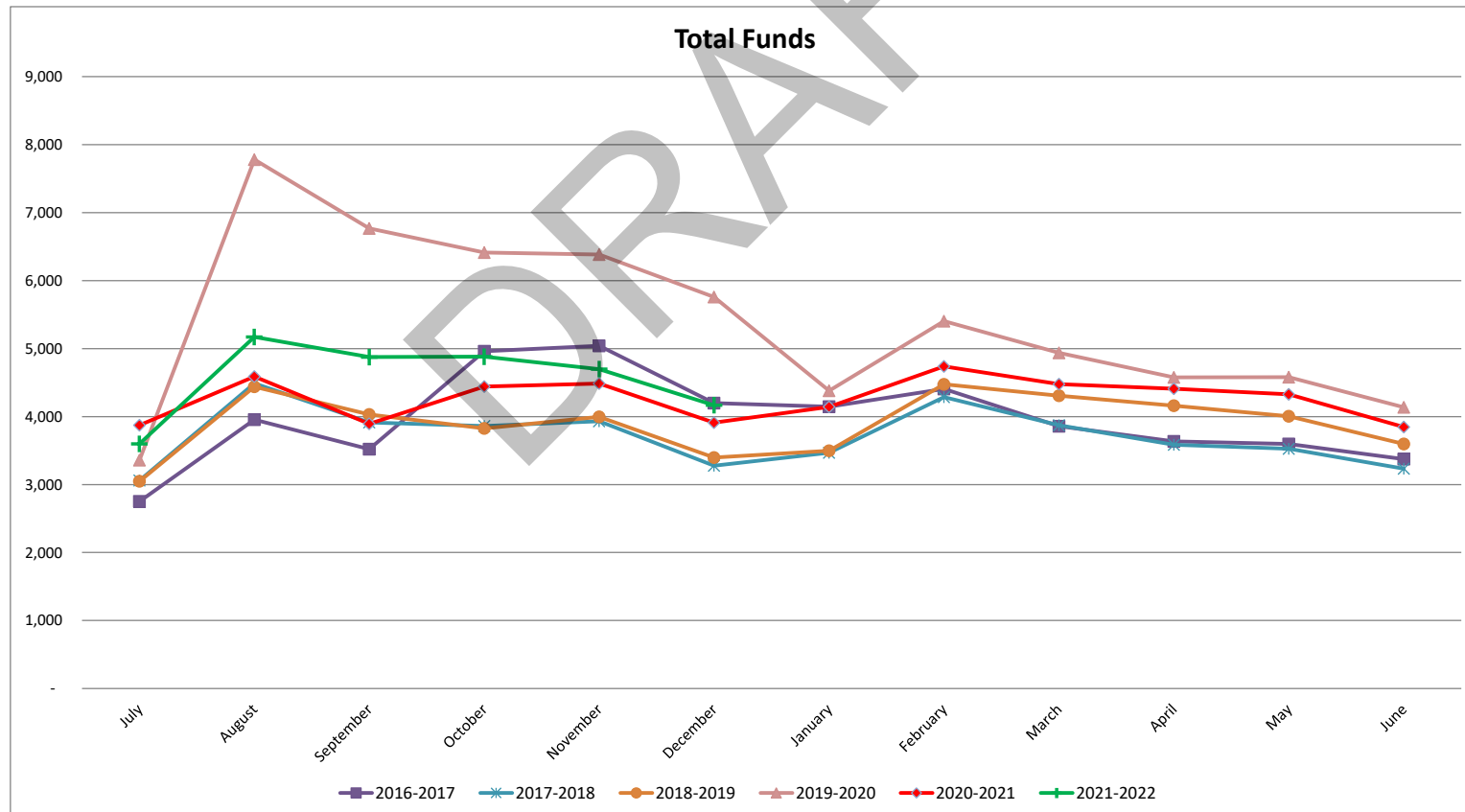


**Cromwell Fire District
Treasurer's Report
As of December 31, 2021**

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,704.15	0.60	-	9,704.75	4.35
Citizens Bank					
Checking	95,241.13	612,399.57	616,441.15	91,199.55	-
Money Market	1,754,776.81	127.39	500,000.00	1,254,904.20	934.99
Fire Department Trust	67,472.41	2.87	-	67,475.28	16.98
Hardship Benefit Fund	64,852.06	2.75	-	64,854.81	16.32
Harris Scholarship & Memorial Fund	26,344.25	1.12	-	26,345.37	6.56
People's United Bank					
Checking	410,231.96	285,862.98	314,804.56	381,290.38	-
Savings	2,270,340.08	192.83	-	2,270,532.91	1,107.46
Total Ending Balance	4,698,962.85	898,590.11	1,431,245.71	4,166,307.25	2,086.66

