

Cromwell Fire District

1 West Street
Cromwell, CT 06416

COMMISSIONERS' OFFICE
TELEPHONE 860-635-4420

FIRE DEPARTMENT
WATER DIVISION

BOARD OF COMMISSIONERS MEETING

Fire and Water Divisions

Tuesday, June 16, 2015

7:00 PM

Coles Road Firehouse

105 Coles Road

Cromwell, CT

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' Meeting on June 16, 2015, at 7:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Julius Neto (President), Johnathon Hamlin, Frank Seidl, Donald Swanson, William Dilk, James Bellamo, Craig Murphy, David Colligan and Mark Langton attended. Also attending were Executive Director Michael Dagostino, Operations Director S. William Jarzavek, Communications Manager Rick Andersen, Fire Chief Stephen Pendl, Deputy Fire Chief Michael Salonia, Deputy Fire Marshal Nick Tomassone and Premier Accounting representatives Bob Davis and Mike Alibrio.

The meeting was called to order at 7:00 PM, by President Neto. The Pledge of Allegiance was led by President Neto.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Resident LeRoy Brow addressed the Board regarding a letter he submitted to the Board that was read into the record by Commissioner Seidl at the May meeting. The letter was concerning protocol for the Fire Department at the time of the death of former Department member and Commissioner Ken Going. Mr. Brow was unable to attend the May meeting and wished to clarify his letter and address comments that were made about it.

Departing District employee Dispatcher Tricia Latham read a letter about her years of employment. A copy of the letter is attached to the minutes on file in the District office.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING **MINUTES OF MAY 19, 2015**

A motion was made by Commissioner Colligan, seconded by Commissioner Dilk and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of May 19, 2015, as submitted.

APPROVAL OF THE ANNUAL DISTRICT BUDGET MEETING
MINUTES OF MAY 28, 2015

A motion was made by Commissioner Swanson, seconded by Commissioner Seidl and approved 8 to 0 to accept the minutes of the Board of Commissioners' Meeting of May 28, 2015, as submitted. Commissioner Dilk abstained. A motion was made by Commissioner Swanson, seconded by Commissioner Hamlin and approved 8 to 0 to approve the increase in the mill rate. Commissioner Dilk abstained.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

A letter was submitted to the Board to be read at the Board meeting. The letter was read by Commissioner Seidl at this time. It was written by Rosemary Frederick of 142 Shunpike Road, Cromwell. Ms. Frederick thanks the Department for honoring and celebrating her late father, former Fire Department member and Commissioner Ken Going.

REPORTS OF THE STAFF

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

A motion was made by Commissioner Seidl, seconded by Commissioner Dilk and unanimously approved to accept the Executive Director's Report for May as submitted.

- B. Financial Report/Treasurer's Report. The Financial Report/Treasurer's Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Davis said that the projection report provided at the last meeting is proving to be accurate, with no surprises positively or negatively. It was noted that funds previously listed under Cutwater MBIA have been moved to Citizens Bank, as Cutwater no longer administers these funds. Mr. Dagostino noted that there will be a discussion on consolidating all funds.

A motion was made by Commissioner Swanson, seconded by Commissioner Dilk and unanimously approved to accept the Financial Report/Treasurer's Report for May as submitted.

- C. Fire Department Chief. The Chief's report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. There was a question on the electronic signs to be installed. Chief Pendl replied that the Town has requested that the plans be reviewed by engineering.

A motion was made by Commissioner Swanson, seconded by Commissioner Hamlin and unanimously approved to accept the Fire Chief's Report for May as submitted.

- D. Fire Marshal. The Fire Marshal's Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. There was a question regarding coverage during the Travelers Championship with Fire Marshal Gagnon on vacation. Mr. Tomassone discussed coverage. Commissioner Neto suggested that a full assessment of what the role of the Fire Marshal's Office is, and needs to be, for tournament time be undertaken. He asked that a plan be developed by January 2016.

A motion was made by Commissioner Colligan seconded by Commissioner Hamlin and unanimously approved to accept the Fire Marshal's Report for May as submitted.

- E. Water Operations. The Operations Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office
A motion was made by Commissioner Seidl, seconded by Commissioner Hamlin and unanimously approved to accept the Operations Report for May as submitted.

