

SOUTH FIRE DISTRICT
445 RANDOLPH ROAD | MIDDLETOWN, CT 06457
Board of Fire Commissioners
BUDGET WORKSHOP MINUTES
Tuesday, March 22, 2022 – 6:00 p.m.

Held at the firehouse and available via Zoom - Meeting ID 882 9761 3464

Present: Commissioners Kleckowski, Giuliano, and Penney; Chief Trzaski, Deputy Chief Jacobs, staff members

Absent: Commissioner Thazhampallath; Commissioner Pessina

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. BUDGET WORKSHOP

Chief Trzaski thanked the administrative staff for their assistance in preparing his first budget proposal as fire chief of the department. He assured the commission that every line item was specifically addressed to obtain the best quotes available. He reminded the commission that the department is facing the same challenges as everyone else as far as increasing prices for and reiterated the fact that each line item was thoroughly reviewed. He is confident that the best possible numbers have been obtained.

Chief Trzaski reviewed each line item, the details of which are outlined in the draft "2022 – 2023 Budget Notes" dated 3/22/22 (copies of the proposed budgets and related documents are attached) and answered questions from the Commission.

When discussing "Salaries and Wages," Commissioner Penney offered a friendly reminder of the need to provide employment contracts and job descriptions to the Commission prior to performance evaluations.

Commissioner Penney requested that "% change" be shown under "Property Tax Calculation" as well as under each section.

4. ADJOURNMENT

MOTION to adjourn by Comm. Giuliano/Comm. Kleckowski. Voting was as follows:

Commissioner Kleckowski	Yea
Commissioner Giuliano	Yea
Commissioner Penney	Nay

The motion passed with two Yeas and one Nay.

The meeting adjourned at 7:03 p.m.

Submitted by,


Alyse McEwen

Recording Secretary

APPROVED 4/11/22

**South Fire District
Budget 2022 and Proposed 2023
Mill Rate Scenarios**

**DRAFT
As of 03/23/2022**

Normal Budget Year

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,161,839	32,837	2.91%
Grand List @ 99%	1,117,712	1,150,220	32,508	2.91%
Mill Rate *	5.373	5.477	0.104	1.94%
Taxes Billed	6,065,669	6,363,150	297,481	4.90%

* Total Expenses minus additional Income divided by Grand List @ 99%

Income

Property Tax Revenue at 99%	6,005,012	6,299,518	294,506	4.90%
Tax Supplement	25,000	25,000	0	0.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
	6,264,662	6,558,168	293,506	4.69%

Without Motor Vehicle Taxes OR State MV Fire District Grant

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,053,409	-75,593	-6.70%
Grand List @ 99%	1,117,712	1,042,875	-74,837	-6.70%
Mill Rate *	5.373	6.065	0.692	12.88%
Taxes Billed	6,065,669	6,388,402	322,733	5.32%

* Total Expenses minus additional Income divided by Grand List @ 99%

Income

Property Tax Revenue at 99%	6,005,012	6,324,518	319,506	5.32%
Tax Supplement	25,000	0	-25,000	-100.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
	6,264,662	6,558,168	293,506	4.69%

**South Fire District
Budget 2022 and Proposed 2023
Mill Rate Scenarios**

**DRAFT
As of 03/23/2022**

Without Motor Vehicle Taxes and Receiving State MV Fire District Grant

	2022 Budget	Proposed 2023	Change	% Change
Property Tax Calculation				
Grand List	1,129,002	1,053,409	-75,593	-6.70%
Grand List @ 99%	1,117,712	1,042,875	-74,837	-6.70%
Mill Rate *	5.373	5.564	0.191	3.56%
Taxes Billed	6,065,669	5,861,246	-204,423	-3.37%
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	6,005,012	5,802,633	-202,379	-3.37%
Tax Supplement	25,000	0	-25,000	-100.00%
Interest and Liens	28,000	30,000	2,000	7.14%
Investment Income	5,000	2,000	-3,000	-60.00%
Municipal Grants and Revenue Sharing	0	0	0	0.00%
NRG	201,650	201,650	0	0.00%
State MV Fire District Grant	0	521,885	521,885	100.00%
	6,264,662	6,558,168	293,506	4.69%

