CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Via Conference Call 1-203-666-2275
Tuesday, February 16, 2021, 6:00 PM
West Street Firehouse, 1 West Street
Cromwell, CT 06416

Per Executive Order No. 7B, Governor Lamont has ordered and directed that in-person open meeting requirements be suspended. Therefore, the Commissioners' Meeting will be held via conference call. Members of the public may send questions or comments to meetings@cromwellfd.com on any agenda items.

—AGENDA—

I. Call to Order and Attendance – Pledge of Allegiance

II. Approval of Agenda

III. Public Comment – Members of the public may forward comments to the Executive Director as noted (see above)

IV. Approval of the Board of Commissioners' Meeting Minutes of January 19, 2021
Special Board of Commissioners' Meeting February 8, 2021

V. Reading of Communications & Written Appeals to the Board

VI. Reports of the Staff
- A. Executive Director
- B. Financial Report
- C. Fire Department Chief
- D. Water Operations
- E. Communication Center Report

VII. Reports of the Standing Committees
- A. District Operations – Meetings January 15, 2021 & January 27, 2021*
- B. Executive
- C. Fire Operations – Meeting December 15, 2020 (tabled last month), January 19, 2021, Special Mtg. Feb 3, 2021
  1. Communications Subcommittee
- D. Pension
- E. Personnel – Special Mtg. January 5, 2021, Meeting January 12, 2021 (both tabled last month)
- F. Water Operations – Meeting February 9, 2021, canceled due to weather

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. Safety/Building Committee – Meeting January 14, 2021 (tabled last month)
  3. By-Laws Committee

X. New Business
- A. Commissioners' Comments
- B. Budgetary Adjustments
- C. Approval of Contracts/Contractors
- D. Discussion and Possible Decision on Recommendations from the COVID Committee on Next Steps (tabled last month)

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.

E. Discussion and Possible Decision on Non-Career Officer Positions in the Fire Department (tabled last month)

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 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, 2021

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WEALTH ADVISORY

OUTSOURCING

AUDIT, TAX, AND CONSULTING

Cromwell Fire District

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Cromwell Fire District
Executive Overview
January 31, 2021

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- **General Fund**
  - Expenditures exceed revenues by $39,612 for the period ended January 31, 2021 as follows:

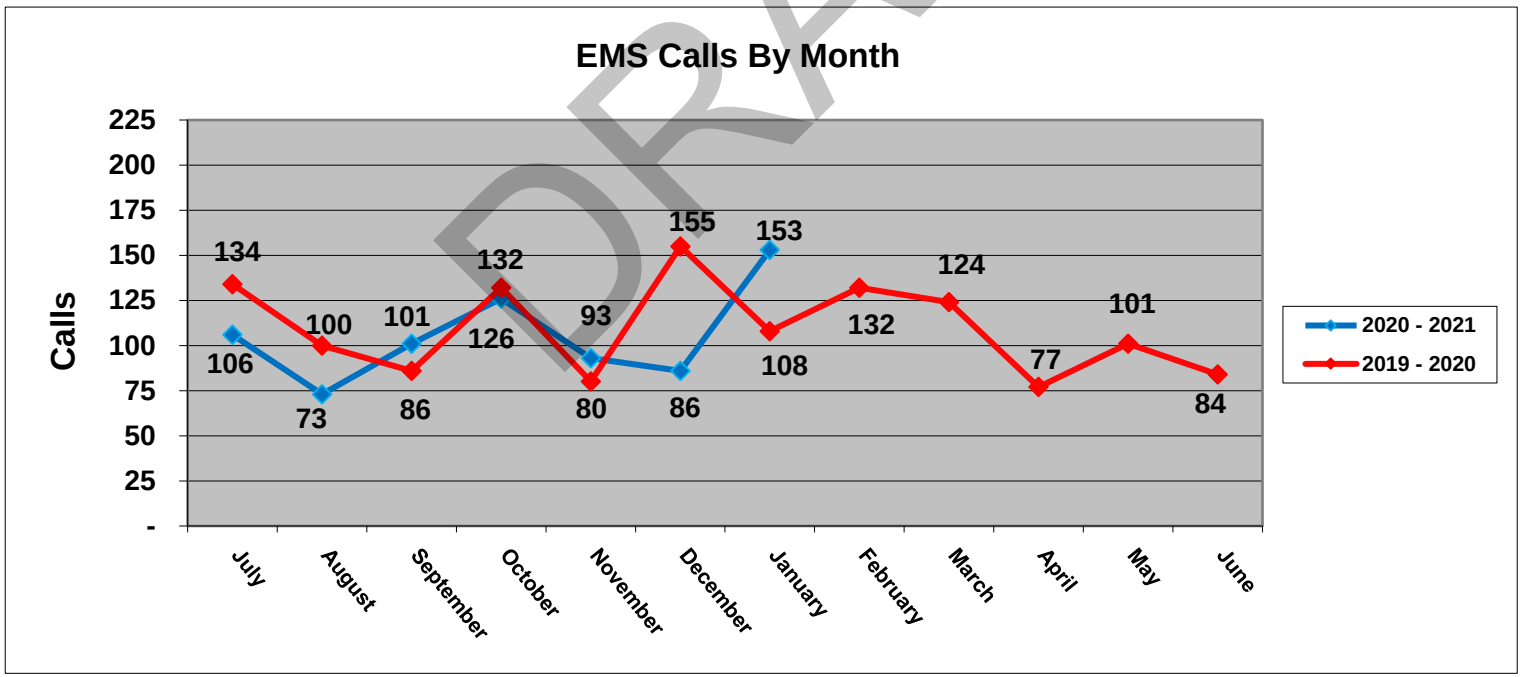
■ Revenues	$ 2,918,948
■ Expenditures	$ 2,958,559
	$ (39,612)

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

As of January 31, 2021			
	Budget $	**Actual $**	**% Collected**
Current Levy	3,722,926	2,484,062	66.72%
PY Taxes	11,000	13,678	124.35%
Interest	6,000	9,253	154.21%
Total	3,739,926	2,506,993	67.03%

Cromwell Fire District
Executive Overview
January 31, 2021

- **EMS Billing**
  - EMS volume during the month of January 2021 was 153 calls and gross charges of $146,507. This compares to 108 calls and gross charges of $110,465 during January 2020.
  - Billings net of Medicare/Medicaid adjustments for the month of January 2021 were $92,302 compared to $66,905 for January 2020.
  - Year-to-Date funds collected and deposited as of January 31, 2021 were $337,760 compared to $331,692 as of January 2020.
  - EMS calls by month (Fiscal 2021 versus 2020) are illustrated below:



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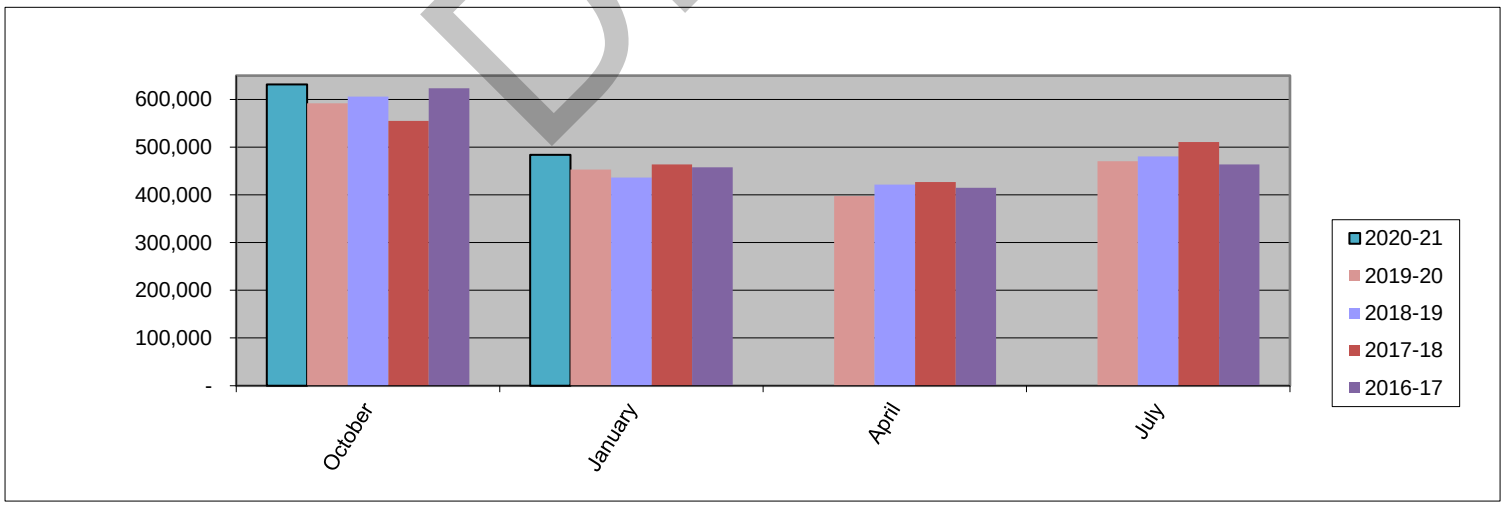
Cromwell Fire District
Executive Overview
January 31, 2021

- **Water Division Enterprise Fund**
  - Revenues exceed expenditures by $276,162 for the period ended January 31, 2021 as follows:

■ Revenues	$ 1,412,028
■ Expenditures	$ 1,135,866
	$ 276,162

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

	Quarterly Billings				
	2020-21	**2019-20**	**2018-19**	**2017-18**	**2016-17**
October	631,689	592,140	606,177	555,298	623,648
January	483,906	452,802	436,457	463,528	457,526
April		397,413	421,388	426,624	414,674
July		470,451	480,589	510,825	463,720
Total	1,115,595	1,912,806	1,944,612	1,956,275	1,959,568