F. Communications Report. The Communications Report for May had been previously distributed and submitted. A copy is attached to the minutes on file in the District office. Mr. Andersen noted that monthly Middlesex Hospital reviews the audio and hard copy from select dispatch calls and gives the dispatch center a score. Previously a very low score was received, but with training and review, including assistance from David Boyce, the score dramatically improved. A goal of 95% was set and attained. A motion was made by Commissioner Hamlin, seconded by Commission Swanson and unanimously approved to accept the Communications Report for May 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 May 13, 2015. The meeting was discussed at the May Board Meeting but minutes were not available at the time. Minutes were available at this meeting and distributed and reviewed. A motion was made by Commissioner Hamlin, seconded Commissioner Seidl and approved unanimously to accept the minutes of the May 13, 2015 Fire Ops meeting.
- D. Pension. There was no meeting.
- E. Personnel
- i. Special Personnel Committee Meeting of May 19, 2015. Minutes had been previously distributed and reviewed.
- A motion was made by Commissioner Hamlin, seconded by Commissioner Murphy and unanimously approved to accept the minutes of the Special Personnel Committee meeting of May 19 2015, as submitted.
- ii. Personnel Committee Meeting of June 1, 2015. Minutes had been previously distributed and reviewed. A motion was made by Commissioner Hamlin, seconded by Commissioner Swanson and unanimously approved to accept the minutes of the Committee Meeting of June, 2015, as submitted. It was noted that this meeting was on the agenda as a special meeting, but it was a regular meeting.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Town Council Liaison Mr. Spotts was not present.

B. Reports of the Special Committees

- i. Public Safety Tower Committee. There was no meeting.
- ii. Building Committee. There was no meeting of the Building Committee; however there was a meeting of the Training Building Sub Committee held on May 21, 2015. Minutes had been previously distributed and reviewed. . A motion was made by Commissioner Seidl, seconded by Commissioner Hamlin and unanimously approved to accept the minutes of the Training Building Sub Committee of May 21, 2015 as submitted.
- iii. Safety Committee. There was no meeting.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Bellamo asked if several outstanding issues with volunteers ready to collect their pensions had been addressed. Mr. Dagostino replied that there had been a delay but any issues are now resolved. Mr. Neto noted that the Executive Committee has agreed to a settlement offer from an ambulance patient who owes money to the District.
- B. Budgetary Adjustments. There were numerous budgetary amendments for both the General Fund and the Water Enterprise Fund. Copies of the budget transfers including amounts, accounts, and descriptions are attached to these minutes. A motion was made by Commissioner Colligan, seconded by Commissioner Hamlin and passed unanimously to accept the budgetary adjustments to the General Fund as presented by Premier Accounting. A motion was made by Commissioner Hamlin, seconded by Commissioner Swanson and passed unanimously to accept the budgetary adjustments to the Water Enterprise Fund as presented by Premier Accounting.
- C. Approval of Contracts/Contractors. Motions were made, seconded and unanimously to approve the following contracts/contractors: Commissioner Seidl read the resolutions accepting these into the record.
 - BlumShapiro to provide audit services for a fee not to exceed \$20,800.
 - Vincent Cahill & Sons Excavating to remove and replace two damaged catch basins at the Coles Road Fire Station at a fee not to exceed \$13,850. There was a question as to why this work was not being done in-house. Mr. Jarzavek indicated that the Water Department's schedule of manpower does not allow it.
 - O'Malley, Deneen Leary, Messina & Oswecki to provide professional services regarding a Malpractice/Prevailing Wage litigation situation at a fee not to exceed \$200 per hour.
 - Training Tower Repair Work: contractors to S&S Concrete to provide repairs to the concrete base, pour pad, broom finish and two 12" tubes at a price not to exceed \$4,800; National Welding to weld shear plates at a cost not to exceed \$5,421 and also to fabricate and install guard rails at a cost not to exceed \$13,141; Portland Fence Company to furnish and install a chain link fence at a price not to exceed \$10,000.
 - Premier Accounting Group to provide accounting services at a fee not to exceed \$8,000 a month. It was noted the Premier does an excellent job of presenting financial information in an understandable format. Mr. Dagostino noted that the fee represents a modest increase and is well deserved.