**Cromwell Fire District
Analysis of Cash Balances
As of December 31, 2021**

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



**Cromwell Fire District
Fire Department Funds
December 31, 2021**

	#22	#25	#26	#27		
		Sick Benefits		Memorial		
	Fire Department Trust Fund	Hardship Benefit Fund	Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Total	
Cash	\$ 67,575	\$ 64,855	\$ 26,345	\$ -	\$ 26,345	\$ 158,775
Due from District	10,150	-	-	5,546	5,546	15,696
Total Assets	\$ 77,725	\$ 64,855	\$ 26,345	\$ 5,546	\$ 31,891	\$ 174,471
Accounts Payable	\$ 16,806	\$ -	\$ -	\$ -	\$ -	\$ 16,806
Due to District	-	-	-	-	-	-
Fund Balance	60,919	64,855	26,345	5,546	31,891	157,665
Total Liabilities & Fund Balance	\$ 77,725	\$ 64,855	\$ 26,345	\$ 5,546	\$ 31,891	\$ 174,471
Revenue						
Interest Income	\$ 17	\$ 16	\$ 7	\$ -	\$ 7	\$ 40
Annual Drive	-	-	-	-	\$ -	-
Annual Banquet	-	-	-	-	\$ -	-
Donations	10,425	-	475	-	\$ 475	10,900
Uniforms	-	-	-	-	\$ -	-
Other Income/Transfers In	-	-	-	-	\$ -	-
Total Revenue	\$ 10,442	\$ 16	\$ 482	\$ -	\$ 482	\$ 10,940
Expenditures						
Annual Banquet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Drive	-	-	-	-	-	-
Scholarships	-	-	-	-	-	-
Legal	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Administrative Expense	-	-	-	-	-	-
Dinner Meetings	-	-	-	-	-	-
Fires/Work Details	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Parades	-	-	-	-	-	-
Training	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Maintenance & Repairs	-	-	-	-	-	-
Fire Prevention	-	-	-	-	-	-
Explorers	-	-	-	-	-	-
Other Expenditures/Transfers Out	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	\$ 10,442	\$ 16	\$ 482	\$ -	\$ 482	\$ 10,940
Fund Balance Beginning	50,477	64,838	25,864	5,546	31,410	146,725
Fund Balance Ending	\$ 60,919	\$ 64,855	\$ 26,345	\$ 5,546	\$ 31,891	\$ 157,665

