

**CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, February 15, 2022, 6:00 PM
Coles Road Firehouse, 105 Coles Road
Cromwell, CT 06416**

—AGENDA—

- I. Call to Order and Attendance – Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comment*
- IV. Approval of the Board of Commissioners’ Meeting Minutes of January 18, 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
 - D. Water Operations
 - E. Communication Center Report
- VII. Reports of the Standing Committees
 - A. District Operations – Meeting January 25, 2022
 - B. Executive
 - C. Fire Operations – Special Meeting January 24, 2022
 - 1. Communications Committee
 - 2. Apparatus Committee – Meeting February 3, 2022
 - D. Pension
 - E. Personnel – Meeting February 8, 2022
 - F. Water Operations – Meeting February 2, 2022
- 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 Decision on Coles Road AED Cost Out of Trust Fund
 - E. Discussion and Possible Approval of \$10,000 Donation from the Dolores Lammers-Padwater Living Trust to be used to Help Purchase a Lucas Machine
 - F. Approval of Out of State Travel for the Navigator Conference
- 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
JANUARY 31, 2022**

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Cromwell Fire District

Table of Contents

Executive Overview	1-4
General Fund	
Budget Report - Summary	5
Budget Report - Detail	6-9
EMS Billing Report	10
Projected Fund Balance	11
Water Division Enterprise Fund	
Budget Report - Summary	12
Budget Report - Detail	13-14
Analysis of Water Pumped by Month	15
Cash Position	
Treasurers Report	16
Analysis of Cash Balances	17
Fire Department Funds	18
Equipment Reserve Fund	19
Water Capital Fund	20

**Cromwell Fire District
Executive Overview
January 31, 2022**

• **General Fund**

- Revenues exceed expenditures by \$453,876 for the period ended January 31, 2022 as follows:

■ Revenues	\$ 3,649,175
■ Expenditures	\$ 3,195,299
	<u>\$ 453,876</u>

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

As of January 31, 2022			
	Budget \$	Actual \$	% Collected
Current Levy	4,496,072	3,054,139	67.93%
PY Taxes	11,000	25,761	234.19%
Interest	6,000	11,606	193.44%
Total	4,513,072	3,091,507	68.50%

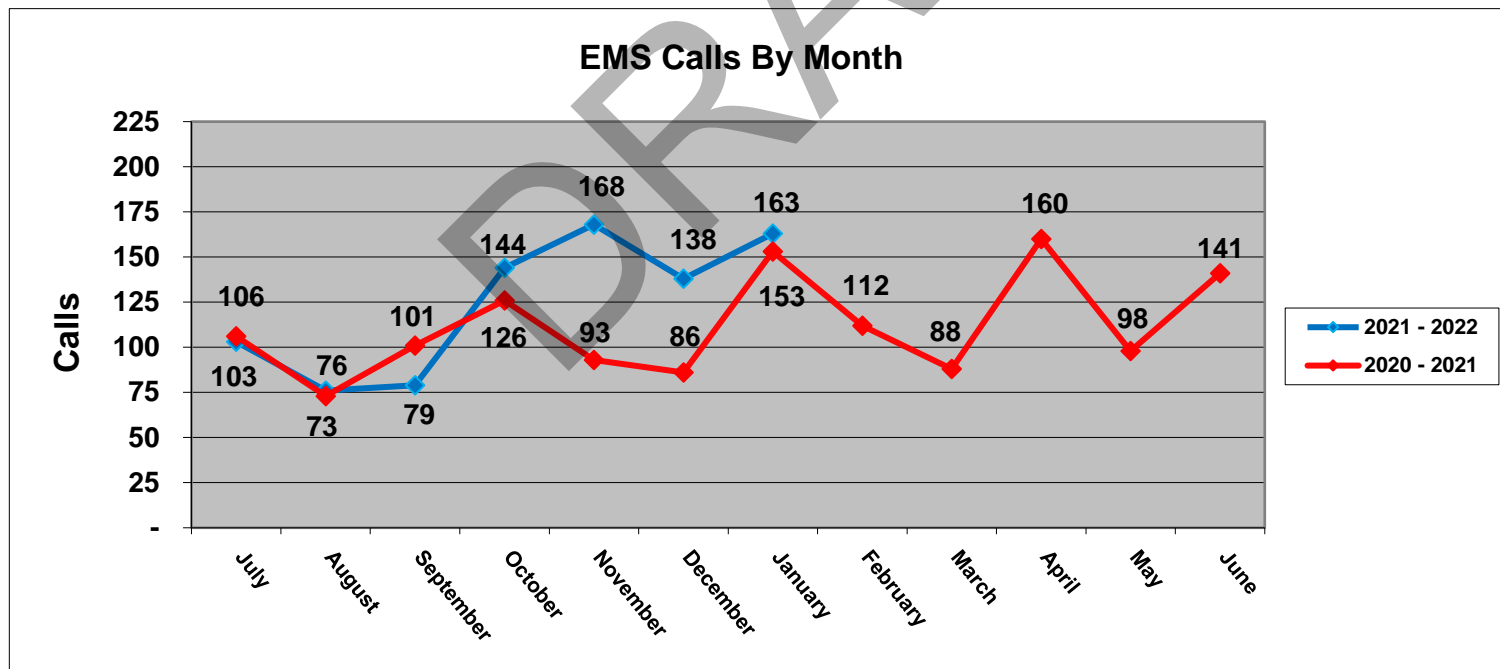
Cromwell Fire District

Executive Overview

January 31, 2022

- **EMS Billing**

- EMS volume during the month of January 2022 was 163 calls and gross charges of \$170,186. This compares to 153 calls and gross charges of \$146,507 during January 2021.
- Billings net of Medicare/Medicaid adjustments for the month of January 2022 were \$81,034 compared to \$92,302 for January 2021.
- Year-to-Date funds collected and deposited as of January 31, 2022 were \$417,530 compared to \$337,760 as of January 2021.
- EMS calls by month (Fiscal 2022 versus 2021) are illustrated below:



Cromwell Fire District

Executive Overview

January 31, 2022

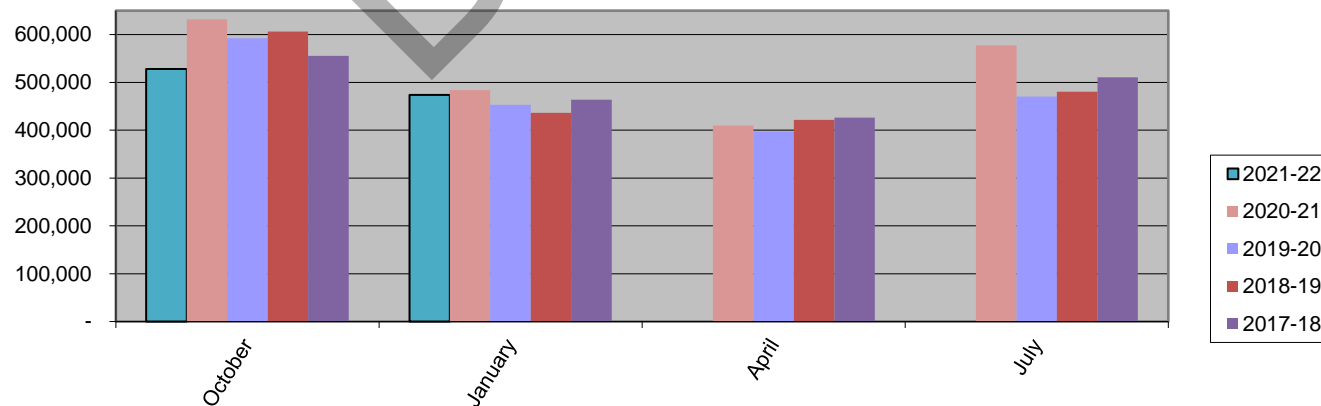
- Water Division Enterprise Fund**

- Revenues exceed expenditures by \$372,085 for the period ended January 31, 2022 as follows:

