

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

**Individuals were able to join the meeting via Zoom Video Conferencing  
Meeting ID: 821 4141 4200**

Present: Commissioners Bartolotta (arrived at 6:37 p.m.), Kleckowski, and Giuliano; Chief Michael Howley and Deputy Chief Russ Jacobs; Members of the public.

Absent: Commissioner Thazhampallath

**1. CALL TO ORDER**

Vice-Chairwoman Kleckowski called the meeting to order at 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. OPEN PUBLIC SESSION**

Vice-Chairwoman Kleckowski opened the public session at 6:31 p.m. No one wished to speak.

**4. CLOSE PUBLIC SESSION**

Vice-Chairwoman Kleckowski closed the public session at 6:31 p.m.

**5. BUDGET WORKSHOP**

Chief Howley informed the Commission that a lot of time was taken to contact vendors to firm up pricing since the last budget workshop. There is a slight increase from the first draft proposed budget due to changes from vendors and labor contracts. He reminded the Commission that this slight increase in the mill rate is over a two-year period as there was no increase from FY 2019/2020 to FY 2020/2021.

The Chief explained the proposed expenditures from CNR and answered questions of the Commission.

**6. RE-OPEN PUBLIC SESSION**

Chairwoman Bartolotta re-opened the public session at 8:01 p.m. No one wished to speak.

**7. CLOSE PUBLIC SESSION**

Chairwoman Bartolotta closed the public session at 8:01 p.m.

**8. ADOPT BUDGET/SET MILL RATE FOR FISCAL YEAR JULY 1, 2021-JUNE 30, 2022**

**MOTION** to postpone Item #8 on tonight's Agenda to the Special Meeting of April 6<sup>th</sup> at 6:30 p.m. and restrict that Agenda, in addition to the public hearing, to approving the budget and approving the postcard by Comm. Giuliano/Comm. Kleckowski.

Voting was as follows:   Commissioner Bartolotta    Aye  
                                  Commissioner Kleckowski    Aye  
                                  Commissioner Giuliano      Aye  
                                  Commissioner Penney        Nay

The Motion passed with three ayes and one nay.

**9. ADJOURNMENT**

**MOTION** to adjourn by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

Meeting adjourned at 8:23 p.m.

Submitted by,



Alyse McEwen  
Administrative Assistant

**Approved 4/12/21**

**South Fire District**  
**Budget 2021 and Proposed 2022**  
**Budget Workshop #2 03/31/2021**

	<u>2021 Budget</u>	<u>Proposed 2022</u>	<u>Change</u>	<u>% Change</u>
<b>Property Tax Calculation</b>				
Grand List	1,110,972	1,129,002	18,030	
Grand List @ 99%	1,099,862	1,117,712	17,850	
<b>Mill Rate *</b>	<b>5.203</b>	<b>5.377</b>	<b>0.174</b>	
Taxes Billed	5,780,918	6,070,672	289,754	
* Total Expenses minus additional Income divided by Grand List @ 99%				
<b>Income</b>				
Property Tax Revenue at 99%	5,723,109	6,009,965	286,857	5.01%
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%
	<b>5,992,759</b>	<b>6,269,615</b>	276,857	4.62%
<b>Expenses</b>				
<b>Utilities</b>				
7201 · Electricity	22,500	22,787	287	1.28%
7202 · Water and Sewer	2,470	2,470	0	0.00%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
<b>Total</b>	<b>39,970</b>	<b>40,257</b>		
<b>Apparatus / Vehicles</b>				
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%
<b>Total</b>	<b>83,200</b>	<b>83,200</b>		
<b>Insurance</b>				
7501 · Insurance - Workers Compensation	170,000	172,785	2,785	1.64%
7502 · Insurance - Commercial Package	49,885	51,000	1,115	2.24%
7503 · Insurance - Medical	872,689	930,740	58,051	6.65%
7504 · Insurance - Cyber	3,100	5,105	2,005	100.00%
7509 · Insurance - Life and Disability	51,508	52,716	1,208	2.35%
7512 · Pension - Defined Contribution	346,544	350,021	3,477	1.00%
7513 · Unused Sick Time	24,137	24,786	649	2.69%
<b>Total</b>	<b>1,517,863</b>	<b>1,587,154</b>		
<b>Salaries and Wages</b>				
7601 · Salaries - Fire Department	2,777,700	2,850,707	73,007	2.63%
7602 · Salaries - Administrative	140,887	170,940	30,053	21.33%
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	221,984	8,399	3.93%
7610 · Employer - Medicare	49,952	51,916	1,964	3.93%
<b>Total</b>	<b>3,922,458</b>	<b>4,133,847</b>		

