

Regular Meeting of the
Board of TFD Fire Commissioners

DRAFT -- Meeting Minutes – August 17, 2016
Thompsonville Fire Station, 35 N. Main Street, Enfield, CT

1. Call to Order: by Chairperson Reidy at 7:08 pm.

2. Roll Call: present was Chairperson Comm. Reidy, Comm. Perry, Comm. Crowley, and Comm. Gaskell. Absent were Comm. Brouillette and Acting Chief Provencher.

3. Fire Marshal's Report:

Copies of the Fire Marshal's report for July 2016 were available for the public.

4. Chief's Report:

Comm. Reidy said Acting Chief Provencher is absent due to training.

5. Commissioners' Communications:

Comm. Gaskell said copies of the Treasurer's report are available.

Comm. Gaskell said the Fire Marshal has a set inspection schedule that he produces and follows on a daily and yearly basis. The information provided in the Fire Marshal's report shows his monthly activities.

Comm. Gaskell said the Board will discuss the contract negotiation committee later on in the meeting.

Comm. Gaskell said the district has collected over \$36,000 in Fire Marshal fees. That is the total amount collected since the inception of the ordinance.

Comm. Gaskell said when new construction occurs an application is submitted to the Town of Enfield's Building Dept. for review. The Building Dept. contacts the Fire Marshal for his review. Once the Fire Marshal receives the plans he sends out the appropriate billing statement according to the fees schedule. Once the fee is received the Fire Marshal reviews and signs off on the plans.

Comm. Gaskell said per union contract in Article 7 section 3, any employee who participates in responding to EMS calls without EMT or MRT training is eligible to receive the stipend.

Comm. Gaskell said if an employee is out on Workers' Compensation and does not contribute to the pension the amount received at retirement will be reduced.

Comm. Gaskell said fire protection is required for the Fourth of July fireworks. Due to the possibilities of a major fire, catastrophic, or mass casualty incident all department resources are needed. Under the State Fire Marshal's Code, fire and police protection are required at fireworks or special effect displays. The Fire Marshal or his designee shall be present at all fireworks displays. Fire dept. personnel shall remain on duty from the time that the fireworks are delivered to the display site until termination of the display and removal of all fireworks and debris from the site. Comm. Reidy said the district received reimbursement from the town for these services.

Comm. Gaskell said per union contract in Article 11, if a member is called in to perform duties in the absence of the Fire Marshal he is compensated at the rate of pay the Fire Marshal receives.

Comm. Gaskell said if there were any questions that weren't answered to your expectations, please contact Acting Chief Provencher.

Comm. Crowley said when I passed by the station, the members were giving a group of children a tour. It was great to see.

Comm. Gaskell asked about contact with the Greys Club. Comm. Reidy suggested contacting the town about giving their portion of the land to them.

Comm. Gaskell said meetings should be conducted according to the Charter. The Board will answer the public's questions at the end of Public Communications.

6. Public Communications: 10 Minute Q & A:

Jeff Cross, 1116 Enfield St., asked do all the accounts listed on the balance sheet have separate bank account numbers. Is there a bank statement for each one of these accounts? How are those accounts funded? What is the basic cash flow of the accounts?

Mr. Cross said there is a fire hydrants maintenance account. I thought we had a hydrants maintenance contract. I assume the bridge fund contains funds to carry us from the end of the fiscal year until we get funded. Have we received the funds from the town?

Mr. Cross asked which funds are available for use to fund current activities and which ones are restricted. Are these the types of funds that the CPA indicated that we need to

build? We need more cash on hand. Are the total assets listed on the balance sheet the total current assets? Do we have any other assets?

Mr. Cross said I appreciate the balance sheets being provided. I don't believe previous board members were honest with the taxpayers. We would just like to know more about these accounts.

Mr. Cross asked are the dates in the Fire Marshal's report calendar or fiscal year. Is the number of calls for 2015 for the whole calendar year or just through July 2015? Is some of the Fire Marshal's time billable as part of the Fire Marshal fees?

