

**CROMWELL FIRE DISTRICT**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Tuesday, February 21, 2023, 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 17, 2023  
Approval of the Special Board Meeting Minutes of February 14, 2023
- V. Reading of Communications & Written Appeals to the Board
- VI. Reports of the Staff
  - A. Executive Director
  - B. Financial Report
  - C. Fire Department Chief
    - 1. Fire Marshal's Office
  - D. Water Operations
  - E. Communication Center Report
- VII. Reports of the Standing Committees
  - A. District Operations
  - B. Executive
  - C. Fire Operations – Mtg. January 9, 2023 (tabled last month)
    - 1. Communications Committee
    - 2. Apparatus Committee
  - D. Pension – Mtg. January 4, 2023 (tabled last month)
  - E. Personnel
  - F. Water Operations – Mtg. February 1, 2023
- 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
    - 3. By-Laws Committee – Mtg. January 26, 2023
    - 4. Public Relations/Community Outreach Committee
- X. New Business
  - A. Commissioners' Comments
  - B. Budgetary Adjustments
  - C. Approval of Contracts/Contractors
  - D. Discuss and Approve the Panel's Recommendations for the Two Assistant Fire Chief Positions -- Operations/Training
  - E. Discussion and Possible Approval of the Extension of the Firefighter Eligibility List
  - F. Discussion of Florence Adamowicz Ambulance Bill
- XI. Public Comment\*

**ALL AGENDA ITEMS FOR THIS MEETING ARE SUBMITTED AND PUBLISHED IN DRAFT FORM UNTIL VOTED AND APPROVED BY THE BOARD OF COMMISSIONERS AT THIS MEETING.**

XII. Executive Session

XIII. Adjournment

\*Rules for Public Comment: 1) Each Speaker will have a total of 3 minutes to speak; 2) the President of the Commission or Board Committee Chairs shall recognize only one speaker at a time; 3) Citizen's comment period is to provide the public the opportunity to make comments regarding matters of public concerns. All questions and comments shall be directed to the President or Committee Chairs and will be taken under advisement. There will be no open debate with the Commissioners and 4) the President or Board Committee Chairs shall have the right to discontinue recognition of any speaker whom they believe is not using proper decorum for a public meeting, is verbally abusive towards anyone, becomes belligerent or uses profanity.

# **Cromwell Fire District**

## **Financial Statements**

**January 31, 2023**

Preliminary until 2/21//23

# **Cromwell Fire District**

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The accompanying financial statements of The Cromwell Fire District as of and for the period ended January 31, 2023, were not subject to an audit, review, or compilation by Michael Lupkas, CPFO and does not express an opinion, a conclusion, nor provide any assurance on them.

**Cromwell Fire District**  
**Executive Overview**  
**January 31, 2023**

• **General Fund**

- Revenues exceed expenditures by \$475,140 for the period ended January 31, 2023 as follows:

■ Revenues	\$ 3,775,858
■ Expenditures	\$ 3,300,717
	<u>\$ 475,140</u>

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

<b>As of January 31, 2023</b>					
	<b>Budget \$</b>	<b>Actual \$</b>	<b>Balance \$</b>		<b>% Collected</b>
Current Levy	4,671,624	3,056,020	1,615,603		
State Grant	-	117,647	(117,647)		67.93%
PY Taxes	11,000	21,232	(10,232)		193.01%
Interest	6,000	11,169	(5,169)		186.15%
Total	4,688,624	3,206,068	1,482,556		68.38%

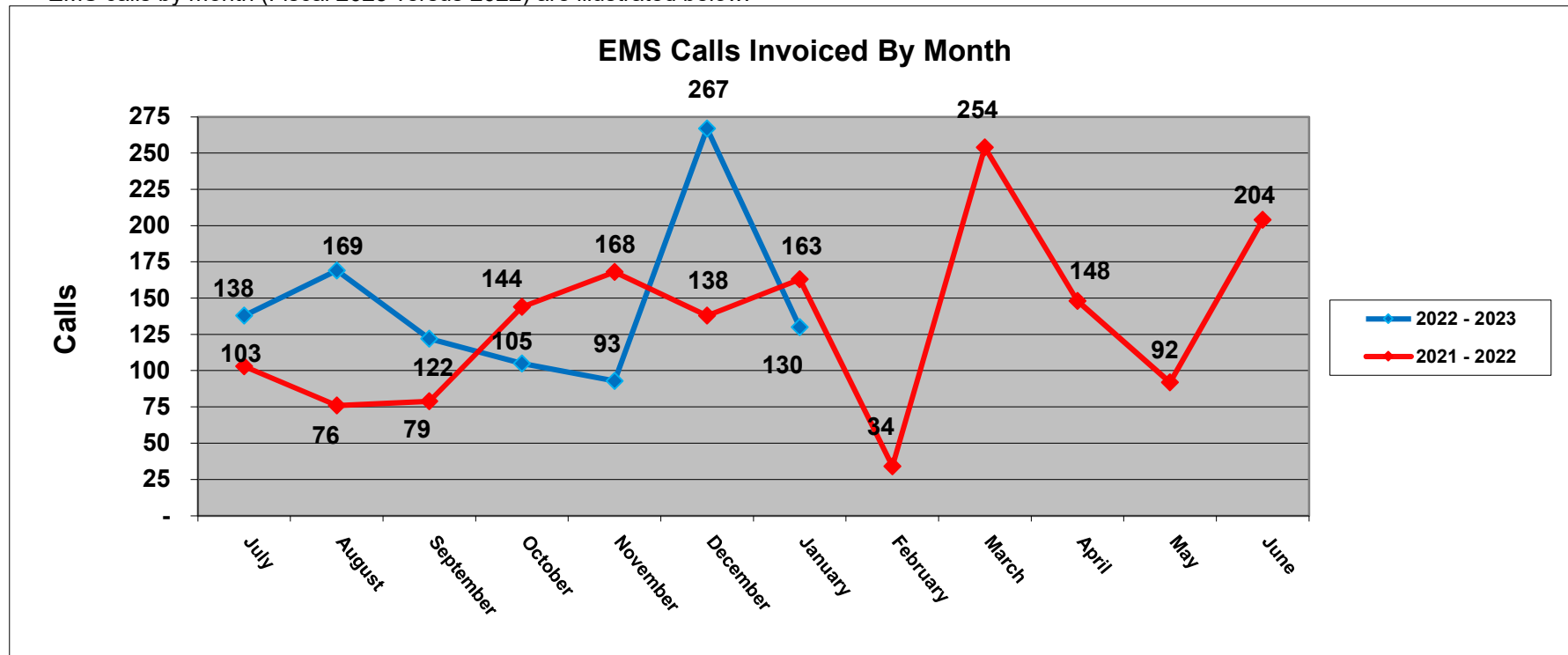
# Cromwell Fire District

## Executive Overview

### January 31, 2023

- **EMS Billing**

- EMS volume during the month of January 2023 was 130 calls and gross charges of \$145,407. This compares to 163 calls and gross charges of \$170,186 during January 2022.
- Billings net of Medicare/Medicaid adjustments for the month of January 2023 were \$30,973 compared to \$81,034 for January 2022.
- Year-to-Date funds collected and deposited as of January 31, 2023 were \$458,936 compared to \$417,530 as of January 2022.
- EMS calls by month (Fiscal 2023 versus 2022) are illustrated below:



# Cromwell Fire District

## Executive Overview

### January 31, 2023

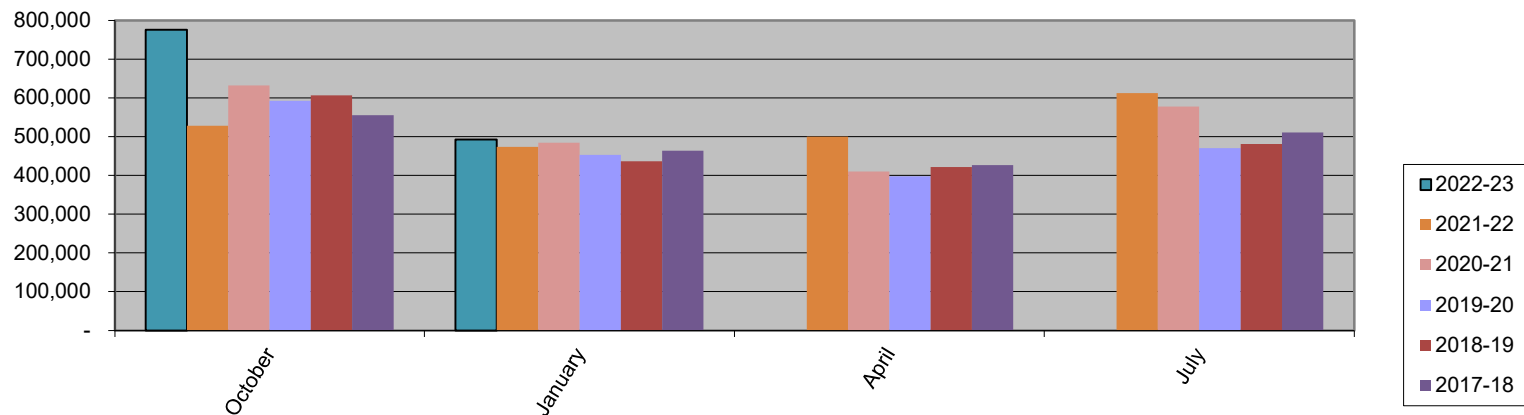
- Water Division Enterprise Fund**

- Revenues exceed expenditures by \$626,582 for the period ended January 31, 2023 as follows:

■ Revenues	\$ 1,580,585
■ Expenditures	\$ 954,003
	<u>\$ 626,582</u>

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

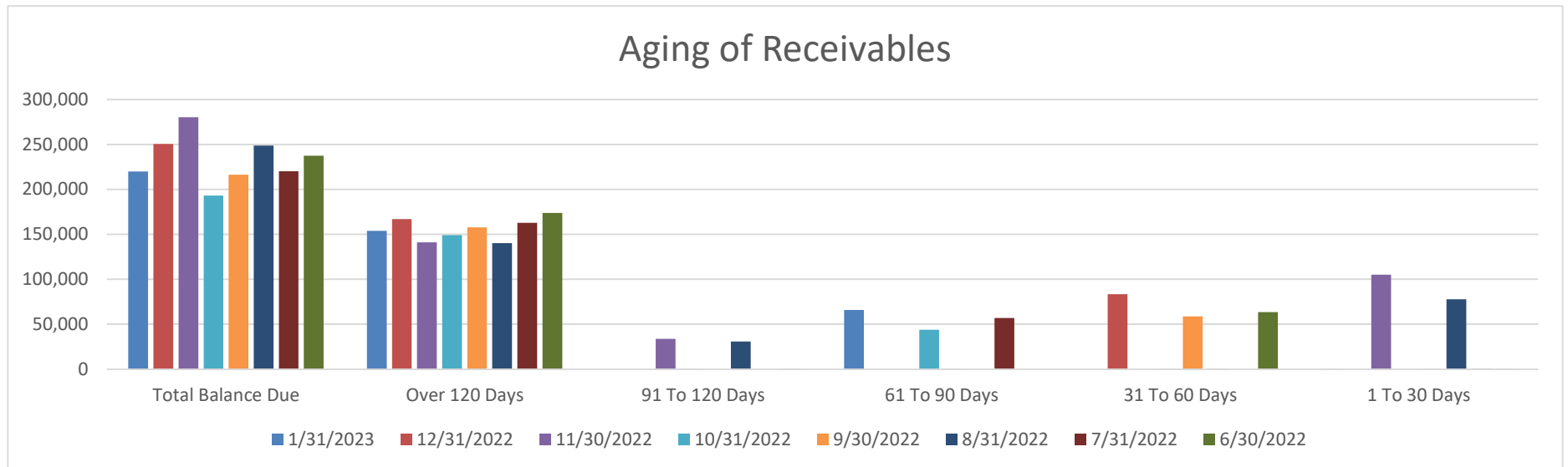
		Quarterly Billings					
		2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
104.02%	October	775,324	528,174	631,689	592,140	606,177	555,298
	January	492,655	473,627	483,906	452,802	436,457	463,528
	April	-	499,988	409,862	397,413	421,388	426,624
	July	-	611,748	577,452	470,451	480,589	510,825
	Total	1,267,979	2,113,538	2,102,910	1,912,806	1,944,612	1,956,275