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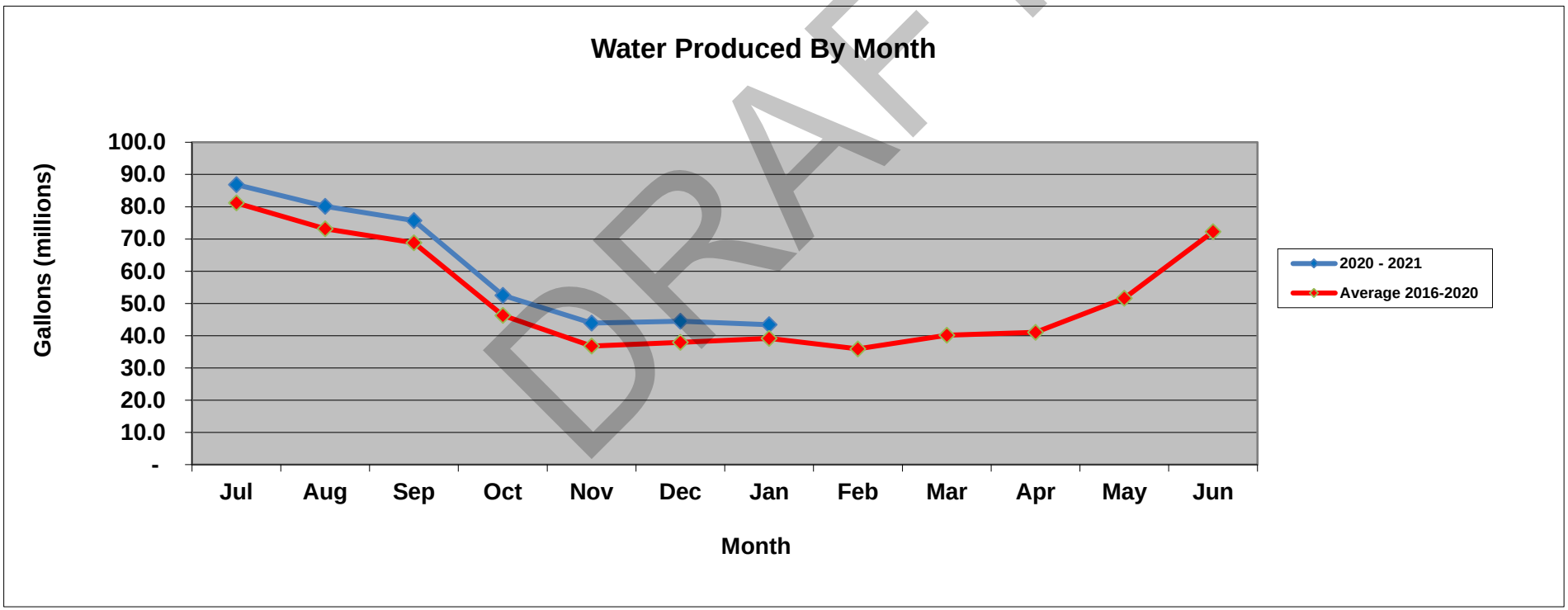
Cromwell Fire District
Executive Overview
January 31, 2021

- **Water Production**
  - 43,392,000 gallons were produced during the month of January 2021 versus 39,877,000 gallons produced in January 2020 (an increase of 3,515,000 gallons).
  - An analysis of water pumped by month comparing the current year to the average for the previous five years is shown below:



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Cromwell Fire District
General Fund - Budget Report - SUMMARY
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	REVENUE								
	TOTAL REVENUE	**4,404,048**	**4,918,751**	**-**	**4,918,751**	**2,918,948**	**-**	**1,999,803**	**41%**
	EXPENSES								
	TAX COLLECTOR	57,665	60,000	-	60,000	29,766	-	30,235	50%
	COMMISSION EXPENSES	9,727	10,000	-	10,000	4,002	-	5,998	60%
	COMPUTER OPERATIONS	90,878	93,774	-	93,774	57,008	-	36,766	39%
	ADMINISTRATIVE ACCOUNT	384,970	439,750	-	439,750	188,203	-	251,547	57%
	OFFICE OF THE CHIEF	192,208	225,500	-	225,500	122,761	-	102,739	46%
	EMS/FIRE OPERATIONS	1,154,340	1,223,724	-	1,223,724	750,118	34,707	438,899	36%
	SIGNALS & ALARMS	5,695	19,680	-	19,680	9,753	-	9,927	50%
	FIRE MARSHAL	189,756	188,194	-	188,194	56,707	-	131,487	70%
	COMMUNICATIONS CENTER	424,671	460,734	-	460,734	239,720	-	221,014	48%
	BUILDINGS & GROUNDS	200,505	189,138	-	189,138	101,302	6,900	80,936	43%
	VOLUNTEER TRAINING	16,037	17,500	-	17,500	10,284	-	7,216	41%
	INSURANCE AND BENEFITS	785,393	1,051,867	-	1,051,867	516,166	-	535,701	51%
	DEBT SERVICE	287,239	576,254	-	576,254	535,719	-	40,535	7%
	APPARATUS & EQUIPMENT	141,411	123,688	-	123,688	98,103	3,111	22,474	18%
	OPERATING TRANSFERS OUT	317,735	238,948	-	238,948	238,948	-	-	0%
	TOTAL EXPENSES	**4,258,231**	**4,918,751**	**-**	**4,918,751**	**2,958,559**	**44,718**	**1,915,474**	**39%**
	BALANCE	**145,817**	**-**	**-**	**-**	**(39,612)**	**(44,718)**	**84,329**	**0%**

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01	**General Fund**								
01 4100	Property Taxes-Current Year	3,555,724	3,722,926		3,722,926	2,484,062		1,238,864	33%
01 4110	Property Tax-Prior Year	26,553	11,000		11,000	13,678		(2,678)	-24%
01 4120	Interest on Property Taxes	19,309	6,000		6,000	9,253		(3,253)	-54%
01 4130	Liens on Property Taxes	-	-		-	-		-	0%
01 4350	EMS Billing	631,739	630,000		630,000	329,823		300,177	48%
01 4200	State Grants	-	1,500		1,500	-		1,500	100%
01 4250	Other Grants	17,368	185,100		185,100	46,246		138,854	75%
01 4251	State Training Reimbursements	-	-		-	-		-	0%
01 4252	FD Training Classes	-	500		500	-		500	100%
01 4300	Interest Income	20,299	5,000		5,000	2,003		2,997	60%
01 4450	Revenue Fire Marshal's Office	-	500		500	5		495	99%
01 4900	Miscellaneous Revenue	3,210	11,000		11,000	10,470		530	5%
01 4930	Employee Insurance Contribution	35,845	52,838		52,838	23,406		29,432	56%
01 4995	Operating Transfers In	94,000	100,000		100,000	-		100,000	100%
01 4990	Transfer from Fund Balance	-	192,387		192,387	-		192,387	100%
	TOTAL GENERAL FUND	**4,404,048**	**4,918,751**	**-**	**4,918,751**	**2,918,948**	**-**	**1,999,803**	**41%**
01100	**Tax Collector**								
01100 5805	Operating Expenses	57,665	60,000		60,000	29,766	-	30,235	50%
	TOTAL TAX COLLECTOR	**57,665**	**60,000**	**-**	**60,000**	**29,766**	**-**	**30,235**	**50%**
01101	**Commission Expense**								
01101 5805	Operating Expenses	9,727	10,000		10,000	4,002	-	5,998	60%
	TOTAL COMMISSION EXPENSES	**9,727**	**10,000**	**-**	**10,000**	**4,002**	**-**	**5,998**	**60%**
01103	**Computer Operations**								
01103 5105	Payroll (Less Water Division Share)	43,758	43,811		43,811	25,267	-	18,544	42%
01103 5680	Non-Capital Equipment	2,429	5,000		5,000	140	-	4,860	97%
01103 5805	Operating Expenses	44,692	44,963		44,963	31,601	-	13,362	30%
	TOTAL COMPUTER OPERATIONS	**90,878**	**93,774**	**-**	**93,774**	**57,008**	**-**	**36,766**	**39%**
01104	**Administrative Account**								
01104 5105	Admin PR (Less Water Div Share)	178,518	169,000		169,000	95,192	-	73,808	44%
01104 5320	Professional Fees	118,980	174,750		174,750	42,873	-	131,877	75%
01104 5370	EMS Billing Services	54,444	60,000		60,000	33,839	-	26,161	44%
01104 5620	West Street Utilities	9,700	14,000		14,000	6,518	-	7,482	53%
01104 5805	Operating Expenses	7,904	7,000		7,000	3,812	-	3,188	46%
01104 5811	Payroll Services	15,424	15,000		15,000	5,968	-	9,032	60%
	TOTAL ADMINISTRATIVE ACCOUNT	**384,970**	**439,750**	**-**	**439,750**	**188,203**	**-**	**251,547**	**57%**