**Cromwell Fire District
Equipment Reserve Fund
Budget Report
December 31, 2021**

Description	Account Number	Budget Prior Years	Budget 2021-22	Updated Budget	Expended Prior Yrs	Expended 2021-2022	Expended Total	Encumbered	Total Committed	Balance
Closed Projects & Uncommitted Fund Balance		4,059,560	-	4,059,560	4,059,560	-	4,059,560	-	4,059,560	(0)
Scott Air Packs / SCBA Replacement	31750-5740	300,506	25,000	325,506	259,942		259,942	65,564	325,506	-
Vehicles & Apparatus - Major Repairs	31751-5710	209,735		209,735	204,125		204,125		204,125	5,609
R-1 Replacement	31715-5740	250,000		250,000	-		-		-	250,000
Ambulance Re-chassis	31791-5710	-		-	-		-		-	-
Equipment & Vehicle Replacements	31800-5710	-	75,000	75,000	-		-	73,573	73,573	1,427
Stretcher for Ambulance re-chassis	31804-5740	17,000		17,000	15,794		15,794		15,794	1,206
IPAD Replacement (13)	31702-5740	6,500		6,500	6,214		6,214		6,214	286
Ambulance EMS Chart Computers/IPADS (4)	31702-5740	5,500		5,500	-		-		-	5,500
Network Security Audit	31757-5320	12,000		12,000	4,000		4,000		4,000	8,000
Switch / UPS Redundancy (50%)	31702-5740	-	6,000	6,000	-	1,000	1,000		1,000	5,000
Turn Out Gear Replacement	31784-5740	406,344	25,000	431,344	388,382	4,310	392,692	14,362	407,054	24,291
FMO Investigation vehicle & cap	31800-5710	29,632		29,632	28,716		28,716		28,716	916
Hurst Tool Replacement	31819-5700	6,000		6,000	-		-		-	6,000
Facilities Maintenance Program	31830-5700	133,644	15,948	149,592	93,492		93,492		93,492	56,101
Bunk room door/wall/window modification	31604-7310	4,000	10,000	14,000	-		-		-	14,000
Bunk room Men's/Women's plumbing facilities	31604-7310	10,000		10,000	-		-		-	10,000
Murphy beds (6)	31939-5800	16,000		16,000	-		-		-	16,000
AED-Replacement x 4 at \$2200	31760-5740	8,800	6,500	15,300	8,240	7,020	15,260		15,260	40
AED - EMT/CPR Trainer Devices	31760-5740	2,100		2,100	-		-		-	2,100
Fire hose replacement	31716-5740	13,000		13,000	10,039		10,039		10,039	2,961
(8) MSA 4-Gas Meter Replacement: (6) Fire + (2) FMO	31763-5740	-	9,156	9,156	-	2,949	2,949	5,312	8,261	895
FMO Permit Software	31785-5740	-	3,000	3,000	-		-	2,775	2,775	225
Knoxbox System Repair/Upgrade	31921-5740	-	13,000	13,000	-	13,001	13,001		13,001	(1)
West Street Front Apron repairs	31830-5740	-	10,000	10,000	-		-		-	10,000
Door Access Security System (GF portion)	31921-5740	-		-	-		-		-	-
Air compressor - Court St apparatus bay	31952-5740	5,000		5,000	1,108		1,108		1,108	3,892
Radio/Tower/Antenna Upgrades Project (bonds)	31807-5740	3,000,000		3,000,000	2,888,019	111,981	3,000,000		3,000,000	-
Radios for Fire Police & Fire Inspectors	31807-5740	-	15,000	15,000	-	3,735	3,735		3,735	11,265
Login Recorder, Pagers & Cases	31807-5740	169,075		169,075	158,233		158,233		158,233	10,842
Construction of 6 Radio Voting Sites	31807-5740	140,000		140,000	41,814	57,313	99,127		99,127	40,873
Active Projects		4,744,835	213,604	4,958,439	4,108,117	201,309	4,309,427	161,586	4,471,012	487,427
Total		8,804,396	213,604	9,018,000	8,167,678	201,309	8,368,987	161,586	8,530,573	487,427

**Cromwell Fire District
Water Capital Fund
Budget Report
December 31, 2021**

Description	Account Number	Budget Prior Years	Budget 2021-2022	Total Budget	Expended Prior Years	Expended 2020-2021	Total Expenditures	Encumbered	Balance
Closed Projects & Uncommitted Fund Balance		5,290,740	-	5,290,740	5,290,740	-	5,290,740	-	(0)
Chem Feed Transfer Switch	35835-5700	63,344		63,344	63,344		63,344		-
Meters	35904-5720	332,396	75,000	407,396	328,660	37,142	365,802	37,858	3,736
Hydrants	35929-5722	80,132	15,000	95,132	69,442		69,442		25,690
Water System Remote Data Collection System	35912-5730	10,000		10,000	-		-		10,000
Replacement of Well Pump Motor	35740-5435	63,000		63,000	58,300		58,300		4,700
Engineering Services - Water Tank Inspection	35752-7290	-		-	-		-		-
Leak Detection equipment	35776-5740	16,679		16,679	16,679		16,679		-
Confined space equipment	35954-5740	7,485		7,485	7,485		7,485		-
Light Tower	35954-5740	9,396		9,396	9,396		9,396		-
Roller/compactor	35954-5740	15,801		15,801	15,801		15,801		-
Hydraulic breaker (backhoe attachment)	35954-5740	12,822		12,822	12,822		12,822		-
VM-810 Pipe Locator	35776-5740	-	3,085	3,085	-	3,085	3,085		-
SCADA System	35958-5740	-	35,000	35,000	-	21,000	21,000	14,000	-
5 Ipads and truck mounts	35827-5700	-	4,000	4,000	-		-		4,000
N360 meter reading upgrade and equipment	35778-5740	-	21,812	21,812	-		-		21,812
Switch / UPS Redundancy (50%)	35827-5700	-	6,000	6,000	-	1,000	1,000		5,000
Pre- Engineering study for Interconnection Project	35737-7310	-	60,000	60,000	-	38,544	38,544		21,456
Door Access Security System (Water portion)	35959-5775	-		-	-		-		-
Risk & Resiliency Study	35721-7290	25,000		25,000	24,850		24,850		150
Diversion Permit Renewal	35721-7290	80,000		80,000	-	52,915	52,915		27,085
Water Supply Plan	35721-7290	10,200		10,200	7,960	3,990	11,950		(1,750)
Distribution Study	35721-7290	79,900		79,900	76,150	-	76,150		3,750
Active Projects		806,155	219,897	1,026,052	690,888	157,676	848,565	51,858	125,630
Total Water Capital Projects		6,096,895	219,897	6,316,792	5,981,628	157,676	6,139,305	51,858	125,630