**Cromwell Fire District**  
**Executive Overview**  
**January 31, 2023**

• **Water Division Accounts Receivable Aging Report**

Accounts Receivable at Month-End (by days past due)								
	1/31/2023	12/31/2022		11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022
Count of Bills	2,317	2,605		2,799	2,348	2,628	2,872	2,497
Unique Customers IDs	689	817		856	745	887	933	783
Total Balance Due	\$ 219,772	\$ 250,359		\$ 280,214	\$ 193,022	\$ 216,297	\$ 248,615	\$ 220,205
Over 120 Days	153,942	166,821		141,190	149,132	157,609	140,072	162,832
91 To 120 Days	-	-		33,925	3	-	30,834	-
61 To 90 Days	65,765	-		-	43,887	3	-	56,839
31 To 60 Days	-	83,538		-	0	58,685	3	-
1 To 30 Days	65	-		105,099	-	0	77,706	534





**Cromwell Fire District**  
**Executive Overview**  
**January 31, 2023**

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

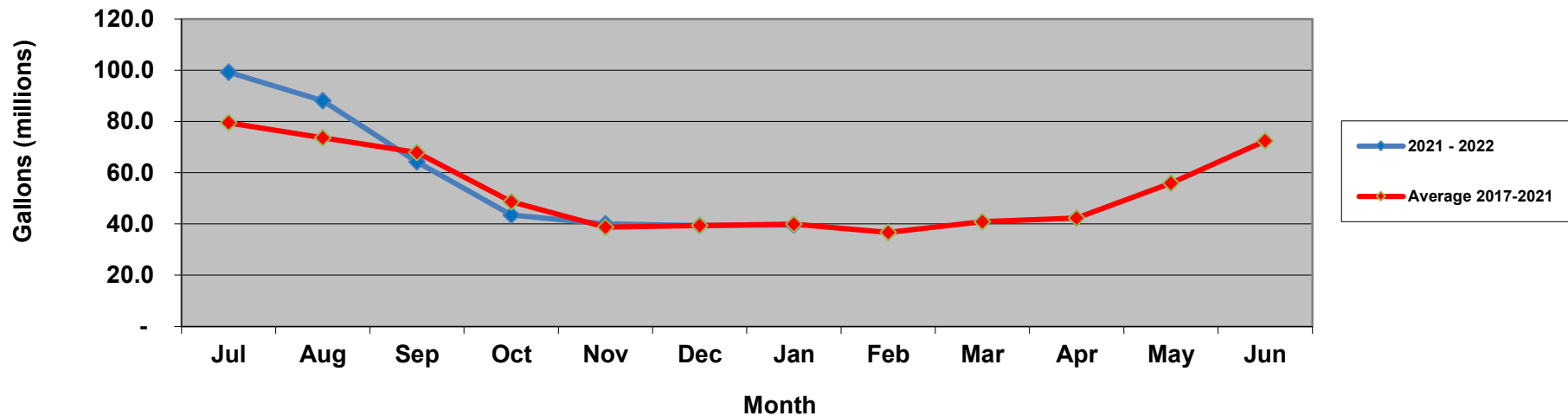
ACCOUNT #		LIENED ADDRESS	TOTAL DUE	ACCOUNT #		LIENED ADDRESS	TOTAL DUE
1	172039	106 WEST STREET	14,511.90	26	113108	108 COLES ROAD	1,657.09
2	142004	6 MARSAL LANE	6,410.78	27	108021	27 BRITTANY CIRCLE	1,653.37
3	184036	32 MEADOW ROAD	5,121.04	28	135023	27 HIGHRIDGE ROAD	1,585.04
4	121007	7 EASTWOOD ROAD	5,054.34	29	144024	2 NOOKS HILL ROAD	1,556.34
5	109015	7 CANNATA DRIVE	4,860.97	30	124005	6 FAIRVIEW HEIGHTS	1,449.76
6	102012	9 ALLEN ROAD	4,680.27	31	000050	15 OAK ROAD	1,436.26
7	193017	17 VICKIE LANE	4,554.79	32	141187	297 MAIN STREET	1,425.38
8	184118	18 MEADOW ROAD	4,227.08	33	139018	28 LANCASTER ROAD	1,396.07
9	108035	3 BROOKS LANE	3,680.55	34	000054	9 SUMMER WIND	1,384.45
10	123261	61 EVERGREEN ROAD	3,286.82	35	192016	16 LEDGE ROAD	1,338.76
11	000064	1 NURSERY LANE	3,140.15	36	104054	11 BELLEVUE TERRACE	1,309.32
12	159002	1 SCHOOL STREET	2,613.12	37	177007	22 WINTHROP BOULEVARD	1,258.95
13	145002	5 NORDLAND AVENUE	2,593.55	38	301001	2 ALCAP RIDGE	1,255.43
14	301006	1 ALCAP RIDGE	2,520.84	39	122002	2 ELM ROAD	1,196.80
15	301031	5 ALCAP RIDGE	2,396.71	40	151006	6 PROSPECT HILL ROAD	1,181.92
16	128010	6 GLENWOOD TERRACE	2,271.97	41	170021	25 WALL STREET	1,178.05
17	301040	3 ALCAP RIDGE	2,185.32	42	126018	31 FRANKLIN ROAD	1,124.49
18	172048	117 WEST STREET	2,144.10	43	141081	517 MAIN STREET	1,116.55
19	187064	64 PASCO HILL ROAD	2,095.05	44	162009	10 SHELLY STREET	1,091.64
20	108037	7 BROOKS LANE	2,060.79	45	000647	111 FIELD ROAD	1,029.74
21	162023	169 SHUNPIKE ROAD	2,047.22				
22	154016	44 RIVER ROAD	1,992.03				
23	301035	5 ALCAP RIDGE	1,966.87				116,452.23
24	139016	25 LANCASTER ROAD	1,718.42				75.65%
25	170015	29 WALL STREET	1,692.14				of >120 days total

**Cromwell Fire District  
Executive Overview  
January 31, 2023**

• **Water Production**

- 39,599,800 gallons were produced during the month of January 2023 versus 38,128,000 gallons produced in January 2022 (an increase of 1,471,800 gallons).
- An analysis of water pumped by month comparing the current year to the average for the previous six years is shown below:

**Water Produced By Month**



**Cromwell Fire District**  
**General Fund - Budget Report - SUMMARY**  
**2022 - 2023**  
**As of January 31, 2023**

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>REVENUE</b>									
	<b>TOTAL REVENUE</b>	<b>5,661,036</b>	<b>5,957,816</b>	<b>65,000</b>	<b>6,022,816</b>	<b>3,775,858</b>	<b>-</b>	<b>2,246,958</b>	<b>37.31%</b>
<b>EXPENSES</b>									
	<b>TAX COLLECTOR</b>	59,983	60,740	-	60,740	30,370	-	30,370	50.00%
	<b>COMMISSION EXPENSES</b>	7,825	10,000	-	10,000	8,729	-	1,271	12.71%
	<b>COMPUTER OPERATIONS</b>	106,620	87,331	-	87,331	41,531	350	45,450	52.04%
	<b>ADMINISTRATIVE ACCOUNT</b>	408,795	454,100	-	454,100	188,484	-	265,616	58.49%
	<b>OFFICE OF THE CHIEF</b>	272,972	296,000	-	296,000	110,076	-	185,924	62.81%
	<b>EMS/FIRE OPERATIONS</b>	1,606,618	1,752,729	-	1,752,729	914,298	810	837,621	47.79%
	<b>SIGNALS &amp; ALARMS</b>	66,519	165,600	-	165,600	144,454	-	21,146	12.77%
	<b>FIRE MARSHAL</b>	141,207	199,652	-	199,652	80,232	-	119,420	59.81%
	<b>COMMUNICATIONS CENTER</b>	485,896	493,660	-	493,660	280,648	-	213,012	43.15%
	<b>BUILDINGS &amp; GROUNDS</b>	217,548	220,255	65,000	285,255	191,932	8,540	84,783	29.72%
	<b>TRAINING</b>	28,059	45,000	-	45,000	11,680	-	33,320	74.04%
	<b>INSURANCE AND BENEFITS</b>	1,091,186	1,313,755	-	1,313,755	741,728	-	572,027	43.54%
	<b>DEBT SERVICE</b>	575,973	492,814	-	492,814	466,877	-	25,938	5.26%
	<b>APPARATUS &amp; EQUIPMENT</b>	192,247	196,871	-	196,871	89,677	1,300	105,894	53.79%
	<b>OPERATING TRANSFERS OUT</b>	-	169,309	-	169,309	-	-	169,309	100.00%
	<b>TOTAL EXPENSES</b>	<b>5,261,446</b>	<b>5,957,816</b>	<b>65,000</b>	<b>6,022,816</b>	<b>3,300,717</b>	<b>11,000</b>	<b>2,711,099</b>	<b>45.01%</b>
<b>BALANCE</b>		<b>399,589</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>475,140</b>	<b>(11,000)</b>	<b>(464,141)</b>	

