

**SOUTH FIRE DISTRICT
445 RANDOLPH ROAD
MIDDLETOWN, CT 06457
Board of Fire Commissioners
BUDGET WORKSHOP MINUTES
Tuesday, March 16, 2021 – 6:30 p.m.**

Meeting Held via Zoom Video Conferencing
Meeting ID: 897 4356 6507

Present: Commissioners Bartolotta, Kleckowski, Giuliano, Penney;
Chief Howley, Deputy Chief Jacobs, Members of the public

1. CALL TO ORDER

Chairwoman Bartolotta called the meeting to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. OPEN PUBLIC SESSION

Chairwoman Bartolotta opened the public session at 6:34 p.m. No one wished to speak.

4. CLOSE PUBLIC SESSION

Chairwoman Bartolotta closed the public session at 6:34 p.m.

5. BUDGET WORKSHOP

Chief Howley reviewed, line item by line item, the details outlined in the draft "2021-2022 Budget Notes" dated 3/16/21 (copies of documents are attached) and answered questions from the Commission.

6. RE-OPEN PUBLIC SESSION

Chairwoman Bartolotta re-opened the public session at 8:18 p.m. No one wished to speak.

7. CLOSE PUBLIC SESSION

Chairwoman Bartolotta closed the public session at 8:18 p.m.

8. ADJOURNMENT

MOTION to adjourn by Comm. Kleckowski/Comm. Penney. Unanimously approved.

The meeting adjourned at 8:20 p.m.

Submitted by,


Alyse McEwen

Recording Secretary

APPROVED 4/12/21

2021 – 2022 Budget Notes

Income

Investment Income – Decrease due to lower interest rates on unrestricted funds.

Expenses

7201 – Electricity – While our usage has been reduced, the rate increase has caused a minor increase in this line.

7501 – Insurance – Workers Compensation – Estimated. Currently awaiting quote from carrier.

7502 – Insurance – Commercial Package – Estimated. Currently awaiting quote from carrier.

7503 – Insurance – Medical – Increase due to increase in premium, changes in employee family status, and additional funding for dental plan.

7504 – Insurance – Cyber – Estimated. Currently awaiting quote from carrier.

7509 – Insurance – Life and Disability – Increase due salary and staffing changes.

7512 – Pension – Defined Contribution – Increase due to salary and staffing changes.

7513 – Unused Sick Time – Increase due to salary and staffing changes.

7601 – Salaries – Fire Department – Increase due to salary and staffing changes.

7602 – Salaries – Administrative – Increase due to salary and staffing changes.

7603 – Replacements/Call Backs – Calculated based on overtime hours in previous fiscal year and using new salary rates. *As of the payroll of March 18th we are currently at – 9,754.03 which is 102.5% of budget. When underfunding this line, it also affects the following:*

- 7609 – Employer – Social Security
- 7610 – Employer – Medicare
- 7501 – Insurance - Workers Compensation – Each year we submit our expected payroll for our worker's comp carrier to provide a quote for the next fiscal year. However, when audited annually and we are *over* the expected payroll, we are billed for the difference. This year with so many staffing changes we received a refund of \$6,845.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible to continue to underfund this line. This causes a strain on the rest of the budget and makes it more difficult to operate within our lines.

7604 – Fringe Benefits – Increase due fringe benefits paid associated with salary and staffing changes.

7607 – Post Employment Benefits – Heart and Hypertension – Increase due to anticipated settlements, and payment schedules for settled claims.

7609 – Employer – Social Security, and 7610 – Employer – Medicare – Increase due to salary increases, and increase in 7603 – Replacements/Call Backs.

7701 – Tax Collector’s Expense - Increase due to rising costs of bill production, postage and supplies.

7704 – Auditor – Auditor fee increase.

7705 – Professional Development – Decrease due to change in contractual obligation.

7710 – Professional Services – Decrease due to the District negotiating contracts directly with the unions without the use of an attorney.

7717 – Software Support – Increase due to increase in service contracts, software subscriptions.

7912 – Cellular Phones – Increase due to change in additional phone line.

7915 – Medical Testing – Decrease due to insurance covered physicals, as well as, no new employees expected.

