

CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, April 18, 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 March 21, 2023
Approval of the Special Board of Commissioners’ Meeting Minutes of April 11, 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 – Mtg. April 10, 2023
 - C. Fire Operations – Mtg. April 10, 2023 canceled
 - 1. Communications Committee
 - 2. Apparatus Committee
 - D. Pension
 - E. Personnel – Mtg. April 11, 2023 canceled
 - F. Water Operations
- VIII. Board Appointments
- IX. Consideration of Old Business
 - A. Report of the Town Council Liaison
 - B. Reports of the Special Committees
 - 1. Public Safety Tower Committee
 - 2. Health & Safety/Building Committee – Mtg. April 5, 2023
 - 3. By-Laws Committee
 - 4. Public Relations/Community Outreach Committee
 - C. Todd Gagnon Plaque/Dedication Update
- X. New Business
 - A. Commissioners’ Comments
 - B. Budgetary Adjustments
 - C. Approval of Contracts/Contractors
 - D. Presentation and Discussion of Audit
 - E. Discussion and Possible Approval of FY 2023/2024 CFD Budget with Recommendations from the Executive Committee
 - F. Discussion and Possible Approval of Filling the Open Career Firefighter Position
 - G. Discussion and Possible Approval of Setting a Date for Budget Vote

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.

- XI. Public Comment*
- 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 concern. 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

March 31, 2023

Preliminary until 4/18/23

Cromwell Fire District

Table of Contents

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

The accompanying financial statements of The Cromwell Fire District as of and for the period ended March 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
March 31, 2023

- **General Fund**

- Revenues exceed expenditures by \$1,088,348 for the period ended March 31, 2023 as follows:

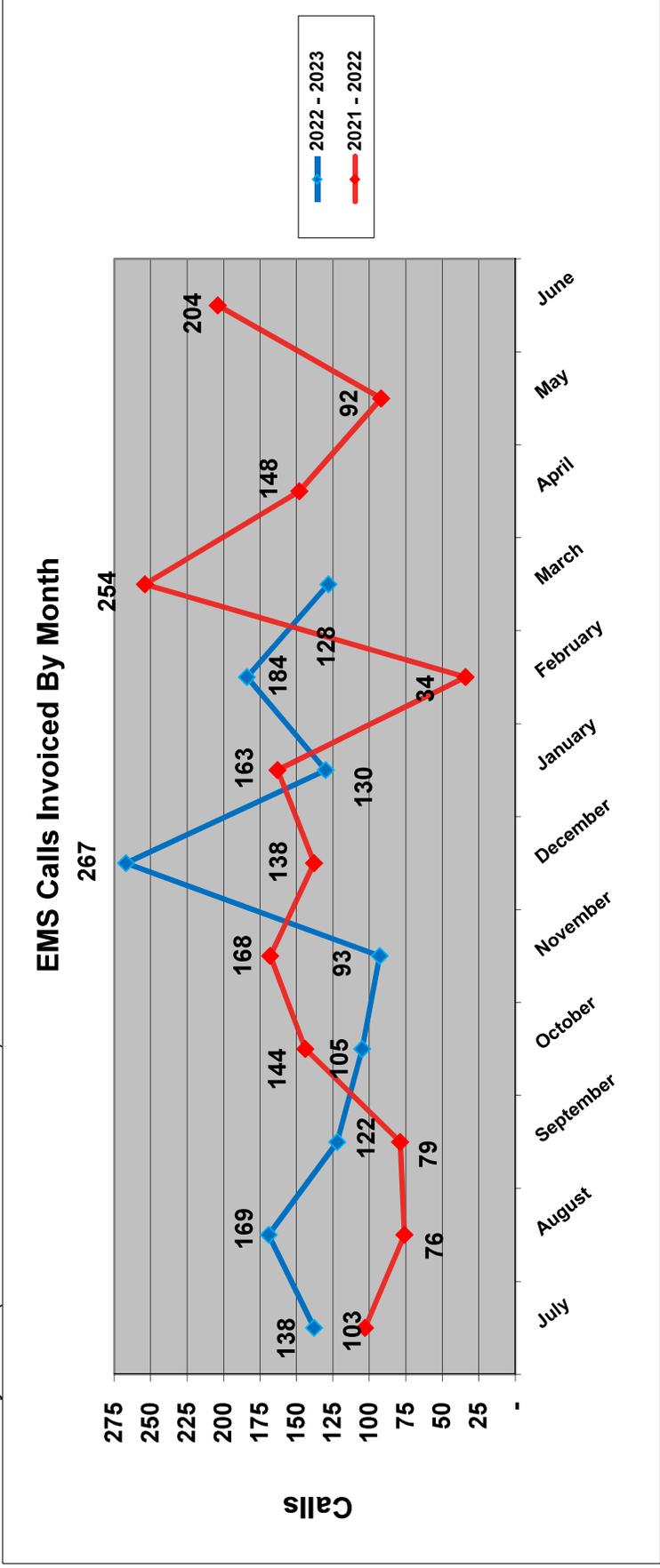
■ Revenues	\$ 5,490,852
■ Expenditures	\$ 4,402,504
	<u>\$ 1,088,348</u>

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

As of March 31, 2023				
	Budget \$	Actual \$	Balance \$	% Collected
Current Levy	4,671,624	4,582,166	89,457	100.60%
State Grant	-	117,647	(117,647)	
PY Taxes	11,000	22,527	(11,527)	204.79%
Interest	6,000	15,865	(9,865)	264.42%
Total	4,688,624	4,738,205	(49,582)	101.06%

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

- **EMS Billing**
 - EMS volume during the month of March 2023 was 128 calls and gross charges of \$148,271. This compares to 254 calls and gross charges of \$270,401 during March 2022.
 - Billings net of Medicare/Medicaid adjustments for the month of March 2023 were \$41,322 compared to \$175,175 for March 2022.
 - Year-to-Date funds collected and deposited as of March 31, 2023 were \$622,151 compared to \$570,204 as of March 2022.
 - EMS calls by month (Fiscal 2023 versus 2022) are illustrated below:



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

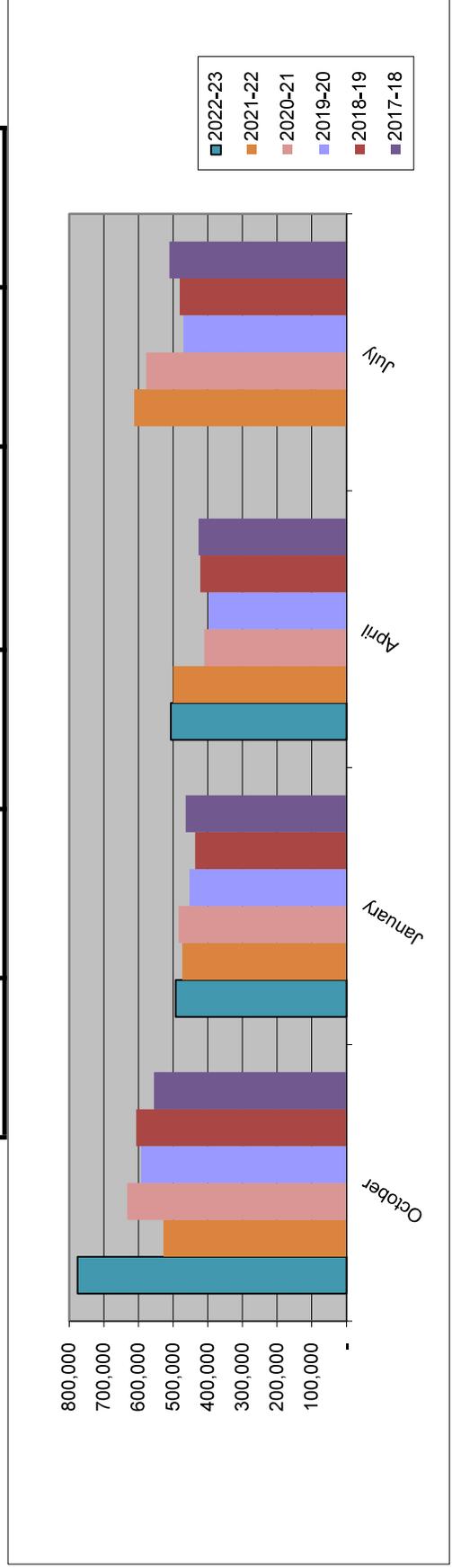
- Water Division Enterprise Fund**

- Expenditures exceed revenues by \$27,476 for the period ended March 31, 2023 as follows:

■ Revenues	\$ 1,616,251
■ Expenditures	\$ 1,643,727
	<u>\$ (27,476)</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
Increase vs PY						
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	506,679	499,988	409,862	397,413	421,388	426,624
July	-	611,748	577,452	470,451	480,589	510,825
Total	1,774,657	2,113,538	2,102,910	1,912,806	1,944,612	1,956,275