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

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>01</b>	<b>General Fund</b>								
01 4100	Property Taxes-Current Year	4,565,759	4,671,624		4,671,624	3,056,020		1,615,603	34.58%
01 4110	Property Tax-Prior Year	31,576	11,000		11,000	21,232		(10,232)	-93.01%
01 4120	Interest on Property Taxes	19,027	6,000		6,000	11,169		(5,169)	-86.15%
01 4130	Liens on Property Taxes	-			-	-		-	0.00%
01 4350	EMS Billing	779,514	687,500		687,500	451,948		235,552	34.26%
01 4200	State Grants	1,832	-		-	117,647		(117,647)	0.00%
01 4250	Other Grants	130,456	53,535		53,535	68,438		(14,903)	-27.84%
01 4251	State Training Reimbursements	-			-	-		-	0.00%
01 4252	FD Training Classes	-			-	-		-	0.00%
01 4300	Interest Income	1,831	3,000		3,000	409		2,591	86.35%
01 4450	Revenue Fire Marshal's Office	5,961	44,000		44,000	10,589		33,411	75.93%
01 4900	Miscellaneous Revenue	77,120	45,000		45,000	7,135		37,865	84.15%
01 4930	Employee Insurance Contribution	47,959	58,000		58,000	31,271		26,729	46.08%
01 4995	Operating Transfers In	-	203,158		203,158	-		203,158	100.00%
01 4990	Transfer from Fund Balance	-	175,000	65,000	240,000	-		240,000	100.00%
	<b>TOTAL GENERAL FUND</b>	<b>5,661,036</b>	<b>5,957,816</b>	<b>65,000</b>	<b>6,022,816</b>	<b>3,775,858</b>	<b>-</b>	<b>2,246,958</b>	<b>37.31%</b>
<b>01100</b>	<b>Tax Collector</b>								
01100 5805	Operating Expenses	59,983	60,740		60,740	30,370	-	30,370	50.00%
	<b>TOTAL TAX COLLECTOR</b>	<b>59,983</b>	<b>60,740</b>	<b>-</b>	<b>60,740</b>	<b>30,370</b>	<b>-</b>	<b>30,370</b>	<b>50.00%</b>
<b>01101</b>	<b>Commission Expense</b>								
01101 5805	Operating Expenses	7,825	10,000		10,000	8,729	-	1,271	12.71%
	<b>TOTAL COMMISSION EXPENSES</b>	<b>7,825</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>8,729</b>	<b>-</b>	<b>1,271</b>	<b>12.71%</b>
<b>01103</b>	<b>Computer Operations</b>								
01103 5105	Payroll (Less Water Division Share)	40,795	21,171		21,171	12,755	-	8,416	39.75%
01103 5680	Non-Capital Equipment	3,597	5,000		5,000	627	-	4,373	87.45%
01103 5805	Operating Expenses	62,228	61,160		61,160	28,149	350	32,661	53.40%
	<b>TOTAL COMPUTER OPERATIONS</b>	<b>106,620</b>	<b>87,331</b>	<b>-</b>	<b>87,331</b>	<b>41,531</b>	<b>350</b>	<b>45,450</b>	<b>52.04%</b>
<b>01104</b>	<b>Administrative Account</b>								
01104 5105	Admin PR (Less Water Div Share )	176,149	180,000		180,000	98,315	-	81,685	45.38%
01104 5320	Professional Fees	134,976	178,900		178,900	38,128	-	140,772	78.69%
01104 5370	EMS Billing Services	67,670	60,000		60,000	31,478	-	28,522	47.54%
01104 5620	West Street Utilities	10,496	13,200		13,200	6,871	-	6,329	47.95%
01104 5805	Operating Expenses	6,310	7,000		7,000	5,140	-	1,860	26.57%
01104 5811	Payroll Services	13,194	15,000		15,000	8,553	-	6,447	42.98%
	<b>TOTAL ADMINISTRATIVE ACCOUNT</b>	<b>408,795</b>	<b>454,100</b>	<b>-</b>	<b>454,100</b>	<b>188,484</b>	<b>-</b>	<b>265,616</b>	<b>58.49%</b>

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

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>01110</b>	<b>Office of the Fire Chief</b>								
01110 5105	Payroll	256,427	276,000		276,000	100,018	-	175,982	63.76%
01110 5319	Professional Fees	-	-		-	-	-	-	0.00%
01110 5355	Recruitment & Morale	1,300	2,500		2,500	272	-	2,228	89.12%
01110 5805	Operating Expenses	15,244	17,500		17,500	9,786	-	7,714	44.08%
	<b>TOTAL OFFICE OF THE CHIEF</b>	<b>272,972</b>	<b>296,000</b>	<b>-</b>	<b>296,000</b>	<b>110,076</b>	<b>-</b>	<b>185,924</b>	<b>62.81%</b>
<b>01116</b>	<b>EMS/Fire Operations</b>								
01116 5105	Payroll	922,043	1,109,789		1,109,789	577,029	-	532,759	48.01%
01116 5113	Payroll - PT Fire & EMS	549,196	426,940		426,940	263,115	-	163,825	38.37%
01116 5371	Paramedic Fees	46,551	45,000		45,000	16,995	-	28,005	62.23%
01116 5373	Contribution-Volunteer Pension Fund	-	10,000		10,000	-	-	10,000	100.00%
01116 5380	Medicals & Physicals	16,486	45,000		45,000	16,116	-	28,884	64.19%
01116 5381	Volunteer Medical/Physicals	-	-		-	-	-	-	0.00%
01116 5611	Consumable Supplies-EMS	27,466	40,000		40,000	13,871	810	25,319	63.30%
01116 5612	Consumable Supplies-Fire	7,131	10,000		10,000	2,814	-	7,186	71.86%
01116 5614	Oxygen	10,436	9,000		9,000	1,655	-	7,345	81.61%
01116 5670	Uniforms	19,442	35,000		35,000	18,334	-	16,666	47.62%
01116 5680	Non Capital Equipment	1,123	5,000		5,000	899	-	4,101	82.02%
01116 5805	Operating Expenses	6,743	17,000		17,000	3,469	-	13,531	79.60%
	<b>TOTAL EMS/Fire OPERATIONS</b>	<b>1,606,618</b>	<b>1,752,729</b>	<b>-</b>	<b>1,752,729</b>	<b>914,298</b>	<b>810</b>	<b>837,621</b>	<b>47.79%</b>
<b>01120</b>	<b>Signals &amp; Alarms</b>								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0.00%
01120 5805	Operating Expenses	66,519	165,600		165,600	144,454	-	21,146	12.77%
	<b>TOTAL SIGNALS &amp; ALARMS</b>	<b>66,519</b>	<b>165,600</b>	<b>-</b>	<b>165,600</b>	<b>144,454</b>	<b>-</b>	<b>21,146</b>	<b>12.77%</b>
<b>01121</b>	<b>Fire Marshal</b>								
01121 5105	Payroll	123,205	162,152		162,152	65,488	-	96,664	59.61%
01121 5460	Public Education & Fire Prevention	865	5,000		5,000	1,062	-	3,938	78.76%
01121 5680	Non Capital Equipment	-	5,500		5,500	-	-	5,500	100.00%
01121 5805	Operating Expenses	17,137	27,000		27,000	13,682	-	13,318	49.32%
	<b>TOTAL FIRE MARSHAL</b>	<b>141,207</b>	<b>199,652</b>	<b>-</b>	<b>199,652</b>	<b>80,232</b>	<b>-</b>	<b>119,420</b>	<b>59.81%</b>
<b>01122</b>	<b>Communications Center</b>								
01122 5105	Payroll	429,576	428,480		428,480	260,558	-	167,922	39.19%
01122 5350	Training	9,898	13,000		13,000	1,458	-	11,542	88.79%
01122 5670	Uniforms	2,301	3,100		3,100	247	-	2,853	92.03%
01122 5680	Non-Capital Equipment	5,932	2,500		2,500	2,654	-	(154)	-6.14%
01122 5805	Operating Expenses	38,189	46,580		46,580	15,733	-	30,848	66.22%
	<b>TOTAL COMMUNICATIONS CENTER</b>	<b>485,896</b>	<b>493,660</b>	<b>-</b>	<b>493,660</b>	<b>280,648</b>	<b>-</b>	<b>213,012</b>	<b>43.15%</b>

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

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>01140</b>	<b>Buildings &amp; Grounds</b>								
01140 5105	Payroll	51,493	50,755		50,755	27,891	-	22,864	45.05%
01140 5430	R & M	-	-	65,000	65,000	48,990	-	16,010	24.63%
01140 5451	Repairs & Maintenance - Court Street	26,584	25,000		25,000	22,400	3,338	(738)	-2.95%
01140 5452	Repairs & Maintenance - West Street	25,762	22,500		22,500	13,754	3,239	5,506	24.47%
01140 5453	Repairs & Maintenance - Coles Road	26,821	35,000		35,000	20,621	1,963	12,417	35.48%
01140 5621	Utilities-Court St	46,466	35,000		35,000	28,565	-	6,435	18.39%
01140 5622	Utilities-West St	12,182	15,000		15,000	6,464	-	8,536	56.91%
01140 5623	Utilities-Coles Rd	26,657	35,000		35,000	22,608	-	12,392	35.41%
01140 5670	Uniforms	1,015	1,000		1,000	372	-	628	62.82%
01140 5805	Operating Expenses	570	1,000		1,000	268	-	732	73.19%
	<b>TOTAL BUILDINGS &amp; GROUNDS</b>	<b>217,548</b>	<b>220,255</b>	<b>65,000</b>	<b>285,255</b>	<b>191,932</b>	<b>8,540</b>	<b>84,783</b>	<b>29.72%</b>
<b>01160</b>	<b>Training</b>								
01160 5350	Training	21,230	45,000		45,000	10,718	-	34,282	76.18%
01160 5351	Career Training	6,828	-		-	962	-	(962)	0.00%
	<b>TOTAL TRAINING</b>	<b>28,059</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>11,680</b>	<b>-</b>	<b>33,320</b>	<b>74.04%</b>
<b>01220</b>	<b>Insurance and Benefits</b>								
01220 5200	Payroll Tax Expense	193,868	206,371		206,371	106,623	-	99,748	48.33%
01220 5210	Unemployment Compensation	-	3,000		3,000	-	-	3,000	100.00%
01220 5230	Worker's Compensation Insurance	111,417	82,113		82,113	56,925	-	25,188	30.67%
01220 5240	Dental Insurance	24,240	31,000		31,000	17,156	-	13,844	44.66%
01220 5260	Medical Insurance	384,206	475,000		475,000	305,835	-	169,165	35.61%
01220 5270	Life Insurance	8,902	13,000		13,000	6,281	-	6,719	51.68%
01220 5290	Pension-Employer	52,109	56,177		56,177	-	-	56,177	100.00%
01220 5291	Pension-MERS	256,371	380,094		380,094	178,324	-	201,770	53.08%
01220 5520	Property/Liability Insurance	60,073	67,000		67,000	70,584	-	(3,584)	-5.35%
	<b>TOTAL INSURANCE AND BENEFITS</b>	<b>1,091,186</b>	<b>1,313,755</b>	<b>-</b>	<b>1,313,755</b>	<b>741,728</b>	<b>-</b>	<b>572,027</b>	<b>43.54%</b>

