

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT

Board of Fire Commissioners
SPECIAL MEETING MINUTES
Tuesday, April 5, 2022 – 6:00 p.m.

Held at the firehouse and available via Zoom - Meeting ID 812 8385 0980

Present: Commissioners Kleckowski, Giuliano, Thazhampallath (arrived at 6:12 p.m.), and Penney; Chief Trzaski, Deputy Chief Jacobs, staff members, members of the public

Absent: Commissioner Pessina

1. CALL TO ORDER

Chairwoman Kleckowski called the meeting to order at 6:01 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. PUBLIC SESSION

Chairwoman Kleckowski opened the public session at 6:02 p.m. No one wished to speak.

4. CLOSE PUBLIC SESSION

Chairwoman Kleckowski closed the public hearing at 6:02 p.m.

5. ADOPT BUDGET/SET MILL RATE FOR FISCAL YEAR JULY 1, 2022 – JUNE 30, 2023

MOTION to divide the question and to vote on the proposed expenditures and proposed revenue separately by Comm. Giuliano/Comm. Kleckowski. Unanimously approved.

MOTION to approve the revenue budget (second option on *Budget 2022 and Proposed 2023 Mill Rate Scenarios as of 4/5/22 (copy attached)*) and set the mill rate to 6.056 by Comm. Giuliano/Comm. Kleckowski. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Penney	Nay

The motion passed with three Ayes and one Nay.

MOTION to adopt the expenditure budget of \$6,548,818 as presented on 4/5/2022 (copy attached) by Comm. Giuliano/Comm. Thazhampallath.

MOTION to amend the agenda to open discussions to reduce line items by Comm. Penney. There was not a second. The motion failed.

Voting on the motion to adopt the expenditure budget of \$6,548,818 was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Penney	Nay

The motion passed with three Ayes and one Nay.

6. SET HOURS FOR APRIL 26, 2022 BUDGET REFERENDUM

MOTION to set the hours for the April 26, 2022 budget referendum to 8:00 a.m. – 8:00 p.m. by Comm. Giuliano/Comm. Thazhampallath. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Penney	Nay

The motion passed with three Ayes and one Nay.

After a lengthy debate took place, Commissioner Thazhampallath called the question. Commissioner Giuliano seconded. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Penney	Nay

The motion passed with three Ayes and one Nay.

7. APPROVAL OF ELECTION/REFERENDUM REMINDER POSTCARD

MOTION to approve the election/referendum reminder postcard with the new mill rate by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

After debate among the Commissioners, Commissioner Giuliano called the question. Commissioner Thazhampallath seconded. Voting was as follows:

Commissioner Kleckowski	Aye
Commissioner Giuliano	Aye
Commissioner Thazhampallath	Aye
Commissioner Penney	Nay

The motion passed with three Ayes and one Nay.

8. ADJOURNMENT

MOTION to adjourn by Comm. Giuliano/Comm. Thazhampallath. Unanimously approved.

The meeting adjourned at 6:47 p.m.

Submitted by,


Alyse McEwen

Recording Secretary

APPROVED 5/9/22

The meeting was recorded via Zoom; however, due to technical difficulties, the recording was visual only.



Mill Rate Comparison

Assessment	7/1/2021 Tax Bill	7/1/2022 Tax Bill	Change
	Mill Rate 5.373	Proposed Mill Rate 5.555	
\$100,000	\$537.30	\$555.50	\$18.20
\$150,000	\$805.95	\$833.25	\$27.30
\$200,000	\$1,074.60	\$1,111.00	\$36.40
\$250,000	\$1,343.25	\$1,388.75	\$45.50
\$300,000	\$1,611.90	\$1,666.50	\$54.60
\$350,000	\$1,880.55	\$1,944.25	\$63.70
\$400,000	\$2,149.20	\$2,222.00	\$72.80
\$450,000	\$2,417.85	\$2,499.75	\$81.90

South Fire District

2022 – 2023 Budget Notes

Income

Property Tax Revenue and Tax Supplement – There are three different scenarios presented due to the possibility of not collecting motor vehicle taxes due to possible reimplementation of the mill rate cap of 29 mills.