■ Revenues	\$ 1,274,889
■ Expenditures	\$ 902,804
	<u>\$ 372,085</u>

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

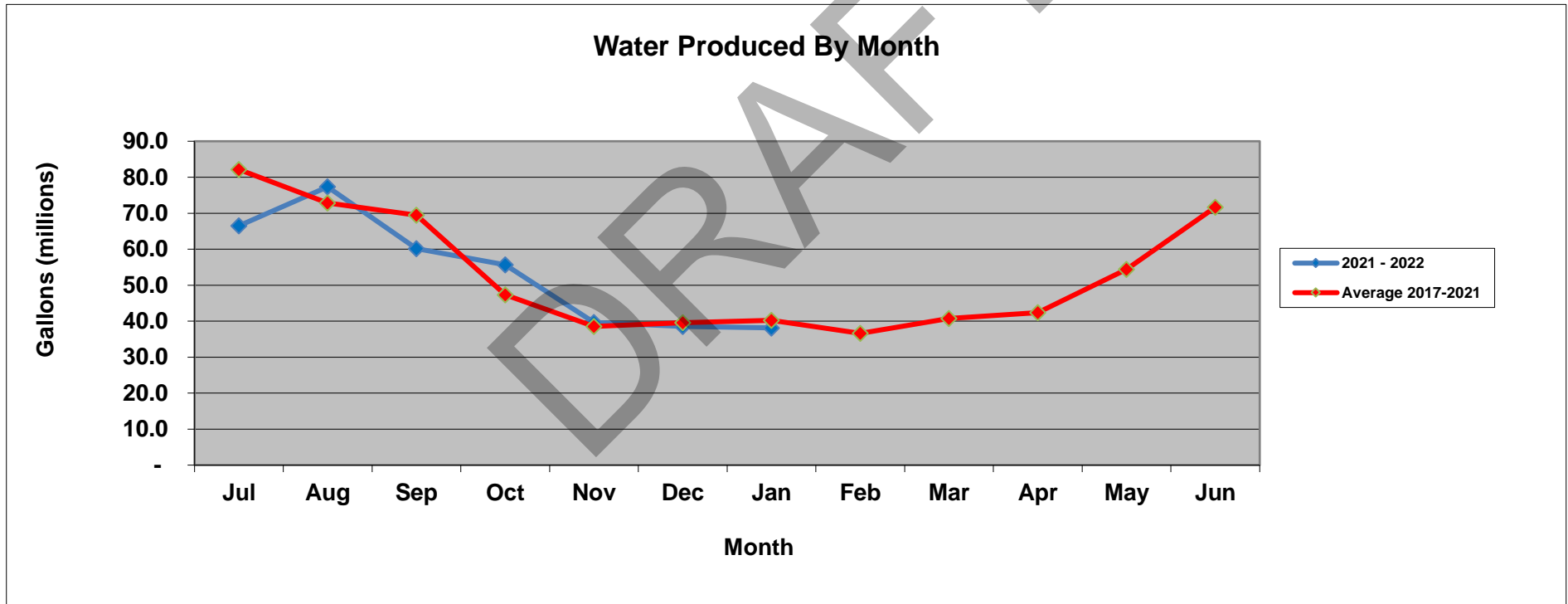
	Quarterly Billings				
	2021-22	2020-21	2019-20	2018-19	2017-18
October	528,174	631,689	592,140	606,177	555,298
January	473,627	483,906	452,802	436,457	463,528
April		409,862	397,413	421,388	426,624
July		577,452	470,451	480,589	510,825
Total	1,001,802	2,102,910	1,912,806	1,944,612	1,956,275



**Cromwell Fire District
Executive Overview
January 31, 2022**

• **Water Production**

- 38,128,000 gallons were produced during the month of January 2022 versus 43,392,000 gallons produced in January 2021 (a decrease of 5,264,000 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 January 31, 2022

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

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	3,649,175	-	1,902,139	34%
EXPENSES									
	TAX COLLECTOR	59,531	60,000	-	60,000	29,992	-	30,009	50%
	COMMISSION EXPENSES	6,742	10,000	-	10,000	6,553	-	3,447	34%
	COMPUTER OPERATIONS	90,927	100,060	-	100,060	72,596	1,991	25,473	25%
	ADMINISTRATIVE ACCOUNT	340,706	482,900	-	482,900	205,001	-	277,899	58%
	OFFICE OF THE CHIEF	205,243	294,114	-	294,114	167,074	-	127,040	43%
	EMS/FIRE OPERATIONS	1,368,508	1,535,334	-	1,535,334	904,225	-	631,108	41%
	SIGNALS & ALARMS	25,318	45,180	-	45,180	26,915	-	18,265	40%
	FIRE MARSHAL	117,239	174,878	-	174,878	79,162	1,631	94,086	54%
	COMMUNICATIONS CENTER	420,342	496,000	-	496,000	279,258	4,376	212,366	43%
	BUILDINGS & GROUNDS	192,664	198,899	-	198,899	124,315	5,355	69,228	35%
	TRAINING	11,274	27,500	-	27,500	15,830	750	10,920	40%
	INSURANCE AND BENEFITS	861,538	1,392,520	-	1,392,520	609,280	-	783,241	56%
	DEBT SERVICE	576,254	575,973	-	575,973	543,393	-	32,580	6%
	APPARATUS & EQUIPMENT	171,159	157,956	-	157,956	131,706	8,455	17,795	11%
	OPERATING TRANSFERS OUT	281,615	-	-	-	-	-	-	0%
	TOTAL EXPENSES	4,729,062	5,551,315	-	5,551,315	3,195,299	22,558	2,333,457	42%
BALANCE		(67,497)	(0)	-	(0)	453,876	(22,558)	(431,317)	22090517988%