- SNE Building Systems for maintenance of the West Street and Court Street fire stations at a fee not to exceed \$3,278. The contract will be modified to indicate that Michael Dagostino will sign for the District, not Kent Scully.
- Standby Power for preventative maintenance of the Kohler Generator at Court Street and the Onan Generator at Coles Road at a cost of \$1,375 for each generator for a total not to exceed \$2,750.
- Trane Building Services for a scheduled maintenance agreement at an amount not to exceed \$9,703.
- Tyler Technologies for MUNIS software for renewal of licensing and support of MUNIS software for one year for a fee not to exceed \$25,066, with a credit of \$12,533. Mr. Neto asked Mr. Dagostino and Mr. Allbri to continue to monitor this contract to make sure this is the best software for our needs.

D. Executive Session. At 8:19 PM a five minute recess was declared. The Board reconvened at 8:25 to discuss the following items:

- a. 14 Alcap Ridge,
- b. Sydney Lane Assessment
- c. Reappointment of the Fire Chief

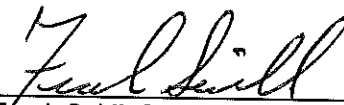
There was no action taken.

PUBLIC COMMENT

There were no public comments to report.

E. Adjournment. A motion was made, seconded and passed unanimously to adjourn the meeting at 10:10 PM

ATTEST:



Frank Seidl, Secretary

Janet Schmaltz
Recording Secretary
7-7-15

Budgetary Amendments
Water Enterprise Fund
6/30/2015

Be it resolved that the Board of Commissioners of the Cromwell Fire District approves the amendments to the Water Enterprise Fund budget for the fiscal year ending June 30, 2015 as presented below:

Description	Account	From	To	Comments
Payroll	05901-5105	40,000		Decrease in budget relates to outsourcing of the Finance Director's position.
Transmission & Distribution - Maintenance of Reservoir	05904-5436	3,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
General Administration - Pension-Employer	05907-5290	24,000		Actual contribution to the Town Pension was less than the budgeted amount.
General Administration - Office Operations Expense	05907-5610	8,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
General Administration - Telecommunications	05907-5615	6,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Power and Pumping - Maintenance of Pumping Equipment	05902-5435		5,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Transmission & Distribution - Maintenance of Hydrants	05904-5440		2,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
General Administration - Professional Fees	05907-5320		40,000	Increase in budget relates to outsourcing of the Finance Director's position.
General Administration - Computer Operations	05907-5805		9,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Other Operating Expenses - Truck & Garage Expense	05908-5880		25,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.

Budgetary Amendments
General Fund
6/30/2015

Be it resolved that the Board of Commissioners of the Cromwell Fire District approves the amendments to the Water Enterprise Fund budget for the fiscal year ending June 30, 2015 as presented below:

Description	Account	From	To	Comments
Tax Collector - Operating Expenses	01100-5805	4,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Computer Operations - Non-Capital Equipment	01103-5680	5,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Administrative Account - Operating Expenses	01104-5805	5,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Office of the Fire Chief - Recruitment & Morale	01110-5355	4,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
EMS/Fire Operations - Contribution-Volunteer Pension Fund	01116-5373	47,000		The required contribution for the plan year beginning 7/1/14 is \$52,590 versus the budgeted amount of \$100,000.
EMS/Fire Operations - Volunteer Medical/Physicals	01116-5381	5,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
EMS/Fire Operations - Uniforms	01116-5670	5,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Apparatus & Equipment - Consumable Supplies	01300-5611	9,000		Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Administrative Account - Professional Fees	01104-5320		40,000	Increase in budget relates to outsourcing of the Finance Director's position.
Office of the Fire Chief - Professional Fees	01110-5319		4,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
EMS/Fire Operations - Volunteer Point System	01116-5110		12,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
EMS/Fire Operations - Consumable Supplies-EMS	01116-5611		4,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
EMS/Fire Operations - Consumable Supplies-Fire	01116-5612		1,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Signals & Alarms - Operating Expenses	01120-5805		7,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Buildings & Grounds - Repairs & Maintenance	01140-5430		7,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.
Apparatus & Equipment - Repairs & Maintenance-Vehicles	01300-5430		9,000	Re-allocation from accounts with excess funds to accounts with current or projected deficits.