Steve Cogtella, 2 S. River St., said I understand that the EMS stipend is part of the contract. The salary figures listed in the contract seem deceptive if a person is receiving a stipend. The stipend should be included in those figures. Now that EMT is a mandatory condition of employment, it should be stated as part of a person's salary.

Mr. Cogtella asked when somebody is out of work does that person have to make up their payments for insurances and the pension.

Erline Provencher, 94 S. River St., asked is the 4 year incidence summary in the Fire Marshal's report just for the month of July. I would like an explanation for what the other fires are.

Ms. Provencher said Comm. Gaskell's comment about answering the public's questions is negative towards the Charter. He should have said according to Robert's Rules instead of the Charter. Has anyone read Robert's Rules of Order?

Ms. Provencher said the balance sheet does not tell me anything. I would like to know what was budgeted and how much we spent per line item for 2015-2016. Ms. Provencher expressed concern about the cost of electricity..

Mark Magistri, 34 Parker St., said the balance for the IT Maintenance account decreased from June to August. What does that money represent? The Municipal Investment account increased. Where did that money come from?

Mr. Magistri said thank you for providing the balance sheet. I would like the profit and loss statements to be provided at meetings.

Steve Cogtella, 2 S. River St., asked about using Engine 21 to respond to medical calls.

Jeff Cross, 1116 Enfield St., said at the last meeting I had asked for a bank reconciliation. I also asked for a 2015-2016 reconciliation to budget. There was also a question about the rotation of the Squad. There was a question about the district making up the difference between workers' comp and gross pay. Are taxes and deductions taken out from the 40 percent?

Comm. Reidy said bank statements are always available to the public. You should contact Acting Chief Provencher about those.

Comm. Reidy said I am not sure what is and isn't billable for the Fire Marshal hours. That might require more ordinances. Comm. Gaskell said we will contact the Fire Marshal about the questions regarding his report.

Comm. Gaskell said the Squad has several mechanical issues so Engine 21 has been used more. We are down on manpower. Summer is a heavy vacation time and several people are out due to injuries. Comm. Crowley said I am not what the requirements are for the truck to leave the station on a medical call. Comm. Reidy said there is no minimum.

Comm. Perry said there have been a lot of mulch fires. A lot of those could be part of the other fires. Comm. Reidy agreed. Comm. Crowley suggested asking businesses to use rocks instead of mulch. Comm. Crowley also suggested billing businesses for re-occurring mulch fires.

Comm. Reidy said the Board can ask the Fire Marshal to attend a meeting to answer any questions about his reports. The Municipal Investment account increased because we received money from the State of CT. The dispatch fees have been paid this year.

Comm. Gaskell said we received a motor vehicle incentive check for \$356,000 from the State.

Comm. Reidy said the P&L will be attached to the minutes for this meeting.

Comm. Gaskell said I don't have any negativity towards the Charter. I am trying to follow it. The people voted to have a charter.

Comm. Crowley suggested posting the agenda a week ahead of time. The public can email the Board with questions and the Board can have the answers available at the meeting. Comm. Gaskell said email Acting Chief Provencher first. If you don't hear back from him then you should email the Board.

7. Old Business: a) Negotiating Committee, b) Ethic Committee, c) Personnel Policies and Procedures:

Negotiating Committee: Comm. Reidy said I discussed with our attorney about several options for a negotiations committee. It is rare for an outside committee to participate in negotiations. The atty. advised against holding a public hearing. The Commission would like the public's input.

MOTION *to set forth a negotiation committee* made by Comm. Reidy, seconded by Comm. Gaskell. Discussion: Comm. Perry asked for an explanation about the committee. Comm. Reidy said there has been a lot of change in the Commission and personnel here. This Commission has been very open with the taxpayers. We should be trusted to manage the negotiations. I am personally not comfortable with a negotiations committee. Comm. Perry said I have to agree with Comm. Reidy. But I don't have a problem with input. Comm. Gaskell asked how you would get the public's input. Comm. Perry responded through email. Comm. Gaskell said emails are subject to FOI. If an individual has a concern they should speak to a Commissioner. Comm. Reidy said we do not want to receive concerns in writing. Roll Call- Motion fails 0-4.