South Fire District
Budget 2022 and Proposed 2023
Budget Workshop 03/22/2022

DRAFT
As of 03/23/2022

Expenses	2022 Budget	Proposed 2023	Change	% Change
Utilities				
7201 · Electricity	22,787	22,500	-287	-1.26%
7202 · Water and Sewer	2,470	2,500	30	1.21%
7203 · Heating	12,000	12,000	0	0.00%
7204 · Telephone	3,000	3,000	0	0.00%
Total	40,257	40,000	-257	-0.64%
Apparatus / Vehicles				
7401 · Fuel	20,000	30,000	10,000	50.00%
7403 · Vehicle Repairs	60,000	50,000	-10,000	-16.67%
7403-1 · Apparatus Preventative Maint. - NEW	0	12,000	12,000	100.00%
7404 · Annual OSHA Inspection	1,200	1,200	0	0.00%
7406 · Vehicle Supplies	2,000	2,000	0	0.00%
Total	83,200	95,200	12,000	14.42%
Insurance				
7501 · Insurance - Workers Compensation	167,746	190,000	22,254	13.27%
7502 · Insurance - Commercial Package	51,000	51,000	0	0.00%
7503 · Insurance - Medical	930,826	911,911	-18,915	-2.03%
7504 · Insurance - Cyber	5,105	15,600	10,495	205.58%
7509 · Insurance - Life and Disability	52,716	55,504	2,788	5.29%
7512 · Pension - Defined Contribution	350,021	370,040	20,019	5.72%
7513 · Unused Sick Time	24,786	20,000	-4,786	-19.31%
Total	1,582,201	1,614,055	31,854	2.01%
Salaries and Wages				
7601 · Salaries - Fire Department	2,850,707	2,964,700	113,993	4.00%
7602 · Salaries - Administrative	170,940	185,000	14,060	8.23%
7603 · Replacement / Call Backs	420,000	520,000	100,000	23.81%
7604 · Fringe Benefits	118,424	123,600	5,176	4.37%
7606 · PEB - Uncompensated Absences	10,000	10,000	0	0.00%
7607 · PEB - Heart and Hypertension	289,876	206,489	-83,387	-28.77%
7609 · Employer - Social Security	221,984	236,038	14,054	6.33%
7610 · Employer - Medicare	51,916	55,203	3,287	6.33%
Total	4,133,847	4,301,030	167,183	4.04%
Administration				
7701 · Tax Collector's Expense	21,000	23,000	2,000	9.52%
7702 · Professional Org / Periodicals	2,205	2,205	0	0.00%
7703 · Office Expenses	3,500	3,500	0	0.00%
7704 · Auditor	7,200	7,750	550	7.64%
7705 · Professional Development	4,500	4,500	0	0.00%
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	35,000	35,000	0	0.00%
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	26,540	53,100	26,560	100.08%
Total	177,623	206,733	29,110	16.39%

DRAFT
As of 03/23/2022

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	0	0.00%

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	4,500	1,000	28.57%
7905 · Fire Fighting Equipment	14,000	14,000	0	0.00%
7906 · Special Service Units	4,560	5,500	940	20.61%
7907 · Fire Marshal's Office	4,000	4,000	0	0.00%
7909 · Uniforms	26,500	27,150	650	2.45%
7910 · Protective Clothing	28,275	30,000	1,725	6.10%
7911 · Communications	4,500	4,500	0	0.00%
7912 · Cellular Phones	4,700	5,200	500	10.64%
7913 · Breathing Air & Oxygen	1,500	1,500	0	0.00%
7915 · Medical Testing	3,500	3,800	300	8.57%
7916 · Breathing Apparatus-Test & Repair	6,000	4,500	-1,500	-25.00%
Total	146,035	149,650	3,615	2.48%