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

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>01260</b>	<b>Debt Service</b>								
01260 5910	Debt Service-Interest	73,116	89,957		89,957	64,020	-	25,938	28.83%
01260 5920	Debt Service-Principal	502,857	402,857		402,857	402,857	-	-	0.00%
	<b>TOTAL DEBT SERVICE</b>	<b>575,973</b>	<b>492,814</b>	<b>-</b>	<b>492,814</b>	<b>466,877</b>	<b>-</b>	<b>25,938</b>	<b>5.26%</b>
<b>01300</b>	<b>Apparatus &amp; Equipment</b>								
01300 5105	Payroll	42,497	42,371		42,371	23,082	-	19,289	45.52%
01300 5420	Repairs & Maintenance-Equipment	23,374	40,000		40,000	29,245	-	10,755	26.89%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0.00%
01300 5430	Repairs & Maintenance-Vehicles	83,720	60,000		60,000	9,950	1,300	48,750	81.25%
01300 5611	Consumable Supplies	14,533	12,000		12,000	9,394	-	2,606	21.72%
01300 5613	Fuel/Oil	22,144	30,000		30,000	14,625	-	15,375	51.25%
01300 5670	Uniforms	903	1,000		1,000	756	-	244	24.43%
01300 5680	Non-Capital Equipment	4,507	10,000		10,000	1,859	-	8,141	81.41%
01300 5805	Operating Expenses	570	1,500		1,500	767	-	733	48.86%
	<b>TOTAL APPARATUS &amp; EQUIPMENT</b>	<b>192,247</b>	<b>196,871</b>	<b>-</b>	<b>196,871</b>	<b>89,677</b>	<b>1,300</b>	<b>105,894</b>	<b>53.79%</b>
	<b>Capital</b>								
01402 5990	Operating Transfers Out	-	169,309		169,309	-	-	169,309	100.00%
	<b>TOTAL REVENUES</b>	<b>5,661,036</b>	<b>5,957,816</b>	<b>65,000</b>	<b>6,022,816</b>	<b>3,775,858</b>	<b>-</b>	<b>2,246,958</b>	<b>37.31%</b>
	<b>TOTAL EXPENSES</b>	<b>5,261,446</b>	<b>5,957,816</b>	<b>65,000</b>	<b>6,022,816</b>	<b>3,300,717</b>	<b>11,000</b>	<b>2,711,099</b>	<b>45.01%</b>
	<b>Balance</b>	<b>399,589</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>475,140</b>	<b>(11,000)</b>	<b>(464,141)</b>	

**Cromwell Fire District  
EMS Billing Report  
As of January 31, 2023**

2022-2023													
Month	Runs Filed	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	138	175,906.07	145,186.61	(59,801.88)	(73,197.27)	(18.95)	(1,722.92)	-	-	-	-	-	186,351.66
August	169	186,351.66	166,791.46	(80,696.35)	(85,568.16)	(2,105.67)	(2,641.19)	(5,066.73)	-	-	-	-	177,065.02
September	122	177,065.02	119,982.12	(58,224.00)	(72,881.19)	-	(164.62)	(1,319.68)	-	-	-	-	164,457.65
October	105	164,457.65	106,133.72	(54,895.42)	(62,983.39)	-	(3,001.90)	(11,600.52)	(167.33)	-	-	-	137,942.81
November	93	137,942.81	96,530.22	(47,091.55)	(44,649.68)	-	96.00	-	(946.80)	-	-	-	141,881.00
December	267	141,881.00	288,633.42	(56,818.72)	(74,343.61)	-	(89.02)	(8,901.13)	-	-	538.40	-	290,900.34
January	130	290,900.34	145,406.97	(101,407.90)	(114,434.07)	-	(1,502.04)	(15,518.00)	-	-	-	-	203,445.30
February													-
March													-
April													-
May													-
June													-
<b>Total</b>	<b>1,024</b>	<b>175,906.07</b>	<b>1,068,664.52</b>	<b>(458,935.82)</b>	<b>(528,057.37)</b>	<b>(2,124.62)</b>	<b>(9,025.69)</b>	<b>(42,406.06)</b>	<b>(1,114.13)</b>	<b>-</b>	<b>538.40</b>	<b>-</b>	<b>203,445.30</b>
				42.94%	49.41%	0.20%	0.84%	3.97%	0.10%	0.00%	-0.05%	0.00%	
Deposits				(458,935.82)									
Deposits Per Ledger				451,948.03									
Difference				(6,987.79)									
Charges Net of Medicare/Medicaid Adjustments					540,607.15								

2021-2022													
Month	Billed	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	103	171,389.02	116,637.90	(49,261.38)	(54,983.22)	(2.52)	-	-	385.15	-	-	-	184,164.95
August	76	184,164.95	78,268.90	(49,904.53)	(50,412.79)	-	-	-	-	-	-	-	162,116.53
September	79	162,116.53	72,464.40	(20,292.79)	(22,367.25)	-	-	-	-	-	-	-	191,920.89
October	144	191,920.89	148,849.21	(80,547.33)	(85,307.10)	(158.30)	(2,061.30)	(15,846.57)	387.01	-	-	-	157,236.51
November	168	157,236.51	167,939.00	(87,565.01)	(83,096.14)	-	(95.20)	-	175.47	-	-	-	154,594.63
December	138	154,594.63	157,111.80	(57,986.76)	(54,371.84)	-	-	-	1,421.14	-	-	-	200,768.97
January	163	200,768.97	170,186.11	(71,972.52)	(89,152.14)	(2.00)	(1,977.38)	(25,329.25)	-	-	-	-	182,521.79
February	34	182,521.79	52,268.80	(61,441.06)	(78,410.00)	-	(618.45)	-	-	-	-	-	94,321.08
March	254	94,321.08	270,400.75	(91,232.61)	(95,225.75)	-	(332.35)	(11,010.84)	780.53	-	-	-	167,700.81
April	148	167,700.81	143,057.58	(85,392.97)	(98,015.97)	-	(908.36)	(2,705.91)	2,641.94	-	-	-	126,377.12
May	92	126,377.12	93,039.66	(67,778.94)	(51,353.99)	0.42	(450.59)	(28,432.17)	(23.46)	-	-	-	71,378.05
June	204	71,378.05	208,562.84	(68,317.85)	(65,432.66)	-	(1,839.75)	-	(17.21)	-	-	-	144,333.42
<b>Total</b>	<b>1,603</b>	<b>171,389.02</b>	<b>1,678,786.95</b>	<b>(791,693.75)</b>	<b>(828,128.85)</b>	<b>(162.40)</b>	<b>(8,283.38)</b>	<b>(83,324.74)</b>	<b>5,750.57</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>144,333.42</b>
				47%	49%	0%	0%	5%	0%	0%	0%	0%	
Deposits				(791,693.75)									
Deposits Per Ledger													
Difference				(791,693.75)									
Charges Net of Medicare/Medicaid Adjustments					850,658.10								



**Cromwell Fire District**  
**General Fund - Projected Fund Balance**  
**(Pre-audit) As of January 31, 2023**

Unreserved Fund Balance, July 1, 2022 (pre-audit, no FY22 surplus/deficit included)				\$	934,229
Designated for 2022-2023 Budget					240,000
Additional Appropriations During the Year					-
					<u>1,174,229</u>
Projected Results of Current Year Operations					
	<u>Budget</u>	<u>Projected Actual</u>	<u>Adjustment</u>		
Revenues	\$ 6,022,816	\$ 5,782,816	\$ (240,000)		
Expenditures	<u>6,022,816</u>	<u>6,022,816</u>	<u>-</u>		
Results of Budgetary Operations	<u>\$ (0)</u>	<u>\$ (240,000)</u>			<u>(240,000)</u>
Unreserved Fund Balance June 30, 2023 (pre-audit)					934,229
Undesignated Fund Balance June 30, 2023 (pre-audit)					934,229
Updated Balance 6/30/2023 (projected)				\$	934,229
Fund Balance as a Percentage of Expenditures					15.51%

**Cromwell Fire District**  
**Water Division Enterprise Fund - Budget Report - SUMMARY**  
**2022 - 2023**  
**As of January 31, 2023**

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>REVENUE</b>									
	<b>TOTAL REVENUE</b>	<b>2,458,481</b>	<b>2,650,500</b>	<b>-</b>	<b>2,650,500</b>	<b>1,580,585</b>	<b>-</b>	<b>1,069,915</b>	<b>40.37%</b>
<b>EXPENSES</b>									
	<b>PAYROLL</b>	572,893	608,000	-	608,000	342,718	-	265,282	43.63%
	<b>POWER AND PUMPING</b>	287,483	361,500	-	361,500	211,629	7,591	142,280	39.36%
	<b>TREATMENT</b>	80,832	95,220	-	95,220	35,650	44,981	14,589	15.32%
	<b>TRANSMISSION &amp; DISTRIBUTION</b>	73,165	137,800	-	137,800	26,320	38,511	72,969	52.95%
	<b>OTHER OPERATING EXPENSES</b>	53,676	58,500	-	58,500	48,132	-	10,368	17.72%
	<b>GENERAL ADMINISTRATION</b>	495,215	596,961	-	596,961	273,462	1,050	322,449	54.02%
	<b>DEBT SERVICE - INTEREST</b>	30,850	23,431	-	23,431	16,093	-	7,338	31.32%
	<b>TRANSFER EQUIPMENT RESERVE FUND</b>	-	-	-	-	-	-	-	0.00%
	<b>TRANSFER WATER CAPITAL FUND</b>	143,804	385,072	-	385,072	-	-	385,072	100.00%
	<b>TOTAL EXPENSES</b>	<b>1,737,918</b>	<b>2,266,484</b>	<b>-</b>	<b>2,266,484</b>	<b>954,003</b>	<b>92,133</b>	<b>1,220,349</b>	<b>53.84%</b>
<b>BALANCE</b>									
		<b>720,563</b>	<b>384,016</b>	<b>-</b>	<b>384,016</b>	<b>626,582</b>	<b>(92,133)</b>	<b>(150,433)</b>	<b>-39.17%</b>

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

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

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>05</b>	<b>Water Fund</b>								
05 4140	Interest Income On Assessment	16,209	500		500	7,998		(7,498)	-1499.63%
05 4150	Interest on Receivables	33,417	25,000		25,000	24,372		628	2.51%
05 4200	State Grants	-	-		-	-		-	0.00%
05 4300	Interest Income	1,831	3,000		3,000	409		2,591	86.35%
05 4400	Metered Sales To General Public	2,109,217	2,300,000		2,300,000	1,249,347		1,050,653	45.68%
05 4402	Sales to Other Districts	75,194	55,000		55,000	78,135		(23,135)	-42.06%
05 4405	Seasonal & Hydrant Sales	130,543	145,000		145,000	147,178		(2,178)	-1.50%
05 4410	Miscellaneous Service Revenues	25,761	23,000		23,000	32,462		(9,462)	-41.14%
05 4411	Connection Charges/Inspections	33,397	50,000		50,000	28,959		21,041	42.08%
05 4900	Miscellaneous Non-operating Revenue	15,634	5,000		5,000	4,313		687	13.73%
05 4930	Employee Insurance Contribution	11,277	18,000		18,000	7,411		10,589	58.83%
05 4935	Development Analysis Reimbursement	-	20,000		20,000	-		20,000	100.00%
05 4990	Administrative Costs-Other Funds	6,000	6,000		6,000	-		6,000	100.00%
05 4995	Operating Transfers In	-	-		-	-		-	0.00%
05 4990	Transfer from Fund Balance	-	-		-	-		-	0.00%
	<b>TOTAL REVENUE</b>	<b>2,458,481</b>	<b>2,650,500</b>	<b>-</b>	<b>2,650,500</b>	<b>1,580,585</b>	<b>-</b>	<b>1,069,915</b>	<b>40.37%</b>
<b>05901</b>	<b>Payroll</b>								
05901 5105	<b>TOTAL PAYROLL</b>	<b>572,893</b>	<b>608,000</b>		<b>608,000</b>	<b>342,718</b>	<b>-</b>	<b>265,282</b>	<b>43.63%</b>
<b>05902</b>	<b>Power and Pumping</b>								
05902 5434	Maint. of Structures & Improvements	9,255	10,000		10,000	5,494	-	4,506	45.06%
05902 5435	Maint. of Pumping Equipment	14,880	25,000		25,000	11,385	6,481	7,134	28.54%
05902 5620	Power	244,698	300,000		300,000	192,465	-	107,535	35.84%
05902 5800	Other Expenditures	18,650	26,500		26,500	2,284	1,110	23,106	87.19%
	<b>TOTAL POWER AND PUMPING</b>	<b>287,483</b>	<b>361,500</b>	<b>-</b>	<b>361,500</b>	<b>211,629</b>	<b>7,591</b>	<b>142,280</b>	<b>39.36%</b>
<b>05903</b>	<b>Treatment</b>								
05903 5630	Chlorine	14,661	15,595		15,595	9,473	6,122	(0)	0.00%
05903 5631	Aqua-Mag	24,936	20,700		20,700	11,106	9,594	-	0.00%
05903 5632	Fluoride	13,909	19,550		19,550	4,181	15,369	-	0.00%
05903 5805	Operating Expenses	27,326	39,375		39,375	10,890	13,896	14,589	37.05%
	<b>TOTAL TREATMENT</b>	<b>80,832</b>	<b>95,220</b>	<b>-</b>	<b>95,220</b>	<b>35,650</b>	<b>44,981</b>	<b>14,589</b>	<b>15.32%</b>
<b>05904</b>	<b>Transmission &amp; Distribution</b>								
05904 5319	Outside Services	20,054	23,300		23,300	542	-	22,759	97.68%
05904 5436	Maint. of Reservoir	3,422	10,000		10,000	290	-	9,710	97.10%
05904 5437	Maint. of Trans & Distr Main	38,873	57,500		57,500	10,567	27,182	19,751	34.35%
05904 5438	Maint. of Services	-	7,000		7,000	3,500	-	3,500	50.00%
05904 5439	Maint. of Meters	2,941	20,000		20,000	7,025	3,332	9,643	48.22%
05904 5440	Maint. of Hydrants	7,876	20,000		20,000	4,397	7,997	7,606	38.03%
	<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>	<b>73,165</b>	<b>137,800</b>	<b>-</b>	<b>137,800</b>	<b>26,320</b>	<b>38,511</b>	<b>72,969</b>	<b>52.95%</b>