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

Water Division Accounts Receivable Aging Report

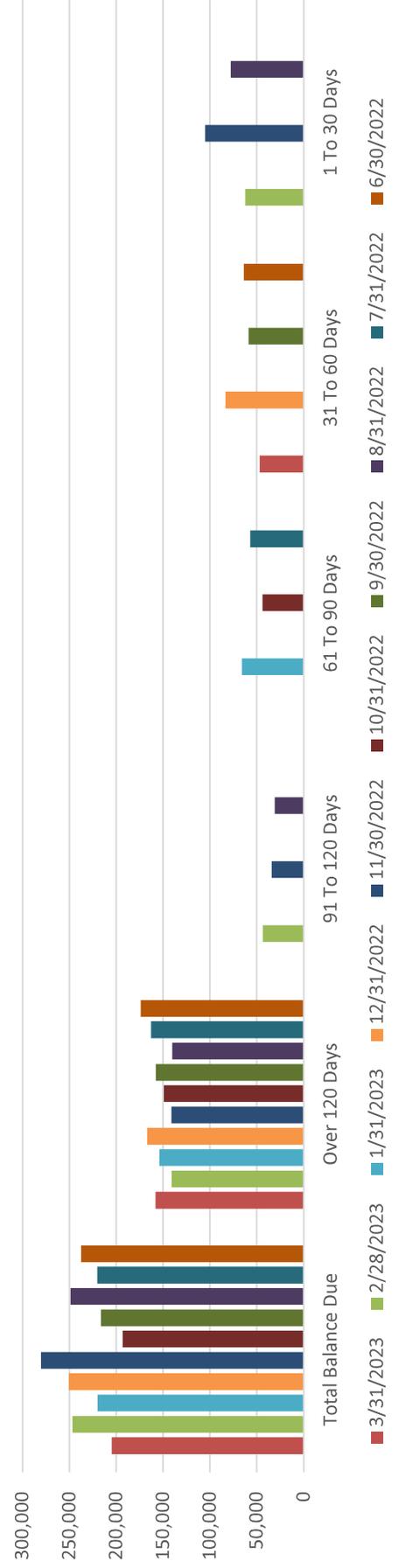
Accounts Receivable at Month-End (by days past due)

	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022
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Count of Bills	2,432	2,755	2,317	2,605	2,799	2,348	2,628
Unique Customers IDs	802	871	689	817	856	745	887

	\$ 204,766	\$ 246,708	\$ 219,772	\$ 250,359	\$ 280,214	\$ 193,022	\$ 216,297
Total Balance Due							
Over 120 Days	157,902	140,721	153,942	166,821	141,190	149,132	157,609
91 To 120 Days	-	43,702	-	-	33,925	3	-
61 To 90 Days	-	-	65,765	-	-	43,887	3
31 To 60 Days	46,863	65	-	83,538	-	0	58,685
1 To 30 Days	1	62,220	65	-	105,099	-	0

Aging of Receivables



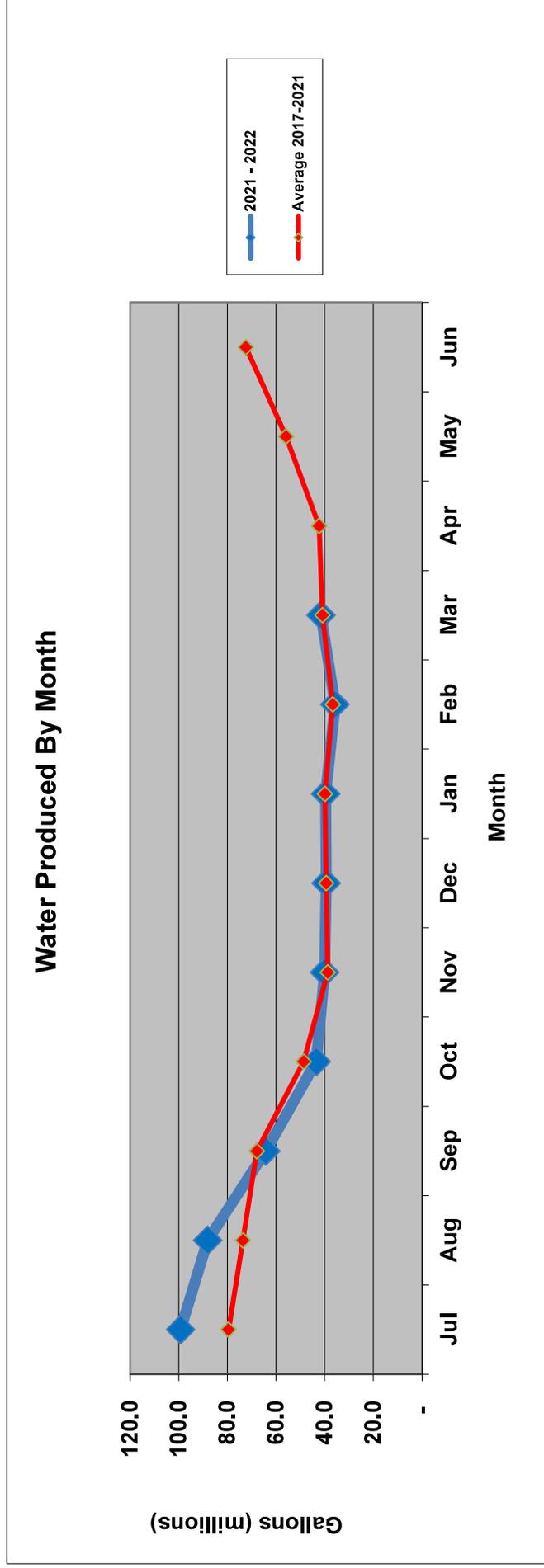
**Cromwell Fire District
Executive Overview
March 31, 2023**

• **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	14,131.30	26	139016 LANCASTER ROAD	1,444.69
2	142004	6 MARSAL LANE	6,295.66	27	108021 BRITTANY CIRCLE	1,444.61
3	121007	7 EASTWOOD ROAD	4,663.77	28	192016 LEDGE ROAD	1,376.95
4	184036	32 MEADOW ROAD	4,656.95	29	177007 NTHROP BOULEVARD	1,292.53
5	109015	7 CANNATA DRIVE	4,393.24	30	301001 ALCAP RIDGE	1,289.57
6	193017	17 VICKIE LANE	4,392.29	31	122002 ELM ROAD	1,231.38
7	184118	18 MEADOW ROAD	4,352.92	32	151006 ROSPECT HILL ROAD	1,177.80
8	108035	3 BROOKS LANE	3,786.01	33	000050 OAK ROAD	1,169.67
9	123261	61 EVERGREEN ROAD	3,181.22	34	141081 MAIN STREET	1,148.18
10	000064	1 NURSERY LANE	2,724.97	35	139018 LANCASTER ROAD	1,136.26
11	159002	1 SCHOOL STREET	2,682.83	36	141187 MAIN STREET	1,060.62
12	301006	1 ALCAP RIDGE	2,587.64	37	000647 FIELD ROAD	1,058.34
13	145002	5 JORDLAND AVENUE	2,568.76	38	162023 SHUNPIKE ROAD	1,004.85
14	102012	9 ALLEN ROAD	2,462.84			
15	301031	5 ALCAP RIDGE	2,462.21			
16	128010	6 LENWOOD TERRACE	2,287.27			
17	301040	3 ALCAP RIDGE	2,245.58			
18	172048	117 WEST STREET	2,213.07			
19	187064	64 PASCO HILL ROAD	2,153.91			
20	301035	5 ALCAP RIDGE	2,021.11			
21	108037	7 BROOKS LANE	1,817.80			
22	135023	27 HIGHRIDGE ROAD	1,629.01			
23	144024	2 NOOKS HILL ROAD	1,600.73			
24	113108	108 COLES ROAD	1,503.10			
25	124005	6 FAIRVIEW HEIGHTS	1,490.98			
						100,140.62
						63.42%
						of >120 days tota

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

- **Water Production**
 - 41,461,300 gallons were produced during the month of March 2023 versus 41,723,000 gallons produced in March 2022 (a decrease of 261,700 gallons).
 - An analysis of water pumped by month comparing the current year to the average for the previous six years is shown below:



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

Completed Budget Months = 9 (75%)
Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	5,661,036	5,957,816	65,000	6,022,816	5,490,852	-	531,964	8.83%
EXPENSES									
	TAX COLLECTOR	59,983	60,740	-	60,740	60,740	-	-	0.00%
	COMMISSION EXPENSES	7,825	10,000	-	10,000	8,907	-	1,093	10.93%
	COMPUTER OPERATIONS	106,620	87,331	-	87,331	54,577	350	32,404	37.10%
	ADMINISTRATIVE ACCOUNT	408,795	454,100	-	454,100	272,768	-	181,332	39.93%
	OFFICE OF THE CHIEF	272,972	296,000	-	296,000	156,002	-	139,998	47.30%
	EMS/FIRE OPERATIONS	1,606,618	1,752,729	-	1,752,729	1,258,784	1,815	492,130	28.08%
	SIGNALS & ALARMS	66,519	165,600	-	165,600	153,078	-	12,522	7.56%
	FIRE MARSHAL	141,207	199,652	-	199,652	109,401	2,855	87,396	43.77%
	COMMUNICATIONS CENTER	485,896	493,660	-	493,660	364,257	-	129,403	26.21%
	BUILDINGS & GROUNDS	217,548	220,255	65,000	285,255	241,609	8,540	35,106	12.31%
	TRAINING	28,059	45,000	-	45,000	22,815	-	22,185	49.30%
	INSURANCE AND BENEFITS	1,091,186	1,313,755	-	1,313,755	918,158	-	395,596	30.11%
	DEBT SERVICE	575,973	492,814	-	492,814	494,127	-	(1,313)	-0.27%
	APPARATUS & EQUIPMENT	192,247	196,871	-	196,871	117,972	1,300	77,599	39.42%
	OPERATING TRANSFERS OUT	-	169,309	-	169,309	169,309	-	-	0.00%
	TOTAL EXPENSES	5,261,446	5,957,816	65,000	6,022,816	4,402,504	14,860	1,605,452	26.66%
BALANCE									
		399,589	(0)	-	(0)	1,088,348	(14,860)	(1,073,488)	

No assurance is provided on these financial statements.