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

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

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	3,054,139		1,441,933	32%
01 4110	Property Tax-Prior Year	19,490	11,000		11,000	25,761		(14,761)	-134%
01 4120	Interest on Property Taxes	16,678	6,000		6,000	11,606		(5,606)	-93%
01 4130	Liens on Property Taxes	-	-		-	-		-	0%
01 4350	EMS Billing	598,914	625,000		625,000	423,103		201,897	32%
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	1,175		2,325	66%
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	48,721		(38,721)	-387%
01 4930	Employee Insurance Contribution	40,928	67,000		67,000	27,207		39,793	59%
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	3,649,175	-	1,902,139	34%
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	6,553	-	3,447	34%
	TOTAL COMMISSION EXPENSES	6,742	10,000	-	10,000	6,553	-	3,447	34%
01103	Computer Operations								
01103 5105	Payroll (Less Water Division Share)	42,958	44,903		44,903	27,047	-	17,855	40%
01103 5680	Non-Capital Equipment	2,402	5,000		5,000	3,597	1,991	(588)	-12%
01103 5805	Operating Expenses	45,567	50,158		50,158	41,952	-	8,206	16%
	TOTAL COMPUTER OPERATIONS	90,927	100,060	-	100,060	72,596	1,991	25,473	25%
01104	Administrative Account								
01104 5105	Admin PR (Less Water Div Share)	165,053	176,000		176,000	103,684	-	72,316	41%
01104 5320	Professional Fees	88,772	212,900		212,900	49,903	-	162,997	77%
01104 5370	EMS Billing Services	56,721	60,000		60,000	34,838	-	25,162	42%
01104 5620	West Street Utilities	10,685	12,000		12,000	5,532	-	6,468	54%
01104 5805	Operating Expenses	6,229	7,000		7,000	4,137	-	2,864	41%
01104 5811	Payroll Services	13,247	15,000		15,000	6,907	-	8,093	54%

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

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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	205,001	-	277,899	58%
01110	Office of the Fire Chief								
01110 5105	Payroll	190,552	277,114		277,114	156,986	-	120,129	43%
01110 5319	Professional Fees	-	1,000		1,000	-	-	1,000	100%
01110 5355	Recruitment & Morale	-	1,000		1,000	864	-	136	14%
01110 5805	Operating Expenses	14,691	15,000		15,000	9,224	-	5,776	39%
	TOTAL OFFICE OF THE CHIEF	205,243	294,114	-	294,114	167,074	-	127,040	43%
01116	EMS/Fire Operations								
01116 5105	Payroll	789,837	865,494		865,494	488,305	-	377,189	44%
01116 5113	Payroll - PT Fire & EMS	459,254	470,400		470,400	343,170	-	127,230	27%
01116 5371	Paramedic Fees	31,780	38,000		38,000	25,112	-	12,888	34%
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	17,335	-	15,665	47%
01116 5612	Consumable Supplies-Fire	9,839	9,000		9,000	5,496	-	3,504	39%
01116 5614	Oxygen	4,796	7,000		7,000	4,440	-	2,560	37%
01116 5670	Uniforms	17,678	30,000		30,000	8,928	-	21,072	70%
01116 5680	Non Capital Equipment	(31)	3,000		3,000	-	-	3,000	100%
01116 5805	Operating Expenses	3,766	5,440		5,440	4,040	-	1,400	26%
	TOTAL EMS/Fire OPERATIONS	1,368,508	1,535,334	-	1,535,334	904,225	-	631,108	41%
01120	Signals & Alarms								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0%
01120 5805	Operating Expenses	25,318	45,180		45,180	26,915	-	18,265	40%
	TOTAL SIGNALS & ALARMS	25,318	45,180	-	45,180	26,915	-	18,265	40%
01121	Fire Marshal								
01121 5105	Payroll	95,132	149,878		149,878	71,388	-	78,490	52%
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	6,909	1,631	11,460	57%
	TOTAL FIRE MARSHAL	117,239	174,878	-	174,878	79,162	1,631	94,086	54%
01122	Communications Center								
01122 5105	Payroll	376,804	418,700		418,700	258,025	-	160,675	38%
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 January 31, 2022

Completed Budget Months = 7 (58%)
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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	1,126	-	1,974	64%
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	12,376	4,376	38,448	70%
	TOTAL COMMUNICATIONS CENTER	420,342	496,000	-	496,000	279,258	4,376	212,366	43%
01140	Buildings & Grounds								
01140 5105	Payroll	48,723	49,499		49,499	30,225	-	19,274	39%
01140 5451	Repairs & Maintenance - Court Street	37,469	30,000		30,000	16,470	1,785	11,745	39%
01140 5452	Repairs & Maintenance - West Street	15,436	20,000		20,000	17,691	1,785	524	3%
01140 5453	Repairs & Maintenance - Coles Road	19,990	22,500		22,500	14,452	1,785	6,263	28%
01140 5621	Utilities-Court St	36,416	39,000		39,000	23,912	-	15,088	39%
01140 5622	Utilities-West St	8,517	10,000		10,000	6,695	-	3,305	33%
01140 5623	Utilities-Coles Rd	24,104	26,000		26,000	14,368	-	11,632	45%
01140 5670	Uniforms	1,106	900		900	563	-	337	37%
01140 5805	Operating Expenses	903	1,000		1,000	(61)	-	1,061	106%
	TOTAL BUILDINGS & GROUNDS	192,664	198,899	-	198,899	124,315	5,355	69,228	35%
01160	Training								
01160 5350	Training	6,492	22,500		22,500	12,232	750	9,518	42%
01160 5351	Career Training	4,782	5,000		5,000	3,598	-	1,402	28%
	TOTAL TRAINING	11,274	27,500	-	27,500	15,830	750	10,920	40%
01220	Insurance and Benefits								
01220 5200	Payroll Tax Expense	165,520	190,963		190,963	112,564	-	78,399	41%
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	94,891	-	24,509	21%
01220 5240	Dental Insurance	21,714	36,000		36,000	13,777	-	22,223	62%
01220 5260	Medical Insurance	334,253	601,000		601,000	211,690	-	389,310	65%
01220 5270	Life Insurance	7,862	15,000		15,000	4,880	-	10,120	67%
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	609,280	-	783,241	56%
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 January 31, 2022

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

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	25,216	-	17,240	41%
01300 5420	Repairs & Maintenance-Equipment	30,119	29,000		29,000	21,853	7,026	121	0%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0%
01300 5430	Repairs & Maintenance-Vehicles	59,547	45,000		45,000	57,685	1,429	(14,114)	-31%
01300 5611	Consumable Supplies	10,485	6,500		6,500	10,169	-	(3,669)	-56%
01300 5613	Fuel/Oil	19,356	25,000		25,000	13,114	-	11,886	48%
01300 5670	Uniforms	1,742	1,000		1,000	505	-	495	50%
01300 5680	Non-Capital Equipment	7,772	7,500		7,500	3,225	-	4,275	57%
01300 5805	Operating Expenses	667	1,500		1,500	(61)	-	1,561	104%
	TOTAL APPARATUS & EQUIPMENT	171,159	157,956	-	157,956	131,706	8,455	17,795	11%
	Capital								
01402 5990	Operating Transfers Out	281,615	-		-	-		-	0%
	TOTAL REVENUES	4,661,565	5,551,315	-	5,551,315	3,649,175	-	1,902,139	34%
	TOTAL EXPENSES	4,729,062	5,551,315	-	5,551,315	3,195,299	22,558	2,333,457	42%
	Balance	(67,497)	(0)	-	-	453,876	(22,558)	(431,317)	0%