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01110	**Office of the Fire Chief**								
01110 5105	Payroll	173,022	214,000		214,000	115,007	-	98,993	46%
01110 5319	Professional Fees	825	-		-	-	-	-	0%
01110 5355	Recruitment & Morale	87	-		-	-	-	-	0%
01110 5805	Operating Expenses	18,275	11,500		11,500	7,754	-	3,746	33%
	TOTAL OFFICE OF THE CHIEF	**192,208**	**225,500**	**-**	**225,500**	**122,761**	**-**	**102,739**	**46%**
01116	**EMS/Fire Operations**								
01116 5105	Payroll	537,272	679,984		679,984	424,976	-	255,008	38%
01116 5113	Payroll - PT Fire & EMS	477,417	394,200		394,200	266,135	-	128,065	32%
01116 5371	Paramedic Fees	35,371	38,000		38,000	19,365	-	18,635	49%
01116 5373	Contribution-Volunteer Pension Fund	14,772	15,000		15,000	-	-	15,000	100%
01116 5380	Medicals & Physicals	2,683	26,000		26,000	1,382	19,161	5,458	21%
01116 5381	Volunteer Medical/Physicals	15,218	-		-	-	-	-	0%
01116 5611	Consumable Supplies-EMS	27,372	30,000		30,000	17,146	11,417	1,437	5%
01116 5612	Consumable Supplies-Fire	9,142	7,000		7,000	6,479	662	(141)	-2%
01116 5614	Oxygen	3,520	7,000		7,000	1,894	2,997	2,108	30%
01116 5670	Uniforms	28,331	20,000		20,000	10,866	-	9,135	46%
01116 5680	Non Capital Equipment	2,556	3,000		3,000	-	471	2,529	84%
01116 5805	Operating Expenses	686	3,540		3,540	1,877	-	1,663	47%
	TOTAL EMS/Fire OPERATIONS	**1,154,340**	**1,223,724**	**-**	**1,223,724**	**750,118**	**34,707**	**438,899**	**36%**
01120	**Signals & Alarms**								
01120 5680	Non-Capital Equipment	1,643	-		-	-	-	-	0%
01120 5805	Operating Expenses	4,052	19,680		19,680	9,753	-	9,927	50%
	TOTAL SIGNALS & ALARMS	**5,695**	**19,680**	**-**	**19,680**	**9,753**	**-**	**9,927**	**50%**
01121	**Fire Marshal**								
01121 5105	Payroll	168,598	167,794		167,794	42,092	-	125,702	75%
01121 5460	Public Education & Fire Prevention	680	3,000		3,000	100	-	2,900	97%
01121 5680	Non Capital Equipment	-	-		-	-	-	-	0%
01121 5805	Operating Expenses	20,478	17,400		17,400	14,515	-	2,885	17%
	TOTAL FIRE MARSHAL	**189,756**	**188,194**	**-**	**188,194**	**56,707**	**-**	**131,487**	**70%**
01122	**Communications Center**								
01122 5105	Payroll	383,861	388,034		388,034	225,639	-	162,395	42%
01122 5350	Training	3,791	10,000		10,000	181	-	9,819	98%
01122 5670	Uniforms	2,179	3,100		3,100	622	-	2,478	80%
01122 5680	Non-Capital Equipment	1,107	5,000		5,000	1,228	-	3,772	75%
01122 5805	Operating Expenses	33,733	54,600		54,600	12,049	-	42,551	78%
	TOTAL COMMUNICATIONS CENTER	**424,671**	**460,734**	**-**	**460,734**	**239,720**	**-**	**221,014**	**48%**

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01140	**Buildings & Grounds**								
01140 5105	Payroll	33,210	48,388		48,388	28,508	-	19,880	41%
01140 5451	Repairs & Maintenance - Court Street	36,061	22,000		22,000	16,723	3,330	1,947	9%
01140 5452	Repairs & Maintenance - West Street	27,656	22,800		22,800	9,384	1,785	11,631	51%
01140 5453	Repairs & Maintenance - Coles Road	25,228	19,250		19,250	11,641	1,785	5,824	30%
01140 5621	Utilities-Court St	41,096	37,000		37,000	19,687	-	17,313	47%
01140 5622	Utilities-West St	11,089	10,000		10,000	3,875	-	6,125	61%
01140 5623	Utilities-Coles Rd	24,179	28,000		28,000	10,645	-	17,355	62%
01140 5670	Uniforms	907	800		800	695	-	105	13%
01140 5805	Operating Expenses	1,079	900		900	142	-	758	84%
	TOTAL BUILDINGS & GROUNDS	**200,505**	**189,138**	**-**	**189,138**	**101,302**	**6,900**	**80,936**	**43%**
01160	**Training**								
01160 5350	Training	13,728	12,500		12,500	5,959	-	6,541	52%
01160 5351	Career Training	2,309	5,000		5,000	4,325	-	675	14%
	TOTAL VOLUNTEER TRAINING	**16,037**	**17,500**	**-**	**17,500**	**10,284**	**-**	**7,216**	**41%**
01220	**Insurance and Benefits**								
01220 5200	Payroll Tax Expense	151,811	164,298		164,298	93,363	-	70,935	43%
01220 5210	Unemployment Compensation	6,795	12,000		12,000	-	-	12,000	100%
01220 5230	Worker's Compensation Insurance	84,885	110,000		110,000	68,022	-	41,978	38%
01220 5240	Dental Insurance	19,663	29,720		29,720	12,671	-	17,049	57%
01220 5260	Medical Insurance	294,231	450,076		450,076	203,267	-	246,809	55%
01220 5270	Life Insurance	7,117	10,200		10,200	5,324	-	4,876	48%
01220 5290	Pension-Employer	42,365	49,017		49,017	-	-	49,017	100%
01220 5291	Pension-MERS	128,971	167,828		167,828	83,617	-	84,211	50%
01220 5520	Property/Liability Insurance	49,556	58,728		58,728	49,903	-	8,825	15%
	TOTAL INSURANCE AND BENEFITS	**785,393**	**1,051,867**	**-**	**1,051,867**	**516,166**	**-**	**535,701**	**51%**
01260	**Debt Service**								
01260 5910	Debt Service-Interest	59,382	88,397		88,397	47,862	-	40,535	46%
01260 5920	Debt Service-Principal	227,857	487,857		487,857	487,857	-	-	0%
	TOTAL DEBT SERVICE	**287,239**	**576,254**	**-**	**576,254**	**535,719**	**-**	**40,535**	**7%**
01300	**Apparatus & Equipment**								
01300 5105	Payroll	40,499	40,688		40,688	23,700	-	16,988	42%
01300 5420	Repairs & Maintenance-Equipment	23,948	16,700		16,700	16,781	1,623	(1,703)	-10%
01300 5425	Repairs & Maintenance-Radios	235	-		-	-	-	-	0%
01300 5430	Repairs & Maintenance-Vehicles	34,199	33,500		33,500	34,216	1,200	(1,916)	-6%
01300 5611	Consumable Supplies	11,462	6,500		6,500	7,758	289	(1,547)	-24%

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01300 5613	Fuel/Oil	21,667	19,000		19,000	9,624	-	9,376	49%
01300 5670	Uniforms	1,151	1,000		1,000	955	-	45	4%
01300 5680	Non-Capital Equipment	7,278	4,700		4,700	5,038	-	(338)	-7%
01300 5805	Operating Expenses	972	1,600		1,600	31	-	1,569	98%
	TOTAL APPARATUS & EQUIPMENT	**141,411**	**123,688**	**-**	**123,688**	**98,103**	**3,111**	**22,474**	**18%**
	Capital								
01402 5990	**Operating Transfers Out**	**317,735**	**238,948**		**238,948**	**238,948**		**-**	**0%**
	TOTAL REVENUES	**4,404,048**	**4,918,751**	**-**	**4,918,751**	**2,918,948**	**-**	**1,999,803**	**41%**
	TOTAL EXPENSES	**4,258,231**	**4,918,751**	**-**	**4,918,751**	**2,958,559**	**44,718**	**1,915,474**	**39%**
	Balance	**145,817**	**-**	**-**	**-**	**(39,612)**	**(44,718)**	**84,329**	**0%**

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Cromwell Fire District
EMS Billing Report
As of January 31, 2021

2020-2021

Month	Calls	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	106	138,893.01	104,379.28	(48,348.37)	(46,792.12)	(869.49)	(198.77)	(22,141.84)	1,780.30	-	-	-	126,702.00
August	73	126,702.00	76,808.74	(53,058.90)	(55,483.34)	(501.82)	-	-	283.14	-	-	-	94,749.82
September	101	94,749.82	106,205.74	(35,930.27)	(39,829.08)	(1.98)	(90.23)	(4,556.14)	-	-	-	-	120,547.86
October	126	120,547.86	120,142.19	(47,800.47)	(65,535.06)	-	(988.15)	-	667.67	-	292.21	-	127,326.25
November	93	127,326.25	91,645.85	(47,417.93)	(53,083.56)	-	(836.51)	(12,028.60)	240.00	-	-	-	105,845.50
December	86	105,845.50	91,203.94	(53,604.80)	(50,798.46)	-	-	-	230.00	-	-	-	92,876.18
January	153	92,876.18	146,507.14	(51,599.38)	(54,204.92)	(166.67)	(94.66)	(9,222.67)	639.50	-	-	-	124,734.52
February		124,734.52											124,734.52
March		124,734.52											124,734.52
April		124,734.52											124,734.52
May		124,734.52											124,734.52
June		124,734.52											124,734.52
Total	738	138,893.01	736,892.88	(337,760.12)	(365,726.54)	(1,539.96)	(2,208.32)	(47,949.25)	3,840.61	-	292.21	-	124,734.52
				46%	50%	0%	0%	7%	-1%	0%	0%	0%	

Deposits	(337,760.12)
Deposits Per Ledger	329,823.25
Difference	(7,936.87)

Charges Net of Medicare/Medicaid Adjustments	371,166.34

2019-2020

Month	Calls	Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	134	171,718.72	131,578.37	(41,210.70)	(36,839.47)	-	-	-	3.00	-	-	-	225,249.92
August	100	225,249.92	99,249.64	(59,855.62)	(71,598.85)	-	(1,116.83)	(27,101.32)	197.37	-	-	-	165,024.31
September	86	165,024.31	92,877.90	(39,974.28)	(41,032.90)	(0.35)	(294.75)	-	100.00	-	-	-	176,699.93
October	132	176,699.93	132,825.51	(55,398.48)	(61,607.52)	(383.59)	(101.25)	-	205.01	-	-	(748.42)	191,491.19
November	80	191,491.19	82,891.44	(44,153.90)	(49,321.42)	-	(0.02)	-	100.00	-	-	-	181,007.29
December	155	181,007.29	150,919.43	(44,724.41)	(39,624.49)	(410.00)	(254.24)	(13,513.96)	201.39	-	-	-	233,601.01
January	108	233,601.01	110,465.20	(46,374.72)	(43,560.67)	(703.98)	99.58	-	-	-	-	-	253,526.42
February	132	253,526.42	144,494.66	(70,720.17)	(80,873.01)	(872.72)	(100.05)	(14,020.90)	1,515.36	-	-	-	232,949.59
March	124	232,949.59	125,830.62	(61,642.20)	(66,481.76)	(549.22)	(1,422.59)	-	622.02	-	-	-	229,306.46
April	77	229,306.46	87,053.22	(65,145.01)	(66,114.77)	-	(1,272.08)	(19,693.15)	406.42	-	-	-	164,541.09
May	101	164,541.09	94,057.16	(57,060.08)	(59,511.83)	(333.79)	(1,350.00)	-	816.93	-	-	-	141,159.48
June	84	141,159.48	79,649.81	(42,830.87)	(40,596.53)	(18.28)	(107.65)	793.38	843.67	-	-	-	138,893.01
Total	1,313	171,718.72	1,331,892.96	(629,090.44)	(657,163.22)	(3,271.93)	(5,919.88)	(73,535.95)	5,011.17	-	-	(748.42)	138,893.01
				47%	49%	0%	0%	6%	0%	0%	0%	0%	