South Fire District
Budget 2021 and Proposed 2022
Budget Workshop #1 03/16/2021

	<u>2021 Budget</u>	<u>Proposed 2022</u>	<u>Change</u>	<u>% Change</u>
Property Tax Calculation				
Grand List	1,110,972	1,129,002	18,030	
Grand List @ 99%	1,099,862	1,117,712	17,850	
Mill Rate *	5.203	5.350	0.147	
Taxes Billed	5,780,918	6,040,542	259,624	
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	5,723,109	5,980,137	257,028	4.49%
Tax Supplement	25,000	25,000	0	100.00%
Interest and Liens	28,000	28,000	0	0.00%
Investment Income	15,000	5,000	-10,000	-66.67%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
Private Colleges and Hospitals	0	0	0	0.00%
	5,992,759	6,239,787	247,028	4.12%
Expenses				
Utilities				
7201 · Electricity	22,500	22,787	287	1.28%
7202 · Water and Sewer	2,470	2,470	0	0.01%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	39,970	40,257		
Apparatus / Vehicles				
7401 · Fuel	20,000	20,000	0	0.00%
7403 · Vehicle Repairs	60,000	60,000	0	0.00%
7404 · Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	83,200		
Insurance				
7501 · Insurance - Workers Compensation	170,000	172,785	2,785	1.64%
7502 · Insurance - Commercial Package	49,885	47,500	-2,385	-4.78%
7503 · Insurance - Medical	872,689	933,133	60,444	6.93%
7504 · Insurance - Cyber	3,100	4,500	1,400	100.00%
7509 · Insurance - Life and Disability	51,508	52,385	877	1.70%
7512 · Pension - Defined Contribution	346,544	348,086	1,542	0.44%
7513 · Unused Sick Time	24,137	24,434	297	1.23%
Total	1,517,863	1,582,823		
Salaries and Wages				
7601 · Salaries - Fire Department	2,777,700	2,850,707	73,007	2.63%
7602 · Salaries - Administrative	140,887	147,254	6,367	4.52%
7603 · Replacement / Call Backs	397,000	420,000	23,000	5.79%
7604 · Fringe Benefits	118,058	118,424	366	0.31%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	215,276	289,876	74,600	34.65%
7609 · Employer - Social Security	213,585	220,515	6,930	3.24%
7610 · Employer - Medicare	49,952	51,573	1,621	3.24%
Total	3,922,458	4,108,349		

DRAFT
As of 03/16/2021

Administration

7701 · Tax Collector's Expense	20,000	21,000	1,000	5.00%
7702 · Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	6,700	7,200	500	7.46%
7705 · Professional Development	5,000	4,500	-500	-10.00%
7706 · Postage	4,000	4,000	0	0.00%
7707 · Contingency	50,000	50,000	0	0.00%
7708 · Commissioner's Compensation	9,000	9,000	0	0.00%
7709 · Activity Expense	3,500	3,500	0	0.00%
7710 · Professional Services	40,000	35,000	-5,000	-12.50%
7712 · Office Equipment	1,200	1,200	0	0.00%
7713 · Actuarial Services	3,300	3,300	0	0.00%
7714 · Advertising / Newsletter	4,500	4,500	0	0.00%
7715 · Lien Fees	1,200	1,200	0	0.00%
7716 · Archive Services	978	978	0	0.00%
7717 · Software Support	26,000	26,540	540	2.08%
Total	181,083	177,623		

Physical Plant

7801 · Repairs Building	20,000	20,000	0	0.00%
7802 · Supplies Maintenance	8,900	8,900	0	0.00%
7803 · Services	18,000	18,000	0	0.00%
7805 · Equipment	4,600	4,600	0	0.00%
Total	51,500	51,500		

Fire Department Operations

7901 · Emergency Medical Equipment	12,500	12,500	0	0.00%
7902 · Computer Equip & Supplies	2,000	2,000	0	0.00%
7903 · Training	30,500	30,500	0	0.00%
7904 · Public Fire Education	3,500	3,500	0	0.00%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	4,560	4,560	0	0.00%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	26,500	26,500	0	0.00%
7910 · Protective Clothing	28,275	28,275	0	0.00%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	4,350	4,700	350	8.05%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	4,500	3,500	-1,000	-22.22%
7916 · Breathing Apparatus-Test & Repair	6,000	6,000	0	0.00%
Total	146,685	146,035		

8999 · CNR Contribution	50,000	50,000	0	0.00%
-------------------------	--------	--------	---	-------

Total Expense	5,992,759	6,239,787	247,028	4.12%
----------------------	------------------	------------------	----------------	--------------