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

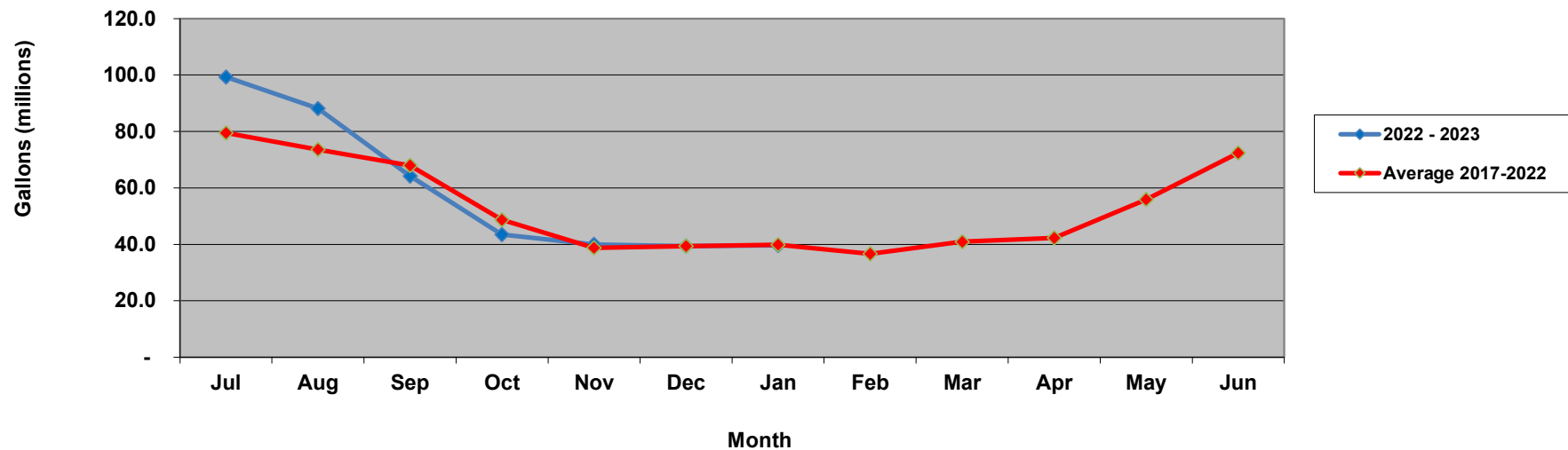
Completed Budget Months = 7 (58%)  
Available Budget Months = 5 (42%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
<b>05908</b>	<b>Other Operating Expenses</b>								
05908 5621	Utilities	10,513	11,000		11,000	5,397	-	5,603	50.94%
05908 5800	Other Expenditures	532	1,500		1,500	1,463	-	37	2.47%
05908 5802	Uniforms	4,234	6,000		6,000	5,622	-	378	6.31%
05908 5870	Dues & Training	3,644	8,000		8,000	7,473	-	527	6.59%
05908 5880	Truck & Garage Expense	34,754	32,000		32,000	28,178	-	3,822	11.94%
	<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>53,676</b>	<b>58,500</b>	<b>-</b>	<b>58,500</b>	<b>48,132</b>	<b>-</b>	<b>10,368</b>	<b>17.72%</b>
<b>05907</b>	<b>General Administration</b>								
05907 5200	Payroll Tax Expense	42,391	46,512		46,512	25,434	-	21,078	45.32%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100.00%
05907 5230	Worker's Compensation Insurance	27,424	18,382		18,382	11,416	-	6,966	37.89%
05907 5240	Dental Insurance	8,944	12,000		12,000	5,906	-	6,094	50.79%
05907 5260	Medical Insurance	150,708	193,000		193,000	103,244	-	89,756	46.51%
05907 5270	Life Insurance	2,398	4,000		4,000	1,458	-	2,542	63.56%
05907 5290	Pension-Employer	36,039	36,684		36,684	-	-	36,684	100.00%
05907 5319	Outside Services	4,010	12,250		12,250	236	-	12,014	98.07%
05907 5320	Professional Fees	72,115	95,500		95,500	26,443	-	69,057	72.31%
05907 5520	Property/Liability Insurance	39,219	44,000		44,000	39,530	-	4,470	10.16%
05907 5610	Office Operations Expense	11,258	10,000		10,000	7,346	-	2,654	26.54%
05907 5615	Tele-communications	10,893	10,100		10,100	8,097	-	2,003	19.83%
05907 5621	West Street Utilities	9,220	12,000		12,000	5,756	-	6,244	52.03%
05907 5805	Computer Operations	61,736	79,933		79,933	23,295	1,050	55,588	69.54%
05907 5811	Payroll Services	501	600		600	341	-	259	43.15%
05907 7141	Postage	4,034	6,000		6,000	1,950	-	4,050	67.50%
05907 7142	Utility Billing Services	14,325	15,000		15,000	13,010	-	1,990	13.27%
	<b>TOTAL GENERAL ADMINISTRATION</b>	<b>495,215</b>	<b>596,961</b>	<b>-</b>	<b>596,961</b>	<b>273,462</b>	<b>1,050</b>	<b>322,449</b>	<b>54.02%</b>
05907 5910	<b>DEBT SERVICE - INTEREST</b>	<b>30,850</b>	<b>23,431</b>		<b>23,431</b>	<b>16,093</b>	<b>-</b>	<b>7,338</b>	<b>31.32%</b>
<b>05908</b>	<b>Capital</b>								
05908 5990	Transfer Equipment Reserve Fund	-	-		-	-	-	-	0.00%
05908 5990	Transfer Water Capital Fund	143,804	385,072		385,072	-	-	385,072	100.00%
	<b>TOTAL CAPITAL</b>	<b>143,804</b>	<b>385,072</b>	<b>-</b>	<b>385,072</b>	<b>-</b>	<b>-</b>	<b>385,072</b>	<b>100.00%</b>
	<b>TOTAL REVENUES</b>	<b>2,458,481</b>	<b>2,650,500</b>	<b>-</b>	<b>2,650,500</b>	<b>1,580,585</b>	<b>-</b>	<b>1,069,915</b>	<b>40.37%</b>
	<b>TOTAL EXPENSES</b>	<b>1,737,918</b>	<b>2,266,484</b>	<b>-</b>	<b>2,266,484</b>	<b>954,003</b>	<b>92,133</b>	<b>1,220,349</b>	<b>53.84%</b>
	<b>Balance</b>	<b>720,563</b>	<b>384,016</b>	<b>-</b>	<b>384,016</b>	<b>626,582</b>	<b>(92,133)</b>	<b>(150,433)</b>	<b>-39.17%</b>

**Cromwell Fire District  
Analysis of Water Pumped by Month  
As of January 31, 2023**

Month	Fiscal Year							2017-2022 Average	2023 less Avg Monthly	%
	2017	2018	2019	2020	2021	2022	2023			
Jul	89.8	70.7	80.3	83.0	86.9	66.5	99.3	79.5	19.8	24.85%
Aug	75.4	66.6	66.5	75.8	80.1	77.3	88.1	73.6	14.5	19.68%
Sep	70.6	64.8	57.6	78.7	75.7	60.2	64.2	67.9	(3.7)	-5.47%
Oct	47.3	51.4	42.0	43.3	52.5	55.6	43.5	48.7	(5.2)	-10.64%
Nov	39.8	36.3	35.7	37.1	43.9	39.7	40.0	38.7	1.3	3.25%
Dec	40.2	36.5	37.4	39.2	44.5	38.5	39.4	39.4	(0.0)	-0.01%
Jan	40.8	38.7	38.6	39.9	43.4	38.1	39.6	39.9	(0.3)	-0.78%
Feb	36.4	35.8	35.0	36.7	39.1	37.0		36.7	-	0.00%
Mar	40.4	39.4	40.8	40.5	42.5	41.7		40.9	-	0.00%
Apr	41.4	39.8	41.3	41.3	47.9	41.8		42.3	-	0.00%
May	49.9	53.9	46.5	53.4	68.3	63.3		55.9	-	0.00%
Jun	61.3	77.7	61.5	78.9	79.1	76.2		72.4	-	0.00%
Total	633.3	611.4	583.3	647.9	703.8	635.9	414.1	635.9	26.3	