Deposits	(629,090.44)
Deposits Per Ledger	631,738.88
Difference	2,648.44

Charges Net of Medicare/Medicaid Adjustments	674,729.74

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

Unreserved Fund Balance, July 1, 2020				$ 1,041,772
Designated for 2020-2021 Budget				192,387
Additional Appropriations During the Year				-
				1,234,159
Projected Results of Current Year Operations				
	Budget	Projected Actual	Adjustment	
Revenues	$ 4,918,751	$ 4,726,364	$ (192,387)	
Expenditures	4,918,751	4,918,751	-	
Results of Budgetary Operations	$ -	$ (192,387)		(192,387)
Unreserved Fund Balance June 30, 2021				1,041,772
Undesignated Fund Balance June 30, 2021				1,041,772
Updated Balance 6/30/2021 (projected)				$ 1,041,772
Fund Balance as a Percentage of Expenditures				21.18%

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Cromwell Fire District
Water Division Enterprise Fund - Budget Report - SUMMARY
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	REVENUE								
	TOTAL REVENUE	**2,232,632**	**2,554,111**	**-**	**2,554,111**	**1,412,028**	**-**	**1,142,083**	**45%**
	EXPENSES								
	PAYROLL	575,500	590,000	-	590,000	315,273	-	274,727	47%
	POWER AND PUMPING	232,867	245,000	-	245,000	130,298	2,435	112,267	46%
	TREATMENT	62,021	93,740	-	93,740	39,088	37,884	16,768	18%
	TRANSMISSION & DISTRIBUTION	58,200	106,500	-	106,500	20,254	25,891	60,355	57%
	OTHER OPERATING EXPENSES	57,251	55,000	-	55,000	26,956	-	28,044	51%
	GENERAL ADMINISTRATION	487,059	534,516	(3,360)	531,156	273,464	-	257,692	49%
	DEBT SERVICE - INTEREST	66,187	48,898	-	48,898	28,963	-	19,935	41%
	TRANSFER EQUIPMENT RESERVE FUND	1,735	-	-	-	-	-	-	0%
	TRANSFER WATER CAPITAL FUND	103,984	298,210	3,360	301,570	301,570	-	-	0%
	TOTAL EXPENSES	**1,644,803**	**1,971,864**	**-**	**1,971,864**	**1,135,866**	**66,210**	**769,789**	**39%**
	BALANCE	**587,829**	**582,247**	**-**	**582,247**	**276,162**	**(66,210)**	**372,294**	**64%**

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Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05	**Water Fund**								
05 4140	Interest Income On Assessment	4,213	500		500	5,000		(4,500)	-900%
05 4150	Interest on Receivables	45,669	25,000		25,000	25,015		(15)	0%
05 4200	State Grants	-	-		-	-		-	0%
05 4300	Interest Income	20,299	5,000		5,000	2,003		2,997	60%
05 4400	Metered Sales To General Public	1,917,962	1,950,000		1,950,000	1,123,623		826,377	42%
05 4402	Sales to Other Districts	42,760	35,000		35,000	61,685		(26,685)	-76%
05 4405	Seasonal & Hydrant Sales	145,697	130,000		130,000	141,393		(11,393)	-9%
05 4410	Miscellaneous Service Revenues	26,031	25,000		25,000	17,512		7,488	30%
05 4411	Connection Charges/Inspections	12,080	15,000		15,000	18,503		(3,503)	-23%
05 4900	Miscellaneous Non-operating Revenue	6,289	3,000		3,000	6,067		(3,067)	-102%
05 4930	Employee Insurance Contribution	5,632	12,309		12,309	5,227		7,082	58%
05 4990	Administrative Costs-Other Funds	6,000	6,000		6,000	6,000		-	0%
05 4995	Operating Transfers In	-	-		-	-		-	0%
05 4990	Transfer from Fund Balance	-	347,302		347,302	-		347,302	100%
	TOTAL REVENUE	**2,232,632**	**2,554,111**	**-**	**2,554,111**	**1,412,028**	**-**	**1,142,083**	**45%**
05901	**Payroll**								
05901 5105	**TOTAL PAYROLL**	**575,500**	**590,000**		**590,000**	**315,273**	**-**	**274,727**	**47%**
05902	**Power and Pumping**								
05902 5434	Maint. of Structures & Improvements	11,217	9,000		9,000	3,991	-	5,009	56%
05902 5435	Maint. of Pumping Equipment	18,415	25,000		25,000	12,665	2,435	9,900	40%
05902 5620	Power	195,830	200,000		200,000	113,172	-	86,828	43%
05902 5800	Other Expenditures	7,404	11,000		11,000	470	-	10,530	96%
	TOTAL POWER AND PUMPING	**232,867**	**245,000**	**-**	**245,000**	**130,298**	**2,435**	**112,267**	**46%**
05903	**Treatment**								
05903 5630	Chlorine	12,751	13,740		13,740	9,963	3,777	0	0%
05903 5631	Aqua-Mag	13,883	23,000		23,000	14,643	8,357	-	0%
05903 5632	Fluoride	15,310	17,000		17,000	5,241	11,759	-	0%
05903 5805	Operating Expenses	20,078	40,000		40,000	9,241	13,992	16,768	42%
	TOTAL TREATMENT	**62,021**	**93,740**	**-**	**93,740**	**39,088**	**37,884**	**16,768**	**18%**
05904	**Transmission & Distribution**								
05904 5319	Outside Services	18,300	21,000		21,000	-	-	21,000	100%
05904 5436	Maint. of Reservoir	-	15,000		15,000	-	5,000	10,000	67%
05904 5437	Maint. of Trans & Distr Main	10,610	18,000		18,000	11,961	4,901	1,138	6%
05904 5438	Maint. of Services	15,328	25,000		25,000	7,282	6,404	11,314	45%
05904 5439	Maint. of Meters	4,066	7,500		7,500	283	2,728	4,489	60%
05904 5440	Maint. of Hydrants	9,896	20,000		20,000	727	6,858	12,415	62%

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Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2020 - 2021
As of January 31, 2021

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

Account Number	Description	Preliminary 2019 - 2020	2020 - 2021 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	TOTAL TRANSMISSION & DISTRIBUTION	**58,200**	**106,500**	**-**	**106,500**	**20,254**	**25,891**	**60,355**	**57%**
05908	**Other Operating Expenses**								
05908 5621	Utilities	9,792	10,000		10,000	4,385	-	5,615	56%
05908 5802	Uniforms	5,951	6,000		6,000	2,028	-	3,972	66%
05908 5870	Dues & Training	-	4,000		4,000	1,818	-	2,182	55%
05908 5880	Truck & Garage Expense	41,508	35,000		35,000	18,724	-	16,276	47%
	TOTAL OTHER OPERATING EXPENSES	**57,251**	**55,000**	**-**	**55,000**	**26,956**	**-**	**28,044**	**51%**
05907	**General Administration**								
05907 5200	Payroll Tax Expense	42,726	45,135		45,135	23,314	-	21,821	48%
05907 5210	Unemployment Compensation	-	1,000		1,000	-	-	1,000	100%
05907 5230	Worker's Compensation Insurance	21,221	28,000		28,000	14,490	-	13,510	48%
05907 5240	Dental Insurance	10,969	10,365		10,365	5,404	-	4,961	48%
05907 5260	Medical Insurance	170,847	169,060		169,060	98,814	-	70,246	42%
05907 5270	Life Insurance	2,545	4,038		4,038	1,703	-	2,335	58%
05907 5290	Pension-Employer	33,998	38,051		38,051	-	-	38,051	100%
05907 5319	Outside Services	3,182	5,000	(3,360)	1,640	1,450	-	190	12%
05907 5320	Professional Fees	71,520	80,000		80,000	25,969	-	54,031	68%
05907 5520	Property/Liability Insurance	31,915	40,222		40,222	33,946	-	6,276	16%
05907 5610	Office Operations Expense	10,465	10,000		10,000	4,848	-	5,152	52%
05907 5615	Tele-communications	10,761	10,100		10,100	3,951	-	6,149	61%
05907 5621	West Street Utilities	9,894	12,000		12,000	6,956	-	5,044	42%
05907 5805	Computer Operations	53,787	62,945		62,945	42,482	-	20,463	33%
05907 5811	Payroll Services	554	600		600	288	-	312	52%
05907 7141	Postage	3,417	3,000		3,000	2,090	-	910	30%
05907 7142	Utility Billing Services	9,258	15,000		15,000	7,758	-	7,242	48%
	TOTAL GENERAL ADMINISTRATION	**487,059**	**534,516**	**(3,360)**	**531,156**	**273,464**	**-**	**257,692**	**49%**
05907 5910	**DEBT SERVICE - INTEREST**	**66,187**	**48,898**		**48,898**	**28,963**	**-**	**19,935**	**41%**
05908	**Capital**								
05908 5990	Transfer Equipment Reserve Fund	1,735	-		-	-		-	0%
05908 5990	Transfer Water Capital Fund	103,984	298,210	3,360	301,570	301,570		-	0%
	TOTAL CAPITAL	**105,719**	**298,210**	**3,360**	**301,570**	**301,570**	**-**	**-**	**0%**
	TOTAL REVENUES	**2,232,632**	**2,554,111**	**-**	**2,554,111**	**1,412,028**	**-**	**1,142,083**	**45%**
	TOTAL EXPENSES	**1,644,803**	**1,971,864**	**-**	**1,971,864**	**1,135,866**	**66,210**	**769,789**	**39%**
	Balance	**587,829**	**582,247**	**-**	**582,247**	**276,162**	**(66,210)**	**372,294**	**64%**