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

2021-2022													
Month	Calls	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	103	171,389.02	116,637.90	(49,261.38)	(54,983.22)	(2.52)	-	-	385.15	-	-	-	184,164.95
August	76	184,164.95	78,268.90	(49,904.53)	(50,412.79)	-	-	-	-	-	-	-	162,116.53
September	79	162,116.53	72,464.40	(20,292.79)	(22,367.25)	-	-	-	-	-	-	-	191,920.89
October	144	191,920.89	148,849.21	(80,547.33)	(85,307.10)	(158.30)	(2,061.30)	(15,846.57)	387.01	-	-	-	157,236.51
November	168	157,236.51	167,939.00	(87,565.01)	(83,096.14)	-	(95.20)	-	175.47	-	-	-	154,594.63
December	138	154,594.63	157,111.80	(57,986.76)	(54,371.84)	-	-	-	1,421.14	-	-	-	200,768.97
January	163	200,768.97	170,186.11	(71,972.52)	(89,152.14)	(2.00)	(1,977.38)	(25,329.25)	-	-	-	-	182,521.79
February		182,521.79								-	-	-	182,521.79
March		182,521.79								-	-	-	182,521.79
April		182,521.79								-	-	-	182,521.79
May		182,521.79								-	-	-	182,521.79
June		182,521.79								-	-	-	182,521.79
Total	871	171,389.02	911,457.32	(417,530.32)	(439,690.48)	(162.82)	(4,133.88)	(41,175.82)	2,368.77	-	-	-	182,521.79
		46%			48%	0%	0%	5%	0%	0%	0%	0%	
Deposits				(417,530.32)									
Deposits Per Ledger				423,103.08									
Difference				5,572.76									
Charges Net of Medicare/Medicaid Adjustments					471,766.84								

2020-2021													
Month	Calls	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	106	138,893.01	104,379.28	(48,348.37)	(46,792.12)	(869.49)	(198.77)	(22,141.84)	1,780.30	-	-	-	126,702.00
August	73	126,702.00	76,808.74	(53,058.90)	(55,483.34)	(501.82)	-	-	283.14	-	-	-	94,749.82
September	101	94,749.82	106,205.74	(35,930.27)	(39,829.08)	(1.98)	(90.23)	(4,556.14)	-	-	-	-	120,547.86
October	126	120,547.86	120,142.19	(47,800.47)	(65,535.06)	-	(988.15)	-	667.67	-	292.21	-	127,326.25
November	93	127,326.25	91,645.85	(47,417.93)	(53,083.56)	-	(836.51)	(12,028.60)	240.00	-	-	-	105,845.50
December	86	105,845.50	91,203.94	(53,604.80)	(50,798.46)	-	-	-	230.00	-	-	-	92,876.18
January	153	92,876.18	146,507.14	(51,599.38)	(54,204.92)	(166.67)	(94.66)	(9,222.67)	639.50	-	-	-	124,734.52
February	112	124,734.52	115,946.40	(50,863.85)	(45,221.63)	-	(189.96)	(6,347.79)	-	-	-	-	138,057.69
March	88	138,057.69	98,516.50	(58,099.08)	(60,203.42)	-	(181.10)	-	862.91	-	-	-	118,953.50
April	160	118,953.50	151,370.03	(58,535.49)	(71,163.80)	(1,021.74)	(387.56)	(5,595.28)	1,332.02	-	-	-	134,951.68
May	98	134,951.68	105,587.60	(44,820.04)	(57,145.56)	-	(88.94)	(9,817.84)	500.00	-	-	-	129,166.90
June	141	129,166.90	132,059.20	(49,681.61)	(41,061.10)	-	-	-	905.63	-	-	-	171,389.02
Total	1,337	138,893.01	1,340,372.61	(599,760.19)	(640,522.05)	(2,561.70)	(3,055.88)	(69,710.16)	7,441.17	-	292.21	-	171,389.02
		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 January 31, 2022

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 January 31, 2022

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

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	1,274,889	-	1,220,378	49%
EXPENSES									
	PAYROLL	537,994	614,000	-	614,000	342,168	-	271,832	44%
	POWER AND PUMPING	241,252	266,000	-	266,000	138,911	5,789	121,300	46%
	TREATMENT	67,356	87,000	-	87,000	47,481	28,490	11,029	13%
	TRANSMISSION & DISTRIBUTION	60,855	112,200	-	112,200	36,482	19,999	55,719	50%
	OTHER OPERATING EXPENSES	51,143	58,271	-	58,271	31,176	1,000	26,094	45%
	GENERAL ADMINISTRATION	468,635	604,263	-	604,263	286,278	1,991	315,993	52%
	DEBT SERVICE - INTEREST	48,898	30,850	-	30,850	20,307	-	10,543	34%
	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	902,804	57,270	956,313	50%
BALANCE		724,585	578,880	-	578,880	372,085	(57,270)	264,065	46%

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

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

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	15,982		(15,482)	-3096%
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	1,175		2,325	66%
05 4400	Metered Sales To General Public	2,114,413	2,069,375		2,069,375	991,962		1,077,413	52%
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	123,363		16,637	12%
05 4410	Miscellaneous Service Revenues	29,050	25,000		25,000	12,569		12,431	50%
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	12,133		(9,133)	-304%
05 4930	Employee Insurance Contribution	9,047	18,000		18,000	6,525		11,475	64%
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	1,274,889	-	1,220,378	49%
05901	Payroll								
05901 5105	TOTAL PAYROLL	537,994	614,000		614,000	342,168	-	271,832	44%
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	11,826	5,789	7,385	30%
05902 5620	Power	200,254	220,000		220,000	124,263	-	95,737	44%
05902 5800	Other Expenditures	8,506	11,000		11,000	-	-	11,000	100%
	TOTAL POWER AND PUMPING	241,252	266,000	-	266,000	138,911	5,789	121,300	46%
05903	Treatment								
05903 5630	Chlorine	12,672	14,500		14,500	9,697	4,803	0	0%
05903 5631	Aqua-Mag	21,073	18,000		18,000	12,160	5,840	(0)	0%
05903 5632	Fluoride	13,716	17,000		17,000	8,541	8,459	-	0%
05903 5805	Operating Expenses	19,896	37,500		37,500	17,083	9,389	11,029	29%
	TOTAL TREATMENT	67,356	87,000	-	87,000	47,481	28,490	11,029	13%
05904	Transmission & Distribution								
05904 5319	Outside Services	24,508	21,200		21,200	1,316	-	19,884	94%
05904 5436	Maint. of Reservoir	4,780	15,000		15,000	-	2,735	12,265	82%
05904 5437	Maint. of Trans & Distr Main	12,572	50,000		50,000	28,583	10,633	10,784	22%
05904 5438	Maint. of Services	14,398	-		-	-	-	-	0%
05904 5439	Maint. of Meters	617	6,000		6,000	2,799	1,201	2,000	33%
05904 5440	Maint. of Hydrants	3,980	20,000		20,000	3,784	5,430	10,786	54%
	TOTAL TRANSMISSION & DISTRIBUTION	60,855	112,200	-	112,200	36,482	19,999	55,719	50%