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, December 21, 2021

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, December 21, 2021, at 6:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Lee Brow (President), Charles Epstein, David Colligan, Chip Darius, Robert McIntyre and Mertie Terry attended. Commissioners Jason Hinnners, Robert Donohue and Roger Rukowicz were absent. Also attending were Executive Director Julius Neto, Fire Chief Jason Balletto, Assistant Fire Chief Jason Brade, Communications Manager Justin Lonergan, Finance Manager Michael Alibrio, Acting Fire Marshal Harold Holmes, Water Operations Manager Joseph Palmieri, IAFF Local 4662 representative Brett Hallden.

CALL TO ORDER

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

APPROVAL OF AGENDA

A motion was made by Commissioner Colligan, seconded by Commissioner Darius and unanimously approved to accept the Agenda as submitted with the addition of Item H. under New Business, Disposition of Old Radios and Associated Equipment.

PUBLIC COMMENT

There were no public comments to report at this time.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF NOVEMBER 16, 2021

A motion was made by Commissioner Colligan, seconded by Commissioner McIntyre and unanimously approved to accept the Board of Commissioners' Meeting minutes of November 16, 2021, as submitted with the following note by the Executive Director as a recommendation for change to the minutes under Public Comment. Comments that were made by Mr. James Rude,

page 8, the top of the page, the last sentence should read, “As it relates to Accounts Receivable, Mr. Rude was excited to hear about collections. With over \$1.6 million in accounts receivable in the organization, it is going to be truly important for the Commission to begin to see on a monthly basis an aging of the accounts receivable for EMS, water and tax billings as well as begin to look at a calculation of a statistic of accounts receivable which tells folks how old the receivables are.”

APPROVAL OF SPECIAL BOARD OF COMMISSIONERS’ MEETING MINUTES OF
NOVEMBER 30, 2021

A motion was made by Commissioner Epstein, seconded by Commissioner McIntyre and unanimously approved to accept the Special Board of Commissioners’ Meeting minutes of November 30, 2021, as submitted.

APPROVAL OF SPECIAL DISTRICT MEETING MINUTES OF
NOVEMBER 30, 2021

A motion was made by Commissioner Colligan, seconded by Commissioner McIntyre and unanimously approved to accept the Special District Meeting minutes of November 30, 2021.

READING OF COMMUNICATIONS & WRITTEN APPEALS
TO THE BOARD

Secretary Epstein stated there were 3 communications to be read. There was a communication from the Cromwell Children’s Coalition that was addressed to the Fire Chief and Assistant Fire Chief. The letter thanked the Fire Department for its support in their food distribution event, on November 6, 2021. They appreciated all the community spirit the Department provided with their participation. They were grateful to be able to store the donations at the firehouse.

The second communication was from the CT State Firefighters Association Memorial Foundation thanking the Board of Commissioners for their \$100 donation.

The third communication was from the Rocky Hill Ambulance Association. The note thanked Cromwell Fire and EMS for participating in services for their former EMS Chief.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director’s Report for November had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Executive Director added that he had a meeting with Don Smith of Covenant Living as well as approximately 100 attendees. The purpose of the meeting was to introduce the Executive Director to the group and explain some of the functions of the Fire District. It was a short meeting that was a last minute add-on to their agenda. Mr. Smith is working with others to get the Fire Chief and the Executive Director to return and address items from a set agenda. Mr. Neto is looking forward to working with that community to further educate that group on the Water Division and Fire Division business and current issues.

A motion was made by Commissioner Darius, seconded by Commissioner Terry and unanimously approved to accept the Executive Director’s Report for November as presented.

- B. Financial Report. The Financial Report for November had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio did not have anything to add to his report. He noted that the audit is still underway. He is getting ready to start working on next year's budget. The Executive Director and Mr. Alibrio are hoping to have something to present to the Board next month regarding the audit. Mr. Neto thanked Mr. Alibrio and Janet Schmaltz for the work they do to make the audit run smoothly.

Commissioner Epstein asked about the transition of ambulance billing companies. Mr. Neto reported that currently there is some background work being done with Shared Response. Quick Meds is sharing their billing information with Shared Response. They anticipate a smooth transition. They will be able to manage the accounts more efficiently because they will have a quicker response for reporting. Shared Response is committed to a higher collection or process rate. If this is managed efficiently, it will increase the District's cash flow.