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

Month	Fiscal Year 2016	2017	2018	2019	2020	2021	2016-2020 Average	2021/Avg Monthly	%
Jul	81.9	89.8	70.7	80.3	83.0	86.9	81.2	5.7	7.0%
Aug	81.7	75.4	66.6	66.5	75.8	80.1	73.2	6.9	9.5%
Sep	72.5	70.6	64.8	57.6	78.7	75.7	68.8	6.8	9.9%
Oct	47.3	47.3	51.4	42.0	43.3	52.5	46.2	6.3	13.5%
Nov	35.0	39.8	36.3	35.7	37.1	43.9	36.8	7.1	19.4%
Dec	36.1	40.2	36.5	37.4	39.2	44.5	37.9	6.6	17.4%
Jan	37.8	40.8	38.7	38.6	39.9	43.4	39.1	4.2	10.8%
Feb	35.6	36.4	35.8	35.0	36.7		35.9	-	0.0%
Mar	39.6	40.4	39.4	40.8	40.5		40.2	-	0.0%
Apr	41.6	41.4	39.8	41.3	41.3		41.1	-	0.0%
May	54.5	49.9	53.9	46.5	53.4		51.6	-	0.0%
Jun	82.0	61.3	77.7	61.5	78.9		72.3	-	0.0%
Total	645.6	633.3	611.4	583.3	647.9	426.9	624.3	43.7	

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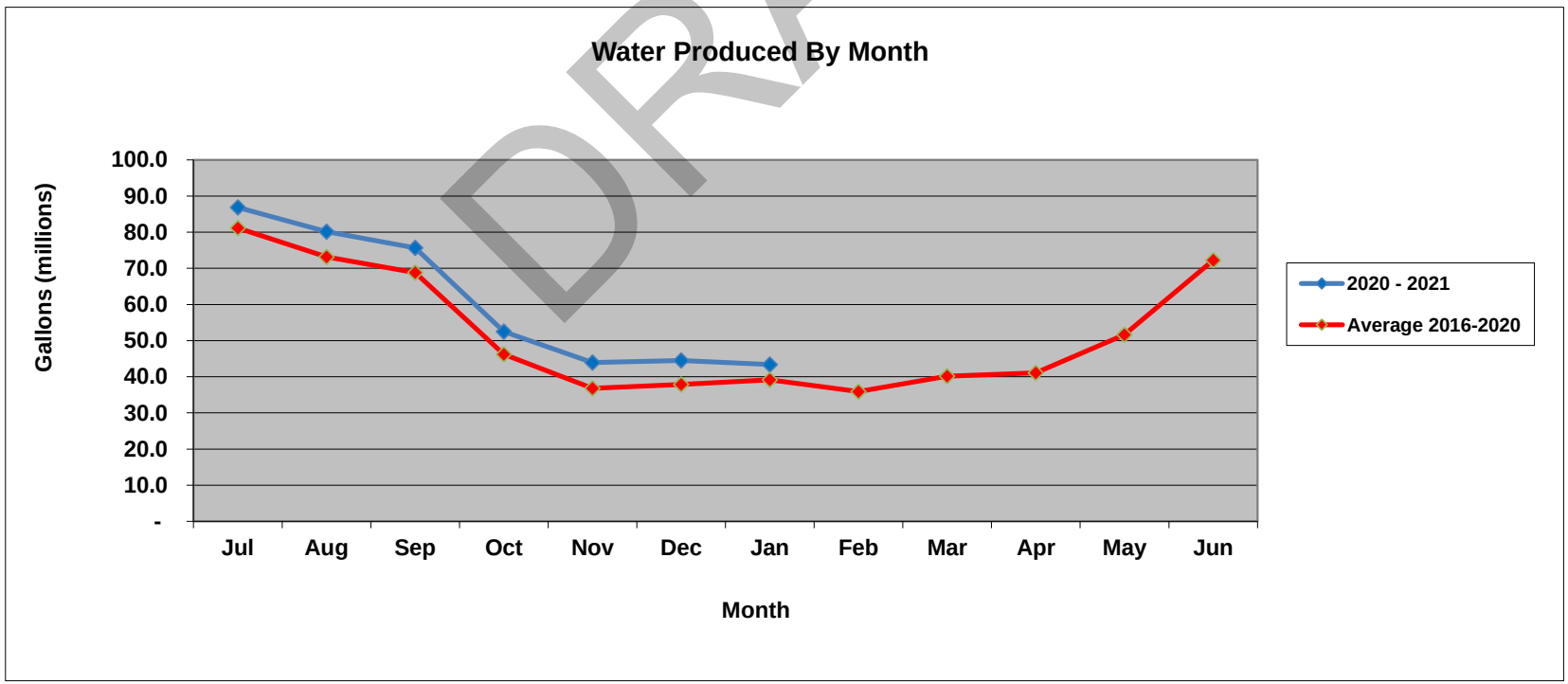

Cromwell Fire District
Treasurer's Report
As of January 31, 2021

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,695.65	1.22	-	9,696.87	6.25
Citizens Bank					
Checking	169,949.66	689,675.32	665,929.36	193,695.62	-
Money Market	1,273,090.93	250,160.13	100,000.00	1,423,251.06	1,875.90
Fire Department Trust	64,566.98	2.74	-	64,569.72	20.79
Hardship Benefit Fund	64,822.43	2.75	-	64,825.18	19.04
Harris Scholarship & Memorial Fund	25,932.27	1.10	-	25,933.37	7.62
People's United Bank					
Checking	84,554.58	359,606.31	101,158.28	343,002.61	-
Savings	2,217,668.39	256.92	200,000.00	2,017,925.31	2,124.39
Total Ending Balance	**3,910,280.89**	**1,299,706.49**	**1,067,087.64**	**4,142,899.74**	**4,053.99**

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Cromwell Fire District
Analysis of Cash Balances
As of January 31, 2021

Month	Fiscal Year					
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
July	2,486	2,751	3,059	3,047	3,358	3,874
August	3,654	3,955	4,488	4,438	7,780	4,589
September	3,433	3,522	3,915	4,032	6,766	3,892
October	3,353	4,960	3,860	3,826	6,413	4,442
November	3,557	5,041	3,932	3,995	6,384	4,486
December	2,945	4,197	3,276	3,397	5,758	3,910
January	3,053	4,145	3,468	3,497	4,381	4,142
February	3,811	4,407	4,285	4,475	5,404	
March	3,438	3,858	3,873	4,307	4,936	
April	3,246	3,636	3,584	4,159	4,577	
May	3,278	3,596	3,527	4,006	4,579	
June	2,904	3,374	3,233	3,597	4,136	

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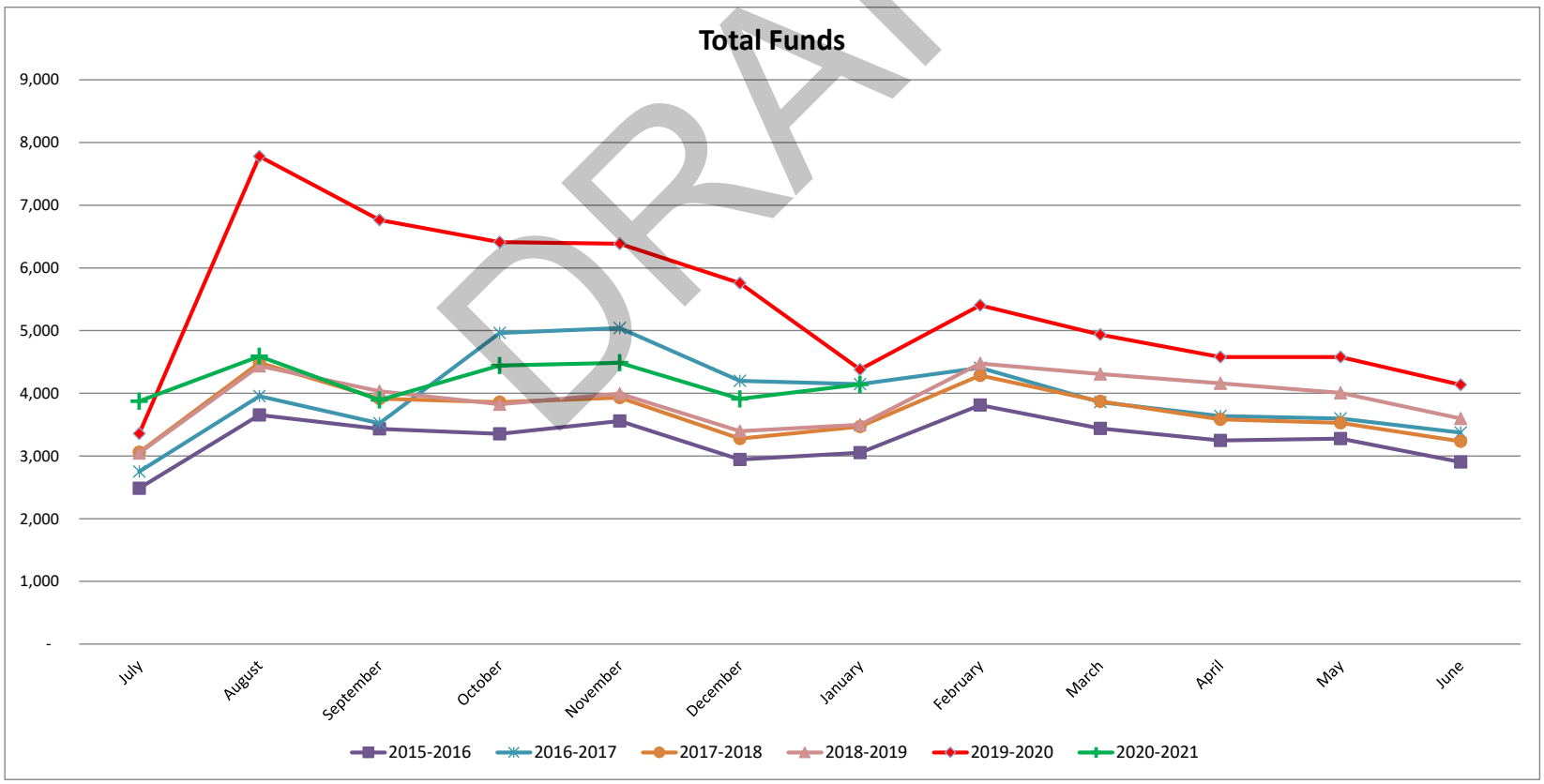