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

Completed Budget Months = 9 (75%)
 Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01	General Fund								
01 4100	Property Taxes-Current Year	4,565,759	4,671,624		4,671,624	4,582,166		89,457	1.91%
01 4110	Property Tax-Prior Year	31,576	11,000		11,000	22,527		(11,527)	-104.79%
01 4120	Interest on Property Taxes	19,027	6,000		6,000	15,865		(9,865)	-164.42%
01 4130	Liens on Property Taxes	-	-		-	-		-	0.00%
01 4350	EMS Billing	779,514	687,500		687,500	622,836		64,664	9.41%
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	531		2,470	82.32%
01 4450	Revenue Fire Marshal's Office	5,961	44,000		44,000	13,519		30,481	69.28%
01 4900	Miscellaneous Revenue	77,120	45,000		45,000	6,915		38,085	84.63%
01 4930	Employee Insurance Contribution	47,959	58,000		58,000	40,410		17,590	30.33%
01 4995	Operating Transfers In	-	203,158		203,158	-		203,158	100.00%
01 4990	Transfer from Fund Balance	-	175,000	65,000	240,000	-		240,000	100.00%
	TOTAL GENERAL FUND	5,661,036	5,957,816	65,000	6,022,816	5,490,852	-	531,964	8.83%
01100	Tax Collector								
01100 5805	Operating Expenses	59,983	60,740		60,740	60,740		-	0.00%
	TOTAL TAX COLLECTOR	59,983	60,740	-	60,740	60,740	-	-	0.00%
01101	Commission Expense								
01101 5805	Operating Expenses	7,825	10,000		10,000	8,907		1,093	10.93%
	TOTAL COMMISSION EXPENSES	7,825	10,000	-	10,000	8,907	-	1,093	10.93%
01103	Computer Operations								
01103 5105	Payroll (Less Water Division Share)	40,795	21,171		21,171	16,618		4,553	21.51%
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	37,332		23,478	38.39%
	TOTAL COMPUTER OPERATIONS	106,620	87,331	-	87,331	54,577	350	32,404	37.10%
01104	Administrative Account								
01104 5105	Admin PR (Less Water Div Share)	176,149	180,000		180,000	128,708		51,292	28.50%
01104 5320	Professional Fees	134,976	178,900		178,900	71,999		106,901	59.75%
01104 5370	EMS Billing Services	67,670	60,000		60,000	43,369		16,631	27.72%
01104 5620	West Street Utilities	10,496	13,200		13,200	10,365		2,835	21.48%
01104 5805	Operating Expenses	6,310	7,000		7,000	6,621		379	5.41%
01104 5811	Payroll Services	13,194	15,000		15,000	11,705		3,295	21.97%
	TOTAL ADMINISTRATIVE ACCOUNT	408,795	454,100	-	454,100	272,768	-	181,332	39.93%

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

Completed Budget Months = 9 (75%)
Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01110	Office of the Fire Chief								
01110 5105	Payroll	256,427	276,000		276,000	129,632	-	146,368	53.03%
01110 5319	Professional Fees	-	-		-	-	-	-	0.00%
01110 5355	Recruitment & Morale	1,300	2,500		2,500	10,772	-	(8,272)	-330.88%
01110 5805	Operating Expenses	15,244	17,500		17,500	15,598	-	1,902	10.87%
	TOTAL OFFICE OF THE CHIEF	272,972	296,000	-	296,000	156,002	-	139,998	47.30%
01116	EMS/Fire Operations								
01116 5105	Payroll	922,043	1,109,789		1,109,789	776,367	-	333,422	30.04%
01116 5113	Payroll - PT Fire & EMS	549,196	426,940		426,940	347,750	-	79,190	18.55%
01116 5371	Paramedic Fees	46,551	45,000		45,000	39,019	-	5,981	13.29%
01116 5373	Contribution-Volunteer Pension Fund	-	10,000		10,000	20,951	-	(10,951)	-109.51%
01116 5380	Medicals & Physicals	16,486	45,000		45,000	17,566	-	27,434	60.96%
01116 5381	Volunteer Medical/Physicals	-	-		-	-	-	-	0.00%
01116 5611	Consumable Supplies-EMS	27,466	40,000		40,000	22,278	1,815	15,906	39.77%
01116 5612	Consumable Supplies-Fire	7,131	10,000		10,000	4,073	-	5,927	59.27%
01116 5614	Oxygen	10,436	9,000		9,000	2,456	-	6,544	72.71%
01116 5670	Uniforms	19,442	35,000		35,000	21,711	-	13,289	37.97%
01116 5680	Non Capital Equipment	1,123	5,000		5,000	2,075	-	2,925	58.49%
01116 5805	Operating Expenses	6,743	17,000		17,000	4,536	-	12,464	73.32%
	TOTAL EMS/FIRE OPERATIONS	1,606,618	1,752,729	-	1,752,729	1,258,784	1,815	492,130	28.08%
01120	Signals & Alarms								
01120 5680	Non-Capital Equipment	-	-		-	-	-	-	0.00%
01120 5805	Operating Expenses	66,519	165,600		165,600	153,078	-	12,522	7.56%
	TOTAL SIGNALS & ALARMS	66,519	165,600	-	165,600	153,078	-	12,522	7.56%
01121	Fire Marshal								
01121 5105	Payroll	123,205	162,152		162,152	87,907	-	74,245	45.79%
01121 5460	Public Education & Fire Prevention	865	5,000		5,000	1,418	2,855	727	14.55%
01121 5680	Non Capital Equipment	-	5,500		5,500	1,185	-	4,315	78.46%
01121 5805	Operating Expenses	17,137	27,000		27,000	18,892	-	8,108	30.03%
	TOTAL FIRE MARSHAL	141,207	199,652	-	199,652	109,401	2,855	87,396	43.77%
01122	Communications Center								
01122 5105	Payroll	429,576	428,480		428,480	339,365	-	89,115	20.80%
01122 5350	Training	9,898	13,000		13,000	4,789	-	8,211	63.16%
01122 5670	Uniforms	2,301	3,100		3,100	554	-	2,546	82.11%
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	16,895	-	29,685	63.73%
	TOTAL COMMUNICATIONS CENTER	485,896	493,660	-	493,660	364,257	-	129,403	26.21%

No assurance is provided on these financial statements.

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

Completed Budget Months = 9 (75%)
 Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01140	Buildings & Grounds								
01140 5105	Payroll	51,493	50,755		50,755	36,797	-	13,958	27.50%
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	27,382	3,338	(5,720)	-22.88%
01140 5452	Repairs & Maintenance - West Street	25,762	22,500		22,500	18,742	3,239	519	2.31%
01140 5453	Repairs & Maintenance - Coles Road	26,821	35,000		35,000	23,412	1,963	9,625	27.50%
01140 5621	Utilities-Court St	46,466	35,000		35,000	41,235	-	(6,235)	-17.81%
01140 5622	Utilities-West St	12,182	15,000		15,000	10,251	-	4,749	31.66%
01140 5623	Utilities-Coles Rd	26,657	35,000		35,000	33,908	-	1,092	3.12%
01140 5670	Uniforms	1,015	1,000		1,000	500	-	500	49.97%
01140 5805	Operating Expenses	570	1,000		1,000	392	-	608	60.84%
	TOTAL BUILDINGS & GROUNDS	217,548	220,255	65,000	285,255	241,609	8,540	35,106	12.31%
01160	Training								
01160 5350	Training	21,230	45,000		45,000	20,537	-	24,463	54.36%
01160 5351	Career Training	6,828	-		-	2,277	-	(2,277)	0.00%
	TOTAL TRAINING	28,059	45,000	-	45,000	22,815	-	22,185	49.30%
01220	Insurance and Benefits								
01220 5200	Payroll Tax Expense	193,868	206,371		206,371	141,487	-	64,884	31.44%
01220 5210	Unemployment Compensation	-	3,000		3,000	-	-	3,000	100.00%
01220 5230	Worker's Compensation Insurance	111,417	82,113		82,113	71,487	-	10,626	12.94%
01220 5240	Dental Insurance	24,240	31,000		31,000	21,624	-	9,376	30.24%
01220 5260	Medical Insurance	384,206	475,000		475,000	373,502	-	101,498	21.37%
01220 5270	Life Insurance	8,902	13,000		13,000	7,834	-	5,166	39.74%
01220 5290	Pension-Employer	52,109	56,177		56,177	-	-	56,177	100.00%
01220 5291	Pension-MERS	256,371	380,094		380,094	231,640	-	148,454	39.06%
01220 5520	Property/Liability Insurance	60,073	67,000		67,000	70,584	-	(3,584)	-5.35%
	TOTAL INSURANCE AND BENEFITS	1,091,186	1,313,755	-	1,313,755	918,158	-	395,596	30.11%