**Water Produced By Month**

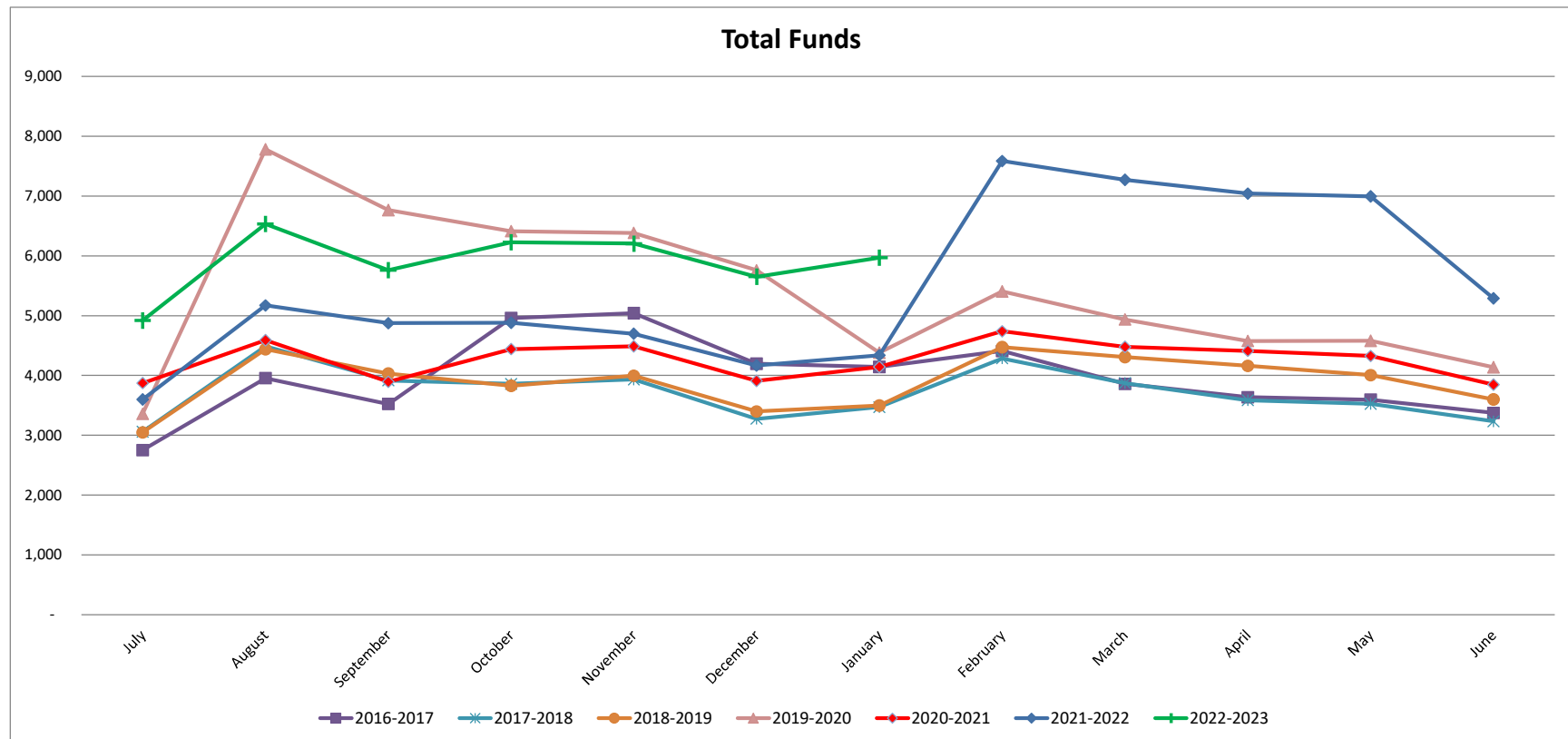


**Cromwell Fire District**  
**Treasurer's Report**  
As of January 31, 2023

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
<b>STIF</b>					
Bonds Proceeds	9,712.82	0.60	-	9,713.42	0.60
<b>Citizens Bank</b>					
Checking	289,573.66	661,790.20	551,000.07	400,363.79	-
Deposit #2	20,415.80	226,946.93		247,362.73	-
Reserve Account	3,649,851.58			3,649,851.58	-
Money Market	606,115.96	51.48	-	606,167.44	51.48
Fire Department Trust	37,904.36	1.61	-	37,905.97	1.61
Hardship Benefit Fund	64,887.25	2.76	-	64,890.01	2.76
Harris Scholarship & Memorial Fund	25,588.35	1.09	-	25,589.44	1.09
<b>M&amp;T / People's United Bank</b>					
Checking M&T	25,320.93		21,204.06	4,116.87	-
Savings M&T	921,620.89	78.27		921,699.16	78.27
<b>Total Ending Balance</b>	<b>5,650,991.60</b>	<b>888,872.94</b>	<b>572,204.13</b>	<b>5,967,660.41</b>	<b>135.81</b>

**Cromwell Fire District  
Analysis of Cash Balances  
As of January 31, 2023**

Month	Fiscal Year						
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
July	2,751	3,059	3,047	3,358	3,874	3,599	4,918
August	3,955	4,488	4,438	7,780	4,589	5,171	6,533
September	3,522	3,915	4,032	6,766	3,892	4,875	5,759
October	4,960	3,860	3,826	6,413	4,442	4,881	6,226
November	5,041	3,932	3,995	6,384	4,486	4,698	6,204
December	4,197	3,276	3,397	5,758	3,910	4,166	5,651
January	4,145	3,468	3,497	4,381	4,142	4,339	5,968
February	4,407	4,285	4,475	5,404	4,738	7,584	
March	3,858	3,873	4,307	4,936	4,478	7,270	
April	3,636	3,584	4,159	4,577	4,410	7,041	
May	3,596	3,527	4,006	4,579	4,326	6,994	
June	3,374	3,233	3,597	4,136	3,846	5,289	



**Cromwell Fire District  
Fire Department Funds  
January 31, 2023**

	#22	#25
	Fire Department Trust Fund	Sick Benefits Hardship Benefit Fund
Cash	\$ 38,406	\$ 64,890
Due from District	22,160	-
<b>Total Assets</b>	<b>\$ 60,566</b>	<b>\$ 64,890</b>
Accounts Payable	\$ 16,806	\$ -
Due to District	-	-
Fund Balance	43,760	64,890
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 60,566</b>	<b>\$ 64,890</b>
<b>Revenue</b>		
Interest Income	\$ 11	\$ 19
Annual Drive	-	-
Annual Banquet	-	-
Donations	750	-
Uniforms	-	-
Other Income/Transfers In	-	-
<b>Total Revenue</b>	<b>\$ 761</b>	<b>\$ 19</b>
<b>Expenditures</b>		
Annual Banquet	\$ -	\$ -
Fire Prevention	-	-
Explorers	-	-
Other Expenditures/Transfers Out	3,190	-
Capital Expenditures	-	-
<b>Total Expenditures</b>	<b>3,190</b>	<b>-</b>
Excess (Deficiency) of Revenues Over Expenditures	\$ (2,429)	\$ 19
Fund Balance Beginning (Pre-audit)	46,189	64,871
<b>Fund Balance Ending</b>	<b>\$ 43,760</b>	<b>\$ 64,890</b>

#26	#27	
Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Memorial Total
\$ 25,590	\$ -	\$ 25,590
-	5,546	5,546
<b>\$ 25,590</b>	<b>\$ 5,546</b>	<b>\$ 31,136</b>
\$ -	\$ -	\$ -
-	-	-
25,590	5,546	31,135
<b>\$ 25,590</b>	<b>\$ 5,546</b>	<b>\$ 31,135</b>
\$ 8	\$ -	\$ 8
-	-	\$ -
-	-	\$ -
-	-	\$ -
-	-	\$ -
-	-	\$ -
<b>\$ 8</b>	<b>\$ -</b>	<b>\$ 8</b>
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
<b>-</b>	<b>-</b>	<b>-</b>
\$ 8	\$ -	\$ 8
25,582	5,546	31,128
<b>\$ 25,590</b>	<b>\$ 5,546</b>	<b>\$ 31,136</b>

Grand Total
\$ 128,886
27,706
<b>\$ 156,592</b>
\$ 16,806
-
139,786
<b>\$ 156,592</b>
\$ 38
-
-
750
-
-
<b>\$ 788</b>
\$ -
-
-
3,190
-
<b>3,190</b>
\$ (2,402)
142,188
<b>\$ 139,786</b>



**Cromwell Fire District  
Equipment Reserve Fund  
Budget Report  
January 31, 2023**

Description	Account Number	Budget Prior Years	Budget 2022-23	Updated Budget	Expended Prior Yrs	Expended 2022-2023	Expended Total	Encumbered	Total Committed	Balance
<b>Closed Projects &amp; Uncommitted Fund Balance</b>		<b>4,059,560</b>	<b>-</b>	<b>4,059,560</b>	<b>4,059,560</b>	<b>-</b>	<b>4,059,560</b>	<b>-</b>	<b>4,059,560</b>	<b>(0)</b>
Bunk room door/wall/window modification	31604-7310	14,000		14,000	-		-		-	14,000
Bunk room Men's/Women's plumbing facilities	31604-7310	10,000		10,000	-		-		-	10,000
Cabling for Chief's Office move	31604-7310	-	15,000	15,000	-		-		-	15,000
Ambulance EMS Chart Computers/IPADS (4)	31702-5740	5,500		5,500	-		-		-	5,500
IPAD Replacement (13)	31702-5740	6,500		6,500	6,214		6,214		6,214	286
Switch / UPS Redundancy (50%)	31702-5740	6,000		6,000	1,000		1,000		1,000	5,000
Airbags & Airbag System (new apparatus) (bonds)	31713-5740	30,075		30,075	-	30,649	30,649		30,649	(574)
R-1 Replacement	31715-5740	250,000		250,000	-		-		-	250,000
Fire hose replacement	31716-5740	13,000	10,000	23,000	10,039		10,039	2,435	12,474	10,526
Hose (new apparatus) (bonds)	31716-5740	18,282		18,282	18,755		18,755		18,755	(473)
Scott Air Packs / SCBA Replacement	31750-5740	325,506	20,000	345,506	325,506		325,506		325,506	20,000
Vehicles & Apparatus - Major Repairs	31751-5710	209,735		209,735	204,125		204,125		204,125	5,609
Firewall Replacement	31753-5740	-	27,000	27,000	-	26,682	26,682		26,682	318
Network Security Audit	31757-5320	12,000		12,000	18,250		18,250		18,250	(6,250)
State Fiber Connection / Control Station Replacement	31757-5320	-	20,000	20,000	-		-		-	20,000
AED - EMT/CPR Trainer Devices	31760-5740	2,100		2,100	901		901		901	1,199
AED-Replacement x 4 at \$2200	31760-5740	15,300		15,300	15,260		15,260		15,260	40
Training Building stairs and railing with Inspection	31762-5780	-	17,000	17,000	-		-		-	17,000
(8) MSA 4-Gas Meter Replacement: (6) Fire + (2) FMO	31763-5740	6,500	3,000	9,500	8,261		8,261		8,261	1,239
Turn Out Gear Replacement	31784-5740	431,344	30,000	461,344	425,233	14,704	439,937		439,937	21,407
FMO Permit Software	31785-5740	3,000		3,000	-	3,000	3,000		3,000	-
Ambulance Re-chassis	31791-5710	-		-	-		-		-	-
Equipment & Vehicle Replacements	31800-5710	75,000		75,000	73,573		73,573		73,573	1,427
FMO Investigation vehicle & cap	31800-5710	29,632		29,632	28,716		28,716		28,716	916
Stretcher for Ambulance re-chassis	31804-5740	17,000		17,000	15,794		15,794		15,794	1,206
Construction of 6 Radio Voting Sites	31807-5740	140,000		140,000	100,742		100,742		100,742	39,258
Login Recorder, Pagers & Cases	31807-5740	169,075		169,075	158,233		158,233		158,233	10,842
Radio/Tower/Antenna Upgrades Project (bonds)	31807-5740	3,000,000		3,000,000	3,000,000		3,000,000		3,000,000	-
Radios for Fire Police & Fire Inspectors	31807-5740	15,000		15,000	3,735	2,452	6,187		6,187	8,813
Rope & Rope Equipment (new apparatus) (bonds)	31817-5700	12,345		12,345	12,624		12,624		12,624	(279)
Extrication Tools (new apparatus) (bonds)	31819-5700	75,699		75,699	31,032	44,667	75,699		75,699	-
Hurst Tool Replacement	31819-5700	6,000		6,000	-		-		-	6,000
Phone System	31829-5700	-	80,715	80,715	-		-		-	80,715
Facilities Maintenance Program	31830-5700	149,592		149,592	93,492		93,492		93,492	56,101
West Street Front Apron repairs	31830-5740	10,000		10,000	-		-		-	10,000
Door Access Security System (GF portion)	31921-5740	-		-	-		-		-	-
Knoxbox System Repair/Upgrade	31921-5740	13,000		13,000	13,533		13,533		13,533	(533)
Murphy beds (6)	31939-5800	16,000		16,000	3,265		3,265		3,265	12,735
Cromwell Fire Department Strategic Plan	31939-5800	-	25,000	25,000	-		-		-	25,000
Fit Testing Machine Replacement	31947-5740	-	20,000	20,000	-		-	18,935	18,935	1,065
Air compressor - Court St apparatus bay	31952-5740	5,000		5,000	1,108		1,108		1,108	3,892
Apparatus, Ambulance & Equipment (bonds)	multiple t/b/d	1,863,599		1,863,599	919,479	98,768	1,018,246	33,063	1,051,309	812,290
<b>Active Projects</b>		<b>6,955,783</b>	<b>267,715</b>	<b>7,223,498</b>	<b>5,488,870</b>	<b>220,921</b>	<b>5,709,792</b>	<b>54,432</b>	<b>5,764,224</b>	<b>1,459,274</b>
<b>Total</b>		<b>11,015,344</b>	<b>267,715</b>	<b>11,283,059</b>	<b>9,548,431</b>	<b>220,921</b>	<b>9,769,352</b>	<b>54,432</b>	<b>9,823,785</b>	<b>1,459,274</b>