Cromwell Fire District
Fire Department Funds
January 31, 2021

	#22	#25	#26	#27		
		Sick Benefits	Memorial			
	Fire Department Trust Fund	Hardship Benefit Fund	Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Total	Grand Total
Cash	$ 64,670	$ 64,825	$ 25,933	$ -	$ 25,933	$ 155,428
Due from District	-	-	100	5,546	5,646	5,646
Total Assets	$ 64,670	$ 64,825	$ 26,033	$ 5,546	$ 31,579	$ 161,074
Accounts Payable	$ 16,806	$ -	$ -	$ -	$ -	$ 16,806
Due to District	-	-	-	-	-	-
Fund Balance	47,864	64,825	26,033	5,546	31,579	144,268
Total Liabilities & Fund Balance	$ 64,670	$ 64,825	$ 26,033	$ 5,546	$ 31,579	$ 161,074
Revenue						
Interest Income	$ 21	$ 19	$ 8	$ -	$ 8	$ 47
Annual Drive	25	-	-	-	$ -	25
Annual Banquet	-	-	-	-	$ -	-
Donations	675	-	100	-	$ 100	775
Uniforms	-	-	-	-	$ -	-
Other Income/Transfers In	-	-	-	-	$ -	-
Total Revenue	$ 721	$ 19	$ 108	$ -	$ 108	$ 847
Expenditures						
Annual Banquet	$ -	$ -	$ -	$ -	$ -	$ -
Annual Drive	-	-	-	-	-	-
Scholarships	-	-	-	-	-	-
Legal	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Administrative Expense	-	-	-	-	-	-
Dinner Meetings	-	-	-	-	-	-
Fires/Work Details	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Parades	-	-	-	-	-	-
Training	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Maintenance & Repairs	-	-	-	-	-	-
Fire Prevention	-	-	-	-	-	-
Explorers	-	-	-	-	-	-
Other Expenditures/Transfers Out	17,000	-	-	-	-	17,000
Capital Expenditures	-	-	-	-	-	-
Total Expenditures	17,000	-	-	-	-	17,000
Excess (Deficiency) of Revenues Over Expenditures	$ (16,279)	$ 19	$ 108	$ -	$ 108	$ (16,153)
Fund Balance Beginning	64,143	64,806	25,926	5,546	31,472	160,421
Fund Balance Ending	$ 47,864	$ 64,825	$ 26,033	$ 5,546	$ 31,579	$ 144,268

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Cromwell Fire District
Equipment Reserve Fund
Budget Report
January 31, 2021

Description	Account Number	Budget Prior Years	Budget 2020-21	Updated Budget	Expended Prior Yrs	Expended 2020-2021	Expended Total	Encumbered	Total Committed	Balance
Closed Projects & Uncommitted Fund Balance		**4,059,560**	**-**	**4,059,560**	**4,059,560**	**-**	**4,059,560**	**-**	**4,059,560**	**(0)**
Scott Air Packs / SCBA Replacement	31750-5740	265,506	35,000	300,506	259,942		259,942		259,942	40,564
Vehicles & Apparatus - Major Repairs	31751-5710	209,735		209,735	204,125		204,125		204,125	5,609
R-1 Replacement	31715-5740	150,000	100,000	250,000	-		-		-	250,000
Ambulance Re-chassis	31791-5710	100,000	30,000	130,000	-		-		-	130,000
Stretcher for Ambulance re-chassis	31804-5740	-	17,000	17,000	-	15,794	15,794		15,794	1,206
IPAD Replacement (13)	31702-5740	-	6,500	6,500	-		-		-	6,500
Ambulance EMS Chart Computers/IPADS (4)	31702-5740	-	5,500	5,500	-		-		-	5,500
Network Security Audit	31757-5320	-	12,000	12,000	-	4,000	4,000		4,000	8,000
Turn Out Gear Replacement	31784-5740	379,809	7,000	386,809	379,809		379,809		379,809	7,000
FMO Investigation vehicle & cap	31800-5710	-	26,000	26,000	-		-		-	26,000
Hurst Tool Replacement	31819-5700	-	6,000	6,000	-		-		-	6,000
Facilities Maintenance Program	31830-5700	94,144	20,000	114,144	84,775	2,150	86,925		86,925	27,220
Bunk room door/wall/window modification	31604-7310	-	4,000	4,000	-		-		-	4,000
Bunk room Men's/Women's plumbing facilities	31604-7310	-	10,000	10,000	-		-		-	10,000
Murphy beds (6)	31939-5800	-	16,000	16,000	-		-		-	16,000
AED-Replacement x 4 at $2200	31760-5740	8,800		8,800	8,240		8,240		8,240	560
AED - EMT/CPR Trainer Devices	31760-5740	2,100		2,100	-		-		-	2,100
Fire hose replacement	31716-5740	13,000		13,000	10,039		10,039		10,039	2,961
Door Access Security System (GF portion)	31921-5740	-	55,948	55,948	-		-		-	55,948
Air compressor - Court St apparatus bay	31952-5740	-	5,000	5,000	-	1,108	1,108		1,108	3,892
Radio/Tower/Antenna Upgrades Project (bonds)	31807-5740	3,000,000		3,000,000	2,413,717	141,225	2,554,942	87,085	2,642,026	357,974
Login Recorder, Pagers & Cases	31807-5740	169,075		169,075	158,233		158,233		158,233	10,842
Construction of 6 Radio Voting Sites	31807-5740	140,000		140,000	41,814		41,814		41,814	98,186
Active Projects		**4,532,168**	**355,948**	**4,888,116**	**3,560,693**	**164,277**	**3,724,970**	**87,085**	**3,812,055**	**1,076,061**
Total		**8,591,729**	**355,948**	**8,947,677**	**7,620,253**	**164,277**	**7,784,530**	**87,085**	**7,871,615**	**1,076,061**

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Cromwell Fire District
Water Capital Fund
Budget Report
January 31, 2021

Description	Account Number	Budget Prior Years	Budget 2020-2021	Total Budget	Expended Prior Years	Expended 2020-2021	Total Expenditures	Encumbered	Balance
Closed Projects & Uncommitted Fund Balance		**5,290,740**	**-**	**5,290,740**	**5,290,740**	**-**	**5,290,740**	**-**	**(0)**
Chem Feed Transfer Switch	35835-5700	60,000	3,344	63,344	-	63,344	63,344		-
Meters	35904-5720	256,146	74,250	330,396	249,393	53,063	302,456	19,596	8,343
Hydrants	35929-5722	68,132	12,000	80,132	54,667	5,190	59,856		20,276
Water System Remote Data Collection System	35912-5730	10,000		10,000	-		-		10,000
Replacement of Well Pump Motor	35740-5435	63,000		63,000	58,300		58,300		4,700
Engineering Services - Water Tank Inspection	35752-7290	26,000	30,000	56,000	-		-		56,000
Leak Detection equipment	35776-5740	-	16,635	16,635	-	16,679	16,679		(44)
Confined space equipment	35954-5740	-	7,485	7,485	-	7,485	7,485		-
Light Tower	35954-5740	-	9,396	9,396	-	9,396	9,396		-
Roller/compactor	35954-5740	-	15,801	15,801	-	15,801	15,801		-
Hydraulic breaker (backhoe attachment)	35954-5740	11,500		11,500	12,822		12,822		(1,322)
Door Access Security System (Water portion)	35959-5775	-	17,459	17,459	-		-		17,459
Risk & Resiliency Study	35721-7290	-	25,000	25,000	-	4,970	4,970	20,030	-
Diversion Permit Renewal	35721-7290	-	80,000	80,000	-		-		80,000
Water Supply Plan	35721-7290	-	10,200	10,200	-		-		10,200
Distribution Study	35721-7290	76,500		76,500	62,070	12,265	74,335		2,165
Active Projects		**571,278**	**301,570**	**872,848**	**437,251**	**188,193**	**625,444**	**39,626**	**207,778**
Total Water Capital Projects		**5,862,018**	**301,570**	**6,163,588**	**5,727,991**	**188,193**	**5,916,184**	**39,626**	**207,778**

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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' MEETING
Fire and Water Divisions
Tuesday, January 19, 2021
6:00 PM
West Street Firehouse
1 West Street
Cromwell, CT
Also via Conference Call

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The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' Meeting on Tuesday, January 19, 2021, at 6:00 PM, at the West Street Firehouse, 1 West Street, Cromwell, CT and also available via conference call, to discuss and act upon Fire and Water Division business.

Per Executive Order 7B, Governor Lamont has ordered and directed that in-person open meeting requirements be suspended. Therefore, the Board of Commissioners' Meeting will be held via conference call. Members of the public may send questions or comments to meetings@cromwellfd.com on any agenda items.