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

Completed Budget Months = 9 (75%)
Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01260	Debt Service								
01260 5910	Debt Service-Interest	73,116	89,957		89,957	91,270	-	(1,313)	-1.46%
01260 5920	Debt Service-Principal	502,857	402,857		402,857	402,857	-	-	0.00%
	TOTAL DEBT SERVICE	575,973	492,814	-	492,814	494,127	-	(1,313)	-0.27%
01300	Apparatus & Equipment								
01300 5105	Payroll	42,497	42,371		42,371	30,412	-	11,959	28.23%
01300 5420	Repairs & Maintenance-Equipment	23,374	40,000		40,000	35,350	-	4,650	11.62%
01300 5425	Repairs & Maintenance-Radios	-	-		-	-	-	-	0.00%
01300 5430	Repairs & Maintenance-Vehicles	83,720	60,000		60,000	12,400	1,300	46,300	77.17%
01300 5611	Consumable Supplies	14,533	12,000		12,000	10,281	-	1,719	14.32%
01300 5613	Fuel/Oil	22,144	30,000		30,000	20,012	-	9,988	33.29%
01300 5670	Uniforms	903	1,000		1,000	1,116	-	(116)	-11.62%
01300 5680	Non-Capital Equipment	4,507	10,000		10,000	7,509	-	2,491	24.91%
01300 5805	Operating Expenses	570	1,500		1,500	891	-	609	40.62%
	TOTAL APPARATUS & EQUIPMENT	192,247	196,871	-	196,871	117,972	1,300	77,599	39.42%
	Capital								
01402 5990	Operating Transfers Out	-	169,309		169,309	169,309	-	-	0.00%
	TOTAL REVENUES	5,661,036	5,957,816	65,000	6,022,816	5,490,852	-	531,964	8.83%
	TOTAL EXPENSES	5,261,446	5,957,816	65,000	6,022,816	4,402,504	14,860	1,605,452	26.66%
	Balance	399,589	(0)	-	(0)	1,088,348	(14,860)	(1,073,488)	

**Cromwell Fire District
EMS Billing Report
As of March 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	184	203,445.30	203,278.28	(73,438.83)	(82,986.03)	-	(1,808.10)	(7,014.89)	(1,194.11)	-	-	-	240,281.62
March	128	240,281.62	148,271.41	(89,775.94)	(106,949.80)	-	(2,615.59)	(6,195.20)	(244.04)	-	-	-	182,772.46
April													-
May													-
June													-
Total	1,336	175,906.07	1,420,214.21	(622,150.59)	(717,993.20)	(2,124.62)	(13,449.38)	(55,616.15)	(2,552.28)	0.00%	538.40	-	182,772.46
				43.81%	50.56%	0.15%	0.95%	3.92%	0.18%	0.00%	-0.04%	0.00%	
Deposits													
Deposits Per Ledger													
Difference													
Charges Net of Medicare/Medicaid Adjustments													
702,221.01													

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	52,288.80	(61,441.06)	(78,410.00)	-	(618.45)	-	-	-	-	-	94,321.08
March	254	94,321.08	270,400.75	(91,232.61)	(95,225.75)	-	(332.35)	(11,010.84)	780.53	-	-	-	167,700.81
April	148	167,700.81	143,057.58	(85,392.97)	(98,015.97)	-	(908.36)	(2,705.91)	2,641.94	-	-	-	126,377.12
May	92	126,377.12	93,039.66	(67,778.94)	(51,353.99)	0.42	(450.59)	(28,432.17)	(23.46)	-	-	-	71,378.05
June	204	71,378.05	208,562.84	(68,317.85)	(65,432.66)	-	(1,839.75)	-	(17.21)	-	-	-	144,333.42
Total	1,603	171,389.02	1,678,786.95	(791,693.75)	(828,128.85)	(162.40)	(8,283.38)	(83,324.74)	5,750.57	0%	0%	0%	144,333.42
				47%	49%	0%	0%	5%	0%	0%	0%	0%	
Deposits													
Deposits Per Ledger													
Difference													
Charges Net of Medicare/Medicaid Adjustments													
850,658.10													

Cromwell Fire District
General Fund - Projected Fund Balance
As of March 31, 2023

Unreserved Fund Balance, July 1, 2022 (no FY23 surplus/deficit included)			\$ 778,124
Designated for 2022-2023 Budget			240,000
Additional Appropriations During the Year			-
			1,018,124
Projected Results of Current Year Operations			
	<u>Budget</u>	<u>Projected Actual</u>	<u>Adjustment</u>
Revenues	\$ 6,830,284	\$ 6,590,284	\$ (240,000)
Expenditures	6,830,284	6,830,284	-
Results of Budgetary Operations	<u>\$ -</u>	<u>\$ (240,000)</u>	<u>(240,000)</u>
Unreserved Fund Balance June 30, 2023 (pre-audit)			778,124
Undesignated Fund Balance June 30, 2023 (pre-audit)			778,124
Updated Balance 6/30/2023 (projected)			\$ 778,124
Fund Balance as a Percentage of Expenditures			11.39%

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

Completed Budget Months = 9 (75%)
 Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	2,458,481	2,650,500	-	2,650,500	1,616,251	-	1,034,249	39.02%
EXPENSES									
	PAYROLL	572,893	608,000	-	608,000	449,771	-	158,229	26.02%
	POWER AND PUMPING	287,483	361,500	-	361,500	298,561	8,125	54,814	15.16%
	TREATMENT	80,832	95,220	-	95,220	44,457	38,873	11,890	12.49%
	TRANSMISSION & DISTRIBUTION	73,165	137,800	-	137,800	56,300	24,680	56,820	41.23%
	OTHER OPERATING EXPENSES	53,676	58,500	-	58,500	62,932	-	(4,432)	-7.58%
	GENERAL ADMINISTRATION	495,215	596,961	-	596,961	325,059	1,050	270,852	45.37%
	DEBT SERVICE - INTEREST	30,850	23,431	-	23,431	21,575	-	1,856	7.92%
	TRANSFER EQUIPMENT RESERVE FUND	-	-	-	-	-	-	-	0.00%
	TRANSFER WATER CAPITAL FUND	143,804	385,072	-	385,072	385,072	-	(0)	0.00%
	TOTAL EXPENSES	1,737,918	2,266,484	-	2,266,484	1,643,727	72,728	550,029	24.27%
BALANCE									
		720,563	384,016	-	384,016	(27,476)	(72,728)	484,220	126.09%

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

Completed Budget Months = 9 (75%)
 Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05	Water Fund								
05 4140	Interest Income On Assessments	16,209	500		500	7,998		(7,498)	-1499.63%
05 4150	Interest on Receivables	33,417	25,000		25,000	32,445		(7,445)	-29.78%
05 4200	State Grants	-	-		-	-		-	0.00%
05 4300	Interest Income	1,831	3,000		3,000	530		2,470	82.32%
05 4400	Metered Sales To General Public	2,109,217	2,300,000		2,300,000	1,248,727		1,051,273	45.71%
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	147,467		(2,467)	-1.70%
05 4410	Miscellaneous Service Revenues	25,761	23,000		23,000	40,569		(17,569)	-76.39%
05 4411	Connection Charges/Inspections	33,397	50,000		50,000	39,285		10,715	21.43%
05 4900	Miscellaneous Non-operating Revenue	15,634	5,000		5,000	5,567		(567)	-11.35%
05 4930	Employee Insurance Contribution	11,277	18,000		18,000	9,526		8,474	47.08%
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		-	0.00%
05 4995	Operating Transfers In	-	-		-	-		-	0.00%
05 4990	Transfer from Fund Balance	-	-		-	-		-	0.00%
	TOTAL REVENUE	2,458,481	2,650,500	-	2,650,500	1,616,251	-	1,034,249	39.02%
05901	Payroll								
05901 5105	TOTAL PAYROLL	572,893	608,000		608,000	449,771	-	158,229	26.02%
05902	Power and Pumping								
05902 5434	Maint. of Structures & Improvements	9,255	10,000		10,000	13,313		(3,313)	-33.13%
05902 5435	Maint. of Pumping Equipment	14,880	25,000		25,000	16,123	7,015	1,862	7.45%
05902 5620	Power	244,698	300,000		300,000	265,325		34,675	11.56%
05902 5800	Other Expenditures	18,650	26,500		26,500	3,800	1,110	21,590	81.47%
	TOTAL POWER AND PUMPING	287,483	361,500	-	361,500	298,561	8,125	54,814	15.16%
05903	Treatment								
05903 5630	Chlorine	14,661	15,595		15,595	12,797	2,798	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	16,372	11,113	11,890	30.20%
	TOTAL TREATMENT	80,832	95,220	-	95,220	44,457	38,873	11,890	12.49%
05904	Transmission & Distribution								
05904 5319	Outside Services	20,054	23,300		23,300	15,331	-	7,969	34.20%
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	20,897	18,029	18,574	32.30%
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	7,001	-	13,000	65.00%
05904 5440	Maint. of Hydrants	7,876	20,000		20,000	9,282	6,651	4,067	20.33%
	TOTAL TRANSMISSION & DISTRIBUTION	73,165	137,800	-	137,800	56,300	24,680	56,820	41.23%

No assurance is provided on these financial statements.