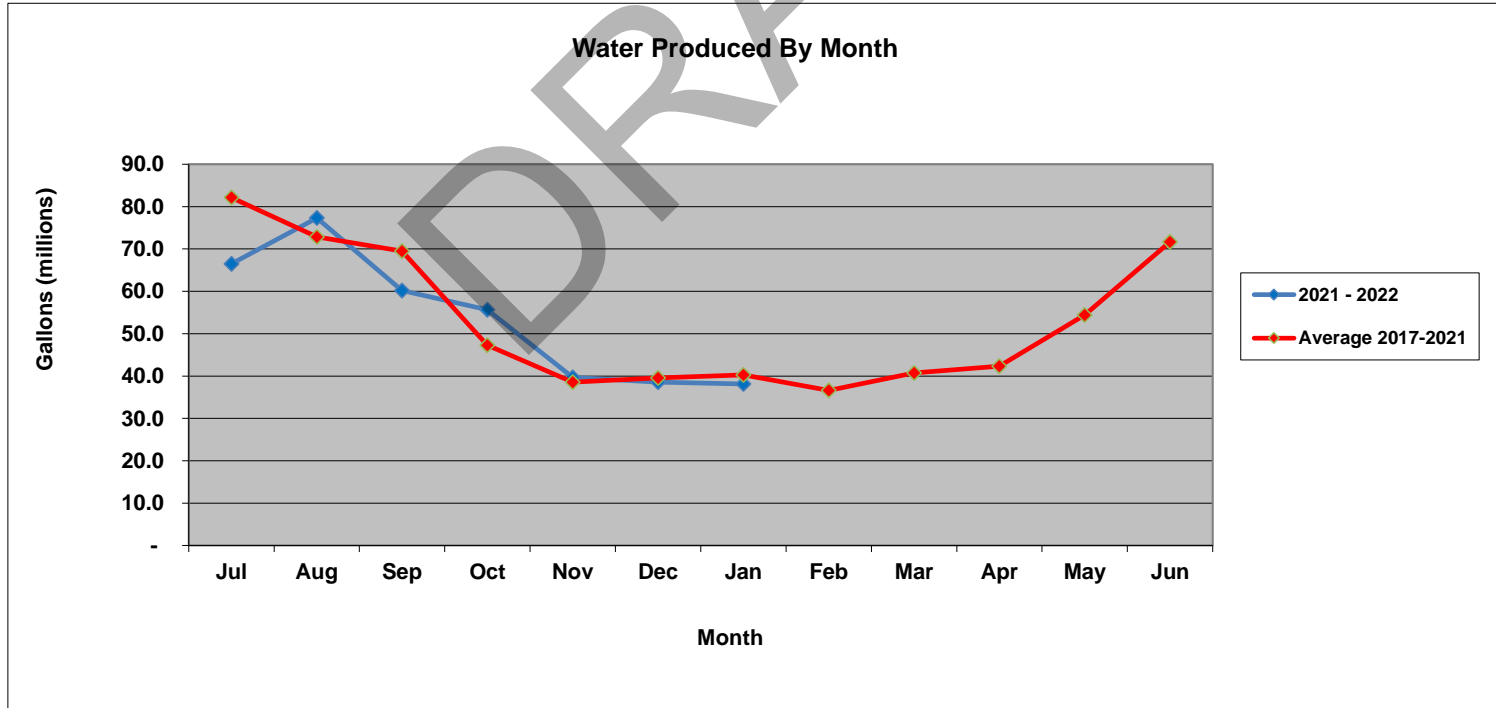
Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2021 - 2022
As of January 31, 2022

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

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	5,263	-	5,737	52%
05908 5800	Other Expenditures	-	1,500		1,500	283	-	1,217	81%
05908 5802	Uniforms	3,678	6,000		6,000	2,390	-	3,610	60%
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	21,309	1,000	9,462	30%
	TOTAL OTHER OPERATING EXPENSES	51,143	58,271	-	58,271	31,176	1,000	26,094	45%
05907	General Administration								
05907 5200	Payroll Tax Expense	39,625	46,971		46,971	25,322	-	21,649	46%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100%
05907 5230	Worker's Compensation Insurance	20,526	29,500		29,500	23,723	-	5,777	20%
05907 5240	Dental Insurance	9,265	13,000		13,000	5,400	-	7,600	58%
05907 5260	Medical Insurance	157,359	209,000		209,000	81,650	-	127,350	61%
05907 5270	Life Insurance	2,529	5,000		5,000	1,458	-	3,542	71%
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	31,583	-	60,417	66%
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	7,329	-	2,671	27%
05907 5615	Tele-communications	8,387	10,100		10,100	4,780	-	5,320	53%
05907 5621	West Street Utilities	11,123	12,000		12,000	4,255	-	7,745	65%
05907 5805	Computer Operations	59,131	68,530		68,530	47,743	1,991	18,795	27%
05907 5811	Payroll Services	576	600		600	277	-	323	54%
05907 7141	Postage	5,316	5,000		5,000	3,072	-	1,928	39%
05907 7142	Utility Billing Services	9,478	15,000		15,000	10,469	-	4,531	30%
	TOTAL GENERAL ADMINISTRATION	468,635	604,263	-	604,263	286,278	1,991	315,993	52%
05907 5910	DEBT SERVICE - INTEREST	48,898	30,850		30,850	20,307	-	10,543	34%
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	1,274,889	-	1,220,378	49%
	TOTAL EXPENSES	1,787,104	1,916,387	-	1,916,387	902,804	57,270	956,313	50%
	Balance	724,585	578,880	-	578,880	372,085	(57,270)	264,065	46%

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

Month	Fiscal Year						2017-2021 Average	2022/Avg Monthly	%
	2017	2018	2019	2020	2021	2022			
Jul	89.8	70.7	80.3	83.0	86.9	66.5	82.1	(15.7)	-19.1%
Aug	75.4	66.6	66.5	75.8	80.1	77.3	72.9	4.4	6.1%
Sep	70.6	64.8	57.6	78.7	75.7	60.2	69.5	(9.3)	-13.4%
Oct	47.3	51.4	42.0	43.3	52.5	55.6	47.3	8.3	17.6%
Nov	39.8	36.3	35.7	37.1	43.9	39.7	38.6	1.1	2.8%
Dec	40.2	36.5	37.4	39.2	44.5	38.5	39.6	(1.0)	-2.6%
Jan	40.8	38.7	38.6	39.9	43.4	38.1	40.3	(2.1)	-5.3%
Feb	36.4	35.8	35.0	36.7	39.1		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	375.9	635.9	(14.3)	