Commissioners Lee Brow (President), Jason Hinners (via conference call), Charles Epstein, David Colligan, Robert McIntyre, Allan Spotts (via conference call) and Roger Rukowicz. Commissioners Mertie Terry and Robert Donohue were absent. Also attending were Executive Director Julius Neto, Acting Fire Chief Jason Brade, Michael Alibrio (accountant) of CLA Connect (via conference call), Water Operations Manager Joseph Palmieri (via conference call) and Justin Lonergan (via conference call). Others dialed into the meeting were Chris Bellamo, Dispatcher; Andrew Cook, President of the Dispatcher's Union; Brian Petrucelli, Secretary of the Dispatcher's Union and Brett Hallden, Firefighter Union President.

CALL TO ORDER

The meeting was called to order at 6:45 PM, by President Brow. The Pledge of Allegiance was led by President Brow.

APPROVAL OF AGENDA

A motion was made by Commissioner Epstein, seconded by Commissioner Hinners and unanimously approved to accept the Agenda as submitted with the following addition: under New Business Item G. Clarification of the Continuity Plan Bonus.

PUBLIC COMMENT

The Executive Director had received some public comments submitted via email. He read the comments. They have been submitted for the record with the minutes on file in the Fire District Office. There were comments provided by Andrew Cook, Dispatcher Union President and Douglas Zordan, candidate for the Fire Marshal position.

Brett Hallden, Firefighter Union President, had dialed into this meeting. His comments were regarding the alternates that were identified and wished to make themselves available to be used on the schedule have been used on the schedule over the last 5 weeks. He also had comments regarding the item that was added to the agenda under New Business regarding the continuity plan bonus. He referred to the Special Board meeting of December 3. He noted that in the minutes it clearly states an average of a 42 hour work week which is an average of hours worked per week. He noted that it seems the minutes were interpreted differently, but the minutes are clear. He hoped that they would be read tonight.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF DECEMBER 15, 2020

A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to accept the Board of Commissioners' Meeting minutes of December 15, 2020, as submitted.

SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF DECEMBER 3, 2020

Commissioner Epstein had one correction to the minutes on page 1, under Public Comment, regarding Don Scranton. He was identified as a part-time firefighter/EMT in Cromwell and Chief of the Fire Department/Ambulance Association in East Hampton. Commissioner Epstein noted that the Fire Department and Ambulance Association in East Hampton are two separate entities. Mr. Scranton is Chief of the Ambulance Association.

A motion was made by Commissioner Epstein, seconded by Commissioner Hinners and unanimously approved to accept the minutes of the Special Board of Commissioners' Meeting of December 3, 2020, as corrected.

READING OF COMMUNICATONS & WRITTEN APPEALS TO THE BOARD

Commissioner Epstein read a thank you note sent to the Board from Mrs. Pam Colligan, Commissioner Colligan's wife, for the flowers sent by the Fire District for the passing of Mrs. Colligan's mother. The Board extended its best wishes to Commissioner Colligan and his wife.

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. In the interest of time, the Executive Director asked if there were any questions on his report. He did not have anything to add to his report.

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

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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.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinners 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. Acting Chief Brade tried to keep his comments brief in the interest of time. Local Emergency Management Medical Services Plan was submitted to the Town. The ISO audit was completed and submitted by the Department's auditor. The results should be received by the end of the month. COVID supplies have arrived, but they are having trouble sourcing N-95's. There was a structure fire on 20 Hillside Road. Ambulance 4A was struck by a vehicle that evaded a shots fired scene. Chris Logan did the repairs, and the ambulance is back on line. The State OEMS was notified. The Department will hold a Community Risk Assessment Project from the Fire Marshal's Office which is hosting it. This is a pilot project with them. There will be some valuable information available when they are finished. The service contract was used recently to service the stretchers. 4B had an issue that was taken care of under the contract. 4C is currently out of service. This is the ambulance that keeps having electrical issues. It went to Massachusetts SBI getting looked at again for repairs. They will be getting the vendor and manufacturer involved. They have put in for a smoke detector grant and a camera grant. There was a structure fire at the Super 8 two nights ago.

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

D. Water Operations. The Water 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 had dialed into the meeting. He had nothing to add to his report. He asked if there were any questions.

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

E. Communication Center Report. The Communication Center Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. He had nothing to add to his report. The Communication Center is fully functional and everything is going well. There is nothing catastrophic to report. There have been some minor issues with the new system. The new consoles are on line. There is still some work to do. The new portables are in and they will be distributed within the next 2 weeks to field personnel. There is some continued work with the infrastructure. There isn't much more to add other than significant work is being put in by Mr. Lonergan and the communications staff to make everything work. They are dealing with the little hiccups as they come up and getting them rectified as soon as possible.

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

REPORTS OF THE STANDING COMMITTEES

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A. District Operations. A meeting was held on Friday, January 15, 2021. Budget issues were discussed. The Committee gave direction to the Executive Committee Chairman, Commissioner Rukowicz, to move forward with the items discussed and put them on the Agenda for the Executive Committee meeting. Commissioner Rukowicz stated that there will be a meeting scheduled of the Executive Committee next month. President Brow noted that he will be scheduling another District Operations Committee meeting soon to address adding Chip Darius to the Safety/Building Committee as the District's Safety Officer/Infection Control officer.

B. Executive. Commissioner Rukowicz noted there was no meeting this month. There will probably be one scheduled next month.

C. Fire Operations Committee. A meeting was held on December 15, 2020. Minutes had been previously distributed and reviewed. Commissioner Hinners chaired the meeting. He had nothing to add to the minutes. He stated that the minutes were submitted and they are accurate.

Because the minutes were tabled at the Fire Operations Committee meeting prior to this meeting, a motion was made by Commissioner Hinners, seconded by Commissioner Epstein and unanimously approved to table the Fire Operations Committee meeting minutes of December 15, 2020.

D. Pension Committee. Commissioner Colligan reported that they will be having a meeting in March per the meeting schedule and hopefully the COVID situation will be under control by then.

E. Personnel Committee. A special meeting was held on January 5, 2021. Minutes had been emailed to the Commissioners rather than included in the packets. They had not been signed. A Personnel Committee meeting was also held on January 12, 2021. Those minutes were not available for review.

A motion was made by Commissioner Colligan, seconded by Commissioner McIntyre and unanimously approved to table the minutes for the Special Personnel Committee meeting of January 5, 2021, and the regular Personnel Committee meeting of January 12, 2021.

F. Water Operations. Commissioner Rukowicz noted that there was no meeting. The next meeting is scheduled for Tuesday, February 9, 2021, at 5:30 PM.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

A. Report of the Town Council Liaison. Ms. Jennifer Donohue was not able to attend this meeting. She sent an email to the Executive Director. She sent everyone well wishes. She stated that the biggest project with the Town Council right now is the Town's budget for the upcoming fiscal year as well as COVID Task Force Management on regulations, tracing and vaccinations. President Brow asked that the Executive Director relay to Ms. Donohue the Board's wishes for a safe and healthy new year.

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B. Reports of Special Committees

1. Public Safety Tower Committee. Commissioner Rukowicz reported there was no meeting. The next meeting is scheduled for Friday, March 5, 2021, at 10:00 AM.

2. Safety/Building Committee. A meeting was held January 14, 2021. The minutes were not available to review. President Brow reported that based on the recommendation by Chip Darius at that meeting to have a light switch and a light over the stairs at the Court Street Firehouse, Tuthill Electric did a review of the area, and also reviewed Sovereign Ridge pumphouse and the light at the access gate that is continually on because the photo sensor is out. They will be submitting a quote to replace that. IT was suggested to put in a quick time clock and an outlet so that if some needs to service the electric motor there, they will have power for whatever tools are needed. The quote will include replacing the photo sensor at that pump house with a time clock that has a battery backup. If the power should go out, you would not have to worry about resetting it. For Court Street, they would be happy to put in a light switch and additional light. IN the interest of saving the District money, his suggestion is to take and put another set of tubes above the stairs tied into the existing station lights so the stairway is always lit when the station lights are on. That way they can get up to the top, get the light switch to turn on the light that is inside the cage and the other light that it there he can tie that light that is there with the station lights so the whole area is lit. The light switch will be just for the cage. It will save some money. It will be more expensive than just tying the lights in and putting the light up there. They agreed it was a better solution.

   A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to table the minutes of the Safety/Building Committee for January 14, 2021.

3. Bylaws Committee. Commissioner Epstein stated there has been no meeting, however, there will be a vote later tonight on the amended Bylaws. President Brow asked that the vote be tabled until the Executive Director receives clarification from the District's attorney to make sure the meeting notice posted is legal and meeting protocols are following the current pandemic guidelines ordered by Governor Lamont. Mr. Neto is looking for a legal perspective but has not been able to touch base with Attorney Deneen.

   A motion was made by Commissioner Spotts, seconded by Commissioner Colligan and unanimously approved to table the Special District Meeting scheduled for this evening at 7:00 PM, to next month.

NEW BUSINESS

A. Commissioners' Comments. Commissioner Colligan had a couple of issues to discuss. The first was electronic signatures. During these times of the pandemic, chair-people of Committees are not signing off on meeting minutes. He stated that in the business world there is something called an electronic signature. He wanted to know if the District could look into the possibility of having electronic signatures on minutes. Minutes are not being approved and filed because they have not been signed. He wanted to know if Angel Alvarado can look into it. President Brow thought that there is also a legal factor to consider. The Executive Director will look into what is acceptable per FOI rules. He will check with Attorney Deneen on this issue as well as the Special District Meeting issue.

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The other issue Commissioner Colligan discussed was the Executive Director's work schedule and the time he is putting into the District. He suggested working with the Executive Director to readjust his work time. His work day starts at 7:00/7:30 and for today for example, he is attending late meetings after office hours. This happens more often than not. He would like to see some type of adjustment to his time so that he can be compensated for his extra time worked. President Brow will add it to his District Operations agenda for the meeting he is scheduling for next week.