Interest and Liens – Increase due to use of collection agency and taxpayers paying delinquent taxes.

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

Expenses

7201 – Electricity – The increase in the square footage of the building has increased our usage, however, the installed solar panels will begin so save on our usage. We enlisted the help of our solar company to assist us in calculating the new usage and savings due to the solar panels. In addition, the LED lighting project final payment will be December 2022, therefore there is a slight reduction in this line.

7401 – Fuel – Increase due to rising fuel prices.

7403 – Vehicle Repairs – Decrease due to separating preventative maintenance from actual repairs.

7403-1 – Apparatus Preventative Maintenance – This is a new general ledger account to be used for all vehicle preventative maintenance.

7501 – Insurance – Workers Compensation – Estimated. Actual quoting process closer to July 1.

7502 – Insurance – Commercial Package – Estimated. Actual quoting process closer to July 1.

7503 – Insurance – Medical – Decrease due to staffing changes.

7504 – Insurance – Cyber – Decrease from prior budget workshop, but an overall increase from prior year. This reduced quote was received from an alternate carrier.

7509 – Insurance – Life and Disability – Renewal rate has remained the same. Increase is due to increase in salaries.

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

7513 – Unused Sick Time – Decrease due to 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 April 7th we are currently at \$411,736.42 which is 98% of budget. This line is expected to be over budget this year due to unexpected illness/injuries. 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 \$5,747.

Unfortunately, we cannot anticipate emergencies, illness, or injuries. Regardless, it is fiscally irresponsible 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 – Decrease due to 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.

7717 – Software Support – Increase due to increase in service contracts, software subscriptions, and new software (First Responder) to replace Firehouse software. Firehouse software is no longer a supported application.

7904 – Public Fire Education – Increase due to Open House.

7906 – Special Service Units – Increase due to rising repair costs.

7909 – Uniforms – Increase due to price increases, and one new firefighter to replace a retiring firefighter.

7910 – Protective Clothing – Increase due to price increases, and one new firefighter to replace a retiring firefighter.

7912 – Cellular Phones – Increase due to additional devices.

7915 – Medical Testing – Increase due to increase in fees, as well as one new employee to replace a retiring firefighter.

7916 – Breathing Apparatus Test & Repair – Decrease due to quote received from vendor based on year to year trend.

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

**DRAFT
As of 04/05/2022**

Special Meeting - Adopt Budget and Set Mill Rate 04/05/2022

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	5.469	0.096	1.79%
Taxes Billed	6,065,669	6,353,705	288,036	4.75%

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

Income

Property Tax Revenue at 99%	6,005,012	6,290,168	285,156	4.75%
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	6,548,818	284,156	4.54%

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	6.056	0.683	12.71%
Taxes Billed	6,065,669	6,378,958	313,289	5.16%

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

Income

Property Tax Revenue at 99%	6,005,012	6,315,168	310,156	5.16%
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	6,548,818	284,156	4.54%

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

As of 04/05/2022

Special Meeting - Adopt Budget and Set Mill Rate 04/05/2022

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	5.555	0.183	3.40%
Taxes Billed	6,065,669	5,851,801	-213,868	-3.53%
* Total Expenses minus additional Income divided by Grand List @ 99%				
Income				
Property Tax Revenue at 99%	6,005,012	5,793,283	-211,729	-3.53%
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	6,548,818	284,156	4.54%

South Fire District
Budget 2022 and Proposed 2023
Special Meeting - Adopt Budget and Set Mill Rate 04/05/2022

DRAFT

As of 04/05/2022

	<u>2022 Budget</u>	<u>Proposed 2023</u>	<u>Change</u>	<u>% Change</u>
Expenses				
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	6,250	1,145	22.43%
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	1,604,705	22,504	1.42%
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 04/05/2022

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%
Total Expense	6,264,662	6,548,818	284,156	4.54%