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

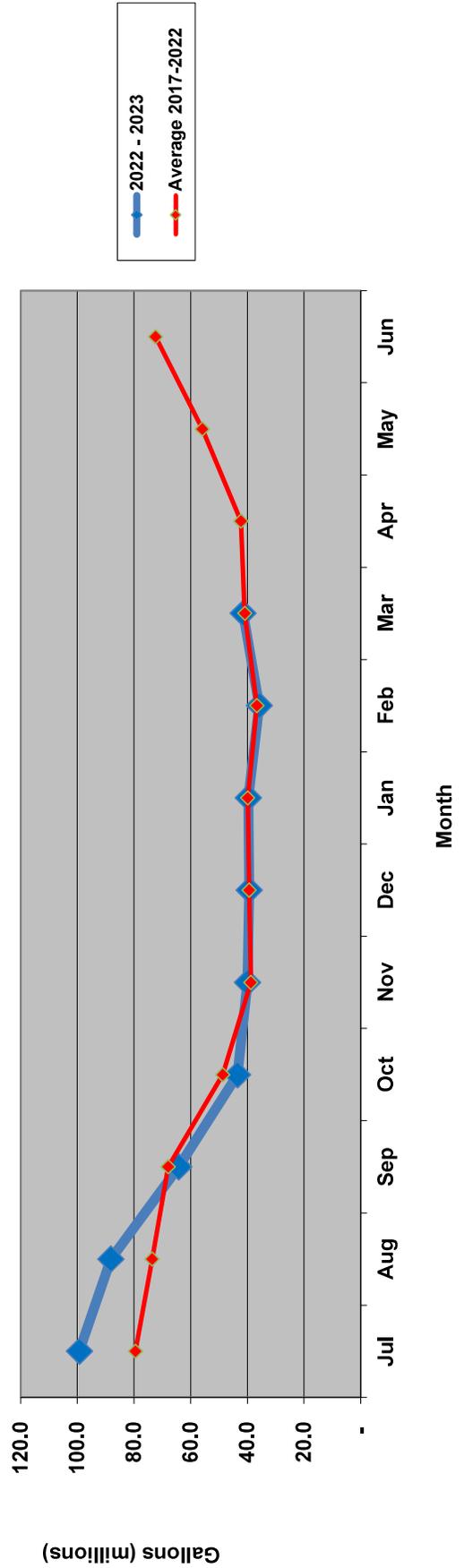
Completed Budget Months = 9 (75%)
 Available Budget Months = 3 (25%)

Account Number	Description	Actual 21-22 (pre-audit)	2022 - 2023 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05908	Other Operating Expenses								
05908 5621	Utilities	10,513	11,000		11,000	9,091	-	1,909	17.35%
05908 5800	Other Expenditures	532	1,500		1,500	2,160	-	(660)	-44.01%
05908 5802	Uniforms	4,234	6,000		6,000	6,913	-	(913)	-15.21%
05908 5870	Dues & Training	3,644	8,000		8,000	8,922	-	(922)	-11.52%
05908 5880	Truck & Garage Expense	34,754	32,000		32,000	35,846	-	(3,846)	-12.02%
	TOTAL OTHER OPERATING EXPENSES	53,676	58,500	-	58,500	62,932	-	(4,432)	-7.58%
05907	General Administration								
05907 5200	Payroll Tax Expense	42,391	46,512		46,512	33,386	-	13,126	28.22%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100.00%
05907 5230	Worker's Compensation Insurance	27,424	18,382		18,382	14,678	-	3,704	20.15%
05907 5240	Dental Insurance	8,944	12,000		12,000	7,268	-	4,732	39.43%
05907 5260	Medical Insurance	150,708	193,000		193,000	124,162	-	68,838	35.67%
05907 5270	Life Insurance	2,398	4,000		4,000	1,822	-	2,178	54.45%
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	32,973	-	62,527	65.47%
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	9,698	-	302	3.02%
05907 5615	Tele-communications	10,893	10,100		10,100	9,175	-	925	9.16%
05907 5621	West Street Utilities	9,220	12,000		12,000	9,250	-	2,750	22.91%
05907 5805	Computer Operations	61,736	79,933		79,933	29,788	1,050	49,095	61.42%
05907 5811	Payroll Services	501	600		600	426	-	174	28.93%
05907 7141	Postage	4,034	6,000		6,000	2,133	-	3,867	64.45%
05907 7142	Utility Billing Services	14,325	15,000		15,000	10,533	-	4,467	29.78%
	TOTAL GENERAL ADMINISTRATION	495,215	596,961	-	596,961	325,059	1,050	270,852	45.37%
05907 5910	DEBT SERVICE - INTEREST	30,850	23,431		23,431	21,575	-	1,856	7.92%
05908	Capital								
05908 5990	Transfer Equipment Reserve Fund	-	-		-	-	-	-	0.00%
05908 5990	Transfer Water Capital Fund	143,804	385,072		385,072	385,072	-	(0)	0.00%
	TOTAL CAPITAL	143,804	385,072	-	385,072	385,072	-	(0)	0.00%
	TOTAL REVENUES	2,458,481	2,650,500	-	2,650,500	1,616,251	-	1,034,249	39.02%
	TOTAL EXPENSES	1,737,918	2,266,484	-	2,266,484	1,643,727	72,728	550,029	24.27%
	Balance	720,563	384,016	-	384,016	(27,476)	(72,728)	484,220	126.09%

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

Month	Fiscal Year						2023 less Avg Monthly	%
	2017	2018	2019	2020	2021	2022		
Jul	89.8	70.7	80.3	83.0	86.9	66.5	99.3	24.85%
Aug	75.4	66.6	66.5	75.8	80.1	77.3	88.1	19.68%
Sep	70.6	64.8	57.6	78.7	75.7	60.2	64.2	-5.47%
Oct	47.3	51.4	42.0	43.3	52.5	55.6	43.5	-10.64%
Nov	39.8	36.3	35.7	37.1	43.9	39.7	40.0	3.25%
Dec	40.2	36.5	37.4	39.2	44.5	38.5	39.4	-0.01%
Jan	40.8	38.7	38.6	39.9	43.4	38.1	39.6	-0.78%
Feb	36.4	35.8	35.0	36.7	39.1	37.0	35.8	-2.39%
Mar	40.4	39.4	40.8	40.5	42.5	41.7	41.5	1.46%
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	491.4	26.0