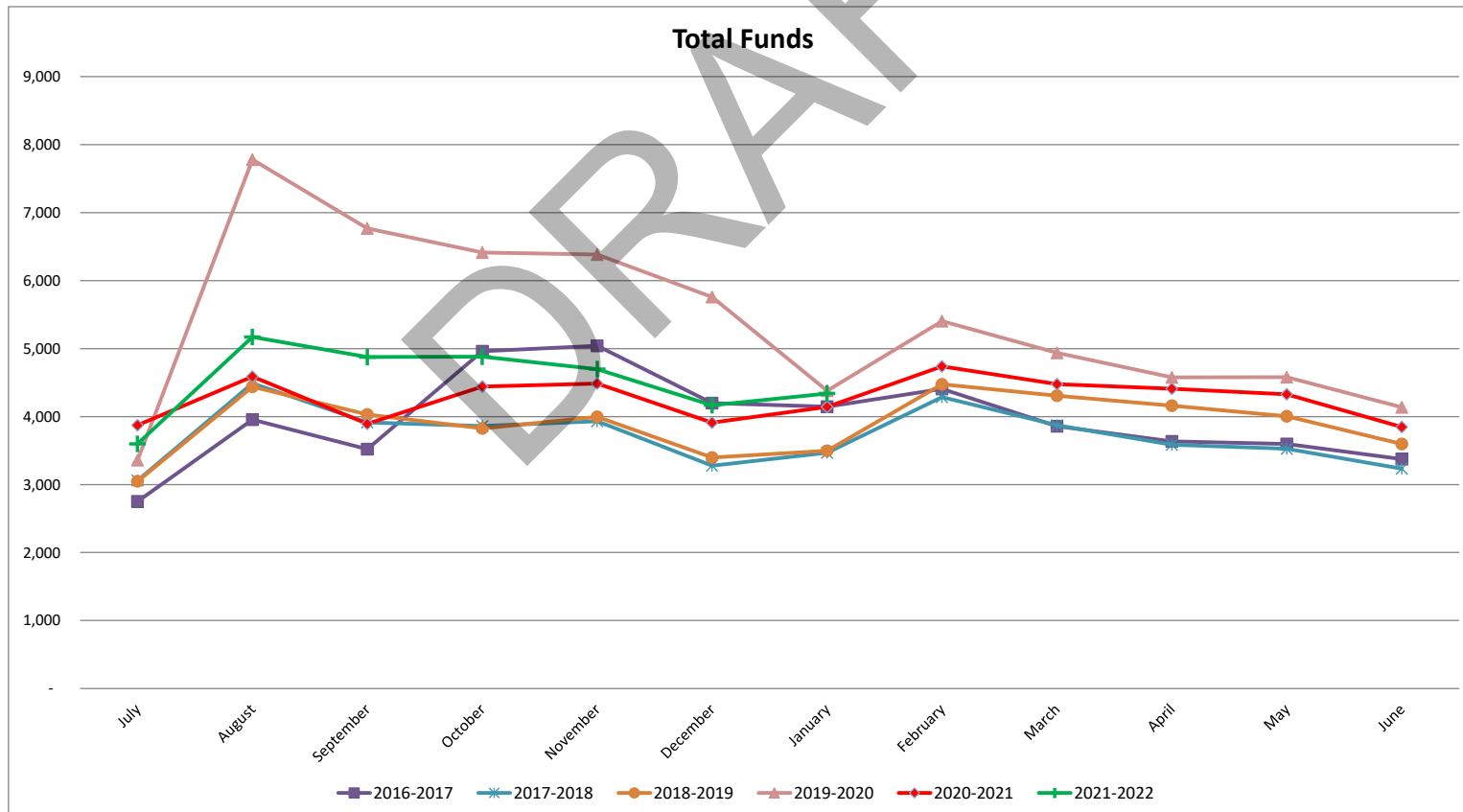


**Cromwell Fire District
Treasurer's Report
As of January 31, 2022**

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,704.75	0.60	-	9,705.35	4.95
Citizens Bank					
Checking	91,199.55	840,979.59	812,889.36	119,289.78	-
Money Market	1,254,904.20	300,110.69	100,000.00	1,455,014.89	1,045.68
Fire Department Trust	67,475.28	10,253.03	-	77,728.31	20.01
Hardship Benefit Fund	64,854.81	2.75	-	64,857.56	19.07
Harris Scholarship & Memorial Fund	26,345.37	1.12	-	26,346.49	7.68
People's United Bank					
Checking	381,290.38	134,982.83	200,758.28	315,514.93	-
Savings	2,270,532.91	192.85	-	2,270,725.76	1,300.31
Total Ending Balance	4,166,307.25	1,286,523.46	1,113,647.64	4,339,183.07	2,397.70

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

Month	Fiscal Year					
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
July	2,751	3,059	3,047	3,358	3,874	3,599
August	3,955	4,488	4,438	7,780	4,589	5,171
September	3,522	3,915	4,032	6,766	3,892	4,875
October	4,960	3,860	3,826	6,413	4,442	4,881
November	5,041	3,932	3,995	6,384	4,486	4,698
December	4,197	3,276	3,397	5,758	3,910	4,166
January	4,145	3,468	3,497	4,381	4,142	4,339
February	4,407	4,285	4,475	5,404	4,738	
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
January 31, 2022**

[illegible]

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

Description	Account Number	Budget Prior Years	Budget 2021-22	Updated Budget	Expended Prior Yrs	Expended 2021-2022	Expended Total	Encumbered	Total Committed	Balance
Closed Projects & Uncommitted Fund Balance		4,059,560	-	4,059,560	4,059,560	-	4,059,560	-	4,059,560	(0)
Scott Air Packs / SCBA Replacement	31750-5740	300,506	25,000	325,506	259,942		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	6,857	395,239	27,646	422,884	8,460
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	-	13,533	13,533		13,533	(533)
West Street Front Apron repairs	31830-5740	-	10,000	10,000	-		-		-	10,000
Door Access Security System (GF portion)	31921-5740	-		-	-		-		-	-
Air compressor - Court St apparatus bay	31952-5740	5,000		5,000	1,108		1,108		1,108	3,892
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	204,388	4,312,506	174,870	4,487,375	471,064
Total		8,804,396	213,604	9,018,000	8,167,678	204,388	8,372,066	174,870	8,546,936	471,064

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

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	66,968	395,627	8,032	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	-	1,914	1,914		2,086
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	-	40,953	40,953		19,047
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	-	60,220	60,220		19,780
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	199,130	890,018	22,032	114,002
Total Water Capital Projects		6,096,895	219,897	6,316,792	5,981,628	199,130	6,180,758	22,032	114,002

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, January 18, 2022

6:00 PM

Coles Road Firehouse

105 Coles Road

Cromwell, CT

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' meeting on Tuesday, January 18, 2022, at 6:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Jason Hinners (Vice President), Charles Epstein, Robert Donohue, David Colligan, Chip Darius and Robert McIntyre attended. Commissioners Mertie Terry, Roger Rukowicz and Lee Brow (President) were absent. Also attending were Executive Director Julius Neto, Fire Chief Jason Balletto, Assistant Fire Chief/Deputy Fire Marshal Jason Brade, Communications Manager Justin Lonergan and Firefighters Alan Dominy and Lt. William McKnight.