Commissioner McIntyre had some questions regarding the lighting at Court St. He suggested checking with Chip Darius to make sure the recommendations from the electrician are OSHA compliant.

B. Budgetary Adjustments. There were not adjustments to report.

C. Approval of Contracts/Contractors. There were no contracts or contractors to report.

D. Discussion and Possible Decision on Recommendations from the COVID Committee on Next Steps. President Brow suggested tabling this item because there are items on the COVID list that are being clarified.

A motion was made by Commissioner Epstein, seconded by Commissioner Hinners and unanimously approved to table this item until after the next COVID Committee meeting next week.

E. Discussion and Possible Decision on Non-Career Officer Position in the Fire Department. President Brow asked that this item be tabled as well pending the recommendation from Fire Operations for the meeting with the Chiefs, Fire Operations and the Executive Director to come up with a plan on what the process will be.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to table this item until the next month.

F. Discussion and Possible Decision on Personnel Committee Recommendations of Ray Saracco for the Fire Marshal's Position. The Executive Director gave a summary of what has happened regarding this position. This position had been posted to replace Todd Gagnon who had passed away last spring. The Personnel Committee identified an interview process. They chose to have an interview panel on the subject matter. They had three Fire Marshals from the State Fire Marshal's Office serve on the panel. Five candidates were selected. They had a series of questions they were given to answer. Each answer was numerically graded. The results were tabulated. The outcome provided two top candidates to be interviewed by the Personnel Committee. The interviewers were Commissioners Hinners and Terry, President Brow was to serve as an interviewer as well but was not able due to a work emergency. The Executive Director also served as an interviewer. The top candidates met the criteria of the point system with 70% or more on the subject matter experts. The candidates were Ray Saracco and D.J. Zordan. Mr. Zordan is a member of the Cromwell Fire Department. He has been involved with the Fire District for the last 13 years. They had a set of 16 questions that were asked to each candidate. Questions were rated based on the response. The findings were presented to the Personnel Committee. Both candidates were well qualified. The Personnel Committee is recommending Ray Saracco for the Fire Marshal position. President Brow opened the meeting up for discussion.

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Commissioner Hinners brought up the letter submitted by DJ Zordan under Public Comment. He felt very strongly about the hiring and staffing model in place where the District hires from within, and the fact that the District cultivates their own. Credit is given to candidates who are Town residents. Mr. Zordan was given extra points because he is a Cromwell resident. He felt Mr. Zordan did amazingly well and brought additional information to the interview. Commissioner Hinners felt that it was in the Board's best interest to hire Mr. Zordan for the position.

The President went around the room for comments from the Commissioners. Commissioner Epstein was in agreement with the motion. Commissioner McIntyre was in support of Cromwell resident D.J. Zordan. Commissioner Colligan was in agreement with the motion. Commissioner Hinners supported his earlier comments. He felt that Mr. Zordan is the best candidate for the position.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Spotts and approved 4 to 2 to hire Ray Saracco as the next Fire Marshal for the Cromwell Fire District. Noted that Commissioners Terry and Donohue were not present to vote. Commissioners Hinners and McIntyre voted nay.

G. Clarification of the COVID Stipend. The Executive Director explained that this item was also discussed at the last Personnel Committee meeting. Mr. Neto had put this item on the agenda for clarity because he had heard indirectly that he was not interpreting the meeting minutes or the motion that was made as it relates to the continuity plan bonus program. The Board made a decision to recognize above and beyond individuals who were disrupting their work and personal lives to give the Fire Department the opportunity to schedule a large number of hours so that management could separate or segregate the shifts so that each shift would have the same cohorts to minimize the exposure to COVID. Commissioner Hinners had proposed a bonus rate of $175. Also, 42 hours were identified as a work week. The 42 hours is what the present full time work staff averages in the course of a week. They work 48, 48, 48 and 24 for the month. That creates the average of 42. There was also some discussion about the bonus being prorated. Without clarity from the motion, he interpreted it meaning any individual working 40 plus hours receives a full bonus and any individual working 24 hours will get half of a bonus. Mr. Neto explained that is the way the District has been operating over the last 5 or 6 weeks. He gave the same explanation to the Personnel Committee. The Committee had decided at the time that this appeared reasonable, but did not give the Executive Director any direction other than to continue with the same process. After additional discussion with members of the Commission it was identified on this agenda tonight so the whole Commission can make a decision on what the full intent was. Should the bonus be prorated and to what degree? Should it be prorated by quarters, half, 10% increments. The Executive Director needed some direction on what the intent was to prorate this bonus. The District is willing to reconstruct the bonus from week 1 based on what the Commission defines as the continuity plan bonus.

President Brow read the motion from the December 3, 2020, Special Board meeting. Commissioner Hinners had suggested the rate of $175 for the bonus since the Fire Department does not have a competitive hourly wage. It was proposed to have the $175 for a 42 hour week, but that the rate be proportionate for work hours less than 42. It was noted that it creates an unbudgeted expense of $16,660. It is more than the proposed $125 per 42 hour work week. This was explained as a bonus for the additional staffing. President Brow opened the meeting up to the floor. The Commissioners will need to decide what direction to give the Executive Director. Commissioner Colligan was under the impression that the bonus

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was implemented in the manner that it was explained at the December 3 meeting. He believes the Commission gave the Executive Director permission to implement the bonus the way he interpreted it. There have been a lot of COVID related issues that have come up within the last couple of weeks. Commissioner Colligan felt that the implementation of the bonus was reasonable and equitable. He felt the plan was fair. Commissioner Rukowicz is in full agreement with the Executive Director in the way the bonus was given. Commissioner McIntyre was in agreement with the implementation of the bonus. Commissioner Epstein was in agreement with the others. Commissioner Spotts also agrees with the others on what was voted on December 3. Commissioner Hinners made the motion at the December 3 meeting and stands by it. President Brow did not have an issue with the way the bonus is being implemented. He asked if those working less than 24 hours were receiving a bonus even thought they could not work a 24 hour shift.

The Executive Director explained the current process. If a person works 40 plus hours in a week, they will receive the full bonus. A half of a bonus is given if a person works 24 hours or more. There is nowhere in the middle. That was Mr. Neto's way of simply breaking it down without getting into small units of time. Some individuals may not work a clean 24 or 48 hours. If a person works 36 hours, it is close to 40 but it is not 24. Under this plan the person would get half of a bonus. Mr. Neto clarified what the Commission was saying which is currently there are only 2 payouts. One for 40 – 48 hours or 20 – 24 hours. They are only recognizing the hours from 24 to 39 as a half bonus. The full bonus is from 40 hours or more. If the Commission agrees with the process, they will proceed with the full and a half bonuses based on the criteria discussed. That was how Mr. Neto interpreted the Commission's vote at the December 3 meeting. He wanted to make sure his interpretation of the plan was correct. He did not make the decision, the Board voted for this process.

President Brow asked Commissioner Hinners to respond because it was his motion at the December meeting. Commissioner Hinners' understanding of the intention of that motion was that a full bonus was $175, a half of shift was half of the bonus, a quarter was a quarter, etc. He apologized for the lack of clarity. He added a full shift was $175, and then proportionate to hours worked. Mr. Neto heard Commissioner Hinners to say there should be more increments delinations for the bonus. If a person works using either 40 or 48, a quarter of that is so many hours, a half is half and three quarters is so many hours. Commissioner Hinners stated that was his intent, but he understands the confusion because it was not broken down into that fine of an increment. He thinks it would be fair to break it into quarters, and round accordingly as needed. He thought halves were too big of an increment and anything below a quarter is a nightmare for accounting. His opinion is that quarters is a fair increment. Mr. Neto asked if they will be using a quarter of 40 hours? Will it be 40 hours, 30 hours, 20 hours and 10 hours. Or will it be a quarter of 48 hours. Mr. Neto needed to know what the variable will be so they can divide it into quarters. If quarters are used, will it be 40, 30, 20 or 10. So anyone that works 10 hours would receive a quarter of a bonus ($43.75). Anyone working 20 hours will receive $87.50. Anyone working around 30 hours will get $131.25. Anyone over 40 hours will get $175. Mr. Neto just needed clarity. Commissioner McIntyre agreed with the Executive Director that if the bonus is broken down into quarters there needs to be some hourly number assigned to each increment of hours. An hourly threshold needs to be assigned to each quarterly rate. Commissioner Hinners agreed and thought that the first thing to do is assign the high hourly rate—40 or 48. From there it should be divided into 10 hour increments. But anyone who works say 26 hours would receive the quarterly bonus for 24 hours not 36 hours. The President suggested using 12, 24, 36 and 48 for the increments. That follows exactly the hours the career staff is working. That was the intent of this which was to bolster those so that they had those staffing numbers 24/7 during the pandemic.

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Commissioner Hinners agreed and thought the number 48 should be the high number used. He felt that the 12, 24, 36 would apply. IT is the same logic but the top number is higher. The Executive Director stated that if that is the wish of the Commission that is what the District will use. They will use 12, 24, 36, 48. There will be 4 possible payouts. If a person works 12 hours, the payout will be $43.75. If a person works 8 hours, would they get a bonus? Commissioner Hinners clarified that the person would have to reach a threshold, 13 hours would be a 12 hour bonus, but 8 hours would not be a bonus. For clarity Mr. Neto stated that a minimum bonus is 12 hours or higher, a half a bonus is 24 or higher, three quarters of a bonus is 36 and 48 gives you a whole bonus. Within those thresholds the hours worked numbers will be rounded up or down depending on where the hours fall within the 12 point threshold. The Executive Director stated that they will go back to day 1 of the continuity plan to correct any inconsistencies according to the clarification.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

There was no Executive Session planned for this meeting.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to adjourn the meeting at 7:56 PM.

ATTEST: _____

Charles R. Epstein, Secretary

Nancy Deegan
Recording Secretary
1-27-21

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