Water Produced By Month



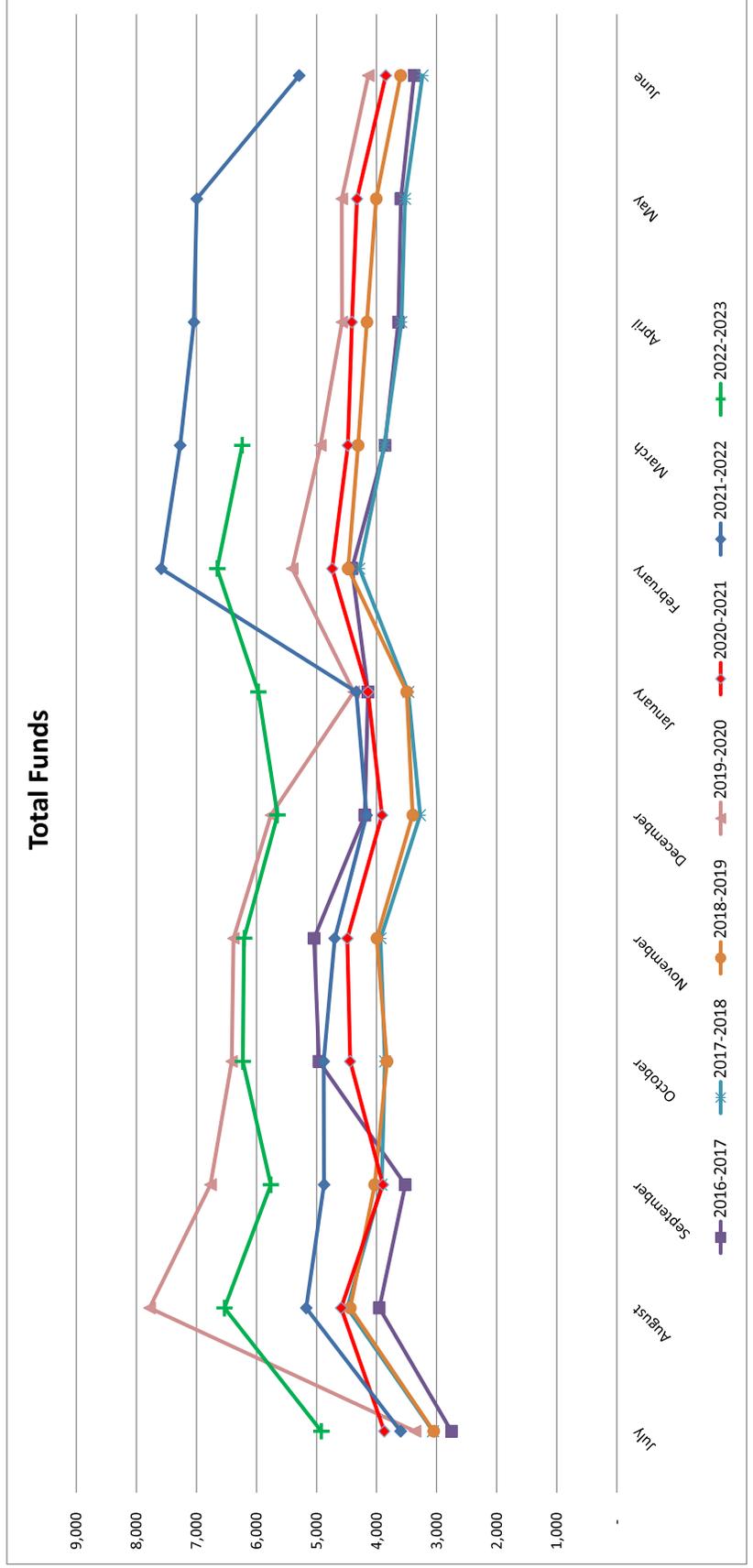
Cromwell Fire District Treasurer's Report

As of March 31, 2023

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,714.02	0.60	-	9,714.62	1.80
Citizens Bank					
Checking	156,388.60	742,360.86	793,865.06	104,884.40	-
Deposit #2	59,467.79	34,583.53		94,051.32	-
Reserve Account	4,799,851.58	-	400,000.00	4,399,851.58	-
Money Market	606,213.94	51.49	-	606,265.43	149.47
Fire Department Trust	37,907.42	1.61	-	37,909.03	4.67
Hardship Benefit Fund	64,892.50	2.76	-	64,895.26	8.01
Harris Scholarship & Memorial Fund	25,590.42	1.09	-	25,591.51	3.16
M&T / People's United Bank					
Checking M&T	5,993.59		758.28	5,235.31	-
Savings M&T	886,767.95	75.32		886,843.27	222.38
Total Ending Balance	6,652,787.81	777,077.26	1,194,623.34	6,235,241.73	389.49

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

Month	Fiscal Year													
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	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	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	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	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	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	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	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	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	6,653	4,407	4,285	4,475	5,404	4,738	7,584	6,653
March	3,858	3,873	4,307	4,936	4,478	7,270	6,235	3,858	3,873	4,307	4,936	4,478	7,270	6,235
April	3,636	3,584	4,159	4,577	4,410	7,041		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		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		3,374	3,233	3,597	4,136	3,846	5,289	



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

	#22		#25		#26		#27		Grand Total
	Fire Department Trust Fund	Sick Benefits	Hardship Benefit Fund	Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Total			
Cash	\$ 41,709	\$ 64,895	\$ 64,895	\$ 25,592	\$ -	\$ 25,592	\$ -	\$ 132,196	
Due from District	22,160	-	-	-	5,546	5,546	-	27,706	
Total Assets	\$ 63,869	\$ 64,895	\$ 64,895	\$ 25,592	\$ 5,546	\$ 31,137	\$ 31,137	\$ 159,902	
Accounts Payable	\$ 16,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,806	
Due to District	-	-	-	-	-	-	-	-	
Fund Balance	47,063	64,895	64,895	25,592	5,546	31,137	31,137	143,096	
Total Liabilities & Fund Balance	\$ 63,869	\$ 64,895	\$ 64,895	\$ 25,592	\$ 5,546	\$ 31,137	\$ 31,137	\$ 159,902	
Revenue									
Interest Income	\$ 14	\$ 24	\$ 24	10	-	10	-	\$ 48	
Annual Drive	-	-	-	-	-	-	-	-	
Annual Banquet	-	-	-	-	-	-	-	-	
Donations	4,050	-	-	-	-	-	-	4,050	
Uniforms	-	-	-	-	-	-	-	-	
Other Income/Transfers In	-	-	-	-	-	-	-	-	
Total Revenue	\$ 4,064	\$ 24	\$ 24	\$ 10	\$ -	\$ 10	\$ 10	\$ 4,098	
Expenditures									
Annual Banquet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fire Prevention	-	-	-	-	-	-	-	-	
Explorers	-	-	-	-	-	-	-	-	
Other Expenditures/Transfers Out	3,190	-	-	-	-	-	-	3,190	
Capital Expenditures	-	-	-	-	-	-	-	-	
Total Expenditures	3,190	-	-	-	-	-	-	3,190	
Excess (Deficiency) of									
Revenues Over Expenditures	\$ 874	\$ 24	\$ 24	10	-	10	-	\$ 908	
Fund Balance Beginning (Pre-audit)	46,189	64,871	64,871	25,582	5,546	31,128	31,128	142,188	
Fund Balance Ending	\$ 47,063	\$ 64,895	\$ 64,895	\$ 25,592	\$ 5,546	\$ 31,138	\$ 31,138	\$ 143,096	

Cromwell Fire District
Equipment Reserve Fund
Budget Report
March 31, 2023

Description	Account Number	Budget Prior Yrs	Budget 2022-23	Budget Adj. Closing Accounts	Updated Budget	Expended Prior Yrs	Expended 2022-2023	Expended Total	Encumbered	Total Committed	Balance
		4,059,560	-	-	4,059,560	4,059,560	-	4,059,560	-	4,059,560	(0)
Closed Projects & Uncommitted Fund Balance											
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	-		-	13,847	13,847	1,153
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
Equipment Replacement Account	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
Scott Air Packs / SCBA Replacement	31750-5740	325,506	20,000		345,506	325,506		325,506		325,506	20,000
State Fiber Connection / Control Station Replaceme	31757-5320	-	17,000		17,000	-		-		-	17,000
Training Building stairs and railing with Inspection	31762-5780	-	3,000		3,000	8,261		8,261		8,261	1,239
(8) MSA 4-Gas Meter Replacement: (6) Fire + (2) FA	31763-5740	6,500	3,000		9,500	425,233	14,704	439,937		439,937	21,407
Turn Out Gear Replacement	31784-5740	431,344	30,000		461,344	28,716		28,716		28,716	916
FMO Investigation vehicle & cap	31800-5710	29,632			29,632	-		-		-	6,000
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	28,567	122,058	66,655	188,714	(39,121)
West Street Front Apron repairs	31830-5740	10,000			10,000	-	635	635		635	9,365
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	-	6,444	6,444		6,444	18,556
Fit Testing Machine Replacement	31947-5740	-	20,000		20,000	-	24,592	24,592		24,592	(4,592)
Air compressor - Court St apparatus bay	31952-5740	5,000			5,000	1,108		1,108		1,108	3,892
Holding Account for Closed Funds	31-9999				60,602						60,602
Apparatus, Ambulance & Equipment (bonds)	multiple fb/d	1,863,599			1,863,599	919,479	689,382.47	1,608,861	19,932.06	1,628,793	234,806
Active Projects		6,955,783	267,715	-	7,223,498	5,488,870	871,774	6,360,645	102,870	6,463,514	759,984
Total		11,015,344	267,715	-	11,283,059	9,548,431	871,774	10,420,205	102,870	10,523,075	759,984

No assurance is provided on these financial statements.