CALL TO ORDER

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

APPROVAL OF AGENDA

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the agenda as submitted with the following change: under Item X. New Business, add item G. Discussion and Decision for Public Hearing on the Fire Marshal Ordinance.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF DECEMBER 21, 2021

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and approved 5 to 0 to accept the Board of Commissioners' Meeting minutes of December 21, 2021, as submitted. Commissioner Donohue abstained.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were two pieces of correspondence. One was from the Cromwell Recreation Department thanking the Fire Department for their participation in the Mayor's Tree Lighting ceremony. They personally thanked Lt. McKnight, Barry Wolmetz, Tyler Kosterich, Scott Escales, Henry Wall and Jim Annino.

The second correspondence was addressed to Chief Balletto from Heather Lammers, Trustee of the Dolores Lammers-Padwater Living Trust. Her parents, Dennis & Dolores Padwater, were residents of the TPC River Highlands for a long time. They used Cromwell's emergency services many times and were always treated with kindness, patience, respect and were always professional. The letter had a check attached for \$10,000 made out to the Cromwell Fire District for all the services the Fire Department provided to Mr. & Mrs. Padwater over the years.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. He highlighted a couple of items. One was that the District has been contacted by its insurance company about cyber security. It has become problematic with municipalities paying millions of dollars in ransomware. The District was given some information, surveys etc. The company is looking for information and feedback from the District on how our computer system is set up and how information is processed as it relates to cyber security. Over the last few years the District has invested time and money to bring in a new level of security. The District will be in decent shape for cyber security, but it will be up to the insurance company to determine whether or not they will continue to provide services to the District. There will be more to come on this. The goal is to get cyber security insurance at a reasonable rate.

The District Office is working with Citizens Bank and Melissa Roming of the Volunteer Association to modify or recreate the banking information necessary to access the bank account that was previously in the name of the former Cromwell Volunteer Fire Department which will become the new Cromwell Volunteer Association. They are hoping to take care of this within the next couple of weeks.

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

- B. Financial Report. The Financial Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio was not able to attend the meeting. The Executive Director filled in to answer any questions on the financial report. He highlighted the fact that EMS calls have increased substantially. Financially, as it relates to EMS calls, the year-to-date funds collected and deposited compared to last year increased at \$345,000 compared to \$286,000 last year. There was a net increase of revenue close to \$60,000. This also shows that the ESO is submitting more accurate reports on a timely basis.

Commissioner Donohue had a few questions addressed by Mr. Neto. The first question was on Page 5, under Expenses, line #2 Commission Expenses. Commissioner Donohue wanted to know what was spent that totaled almost \$4,000. Mr. Neto did not have all of that information with him, but was willing to send an email to clarify. All items in that account

were approved by the Commission. However, he remembered there was \$1,200 worth of new flags that the Board approved. There was also \$600 for the October newsletter.

Page 6, Misc. Revenue (01 4900), 12th line down, Commissioner Donohue asked why it was noted as -352%. The answer to that was that it is a comparison to last year. Page 12, line 3, under treatments, it was noted that there is only 17% left. He wanted to know if the Water Division was OK with that. Mr. Neto explained that chemicals are purchased at the beginning of the budget year and the Water Division is given discounts by purchasing in large quantities. They do not anticipate any overages or shortages. Commissioner Donohue next asked about property liability insurance. With 7% remaining, Mr. Neto reported it will have a favorable outcome.

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

- C. Fire Department Chief. The Chief's Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. There have been no changes since it was submitted. Commissioner Darius asked about the volunteer drills. He wanted to know how many volunteers are left. There are 4 or 5.

Commissioner Donohue had a question about Dispatch warnings he is getting. He asked if they were being addressed by the FMO. Assistant Chief Brade explained that it is something they have been doing since they integrated software. The Marshal's office goes to the site and identifies something that could be hazardous. The FMO enters it into the program so any responder will see that in the warnings.

Commissioner Donohue had questions about hording issues that he witnessed at a scene. He noted that the tenant at the property was handicapped as well. He wanted to know if the Fire Department can get involved by speaking with management about their concerns. Chief Balletto responded that the Department has been speaking with both State and local Social Services Departments and also the Director of Public Health. The Chief stated it is a work in progress. They hope to have more solutions going forward. The Executive Director added that the Town does have jurisdiction authority to do certain things, but they are hesitant on certain points because once the Town identified that area to be inhabitable, the Town takes responsibility for its clean up and housing for the displaced person.

A motion was made by Commissioner Donohue, seconded by Commissioner Epstein and unanimously approved to accept the Chief's Report for December as presented.

- D. Water Operations. The Operations Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri was not at the meeting. The Executive Director was available to answer any questions. Commissioner Darius asked about leaks detected. Mr. Neto reported there were leaks detected. He added that the investment of \$18,000 made last year for leak detection equipment has been an advantage to stay ahead of large unaccounted for water loss.

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

- E. Communication Center. The Communication Manager was present and apologized for not submitting a report this month. He had been out all of last week. There are a lot of projects

going on. There were a couple of Dispatchers out with COVID-related symptoms. There has been a little bit of overtime to cover shifts, but it seems that everyone is on the mend right now. He has been working on the security project funded by the grant money. He has scheduled a meeting with Associated Security to review what is already in place. One of the Dispatchers is finishing up training. There were no questions for Mr. Lonergan.

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

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive. There was no meeting.
- C. Fire Operations. A Special Meeting was held on December 20, 2021. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan reported that the January 2022 meeting has been scheduled for next Monday, January 24, 2022. Because January 17, 2022, was the MLK holiday, the Fire Operations Committee moved their monthly meeting to the following Monday, Jan. 24.

A motion was made by Commissioner Epstein, seconded by Commissioner Donohue and approved 5 to 0 to accept the Fire Operations Committee meeting minutes of December 20, 2021, as submitted. Commissioner Donohue abstained.

- 1. Communications Committee. There was no report.
- 2. Apparatus Committee. Chief Balletto provided a couple of updates. He met with Firematic today to review the lettering and color of the apparatus. The new fire engine should be arriving by March 28, 2022. They are hoping that the Fire/Rescue will be arriving in October 2022. They also looked at an ambulance. A contract needs to be drafted with Northeast Fire Apparatus from North Haven. He reported that is status quo right now. He was told that the President of the Board would like to take a look at the ambulance for final approval. They have scheduled Firematic to come to the Fire Operations Committee meeting on Monday night, January 24, 2022, to answer any questions anyone may have. He will be meeting with Shipmen's tomorrow to review and possibly purchase extrication and rescue tools for the apparatus.

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

- D. Pension Committee. There was no meeting. The Executive Director spoke to the Chairman of the Pension Committee. There is an item from the Pension Committee under New Business on this meeting's agenda for tonight.
- E. Personnel Committee. A meeting was held on January 11, 2022. Minutes were distributed to the Commissioners at this meeting. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Colligan, seconded by Commissioner Donohue and approved 5 to 0 to accept the Personnel Committee meeting minutes of January 11, 2022, as submitted. Commissioner Darius abstained.