Mr. Neto has been working with Mike Alibrio and Angel Alvarado on changing the online payment process for the Water Department. They are trying to make it a simpler process. There will be a new website design at the same time. It will start to be marketed in the next 4 to 6 weeks. They are working to provide the best security to the system so the public can trust the site. They may have to find a new cyber security company because the current company is getting out of the cyber security business with municipalities. They are doing a full analysis to determine the District's needs.

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

- C. Fire Department Chief. The Chief's Report for November had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Chief Balletto noted that the Department was very busy in the month of November. The Chief's Office, the Training Office, mercy calls for the Fire Marshal's Office and public outreach were all part of the Fire Department activity during the month. There were no changes to the Chief's report.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to accept the Fire Department Chief's Report for November as submitted.

The President asked the Acting Fire Marshal if he had anything to add to the Fire Marshal's Report for November. Mr. Holmes had nothing to add. They are moving forward as best they can.

- D. Water Operations. The Operations Report for November had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri added that he and the Executive Director as well as representatives from ONG and DOT Railroad services did a site walk of the railroad project that was just completed. He reported that the site looks wonderful. There were some suggestions for the Spring. They plan on milling and repaving the road and providing new curbs and a new gate. They plan to relocate the gate a little bit so a slide gate can be installed for better security. There will be concrete barriers to secure the access road at the train track trestle.

A motion was made by Commissioner Epstein, seconded by Commissioner Darius and unanimously approved to accept the Water Operations Report for November 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. Lonergan added that the Knox boxes came in, and Mr. Logan is in the process of installing them. Mr. Logan has also been working on apparatus. They are doing a security/fire protection audit for all buildings of the Fire District. It is part of the bond process. They are working with Associated Security to identify things such as alarm systems and what needs to be replaced.

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

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive. There was no meeting.
- C. Fire Operations. Meetings were held on October 18, 2021, and November 15, 2021. They had been previously distributed and reviewed. Copies are attached to the minutes on file in the Fire District Office. The December meeting was held last night. Several issues were discussed such as communications and disposing of very old equipment. Mr. Lonergan will make every effort to sell whatever he can of the old equipment.

A motion was made by Commissioner Colligan, seconded by Commissioner Darius and unanimously approved to accept the Fire Operations Committee meeting minutes of October 18, 2021 and November 15, 2021, as submitted.

1. Communications Committee. A meeting was held on November 4, 2021. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan noted that the Communications project is winding down. He thanked the Fire Chief, the Communications Manager and the Water Department. They took the generator to Holy Apostles to test it. It does work but they think it would be better if an access road was installed, especially for the winter months. The Executive Director will be working with Holy Apostles to see if the District can get permission to install an access driveway. The District may have the materials needed to construct the driveway which will make the job a lot cheaper.

A motion was made by Commissioner Epstein, seconded by Commissioner Terry and unanimously approved to accept the minutes of the Communications Committee meeting of November 4, 2021, as submitted.

2. Apparatus Committee. There was no meeting.
- D. Pension. There was no meeting. The scheduled meeting was canceled because the Executive Director did not hear back from Dan Jock who was supposed to be providing documentation for the Committee to review and vote on. Once that information is received, a special meeting will be scheduled.

- E. Personnel. There was no meeting.
- F. Water Operations. There was no meeting.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. The Liaison was not present.
- B. Reports of the Special Committees
 - 1. Public Safety Tower Committee. There was no meeting. The Executive Director made a note in his report that the \$143,000 check was received from AT&T. The District is now working with the engineers on the reinforcement. AT&T will get 50% capacity, and the Fire District will get the other 50%. If any other provider wants to be part of the Tower, they will have to pay the District for a portion, and the District will reimburse AT&T. The District will not provide all the capacity that it gained. The maximum that will be provided is 25% of the 50% capacity it has.
 - 2. Health & Safety/Building Committee. There was no meeting.
 - 3. Bylaws Committee. A meeting was held on November 3, 2021. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. There has not been another meeting because the Committee was waiting until the minutes were published. The minutes were asking Commissioners to review and bring back any questions or comments to the Committee regarding the proposed changes. They will be scheduling another meeting to discuss and vote on the revisions. There were some technical difficulties preventing the Committee from producing a working draft copy of the proposed changes.