Cromwell Fire District
 Water Capital Fund
 Budget Report
 March 31, 2023

Description	Account Number	Budget Prior Years	Budget 2022-2023	Budget Adj. Closing Accounts	Total Budget	Expended Prior Years	Expended 2022-2023	Total Expenditures	Encumbered	Balance
Closed Projects & Uncommitted Fund Balance										
		5,290,740	-	-	5,290,740	5,290,740	-	5,290,740	-	(0)
VM-810 Pipe Locater	35776-5740	3,085	4,387		7,472	3,085		3,085		4,387.00
Job Truck (bonds)	35789-5710	103,023			103,023	-	110,608	110,608		(7,585.33)
Balance (bonds)	35789-xxxx	16,511			16,511	-		-		16,511.06
Switch / UPS Redundancy (50%)	35827-5700	6,000			6,000	2,000		2,000		4,000.00
Meters	35904-5720	407,396	75,000		482,396	403,306	68,097	471,403	7,121	3,872.02
Hydrants	35929-5722	95,132		1,741	96,874	74,264		74,264		22,609.76
SCADA System	35958-5740	45,000	49,000		94,000	21,213	48,020	69,233	22,680	2,087.31
Water GIS update Phase 1 of Lead and Copper data	35910-5740	-	40,000		40,000	-	26,695	26,695	19,468	(6,163.00)
Engineering for interconnection project	35737-7310	-	185,615		185,615	-	15,201	15,201		170,414.04
Active Projects		1,276,052	390,002	(0)	1,666,054	1,005,136	401,516	1,406,653	49,269	210,133
Total Water Capital Projects		6,566,792	390,002	(0)	6,956,794	6,295,876	401,516	6,697,393	49,269	210,133

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, March 21, 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, March 21, 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), David Colligan, Charles Epstein, Robert McIntyre, Mertie Terry, Robert Donohue, John Sokolowski, Chip Darius and Donald Smith attended. Also attending were Executive Director Julius Neto, Fire Chief Jason Brade, Finance Manager Michael Lupkas, Fire Marshal Harold Holmes, Water Operations Manager Joseph Palmieri and Communications Manager Justin Lonergan.

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 McIntyre, seconded by Commissioner Darius and unanimously approved to accept the agenda as submitted with the following correction: under New Business, Item E. should read, "Appointment of John Gagel to Full-time Firefighter," not Acting Lieutenant.

PUBLIC COMMENT

Before public comments began, there was a special guest at the meeting. Ms. Cathy Probolus, 41 Spruce La., Cromwell, CT was in attendance. Ms. Probolus is Chair of the Covenant Living Auxiliary Committee. She was in attendance to present the Fire Department with a donation of \$3,000 from the Covenant Living Auxiliary Committee. Chief Brade accepted the donation on behalf of the Fire Department. Ms. Probolus explained that their committee raises money throughout the year through tag sales, bake sales, etc. At the end of the year they decide who is most deserving of the donation. This year the Fire Department was at the top of their list because of all they do for the residents of Covenant Living. Chief Brade noted that the money would be going towards equipping one of the new pieces of apparatus. Once they have outfitted the truck,

they plan to bring it over to Covenant Living to show the residents what their donation has done for the Fire Department.

Mr. James Rude, Highridge Rd., first commented about the newsletter that came out in January. It talked about blue flags and blue paint. He had several conversations with people over the last couple of months about the Water Division doing blue paint and blue flags. Those people were curious as to why this was happening. Mr. Rude was able to refer them to the newsletter.

The second item for comment from Mr. Rude was that he was aware that the Bylaws Committee had started working diligently and has had a couple of meetings to discuss potential revisions to the Bylaws. He encouraged the Commission to expedite that process. He would like to see that process moved along to fruition and completion.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
FEBRUARY 21, 2023

A motion was made by Commissioner Donohue, seconded by Commissioner Smith and unanimously approved to accept the Board of Commissioners' meeting minutes of February 21, 2023, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

Commissioner Epstein read a letter addressed to the Commissioners and Fire Department members from Cheryl Gagnon. The letter explained how she had attended last month's Commission meeting. Following that meeting she received an apology letter from President Rukowicz regarding Todd's 5 children being overlooked regarding events honoring Todd over the last year. She feels that she is not the person the apology letter should have gone to. It should have been directed to Todd's children. She enclosed the addresses of Todd's children in the letter for future reference by the District.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District office.

He added that Mr. Palmieri has been working on the interconnection project and had a meeting with Middletown. Everything is moving along as planned.

For the most part contract negotiations with the Dispatchers Union have been completed. Management is working with legal counsel to finalize some language. When the final document is submitted to the Board for approval the modifications will be identified so the Commissioners will know what the changes are. Due to some unavailability of the attorney and others, the deadline was missed to present anything at this meeting. Mr. Neto suggested maybe having a Special Board meeting in a couple of weeks to expedite and move forward. It will be up to the President.

Mr. Neto also discussed the District's continuous focus on cyber security. There are some staff that have received additional training. The training can be a challenge at times but it is an education process for everyone. On a daily basis, there are attempts to hack the District in many different ways. There was training available a few months back. The company is

planning to send some test emails with attachments that are false. It is not to embarrass or catch anyone. It is to help make everyone aware of how serious cyber crimes are.

Everyone needs to make the commitment to help keep our information systems safe and secure. It is a job requirement for staff, and Commissioners are also encouraged to do the training. If training is not done, some decisions will need to be made as to what next steps would be, such as giving up email accounts or other measures. If the District does not have an active program to train and educate employees and others that have access to the system, their insurance company can choose not to insure them. Rates have already gone up based on past security issues.

If staff have emails that are questionable, they should not be opened or sent to anyone. They should just be deleted.

A motion was made by Commissioner Epstein, seconded by Commissioner Darius and unanimously approved to accept the Executive Director's Report for February as submitted.

- B. Financial Report. The Financial Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. To the date of the report the District has collected \$4.5 million of the levy which is at 96%. Because there is always a month's delay in the Town's submission to the District, there was another almost \$200,000 received in March that is attributable to February which puts the District at 101% of the budgeted amount. Regarding water produced, the District has been running the average of where it has been over the last 4 or 5 years. The EMS calls were at 184. Receipts year to date is over an 11% increase year over year.

Mr. Lupkas has received within the last day or so the first draft copy of the audit report. He is reviewing it now with the Executive Director. It should be out by the end of the month. He discussed page 5 of his report regarding collections over \$1,000. There are 4 less accounts than last month. They are at 76% of the total over 120 days in the rears having a collection on it. He had no line items that needed to be pointed out as concerning, except the utilities. They are starting to show the effects of rate increases. They will be monitored, and Mr. Lupkas will provide an update next month.

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

- C. Fire Department Chief. The Chief's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief reported that the Fire Department has been really busy. The last two months have been very busy with all types of calls, and multiple calls at the same time. This month has been a little better. They are already up to 700 calls for the year. There were a few mutual aid calls this month. There were 4 for fire and 3 for EMS. There were a number of EMS turnovers. The reason for those were because the ambulances were already on other calls. They have also done some standbys for Rocky Hill.

The Department has also been training. They started their yearly mandatories of blood born pathogens, sexual harassment, cyber security, exposure control plans, fire training sessions and some on water rescue. They are also starting fit testing for their masks.

The ambulance was involved in a minor accident. The mirror collided with another mirror. No fault was given for the accident to either side. The FMO did a career fair with high school students today. The Fire Department participated in the Hartford St. Patrick's Day parade.

Squad 1 is coming along. Mr. Logan is doing a lot of the custom work to save money. Some of the brackets and other items ordered have not been received yet. This is where the delays are. The Chief commended Chris Logan for all the custom work he has been doing on the apparatus.

The Chief had sent out an email to advise that the ambulance was coming to CT today. He will be going out to inspect it on Thursday. He invited anyone that was interested to come with him.

The Chief had the two new Assistant Chiefs with him. They attended this meeting to meet everyone. Chief Brade introduced Richard Driscoll who is the new Assistant Chief of Operations. He comes from the City of Hartford with many years of experience there. Mr. Karl Neubecker was also introduced. He is the new Assistant Chief of Training and Safety. He comes from the Town of Ellington.

Mr. Neto added that the District received a visit from OSHA as a follow up to Mr. Bicking's accident. It was considered a workplace injury. They did not identify any issues with Cromwell's operation based on the video. They asked for copies of the documented records. When watching the video they also noticed fire personnel with the proper PPE. Mr. Neto added that the Chief did a great job in providing OSHA with all the information they needed.

For the Fire Chief and the President of the Firefighters' Union, President Rukowicz acknowledged Greg Bannon, Ryan Blaney, Jason Tomczyk and Kyle Peck. He believed they have passed their one-year probationary period and wanted to acknowledge a job well done.

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

1. Fire Marshal's Office. The Fire Marshal's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Holmes included another report in his monthly report that was the second from the last page which documents damage cost and values. The total was \$456,000. He discussed the Career Fair the FMO did at the High School today. There were quite a few people that came to their booth to talk about fire service. They are still providing public education to the schools once a month to 3rd and 4th graders. Mr. Holmes now has 2 part-time inspectors to help with that. The poster contest has a second and third place winner from the area, so they will be in the calendar next year. The lunch will be next Wednesday where the awards will be given out.

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

- D. Water Operations. The Operations Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri added that water distribution is running smoothly. He distributed copies of the Consumer

Confidence Report. It has been completed and forwarded to the Town of Cromwell Health Department and the Town of Berlin Health Department and Water Department. Mr. Palmieri stated they had another great year of water quality. There was nothing exceeding any parameters from DPH. The report will be mailed out to the residents within a week or so.

He is currently working on a sanitary survey report with DPH. On Thursday he will be taking the DPH staff to all the water division sites to prepare all their data for their flyer. This occurs every 3 years.