Ethic Committee: Comm. Reidy said Atty. McHale is coordinating with Atty. Landolina to write an ordinance. The Board will be looking for volunteers to be a part of the committee. There is a one year time frame to establish the committee. The Board will have to determine the number of members.

Personnel Policies and Procedures: Comm. Crowley said we can start with a base with Acting Chief Provencher and work from there. Comm. Reidy said we can incorporate the SOPs into our policies.

8. New Business:

None.

9. Public Communications: 10 Minute Q & A:

Steve Cogtella, 2 S. River St., asked about the contract negotiation process. Will the Board be the negotiation committee? Can we email the Board with our concerns regarding the contract? Does each side exchange proposals?

Mark Magistri, 34 Parker St., asked that the Board speak in complete sentences in order for the public to follow the discussion.

Comm. Reidy said the Board would like the questions to be verbal. Anything in writing is subject to FOI. We have worked very hard over the past couple of years to earn the trust of the taxpayers, firefighters, administration and other depts. We want to keep moving forward in a positive manner. We don't want anything to taint how the department and the district feel about each other. Comm. Gaskell said anything subject to FOI jeopardizes the contract negotiations

Comm. Crowley said the reason I voted against a negotiations committee because I feel I was elected to undertake that task. I believe the Board is on the same page on what

they would to accomplish and get things back in order. Hopefully the public has faith that's what this commission is trying to do.

10. Approval of Minutes from March 30 special meeting, April 5 special meeting, April 12 special meeting, July 14 special meeting, and July 20 regular meeting:

MOTION to table *March 30 special meeting, April 5 special meeting, and April 12 special meeting* made by Comm. Gaskell, seconded by Comm. Reidy. Discussion: none. Roll Call- Motion passes 4-0.

MOTION to approve *July 14 special meeting and July 20 regular meeting minutes* made by Comm. Gaskell, seconded by Comm. Reidy. Discussion: none. Roll Call- Motion passes 4-0.

10. Discussion and Approval of Invoices/Bills:

Commissioners reviewed, discussed and approved checks for invoices/bills.

11. Anticipated Executive Session: a) Personnel Issues, b) Pending Claims and Litigation CGS 7433c Heart and Hypertension Claims, c) Discussion of Pending Claims and Litigation:

MOTION to enter into *Executive Session* made by Comm. Gaskell, seconded by Comm. Reidy. Discussion: none. Roll Call- Motion passes 4-0. All Commissioners present entered into Executive Session at 8:30 pm.

12. Possible Action regarding Executive Session:

Returned from Executive Session at ? pm. No action taken.

13. Adjourn:

MOTION to *adjourn* made by Comm. ?, seconded by Comm. ?. All in favor by ayes at ? pm.

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12. Possible Action regarding Executive Session:

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13. Adjourn:

MOTION to adjourn made by Comm. ?, seconded by Comm. ?. All in favor by ayes at ? pm.