A motion was made by Commissioner Colligan, seconded by Commissioner Terry and unanimously approved to accept the Bylaws Committee meeting minutes of November 3, 2021, as submitted.
 - 4. Publicity Committee. There was no meeting. Mr. Neto will be reaching out to the Co-Chairs to schedule a meeting. The next quarterly newsletter is scheduled to be published in January with the quarterly water bills.
- C. Discussion and Possible Decision on Volunteer Recognition. The Executive Director reminded everyone that this was tabled from last month. The issue is that paid staff were compensated for the time they worked during COVID. Full-time staff received \$1,000, and part-time staff received \$500. Volunteers were not recognized or compensated. The funds were from the Recovery Act which were managed by the Town Council and Board of Finance. The issue was brought up that the volunteers were not recognized, and how can they be compensated on a non-financial basis. In terms of finance, it is a non-budgeted item. Mr. Neto was looking for direction from the Commissioners. There are six individuals that are affected. Commissioner Terry suggested having a dinner for them that is catered, and present them with a certificate, or even just coffee and cake just to be able to show

recognition to them. Commissioner Darius suggested submitting letters in the Cromwell Chronicle or a display ad in the paper, space on the website. He didn't know if it would be possible to recognize them with response wear. Commissioner Epstein suggested scheduling a workshop with the Commissioners to discuss the ideas brought forth at this meeting. The President agreed with the suggestion.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Colligan thanked the three Fire Chiefs for all their hard work in coming up with a plan to move the volunteer organization forward, i.e., drills, etc. Commissioner Darius informed the Board that former Fire Explorer Austin Gangler has completed his boot camp as a Private First Class in the U.S. Marines. He is home on break with his family in his dress blues. He is a credit to the Department, and Commissioner Darius would like to see him recognized with a letter on his accomplishments from the Commission.

A motion was made by Commissioner Darius, seconded by Commissioner Terry and unanimously approved to have the President and Executive Director draft a recognition letter to Mr. Austin Gangler to acknowledge his accomplishments both with the Fire Department and now the U.S. Marine Corps.

Commissioner Terry thanked everyone present for their support and hard work throughout the year.

The President discussed having an official "swearing in" ceremony for the dozen or so individuals in the Fire Department that have been hired over the last year or so. Uniforms are now in, and it seems fitting to schedule a ceremony. The President would like to schedule this sometime in February with members in their dress blues and photos with family members.

There is also an issue with Todd Gagnon, former Fire Marshal that this Board recognized as a line of duty death. There has been some discussion about making a plaque and dedicating the Fire Marshal's Office in his name, or the West Street Firehouse in his name because he was a volunteer firefighter before he became a Fire Marshal. The President requested if anyone had any ideas to contact him. He is starting the process of doing something. His idea is similar to the plaque the District issued for Bill Jarzavek and the Water Garage.

Commissioner Terry suggested a \$100 gift to be given in Todd's name to a high school senior at the awards night at Cromwell High School. The gift should go to someone who is pursuing firefighting, the military or a career where they will be serving the public. This would get the word out to the public that the Board is a friendly, warm and supportive group. It would also honor someone that the District holds near and dear to their hearts. Commissioner Epstein suggested adding this item for discussion at the workshop to be scheduled in January. The President agreed.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or Contractors to report.
- D. Discussion and Possible Decision on Extension of MOA for Acting Assistant Fire Chief. The Executive Director explained that a couple months ago the Board approved an MOA for

Brian Petrucelli to become Acting Assistant Fire Chief of Training. He has done an outstanding job over the last couple of months working with the other Assistant Chief to keep up with OSHA training requirements, and he has made the training office a more efficient process. Mr. Petrucelli's agreement expired yesterday. Mr. Neto reached out to Mr. Petrucelli and the President of the Union to advise that he would be bringing this issue before the Board at this meeting. The District has not found a permanent, part-time Assistant Fire Chief. The Executive Director is recommending that the District extend Mr. Petrucelli's agreement with one change. He would like to have until the end of February to give the President and the Executive Director the opportunity to reach out and start the process of hiring. They need more time to complete this objective. The rate of pay for this position is also not competitive at \$30/hr. Mr. Neto is recommending, because Mr. Petrucelli has gone above and beyond in this role, to bump the hourly rate to \$35/hr. If the District does not comply with the extension, there will not be an Acting Assistant Chief. President Brow's recommendation was to concur with the Executive Director's recommendation.

A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to extend the Acting Assistant Chief MOA until the end of February along with the increase in the hourly rate.

Commissioner Darius asked if there were any other candidates in the pipeline. The Executive Director noted that there are none at this time. With the new hourly rate established, they feel they can go out in the marketplace to recruit. They want to be able to take their time with the recruiting process because the position is a key position in the Fire Department. They want to make sure the individual fulfills the obligation of that role. OSHA has already identified to the District that the training component is critical not just to perform the role but also to properly document it. Consistency of training is as critical as the documentation.