The new job truck has finally arrived. It is currently parked at the Water Garage. They are currently stocking it with tools, parts and supplies. They had training today from the air compressor company that installed the Boss air compressor on the truck. The water staff did not want to use it until they were able to know how to properly operate and service it. The arrival of the truck was a 2 month delay because of the theft of the catalytic converter which has been resolved.

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

- E. Communications Center Report. Mr. Lonergan repeated the Chief's comments about the Department being very busy. The Dispatchers have been doing a great job utilizing the Quality Assurance program. Dispatchers are meeting or exceeding accreditation levels.

The Everbridge launch with the Town of Cromwell partnership is full steam ahead. There will be information coming out about citizen's alert. The phone system project is on hold because the Communication Center is waiting for parts. There are a few things that are backordered. The phones have been delivered to the installer.

Regarding radio reprogramming, Mr. Lonergan has reached out to the State a couple of times. There has been very little response from them. He does not know the status but everything has been submitted. He is waiting for the final word from them so Norcom can come out and start programming the radios.

Regarding cameras and access control systems, they are actively meeting and reviewing quotes on that. They will be asking some of the Commissioners to get involved with some of that work. Mr. Lonergan welcomed the new Chiefs and has supplied them with all the technology needed to be successful.

A motion was made by Commissioner McIntyre, seconded by Commissioner Terry and unanimously approved to accept the Communication Manager's Report for February as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive. There was no meeting. Mr. Neto added that within a couple of weeks the Executive Committee will be meeting to go over budget proposals and present them to the full Board of Commissioners. There may be a report ready for the April Board meeting.

- C. Fire Operations. The meeting scheduled for March 13, 2023, had been canceled. The next meeting is scheduled for Monday, April 10, 2023, at 5:30 PM.
 - 1. Communications Committee. There was no meeting.
 - 2. Apparatus Committee. There was no meeting.
- D. Pension. There was no meeting.
- E. Personnel. The meeting scheduled for March 14, 2023, had been canceled. The next meeting is scheduled for Tuesday, April 11, 2023, at 5:30 PM.
- F. Water Operations. There was no meeting. The next meeting is scheduled for Wednesday, May 3, 2023, at 5:30 PM.

BOARD APPOINTMENTS

There were no Board appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no report.
- B. Reports of the Special Committees
 - 1. Public Safety Tower Committee. The meeting scheduled for March 3, 2023, had been canceled. The next meeting is scheduled for Friday, June 2, 2023, at 10:00 AM.
 - 2. Health & Safety/Building Committee. There was no meeting. The next meeting is scheduled for Wednesday, April 5, 2023, at 5:30 PM.
 - 3. Bylaws Committee. Meetings were held on January 26, 2023, and March 1, 2023. The minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District office. A workshop has been scheduled for Wednesday, April 19, 2023.

A motion was made by Commissioner Colligan, seconded by Commissioner Sokolowski and unanimously approved to accept the Bylaws Committee meeting minutes of January 26, 2023, as submitted.

A motion was made by Commissioner Colligan, seconded by Commissioner Sokolowski and unanimously approved to accept the Bylaws Committee meeting minutes of March 1, 2023, as submitted.
 - 4. Public Relations/Community Outreach Committee. Commissioner Darius reported that they are working on the next newsletter which will go out with the water bills in April.
- C. Todd Gagnon Plaque/Dedication. President Rukowicz reviewed the situation. The plaque has been placed in the hallway to the right of the entrance to the FMO at the West Street firehouse. It is in plain sight, and people coming off the elevator can also see it.

The Board needs to decide what type of ceremony or dedication should be done. Commissioner Colligan had suggested getting some help from the Firefighters' Union since Todd was a union member. There was a discussion about family members that live out of state. It is not clear if family members located out of state will be attending. Alan Dominy, President of the firefighters' Union, thought they could do some type of "wet down" for Squad 1 at the same time as the plaque dedication. The ceremony would be held at West St., and the family would be invited. It was also suggested to include in the wet down the other new vehicles the District has received.

Commissioner Sokolowski asked if the Personnel Committee would be organizing this event. President Rukowicz said that someone needs to organize it and work with the union. Commissioner Sokolowski who is on the Personnel Committee volunteered to work with the President of the Firefighters' Union to organize and schedule this event.

The Executive Director asked for some clarification for the record. There are two issues to be resolved based on last month's meeting. The first issue is whether or not the plaque will stay where it is outside the FMO. He suggested that someone from the FMO also be part of this subcommittee.

A motion was made by Commissioner Darius, seconded by Commissioner Epstein and unanimously approved that the plaque recognizing Todd Gagnon stays where it is, and a subcommittee be created consisting of personnel from the Personnel Committee, Commissioner Sokolowski, a representative from the Firefighters' Union, a representative from the FMO determine an appropriate brief ceremony of remembrance. Funds for this will come from an appropriate source.

NEW BUSINESS

- A. Commissioners' Comments. President Rukowicz announced that the Cromwell Children's Coalition is sponsoring the Annual Car Show on May 26, 2023. Everyone was encouraged to attend. Flyers will be posted around Town. The Children's Coalition does a lot for the children of Cromwell anonymously.

Commissioner Epstein represented the Board of Commissioners at the fundraiser held for firefighter Jon Bicking in Southbury over the weekend. It was a nice event. The firefighters had a nice turnout. The Chief was there as well as one of the Dispatchers. He asked that everyone remember Jon. He is going to be out of work for a while. Jon was very appreciative for the support from the Cromwell Fire Department.

Commissioner McIntyre welcomed the new Assistant Chiefs. He thanked Chief Brade for all his hard work and dedication over the last several months. He is grateful for the new Assistant Chiefs to help carry the load for the Chief.

- B. Budgetary Adjustments – Equipment Reserve Fund, Water Capital Fund. A resolution to approve budgetary adjustments to the equipment reserve fund was presented. The purpose of the adjustment is to close various equipment reserve accounts for projects completed. Funds available for reallocation: \$60,602.07. A copy of the resolution is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Sokolowski, seconded by Commissioner McIntyre and unanimously approved to be it resolved that the Board of Commissioners of the

Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the Equipment Reserve Fund budget for fiscal year ending June 30, 2023, as reflected in the worksheet provided by Michael Lupkas at the Board of Commissioners' meeting of March 21, 2023.

A resolution to approve budgetary adjustments to the Water Capital fund was presented. The purpose of the adjustment is to close various water capital fund accounts for projects completed. A copy of the resolution is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Darius, seconded by Commissioner Sokolowski and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the Water Capital fund budget for fiscal year ending June 30, 2023, as reflected in the worksheet provided by Michael Lupkas at the Board of Commissioners' meeting of March 21, 2023.

- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.
- D. Appointment of Cory LaFontaine to Lieutenant. Chief Brade reported that the Department recently had a Lieutenant retire. This created an open Lieutenant's position. The Department currently has a Lieutenant hiring list. Mr. LaFontaine is the next person on the list. He is acting in that position right now. They would like to offer Mr. LaFontaine the Lieutenant's position permanently.

A motion was made by Commissioner Colligan, seconded by Commissioner Darius and unanimously approved to appoint Cory LaFontaine to a permanent Lieutenant position.

- E. Appointment of John Gagel to Full-Time Firefighter. Chief Brade reported that there is a current standing hiring list of full-time firefighters. At the last Board meeting, the list was extended until the end of June for career firefighters. There were a few people that left the Department for better career opportunities. This position is a vacant position on the career side. One position was vacated by John Nowik and the other is to backfill Cory LaFontaine's position. They have Alex Neuendorf who was approved at the last meeting. He will be starting on March 31. They would like to backfill Mr. LaFontaine's position with Mr. Gagel and give him career status.

A motion was made by Commissioner Colligan, seconded by Commissioner Sokolowski and unanimously approved to appoint John Gagel to full-time career firefighter status.

PUBLIC COMMENT

James Rude, Highridge Rd., stated it is almost the end of March 2023, and unfortunately they are sitting there without their audited statements for the year ended June 30, 2022. He wanted the Commission and the Executive Director to seriously consider as they go forward whether or not they have some of the correct professionals working for the Fire District. Some of the delay was caused first by the pension actuary not being able to provide timely information and most recently some difficulties with the audit relative to some new disclosure requirements of the Governmental Accounting Standards Board.

Alan Dominy, President of Local 4662, wanted to extend a thank you to the Commission and everyone that has donated to Firefighter Bicking. He also thanked Commissioner Epstein and the Fire Chief for attending the fundraiser that was held. The event was attended by some of the firefighters that are a part of Local 4662. There was a great turnout. On behalf of Local 4662, Lt. Dominy extended congratulations to the new Assistant Chiefs. He welcomed them and noted the Union is looking forward to working with them.

EXECUTIVE SESSION

There were no items to discuss in Executive Session.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Epstein, seconded by Commissioner McIntyre and unanimously approved to adjourn the meeting at 7:07 PM.

ATTEST:

Charles R. Epstein, Secretary

Nancy Deegan
Recording Secretary

DRAFT