MONTHLY BUDGET STATEMENT FOR JULY 2016

	<u>Actual Monthly July</u>	<u>Budget Monthly July</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Full Year Budget</u>	<u>Full Year Budget AMT Remaining</u>
Revenue							
4001 · Grand List Revenue	-	-	-	-	-	4,446,159.00	
4004 · Firewatch Fees	-	5,900.00	-	5,900.00	(5,900.00)	5,900.00	
4005 · Interest Income	334.52	650.00	334.52	650.00	(315.48)	7,800.00	
4010 · Fire Billing	-	125.00	-	125.00	(125.00)	1,500.00	
4040 · Fire Marshal Ordinance Fees	2,380.00	2,750.00	2,380.00	2,750.00	(370.00)	33,000.00	
4050 · Miscellaneous Income	3,804.88	-	3,804.88	-	3,804.88	6,000.00	
Total Revenue	6,519.40	9,425.00	6,519.40	9,425.00	(2,905.60)	4,500,359.00	
Expenditures							
Heart & Hypertension Expenses							
5001 · H&H Fiscal Pmt. Stip. 9/15/99	5,548.25	4,438.61	5,548.25	4,438.61	(1,109.64)	59,000.00	53,451.75
5003 · H&H Fiscal Pmt. Stip 284	-	-	-	-	-	15,000.00	15,000.00
5004 · H&H Fiscal Pmt. Stip. 907	-	-	-	-	-	12,268.00	12,268.00
5005 · H&H Fiscal Pmt. Stip. 927	-	-	-	-	-	25,000.00	25,000.00
5006 · H&H Fiscal Pmt. Stip. ?	-	-	-	-	-	15,000.00	15,000.00
5035 · H&H Retiree Dental Insur.	285.20	362.00	285.20	362.00	76.80	4,344.00	4,058.80
5060 · H&H Atty. Fee Stip. 907	-	-	-	-	-	3,067.00	3,067.00
5070 · H&H Self Insurance	-	20,855.00	-	20,855.00	20,855.00	250,210.00	250,210.00
Total Heart & Hypertension Expenses	5,833.45	25,655.61	5,833.45	25,655.61	19,822.16	383,889.00	378,055.55
Payroll Expenses							
5120 · Payroll, Regular	115,941.86	132,266.00	115,941.86	132,266.00	16,324.14	1,719,470.00	1,603,528.14
5123 · Extra Duty Pay	7,868.56	9,614.00	7,868.56	9,614.00	1,745.44	125,000.00	117,131.44
5125 · FLSA	-	625.00	-	625.00	625.00	7,500.00	7,500.00
5128 · EMT/EMS Stipend	-	-	-	-	-	29,400.00	29,400.00
5131 · Community Sick Bank	-	416.67	-	416.67	416.67	5,000.00	5,000.00
5134 · Sick Time Retiree Payout	-	3,097.50	-	3,097.50	3,097.50	37,170.00	37,170.00
5143 · Vacation Time Retiree Payout	-	2,654.43	-	2,654.43	2,654.43	31,853.00	31,853.00
5146 · District Pension	-	-	-	-	-	550,000.00	550,000.00
5149 · SS/Medicare	9,096.69	10,315.00	9,096.69	10,315.00	1,218.31	134,095.00	124,998.31
Total Payroll Expenses	132,907.11	158,988.60	132,907.11	158,988.60	26,081.49	2,639,488.00	2,506,580.89
EMP Medical & Insurance Expense							
5160 · Medical Insurance	20,346.09	37,873.34	20,346.09	37,873.34	17,527.25	454,480.00	434,133.91
5172 · Dental Insurance - District	1,861.01	2,505.75	1,861.01	2,505.75	644.74	30,069.00	28,207.99