**Cromwell Fire District  
Water Capital Fund  
Budget Report  
January 31, 2023**

Description	Account Number	Budget Prior Years	Budget 2022-2023	Total Budget	Expended Prior Years	Expended 2022-2023	Total Expenditures	Encumbered	Balance
<b>Closed Projects &amp; Uncommitted Fund Balance</b>		<b>5,290,740</b>	<b>-</b>	<b>5,290,740</b>	<b>5,290,740</b>	<b>-</b>	<b>5,290,740</b>	<b>-</b>	<b>(0)</b>
Distribution Study	35721-7290	79,900		79,900.00	76,150		76,150		3,750.00
Diversion Permit Renewal	35721-7290	80,000		80,000.00	77,256		77,256		2,743.75
Risk & Resiliency Study	35721-7290	25,000		25,000.00	24,850		24,850		150.00
Water Supply Plan	35721-7290	10,200		10,200.00	11,950	4,894	16,844		(6,643.75)
Pre- Engineering study for Interconnection Project	35737-7310	60,000		60,000.00	54,900	1,506	56,406		3,594.10
Replacement of Well Pump Motor	35740-5435	63,000		63,000.00	58,300	4,700	63,000		-
Engineering Services - Water Tank Inspection	35752-7290	-		-	-		-		-
Leak Detection equipment	35776-5740	16,679		16,679.00	16,679		16,679		-
VM-810 Pipe Locator	35776-5740	3,085	4,387	7,472.00	3,085		3,085		4,387.00
N360 meter reading upgrade and equipment	35778-5740	21,812	5,600	27,412.00	-	27,644	27,644		(232.38)
Trailer (bonds)	35754-5710	7,545		7,545.00	-	7,745	7,745		(200.00)
Excavator Attachments (bonds)	35756-5740	19,951		19,951.00	19,951		19,951		-
Excavator (bonds)	35789-5710	50,168		50,168.00	50,168		50,168		-
Job Truck (bonds)	35789-5710	103,023		103,022.54	-		-	103,023	-
Pickup Truck (bonds)	35789-5710	52,802		52,802.40	-	53,302	53,302		(499.22)
Balance (bonds)	35789-xxxx	16,511		16,511.06	-		-		16,511.06
5 Ipads and truck mounts	35827-5700	4,000		4,000.00	2,217		2,217		1,782.70
Switch / UPS Redundancy (50%)	35827-5700	6,000		6,000.00	2,000		2,000		4,000.00
Chem Feed Transfer Switch	35835-5700	63,344		63,344.00	63,344		63,344		-
Meters	35904-5720	407,396	75,000	482,396.01	403,306	60,334	463,640	14,666	4,090.20
Water System Remote Data Collection System	35912-5730	-		-	-		-		-
Hydrants	35929-5722	95,132		95,132.47	74,264		74,264		20,868.70
Confined space equipment	35954-5740	7,485		7,485.00	7,485		7,485		-
Hydraulic breaker (backhoe attachment)	35954-5740	12,822		12,822.00	12,822		12,822		-
Light Tower	35954-5740	9,396		9,396.00	9,396		9,396		-
Roller/compactor	35954-5740	15,801		15,801.00	15,801		15,801		-
SCADA System	35958-5740	45,000	49,000	94,000.00	21,213	48,020	69,233	22,680	2,087.31
Door Access Security System (Water portion)	35959-5775	-		-	-		-		-
Heat and generator hookup Sovereign Ridge	35743-5740	-	6,400	6,400.00	-	6,600	6,600		(200.00)
Mezzanine (OSHA) list item	35959-5775	-	24,000	24,000.00	-	24,000	24,000		-
Water GIS update Phase 1 of Lead and Copper data	35910-5740	-	40,000	40,000.00	-	8,923	8,923	31,077	-
Engineering for interconnection project	35737-7310	-	185,615	185,614.94	-		-		185,614.94
<b>Active Projects</b>		<b>1,276,052</b>	<b>390,002</b>	<b>1,666,054</b>	<b>1,005,136</b>	<b>247,668</b>	<b>1,252,805</b>	<b>171,445</b>	<b>241,804</b>
<b>Total Water Capital Projects</b>		<b>6,566,792</b>	<b>390,002</b>	<b>6,956,794</b>	<b>6,295,876</b>	<b>247,668</b>	<b>6,543,545</b>	<b>171,445</b>	<b>241,804</b>

# 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 17, 2023, 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 17, 2023, at 6:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Roger Rukowicz (President), Robert McIntyre, Charles Epstein, Donald Smith, Chip Darius (remotely) and Mertie Terry attended. Also attending were Executive Director Julius Neto, Fire Chief Jason Brade, Water Operations Manager Joseph Palmieri, Finance Manager Michael Lupkas, Communications Manager Justin Lonergan, Fire Marshal Harold Holmes and Acting Firefighter Union President Alan Dominy. Commissioners Robert Donohue, David Colligan and John Sokolowski were absent.

### CALL TO ORDER

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

### APPROVAL OF AGENDA

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

### PUBLIC COMMENT

Mr. James Rude, Highridge Rd., commented there was a Pension Committee meeting earlier this month. One issue from that meeting is that he understands that the actuarial evaluation report finally showed up on the 15<sup>th</sup> of January for information dated as of June 30, 2022. The information is extremely late. It has held up the completion of the annual audit for year end June 30, 2022. He suggests strongly to the Commission that they consider changing actuaries. The current actuary is not providing the Commission with timely information. One of the very important elements that is derived from that report is some information that is called the funded status of the pension plan. It compares the assets of the pension plan with the liabilities of the pension plan. Without that information the Fire District has no idea what the funded status is and now receiving the information 6 mos. later, he strongly recommended that the Fire District change their actuary. He also recommended the concept of the funded status of the pension plan

be disclosed every quarter. The market moves and it is important to know what that number is going forward.

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

Before minutes were approved, Commissioner Epstein made a correction that the Bylaws Meeting had been scheduled for January 26, 2023, not January 12 as noted in the minutes.

***A motion was made by Commissioner McIntyre, seconded by Commissioner Terry and unanimously approved to accept the Board of Commissioners' meeting minutes of December 20, 2022, with the correction noted.***

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF  
JANUARY 3, 2023

***A motion was made by Commissioner Epstein, seconded by Commissioner McIntyre and approved 4 to 0 to accept the Special Board of Commissioners' meeting minutes of January 3, 2023, as submitted. Commissioners Darius and Terry abstained.***

READING OF COMMUNICATIONS AND WRITTEN APPEALS TO THE BOARD

There were no communications or appeals to report.

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 added it has been a busy month. They are continuing the online training on cyber security. The Commissioners and staff are required to complete the training by the end of February. This training is important to everyone not only at work but also in their personal lives (phones, email, internet).

Union negotiations with the Dispatch union are scheduled for Thursday this week. Commissioner Epstein asked about the status of the new roof on West St. Mr. Neto reported that the new roof is in great shape. There were no issues after its installation. Commissioner McIntyre asked about the North Road/mutual aid issue. Mr. Neto advised that it is ongoing. It is expensive to call an attorney with questions, so they have been trying to limit those discussions. The language in the agreement that the Board agreed to was presented to Rocky Hill and their attorney. They are still reviewing. Chief Brade said he and the Chief in Rocky Hill are on the same page. They have met and discussed the agreement. They also physically took a ride out there to get a better understanding of the area. They have always agreed to provide mutual aid services.

***A motion was made by Commissioner Epstein, 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. Lupkas reported that the report shows the District has collected approximately \$2.75 million

including State funds, which is about 59%. This report is through December. Quarterly water bills went out January 15. Roughly the total was \$493,000. That is roughly 4% more than last year. Consumption year over year is down for this billing cycle. It will be showing a bigger increase in collections in next month's report. With the two billing cycles completed in this fiscal year the District is about 27% higher than the first two quarters last year. That is because it was in excess of the previous year. Regarding EMS, last month there were 267 calls that were billed. This relates to the backlog of charts that were cleaned out and processed. Receipts are 3½ % over last month.

The actuary report was received last week. Mr. Lupkas forwarded it to the auditors. They will be doing their final narratives and any other outstanding work. A final draft will be forwarded to Mr. Lupkas for review. The Executive Director will also review it and provide any comments.

Mr. Lupkas referred to the graph in his report on Page 4. He changed the order of the numbers there. It looked better to have it over 20 days next to the total balance. He asked everyone to review, and if it is confusing to let Mr. Lupkas know. He can adjust the report to meet everyone's needs. The following page lists the accounts over \$1,000. There was one less account because it was paid in full. For expenses and revenues on both sides, General Fund and Water, Mr. Lupkas did not see anything worth mentioning.

***A motion was made by Commissioner McIntyre, seconded by Commissioner Smith 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. Chief Brade added that the Department finished the holiday season. There were a lot of activities in the community. They did some activities at the library with the kids. Regarding EMS billing, the Chief reported they are back on track. The backlog has been caught up. The revenue from those bills should start to come in and will be reflected on the monthly report.

Last night a meeting was held with all the volunteers. The Chief wanted to get thoughts and suggestions to start rolling out the new program. Career, part-time and volunteers are the three categories members can fall into. He reviewed the requirements for each category based on the volunteer program and the memorandum of agreement the District has with the Union.