- F. Water Operations Committee. 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. The Executive Director shared that a Town Ordinance was recently passed that goes into effect sometime in February. The ordinance has to do with no smoking in all public buildings. It is not just for the buildings but also the grounds. Smoking will not be allowed at any Fire District facilities, either tobacco or cannabis. Mr. Neto has requested a copy of the ordinance with the effective date. It will be posted at all Fire District facilities accordingly.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. There was no meeting.
 2. Health & Safety/Building Committee. A meeting was held on January 6, 2022. Minutes were not available. A motion was made by Commissioner Donohue, seconded by Commissioner Colligan and unanimously approved to table the Health & Safety/Bldg. Committee meeting minutes of January 6, 2022, until they are available.
 3. Bylaws Committee. There was no meeting.
 4. Publicity Committee. There was no meeting.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Colligan commented that Chief Balletto is doing a fantastic job communicating to staff and the public getting the word out about the Fire Department and its activities; most recently scheduling a free handout of COVID supplies to the public. Commissioner Epstein concurred with the comments made about call volume increasing; sometimes back-to-back double and triple calls. Staff have been working very hard.
- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to approve.
- D. Discussion and Vote on Resolution to Terminate the CFD Volunteer Pension Plan. The Executive Director explained that included in the packets was a draft of a resolution that is a result of many months of discussions between the Pension Committee, the District's Pension company, FuturePlan, and the full Board of Commissioners. The discussion revolved around eliminating the Pension and providing the option to either cash out or maintain an annuity with another company. If the resolution is passed, the Executive Director will send a copy to

Futureplan. They will initiate a quote for the work they need to do. Each account will be examined including past and future pensioners, and they will provide an action plan rolling it out. It will be a timely process. It will require meetings with the Board as well as future pensioners so that they will be officially informed and have questions addressed. Mr. Neto will be contacting FuturePlan to determine the best process. The District does not have the internal expertise to manage a transition from FuturePlan to something else whether cashing out or maintenance in another plan. Since the District does not have an HR department, this is a unique circumstance. All the rules of engagement must be followed as stipulated by the Government. The Board needs to vote on the resolution to determine what the next steps will be. Secretary Epstein read the resolution. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Donohue, seconded by Commissioner Darius and unanimously approved to accept the resolution to terminate the Cromwell Fire Department's Volunteer Pension Plan.

- E. Update and Status of Private Placement Loan. Mr. Neto reported that the District is locked in for a private placement loan of \$2,250,000 with Sterling Bank which is the new old Webster bank. The rate was locked in at 1.75%. The presentation at the public meeting showed a rate of 2.35%. That was the best information at the time. John Healy, financial advisor from Ezro, and Mr. Neto went to 10 different banking institutions, national, regional and local. The loan is a 12 year loan. If they maintain 12 years at the lower rate, \$52,000 will be saved. The money should be available to the District within the next 3 weeks. The District will not be able to receive any apparatus until the vendor receives their money. Mr. Neto reported that the District is on schedule plan, and pleased at the outcome of their efforts.

- F. Discussion and Decision on CT State Fire Chiefs' Association Membership. The Executive Director explained that last year the Board voted to have all the Commissioners become members of the CT State Fire Chiefs' Association. An invoice was received recently, so it is assumed that the memberships are good for one year, and membership will be continued upon payment of an annual membership fee. The total of the invoice is \$600. He asked for guidance from the Board on how to proceed. If the Commissioners vote to pay the invoice, the funds will be taken from the Commissioners' account. If approved, the Executive Director will remove this from future agendas until the Board advises the Executive Director they do not wish to continue the membership of the Board of Commissioners as associate members.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to continue the annual membership of the Board of Commissioners as associate members to the CT State Fire Chiefs' Association. The membership provides insight into fire service activities and provides useful information. This item will be carried over as a line item in the budget annually.

- G. Discussion and Decision on Fire Marshal Ordinance. A few months ago when the former Fire Marshal was here, he along with Chief Balletto had come up with a list of fees that the FMO would be charging for various services and inspections that were previously provided at no charge. This would be a way to bring in more revenue and offset expenses. There was a question raised regarding who has the authority to implement fees and is an ordinance needed. The Executive Director did not know if the District can draft their own ordinance. After having some discussions with attorneys on this matter, it was determined that the District has the authority to pass an ordinance establishing fees. Prior to that happening, a

Public Hearing needs to be scheduled so the public can vote on the fees and the ordinance. There can be public comment and testimony as to whether they approve or not. After the hearing, it will be up to the Board to decide to pass the ordinance or not. It is not a Town vote. The Board agreed that the District should move forward with the Public Hearing for the Fire Marshal Ordinance regarding FMO Fees. The Executive Director will be looking at the second week of February to establish a public hearing. This is no different than any other Fire Marshal's Office in the State.

A motion was made by Commissioner Colligan, seconded by Commissioner Darius and unanimously approved to accept the recommendation of the Executive Director to schedule a public hearing to discuss an Ordinance on Fire Marshal fees.

PUBLIC COMMENT

Mr. James Rude, Highridge Rd., Cromwell had comments. He did not know if there had been any thought or conversation by the Commissioners relative to a pending location of the 2022/2023 budget vote. He thought there was thought given to some long range planning for both operations and financial matters. He did not know if there had been any discussion amongst the Commission on that. He thanked the recording secretary for appropriately getting his comments from the last Commission meeting. He wanted to encourage the Commissioners to make sure there are enough resources to get minutes out much quicker than they are currently going out. Minutes were passed out tonight, but there are no minutes from the November 3, 2021, Bylaws Committee meeting. To truly communicate, information has to be available. The financial report continues to have very little in the way of balance sheet information. He continues to suggest that the Commission get some accounts receivable aging statistics included in that document as a minimum. Even though cash receipts may be up, it does not necessarily mean they are actually doing a better job at collecting as the revenue stream increases. There was some conversation at the last meeting that the audit for June 30, 2021 would be available by this meeting. Apparently, it is not available yet, and six plus months to complete an audit after the end of a fiscal year is a very long time. He would encourage the Cromwell Fire District to move that along expeditiously and try to get it done in a much shorter timeframe in the future. He received an advanced copy of the January newsletter. He appreciates that the District is starting to put in some meaningful information in it. There is still no comment about the tax increase coming in July. He hopes to see more about that going forward. If public notices are to be included in the newsletters, it is important to make sure there are very few special meetings. The establishment of a meeting within the next week or two is a very short time frame to provide transparency to the townspeople.

Commissioner Epstein pointed out that in the back of the room, there were a number of pieces of new equipment that had to be purchased for the safety of the firefighters. He does not believe that the townspeople are aware what it costs to supply firefighters with the necessary safety equipment and why it is important that firefighters have the most current and up to date equipment for fighting a fire or being in a hazardous situation where they need an airpack. The Scottpacks displayed came at a cost of approximately \$130,000. This is equipment that cannot be optional. They are necessary tools for the safety of those people doing their job to protect the townspeople.

EXECUTIVE SESSION

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

ADJOURNMENT

There being no further business, a motion was made by Commissioner Darius, seconded by Commissioner McIntyre and unanimously approved to adjourn the meeting at 6:55 PM.

ATTEST:

Nancy Deegan
Recording Secretary

Charles R. Epstein, Secretary

DRAFT

DRAFT