There was some discussion about the timetable to recruit someone. The Executive Director noted that Mr. Petrucelli is flexible, and willing to work with the District to help achieve their objectives. Training and onboarding will be the responsibility of the Fire Chief. He has held the position on many occasions in his career, so transitioning a new Assistant Chief will not be difficult at all. The Chief recommended that the District recruit someone who is certified to hold that position and not downgrade the requirements for that position.

- E. Discussion and Possible Decision on MOA's on Sharing Staff Between Divisions. The Executive Director explained that they have two MOA's that were to be presented to the Personnel Committee. However, since the meeting had been postponed a couple of times, Mr. Neto felt this item should come before the full Board because eventually it would come before the full Board anyway.

He explained how the staffing model has changed over the last couple of years. Volunteers are no longer volunteering or signing on. This created a staffing void, even though the situation needed "all hands on deck." At the time there were dispatchers that were also certified as EMT's and/or firefighters. Through the transition, the Board concurred they were going to allow Dispatchers, when not on shift, to work on the fire side to fill shifts. It was anticipated that this was a 6 month transition. There is a Water Department employee that does unscheduled fire fighting duties. There are at least 2 or 3 Dispatchers that are EMS/EMT certified and firefighter certified. The anticipated 6 mos. has turned into 20 mos.

Now they need to transition back to the norm. They need dispatchers to be dispatchers, certified EMT and firefighters to be firefighters and EMT's. Having people working in other

capacities besides their own position is becoming more challenging. It has come down to staffing being unstable but demands or call volume being higher. They need to go back to a clarification of roles. The MOU's presented at this meeting refers to single-focused individuals working for a department. This will be a slower process, giving the employee some time to think and decide which area they want to work in. Once it is decided, that person will be expected to work on the side of their choice, but then be expected to remain in the role they have chosen.

Commissioner Darius had some concerns about the Omicron variant. He understood the rationale and the net result behind the MOU's but wanted to know if there were any emergency rollback of this if necessary. Mr. Neto said that it can be renegotiated if need be. Commissioner Terry commended the Union and management for coming to an agreement about what is needed for staffing and supporting each other.

A motion was made by Commissioner Darius, seconded by Commissioner Epstein and unanimously approved to accept the draft MOU's as presented by the Dispatchers' Union and the Firefighters' Union.

- F. Discussion and Possible Decision on Cromwell Fire Department Staffing Solutions. The Executive Director stated that this issue was discussed a couple of months ago. There were two workshops held with the Commissioners, the Executive Director and the Fire Chief. Included in the packets was a power point worksheet that highlighted the challenges, the proposed solutions and the additional expenses discussed during the workshop.

Based on their analysis, both the full-time and part-time salaries in the Fire Department are not competitive with today's market. In the marketplace through the COVID years all entry level positions and then some have been increasing their hourly rate enormously. Cromwell is competing with AMR for EMT services. Their rate is anywhere from \$24 to \$28 an hour. The rate in Cromwell for an EMS/firefighter is \$17.60. The outcome of the workshop as far as what is being proposed is to increase the part-time hourly rate by \$1. This is above the rate that was contractually agreed upon. The rate will become \$18.60. The single certification EMT or Firefighter will have an hourly rate of \$17.60 per hour.

There are also part-timers that are doing more than a part-time schedule. Some are working 40, 50 or close to 60 hours a week just to make sure there are enough "boots on the ground." Part of this proposal is for the Board to approve 4 full-time positions. That will take the stress away from the level of hours where part-time hours are needed. There is a financial impact on the budget because this is an unbudgeted solution to the staffing issue. If both proposals are implemented to increase the hourly rate and create 4 new full time positions, the additional expense to the budget would be \$49,971. This is a full analysis including medical benefits, FICA, etc. This would be a \$50,000 financial burden to make the plan work.

Mr. Neto introduced 4 ways to get the \$50,000 back.

- The first is to hold a District wide meeting to reallocate some capital dollars from different capital improvements or purchases and put them on the operating side.
- Another suggestion is to lay off support staff or reduce hours.
- Take \$50,000 out of the General Fund. There is already \$1 million in the General Fund for emergencies. This would also need to come before the taxpayers.

- Go to the present budget and scrape out \$50,000. Some monies could come from insurance since those expenses are for a calendar year. The second half of the year they would have to do estimates. The insurance company held the same rates as last year so they will be able to work with those funds. Professional fees are budgeted. Not all of those funds have been used. Some were legal fees and other funds were \$18,000 that was put aside for Human Resource services that was not used.