The Chief has been getting ready for budget time with the Executive Director. He has reached out to the officers to see what their needs are or wish lists. Regarding apparatus, Squad 1 is in CT. It is at Firematic in Rocky Hill. There were a couple of minor change orders. They are adding electrical to the vent compartment for charging equipment. They are adding lights on the side to show water level on the apparatus. Once those orders are completed, Cromwell should be receiving the apparatus. Cromwell should be able to have a final inspection before they accept delivery. Mr. Logan will then be able to start building out the compartments and getting the equipment mounted. The Chief will be able to get assistance from the officers for that.

The ambulance should be delivered mid to end of March. They were able to get the powerload on order before any wiring was done. The Chief's vehicle will be arriving in CT next week. It will be going to MHQ who is the vendor. It will be outfitted at that point.

The Chief reported they finished the year with 2,811 calls. Call volume has been up. Fire Marshal Holmes did a fantastic job reporting the statistics.

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

1. Fire Marshal's Office. The Fire Marshal submitted his December report at the Fire Operations Committee meeting. A copy is attached to the minutes on file in the Fire District Office. Mr. Holmes also did an annual report with facts and figures. He reported there were 2,811 calls last year. At the time of this report there have been 176 calls. They are averaging 10.6 calls per day. He investigated 14 structure fires and 14 vehicle fires, 427 inspections.

With the last census the population is up and the housing stock is up. They are predicting another 500 – 600 units of housing and population. There are some manufacturing facilities coming into town, the Red Lion project is underway, and a new medical building is coming. Chicago Sam's will be adding a sports book venue for gambling. A new middle school project is going on, and some new restaurants are coming to Town. The Price Rite store is closing because they could not come to an agreement with the landlord.

He added that a lot of the shopping plazas have been doing face lifts. They have been painting and freshening up, and they are all working hard to fill their empty spots. There are only a couple of places open at 51 Shunpike. Texas Roadhouse is also coming which will be a draw to that plaza.

Since the ordinance was passed about charging for inspections and issuing permits to operate businesses, the FMO brought in \$16,175 to date. Cromwell responded to 280 calls at Covenant Village last year. Apple Health Care, 102 calls. 385 Main St., there was 206 calls. Not all are medical. Mr. Holmes goes to Woodside Elementary once a month and talks to 7 classes. There is a different topic every month, and each session is 25 min. The Chief has started a program with the library which has become story time with the Fire Department.

Mr. Holmes reported that his new Fire Inspector, Brian Mello, is a retired Captain from Southington Fire. He had been with that Department for 25 years. He is the lead State instructor and developer for the youth fire setter program for the State of CT. Colin Whalen should be returning to the FMO at the end of the month.

Commissioner Terry discussed the community involvement especially with the children in Town. She wanted to know how we let the community know what is being accomplished. Mr. Holmes noted that things do get posted on the official Cromwell Fire page. Commissioner Darius also works on the newsletter that is put out quarterly with the Water bills. He along with Commissioner Epstein is working with the Cromwell Chronicle to get things published. They have also tried to get more things published in the local newspapers.

Commissioner Epstein asked if we could drop off extra newsletters at various places in Town for people to read if they did not get a water bill. Mr. Neto stated that extra copies can be made, but the District will have to increase the print order so the District will be charged more. Commissioner Epstein suggested that anyone that may have any thoughts

or ideas about publishing or what to publish should contact Commissioner Epstein or Darius.

***A motion was made by Commissioner Epstein, seconded by Commissioner Smith and unanimously approved to accept the Fire Marshal's Office report for December as submitted.***

- 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 reported that their new truck has gotten the lights mounted, and they were working on the wiring as of last Friday. It will be going in for the graphics after the wiring is done. They are supposed to be fixing the backup camera. They hope to receive the truck by February.

Mr. Palmieri has been working on the annual Diversion Report. This would be for the Gardiner Well field and the Berlin Interconnection. That report needs to be turned in by the end of January. They had a problem over the weekend with Well #3. The person on call checked the wells, and Well #3 was not running. The problem was that the drive was burnt up. He is hoping to get a quote for that. The parts are in stock so they should not be down for too long.

Mr. Palmieri added that they have been working on cleaning up the water garage. He is going to invite the Commissioners down for a tour once all the work is complete. Commissioner Terry asked about the lead pipes in town. Mr. Palmieri explained about the low percentage of cast iron pipes that are left on some of the side streets. There are too many other projects going on that are expensive so they are not able to get to the replacement of some of those pipes. The percentage is approximately 5%.

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

- E. Communication Center. The Communication Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lonergan noted that there was an increase in calls in the month of December. This brings on additional EMD reviews and radio transmissions. There is a part-time Dispatcher in training that is doing extraordinarily well. He should be completed with training in 2 or 3 weeks. A new project that Mr. Lonergan has added is looking at a Cloud-based system for the CAD system rather than a server-based system.

***A motion was made by Commissioner Epstein, seconded by Commissioner Darius and unanimously approved to accept the Communication Center report for December as submitted.***

#### REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive. There was no meeting.
- C. Fire Operations. A meeting was held on January 9, 2023. Minutes were not available for review. A motion was made by Commissioner Epstein, seconded by Commissioner McIntyre

and unanimously approved to table the Fire Operations Committee meeting minutes of January 9, 2023, until next month.

1. Communications Committee. There was no meeting.
2. Apparatus Committee. There was no meeting.
- D. Pension Committee. A meeting was held on January 4, 2023. Minutes were not available for review. A motion was made by Commissioner Epstein, seconded by Commissioner Smith and unanimously approved to table the minutes until next month.
- E. Personnel Committee. The January Personnel Committee meeting was canceled. There was no report. The next meeting is scheduled for Tuesday, February 14, 2023.
- F. Water Operations. There was no meeting. The next meeting is scheduled for Wednesday, February 1.

#### BOARD APPOINTMENTS

There were no appointments to report.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no report from the Town.
- B. Reports of the Special Committees
  1. Public Safety Tower Committee. There was no meeting. The next meeting of the Public Safety Tower Committee is Friday, March 3, 2023.
  2. Health & Safety/Building Committee. The quarterly meeting in January was canceled. The next quarterly meeting is scheduled for Wednesday, April 5, 2023.
  3. Bylaws Committee. Commissioner Epstein reported that a meeting is scheduled for January 26, 2023. All the Commissioners should have received in their meeting packets, a copy of the current Bylaws. They were asked to review them and to make any notes regarding anything they would like to discuss for change or improvement. Any questions or comments should be forwarded to the Executive Director who will forward all notes and comments to Commissioner Epstein before the meeting on the 26<sup>th</sup>. They recently received information from the past President who helped work on revisions last year. All Bylaw Committee members will receive copies of those edits.
  4. Public Relations/Community Outreach Committee. President Rukowicz complimented Commissioners Darius and Epstein for the great job that was done on the newsletter that was enclosed with the January water bills. There is more to come with the Committee looking to expand their publishing to a wider audience and increasing the amount of information that is printed. Commissioner Darius clarified that the newsletter published there were 2,956 calls, but in the Chief's Report and the Fire Marshal's Report there were 2,800 + calls. The difference is that there are calls that result in a NFRS report, calls that are found to be just calls and calls that go to Mutual Aid when the system is on overload and Cromwell does not have a resource to send. The number that was published in the



newsletter were calls that were a request for service. The ones in the NFRS report are the calls that were actually fulfilled by Cromwell. He added that Mr. Lonergan can answer any questions about the call volume reports. He thanked the Department heads and those that gave input for the content of the newsletter. He thanked everyone that helped increase communication to the community.

#### NEW BUSINESS

- A. Commissioners' Comments. Commissioner Epstein discussed call volume. He wanted everyone to be aware of the amount of calls the crews are doing.
- 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 Approval of Dispatchers Attending Navigator Conference. Mr. Lonergan explained that there is a Dispatcher Conference held every year called the Navigator Conference which his Division budgets for.

One of the goals is to become an accredited center with the National Academy of Emergency Dispatchers. Cromwell's dispatchers are trained through this National Academy. Cromwell uses EFD and EMD programs for incoming calls for service. The Dispatchers do a screening process that is geared to get quality information out of the caller to dispatch quality levels of service whether a fire response or EMS response. EMD is mandated by the State of CT for any 911 municipality or EMS service. EFD is something Cromwell has elected to do to serve the community better. The Navigator Conference furthers the training program. It also counts as continuing education.

This conference helps to further the quality assurance program personnel to quality assure the calls. It is an important part of the overall response matrix and the overall response of the Cromwell Fire District on the emergency side. They are able to send ambulances on cold response as dictated by medical control at Middlesex Hospital. On the fire side they are able to send a single engine response vs. 5 engines for a more minor level call. That is based on the quality assurance program and the intake of the call.

Every year the Communication Center budgets for this trip so they have the money available. This year the trip is Apr. 18 – 20 in Denver, CO. Mr. Lonergan usually works through Quality Dispatch which is the parent company of the National Academy to comp Cromwell's conference fees. This year the conference fee is \$655 Per person which is usually comped. With the comps taken care of, Mr. Lonergan usually will try to send another dispatcher. Last year they were able to take the former Fire Chief who learned an incredible amount of information. This year Chief Brade had expressed an interest in attending. Commissioner Epstein stated the importance of keeping our staff attending this conference.

***A motion was made by Commissioner Epstein, seconded by Commissioner Terry and unanimously approved to send Dispatchers to the Navigator Conference. Commissioner Darius would like to send the Chief to this conference if he is interested.***

- E. Update on New Phone System. Mr. Lonergan reported that he has taken on the new phone system project from Angel in order to move it forward. The new phone system was approved through the budget process. The current phone system is old and outdated. The phone

systems at Court St. and West St. are tied together. Coles Road has its own phone system. The Water Division/Water Garage has its own phone number. Chem feed has its own phone number.

The goals of this project is to modernize the phone system, get off copper and get to an IP based phone system which is more reliable. There have been a lot of problems over the years with copper lines. Phone companies are failing to keep the copper lines in service. The goal is to have the whole District on one phone system. Call intake needs to be modernized. He distributed copies of some of the types of phones to be used depending on the purpose of the location.

Money had been allocated for this new system, however, with rising costs, it might be more expensive than the original quote. Mr. Lonergan felt that some monies could be moved around to take care of any overage. There is no ETA because Mr. Lonergan needs to sign the agreement with the vendor. The order will then be placed, and the supplier will give an ETA of when the equipment will be in so installation can be scheduled. They are using Total Communication for the new system.

#### PUBLIC COMMENT

James Bellamo, reminded the group that funds for communications should be able to be accessed through the Tower Fund.

#### EXECUTIVE SESSION

Executive Director's Review. A motion was made by Commissioner Epstein, seconded by Commissioner Terry and unanimously approved to adjourn the regular meeting and enter into Executive Session at 7:12 PM, inviting the Executive Director into the session.

A motion was made by Commissioner McIntyre, seconded by Commissioner Epstein and unanimously approved to adjourn Executive Session at 8:10 PM.

A motion was made by Commissioner Epstein, seconded by Commissioner Terry and unanimously approved to accept the Executive Director's job review as discussed. A copy will be given to Mr. Neto for his files.

A motion was made by Commissioner McIntyre, seconded by Commissioner Epstein and unanimously approved to give the Executive Director a 5% increase in salary.

#### ADJOURNMENT

There being no further business a motion was made by Commissioner Darius, seconded by Commissioner Terry and unanimously approved to adjourn the meeting at 8:14 PM.

ATTEST:

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Charles R. Epstein, Secretary

Nancy Deegan, Recording Secretary