**DRAFT**  
**As of 03/30/2021**

**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%
<b>Total</b>	<b>181,083</b>	<b>177,623</b>		

**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%
<b>Total</b>	<b>51,500</b>	<b>51,500</b>		

**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%
<b>Total</b>	<b>146,685</b>	<b>146,035</b>		

8999 · CNR Contribution	50,000	50,000	0	0.00%
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<b>Total Expense</b>	<b>5,992,759</b>	<b>6,269,615</b>	<b>276,856</b>	<b>4.62%</b>
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South Fire District  
Capital Non-Recurring Account Proposed 2021 - 2022

Estimated

	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022
	Remaining Balance	Proposed Contribution	Donations	Actual Expenditure	Proposed Expenditure	Municipal Grants-in-Aid	* Net Change Revenue Deposit as of June 2021	CNR Accrued Interest	Remaining Balance	Proposed Contribution	Proposed Expenditure	Remaining Balance	Proposed Expenditure	Remaining Balance		
Self-Contained Breathing Apparatus (SCBA)	\$ 77,866.91								\$ 77,866.91			\$ 77,866.91		\$ 77,866.91		
Training Equipment	\$ 10,000.00			\$ 5,779.83	\$ 6,500.00		\$ 5,000.00		\$ 15,000.00		\$ 5,000.00	\$ 15,000.00	\$ 5,000.00	\$ 10,000.00		
Computers and Peripherals	\$ 10,000.00			\$ 4,242.25	\$ 6,000.00		\$ 5,000.00		\$ 9,220.17		\$ 2,500.00	\$ 9,220.17	\$ 2,500.00	\$ 6,720.17		
Rescue Tools	\$ 10,039.19								\$ 10,796.94		\$ 15,000.00	\$ 10,796.94	\$ 16,000.00	\$ 9,796.94		
Defibrillators/ALS Equip.	\$ 6,188.50								\$ 6,188.50			\$ 6,188.50		\$ 6,188.50		
Fire Fighting Equipment	\$ 14,855.00								\$ 14,855.00			\$ 14,855.00		\$ 14,855.00		
Health & Safety	\$ 7,600.00								\$ 7,600.00			\$ 7,600.00		\$ 7,600.00		
Facility Equipment	\$ 30,513.50								\$ 30,513.50			\$ 30,513.50		\$ 30,513.50		
Facility Improvements/Repairs	\$ 29,721.04				\$ 6,000.00		\$ 30,000.00		\$ 53,721.04		\$ 20,000.00	\$ 33,721.04	\$ 20,000.00	\$ 33,721.04		
Furniture	\$ 8,750.00								\$ 8,750.00			\$ 8,750.00		\$ 8,750.00		
Apparatus	\$ 803,738.40	\$ 50,000.00			\$ 575,000.00		\$ 150,000.00	\$ 1,378.00	\$ 430,116.40	\$ 35,000.00	\$ 35,000.00	\$ 465,116.40	\$ 43,500.00	\$ 465,116.40		
Emergency Response Vehicles	\$ 294,975.06				\$ 215,000.00		\$ 44,141.50		\$ 124,116.56			\$ 124,116.56		\$ 124,116.56		
Staff Vehicle	\$ 47,145.22			\$ 38,000.00	\$ 38,000.00		\$ 5,000.00		\$ 14,145.22			\$ 14,145.22		\$ 14,145.22		
<b>Total</b>	\$ 1,369,392.82	\$ 50,000.00	\$ -	\$ 48,022.08	\$ 846,500.00	\$ -	\$ 244,141.50	\$ 1,378.00	\$ 818,412.32	\$ 50,000.00	\$ 43,500.00	\$ 824,912.32	\$ 43,500.00	\$ 824,912.32		

2020-2021 Expenditures

- Apparatus - Replace Engine 32 - *In Progress*
- Computers and Peripherals - Computer Upgrade - *In Progress 60% complete*
- Staff Vehicle - Replacement - Complete
- Rescue Tools - Equipment Replacement/Upgrade - *In Progress*
- Facility Improvements/Repairs - Gear Extractor/Dryer Installation - *In Progress*
- Emergency Response Vehicles - Replace Rescue Boat - *In Progress*

2020-2021 Expenditures

- Rescue Tools - eDrainic Tools

\* Amount determined after prior fiscal year audit.