The three scenarios described by the Executive Director will get the District \$50,000. He added that six months ago they never thought they would see the job market the way it is. They still have a fiduciary responsibility to stay within budget. The medical/fire suppression environment requires a minimum of 5 or 6 staff fully cross-trained to meet the need of the Department. They believe that the solution proposed at this meeting is worth trying.

The President went around the table to hear Commissioners' comments. Commissioner Colligan was the first to comment. He is in favor of this proposal 100 percent. Hourly rates do need to be competitive with everyone else. Times are different, and the District needs to recognize that. The District needs to take care of the people that are taking care of the citizens.

Commissioner Colligan noted that if money is taken from Capital Expenditures, the staff members will be hurting. The items that are currently in Capital Expenditures are not things that the members want, they are things that they need. Those things eliminated will have to be added to next year's budget. Commissioner Epstein agreed and added it is not a pretty picture, but the Board needs to support it. Commissioner McIntyre was also in support.

Commissioner Darius thanked the District staff for finding the funds in budget. It also gives the District the opportunity to pay attention to more things like EMS billing to help accelerate income to offset the hard numbers. He feels that the District needs to be competitive, the members deserve it and he is in support of Option 4. Commissioner Terry was also in favor. She trusts the Executive Director to be able to get the members what they need as he has done in delinquent water bill collection. She is confident that next year's budget will be able to have the things leftover from this budget. President Brow also was in support of the proposed solution. He suggested starting discussions with the president of the Union. The President of the Union was in attendance at this meeting. He is not surprised by the proposal presented. If the Board were to approve this plan tonight, the Executive Director would reach out to the Union to begin talks.

A motion was made by Commissioner Colligan, seconded by Commissioner Darius and unanimously approved to accept the proposal and accept the recommendation from the Executive Director using Option 4, getting funding from other line items in the budget to add up to \$50,000 and allow the Executive Director and the Board President to enter into talks with the Firefighters' Union.

- G. Discussion and Approval of 2022 Holiday Schedule. The 2022 Holiday Schedule for Non-bargaining Unit employees was distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Colligan, seconded by Commissioner Terry and unanimously approved to accept the 2022 Holiday Schedule for Non-bargaining Unit employees as presented.

- H. Discussion and Possible Decision on the Disposition of the Old Radios and Associated Equipment. Mr. Lonergan explained that over the years new equipment has been purchased multiple times. They have equipment that is old and way past its life use. He has sorted and done inventory. There are some items that can be sold. With permission, he will go through the process of deprogramming and trying to resell some of the equipment that does have some value. There is some equipment that would cost more to ship than what it is worth. He would like to environmentally friendly remove some of the equipment from the inventory. Some of it is 20, 30 or 40 years old. Most of it does not comply with FCC regulations. It is of no value and has no operational use. Commissioner Darius made a preliminary call to "Doctors Without Borders." He did not know if the District would get a tax credit, but it is possible they will take the equipment to use. The President thought it was a great idea if some of the equipment can be used by those types of organizations.

A motion was made by Commissioner Colligan, seconded by Commissioner Terry and unanimously approved that Commissioner Darius and the Communications Manager work together to sell equipment that can be sold, donate equipment to organizations that could use it; and if equipment cannot be donated, give the Communications Manager permission to dispose of equipment as he sees fit.

PUBLIC COMMENT

Mr. James Rude, Highridge Road, commented that he was astounded by the process followed in the most recent vote to acquire \$2.2 million worth of routine capital items. In his opinion consideration of such acquisition should have been handled during the normal and recurring annual budget process before the start of the fiscal year. The use of a Special Commission meeting followed by a poorly communicated Special Town meeting is evidenced by only 24 voters being present for non-urgent capital needs approval is a huge disappointment. Replacing worn out equipment should not be an emergency. Trust in the Fire District by the residents of the Town of Cromwell is something that must be earned. This most recent action that was done fuels distrust of the District, not trust. The second point was in the form of a question: How could the October newsletter that went out about 45 days before the Special Town Meeting, not identify or mention the potential need for an upcoming \$2.25 million capital request approval. Again, disappointing. The third point was that Mr. Rude left the last Commission meeting with a feeling that it was much more interested in tracking the 3 minute rule than it was to listening to what was being said. He found that very disappointing. He thanked the group for hearing him this evening.

Commissioner Terry wished everyone in attendance a very happy holiday and happy new year. The President offered the same in addition to staying safe and healthy.

EXECUTIVE SESSION

There were no items to come under Executive Session at this time.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to adjourn the meeting at 7:38 PM.

ATTEST:

Nancy Deegan
Recording Secretary

Charles R. Epstein, Secretary

DRAFT