8999 · CNR Contribution	50,000	100,000	50,000	100.00%
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Total Expense	6,264,662	6,558,168	293,506	4.69%
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**South Fire District
Capital Non-Recurring Account Proposed 2022 - 2023**

	2020-2021	2021-2022	2021-2022	2021-2022	2020-2021	2021-2022	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2022-2023
	Remaining Balance	Proposed Contribution	Proposed Expenditure	Actual Expenditure	Municipal Grants-in-Aid	* Net Change Revenue = Zero No Deposit	CNR Accrued Interest	Remaining Balance	Proposed Contribution	Proposed Expenditure	Remaining Balance	
Self-Contained Breathing Apparatus (SCBA)	\$ 77,866.91							\$ 77,866.91			\$ 77,866.91	
Training Equipment	\$ 15,000.00		\$ 5,000.00					\$ 15,000.00			\$ 15,000.00	
Computers and Peripherals	\$ 8,610.74		\$ 2,500.00	\$ 3,213.76				\$ 5,396.98			\$ 5,396.98	
Rescue Tools	\$ 10,796.94	\$ 15,000.00	\$ 16,000.00	\$ 21,466.71				\$ 4,330.23	\$ 5,000.00	\$ 5,000.00	\$ 4,330.23	
Defibrillators/ALS Equip.	\$ 6,188.50							\$ 6,188.50			\$ 6,188.50	
Fire Fighting Equipment	\$ 14,855.00							\$ 14,855.00		\$ 11,000.00	\$ 3,855.00	
Health & Safety	\$ 7,600.00							\$ 7,600.00			\$ 7,600.00	
Facility Equipment	\$ 30,513.50			\$ 18,000.00				\$ 12,513.50	\$ 10,000.00	\$ 20,000.00	\$ 2,513.50	
Facility Improvements/Repairs	\$ 74,801.04		\$ 20,000.00	\$ 11,850.00				\$ 62,951.04			\$ 62,951.04	
Furniture	\$ 8,750.00							\$ 8,750.00			\$ 8,750.00	
Apparatus	\$ 1,005,109.27	\$ 35,000.00					\$ 977.90	\$ 1,041,087.17			\$ 1,041,087.17	
Emergency Response Vehicles	\$ 339,116.56							\$ 339,116.56	\$ 10,000.00		\$ 349,116.56	
Staff Vehicle	\$ 14,145.22							\$ 14,145.22	\$ 45,000.00		\$ 59,145.22	
SFD Building Project	\$ 207,080.00							\$ 207,080.00	\$ 30,000.00		\$ 237,080.00	
Total	\$ 1,820,433.68	\$ 50,000.00	\$ 43,500.00	\$ 54,530.47	\$ -	\$ -	\$ 977.90	\$ 1,816,881.11	\$ 100,000.00	\$ 36,000.00	\$ 1,880,881.11	

2022 - 2023 Expenditures

- Fire Fighting Equipment - Upgrade tools and equipment / battery operated
- Rescue Tools - Replace ageing dive suits
- Facility Equipment - Security cameras with electronic locks and monitoring of entry doors.

* Amount determined after prior fiscal year audit.



Mill Rate Comparison

Assessment	7/1/2021 Tax Bill Mill Rate 5.373	7/1/2022 Tax Bill Proposed Mill Rate 5.564	Change
\$100,000	\$537.30	\$556.40	\$19.10
\$150,000	\$805.95	\$834.60	\$28.65
\$200,000	\$1,074.60	\$1,112.80	\$38.20
\$250,000	\$1,343.25	\$1,391.00	\$47.75
\$300,000	\$1,611.90	\$1,669.20	\$57.30
\$350,000	\$1,880.55	\$1,947.40	\$66.85
\$400,000	\$2,149.20	\$2,225.60	\$76.40
\$450,000	\$2,417.85	\$2,503.80	\$85.95