5174 · LT Dis/Life Insurance	1,362.06	1,300.25	1,362.06	1,300.25	(61.81)	15,603.00	14,240.94
5177 · Workers' Compensation	74,112.00	74,900.00	74,112.00	74,900.00	788.00	299,600.00	225,488.00
5183 · Gov't Trust Retiree Health Ins. Fund	-	-	-	-	-	60,000.00	60,000.00
Total EMP Medical & Insurance Exp	97,681.16	116,579.34	97,681.16	116,579.34	18,898.18	859,752.00	762,070.84
Property & Liab. Insurance Exp							
5191 · ESIP Liability, Prop., Vehicle	5,484.78	9,123.50	5,484.78	9,123.50	3,638.72	36,494.00	31,009.22
5194 · ESIP Inland Marine Policy	4,078.00	3,886.00	4,078.00	3,886.00	(192.00)	15,544.00	11,466.00
5197 · ESIP Umbrella Policy	1,036.00	1,062.50	1,036.00	1,062.50	26.50	4,250.00	3,214.00
Total Property & Liab. Insurance Exp	10,598.78	14,072.00	10,598.78	14,072.00	3,473.22	56,288.00	45,689.22
Station Vehicles Expense							
5201 · Gasoline	177.63	420.00	177.63	420.00	242.37	5,000.00	4,822.37
5202 · Diesel Fuel	472.82	750.00	472.82	750.00	277.18	9,000.00	8,527.18
5204 · Hose Replacement	-	250.00	-	250.00	250.00	3,000.00	3,000.00
5206 · Apparatus Equipment	2,045.60	1,666.67	2,045.60	1,666.67	(378.93)	20,000.00	17,954.40
5208 · Apparatus & Vehicle Maintenance	2,445.76	2,084.00	2,445.76	2,084.00	(361.76)	25,000.00	22,554.24
5210 · Pump Test	-	108.34	-	108.34	108.34	1,300.00	1,300.00
Total Station Vehicles Expense	5,141.81	5,279.01	5,141.81	5,279.01	137.20	63,300.00	58,158.19
Station & Operational Expense							
5212 · Mobile Telephones	218.42	220.00	218.42	220.00	1.58	2,640.00	2,421.58
5225 · HQ Maintenance	11.91	333.34	11.91	333.34	321.43	4,000.00	3,988.09
5226 · Heat	195.21	500.00	195.21	500.00	304.79	6,000.00	5,804.79
5227 · Electricity	1,103.84	1,166.00	1,103.84	1,166.00	62.16	14,000.00	12,896.16
5228 · Water	332.81	350.00	332.81	350.00	17.19	1,400.00	1,067.19
5229 · Sewer	83.04	50.00	83.04	50.00	(33.04)	200.00	116.96
5230 · Telephones	114.23	115.00	114.23	115.00	0.77	1,380.00	1,265.77
5231 · Landscaping	-	25.00	-	25.00	25.00	200.00	200.00
5232 · HQ Snow Removal	-	-	-	-	-	2,000.00	2,000.00
5235 · Generator Maintenance	-	-	-	-	-	750.00	750.00
5239 · Fire Marshal's Office	182.49	590.00	182.49	590.00	407.51	7,000.00	6,817.51
5240 · Meter Calibration	-	-	-	-	-	1,100.00	1,100.00
5241 · Station Supplies	191.31	240.00	191.31	240.00	48.69	2,875.00	2,683.69
5242 · Cleaning Supplies	112.12	184.00	112.12	184.00	71.88	2,200.00	2,087.88
5243 · Office Supplies	-	134.00	-	134.00	134.00	1,600.00	1,600.00

MONTHLY BUDGET STATEMENT FOR JULY 2016

	Actual Monthly July	Budget Monthly July	YTD Actual	YTD Budget	YTD Variance	Full Year Budget	Full Year Budget AMT Remaining
5244 · Copier Rentals - FM & Office	625.85	584.00	625.85	584.00	(41.85)	7,000.00	6,374.15
5245 · Postage	60.35	62.50	60.35	62.50	2.15	750.00	689.65
5249 · IT Maintenance	-	-	-	-	-	25,254.00	25,254.00
5251 · Alarm & Communications	600.00	459.00	600.00	459.00	(141.00)	5,500.00	4,900.00
5253 · Breathing Appar. Maint/Airpaks	884.35	572.00	884.35	572.00	(312.35)	6,850.00	5,965.65
5255 · Clothing	996.30	1,615.00	996.30	1,615.00	618.70	17,750.00	16,753.70
5256 · New Hire Expenses	-	1,750.00	-	1,750.00	1,750.00	21,000.00	21,000.00
5258 · Required Annual Physicals	-	1,667.00	-	1,667.00	1,667.00	10,000.00	10,000.00
5260 · Training	-	1,500.00	-	1,500.00	1,500.00	18,000.00	18,000.00
5262 · Prof. Development & Travel	-	334.00	-	334.00	334.00	4,000.00	4,000.00
5264 · Employee Assistance Program	-	-	-	-	-	625.00	625.00
5267 · Community/Schools Education	-	100.00	-	100.00	100.00	1,200.00	1,200.00
Total Station & Operational Expense	5,712.23	12,550.84	5,712.23	12,550.84	6,838.61	165,274.00	159,561.77
Fee Expense							
5270 · Firebilling	-	18.00	-	18.00	18.00	200.00	200.00
5272 · Auditors	-	-	-	-	-	11,500.00	11,500.00
5274 · Legal	1,563.00	7,084.00	1,563.00	7,084.00	5,521.00	85,000.00	83,437.00
5277 · Payroll Processing	324.15	375.00	324.15	375.00	50.85	5,000.00	4,675.85
5279 · Tax Collector - Grand List	-	-	-	-	-	147,718.00	147,718.00
5285 · Other Professional Fees	2,000.00	250.00	2,000.00	250.00	(1,750.00)	3,000.00	1,000.00
Total Fee Expense	3,887.15	7,727.00	3,887.15	7,727.00	3,839.85	252,418.00	248,530.85
Other Expenditures							
5428 · Assessment Reevaluation Award	-	-	-	-	-	8,900.00	8,900.00
5431 · Contingency Fund	-	-	-	-	-	47,332.00	47,332.00
5434 · Association Dues	-	-	-	-	-	5,170.00	5,170.00
5440 · Hydrants Maintenance	3,927.75	4,834.00	3,927.75	4,834.00	906.25	58,000.00	54,072.25
5446 · Communications Center Fee	-	-	-	-	-	16,100.00	16,100.00
5449 · EFDs Training Center	-	-	-	-	-	5,000.00	5,000.00
5452 · Voting - Annual Meeting	-	-	-	-	-	250.00	250.00
5456 · Newspaper Notices	-	145.00	-	145.00	145.00	1,750.00	1,750.00
5470 · Other Expenses	27.61	209.00	27.61	209.00	181.39	2,500.00	2,472.39
5459 · Gov't Grant Funding	-	-	-	-	-	3,841.00	3,841.00
Total Other Expenditures	3,955.36	5,188.00	3,955.36	5,188.00	1,232.64	148,843.00	144,887.64
Subtotal Expenditures	265,717.05	346,040.40	265,717.05	346,040.40	80,323.35	4,569,252.00	4,303,534.95
Debt Service							
5290 · Bunker Gear	-	-	-	-	-	11,414.00	11,414.00
5292 · Fire Apparatus - 3 Vehicles	-	-	-	-	-	120,206.00	120,206.00
5293 · Combined Leasing	-	-	-	-	-	28,043.00	28,043.00
5296 · Debt Services - Mortgage	20,507.52	20,507.59	20,507.52	20,507.59	0.07	246,091.00	225,583.48
5443 · Special Ops Hazmat Vehicle	-	-	-	-	-	5,436.00	5,436.00
Total Debt Service	20,507.52	20,507.59	20,507.52	20,507.59	0.07	411,190.00	390,682.48
Total Expenditures	286,224.57	366,547.99	286,224.57	366,547.99	80,323.42	4,980,442.00	4,694,217.43
Revenue Over Expenditures	(279,705.17)	(357,122.99)	(279,705.17)	(357,122.99)	77,417.82	(480,083.00)	
Non-Recurring & Transfers							
5420 · Capital Appar. Replacement Fund	-	-	-	-	-	1,001.00	1,001.00
5421 · Long Term Building Maint. Fund	-	-	-	-	-	1,001.00	1,001.00
Total Non-Recurring & Transfers	-	-	-	-	-	2,002.00	2,002.00
Net Change	(279,705.17)	(357,122.99)	(279,705.17)	(357,122.99)	77,417.82	(482,085.00)	