

Nichols Fire District Monthly Meeting

November 18, 2014

Attendees

Commissioner Doug Doyle
Commissioner Rick Perachio
Commissioner Ron Butz, Sr.
Tax Collector Hank Owen
Secretary Curt M Robinson
Deputy Chief Robert Tomas

Treasurer Barbara Plofkin – Arrived 20:13
Accountant Michael Rolleri – Arrived 20:05

Meeting called to order at 19:45

1. October 2014 Meeting Minutes

Commissioner Doyle asked if there were any questions about the report that was presented. Correction was made to the Accountant's name. Motion made by Commissioner Butz, seconded by Commissioner Perachio. Passed unanimously by Doyle and Perachio, Commissioner Butz abstained because he was absent in the previous month.

2. Tax Collector Report

Mr. Owen presented his written report. Receipts were almost \$7,640, which is typical for this time of year. Total receipts of \$972,065, which is within about \$9,000 of the approved budget. The \$8,263 adjustment was primarily due to the corrections regarding the Grand List. There were 65 liens issued for payers who owed more than \$100, they still need to be registered with the Town.

Mr. Owen reported that one property owner has paid 8 of his taxes over the past 10-years, but the mortgage company has paid the last two. The taxpayer is trying to recuperate amounts that his bank has paid. This may be an issue Mr. Owen will need to address or assist with.

Mr. Owen also noted that there are a few properties in arrears that are approaching over \$10,000 total due. This may need to be addressed, or referred to legal counsel. There was discussion about possible remedies.

Motion to accept by Commissioner Butz and seconded by Commissioner Perachio as published. Unanimously approved.

Commissioner Butz reported that he went to the Post Office to follow-up on the status of our postage account.

3. Treasurer's Report

(Presented at 21:08) Treasurer Barbara Plofkin presented her written report.

- Treasurer Plofkin reported that she will start having email on her computer. Secretary Robinson will put Microsoft Office on the computer
- Commissioner Doyle asked about the line-item related to Firefighter Physicals, which are reflected in the wrong line. It appears that the report is off and needs to be fixed.
- Commissioner Butz asked about the final outfitting of the new Car-3. The final bill for \$4,399 came in today. This needs to be applied to Line 9 - Capitalized Fire Equipment Purchases.
- There were some items that were applied to "Firefighter Authorized Expense" and should be under other items.

Motion to accept by Commissioner Perachio and seconded by Commissioner Butz as adjusted.
Unanimously approved. (Ended at 21:16)

4. Introductory Interviews

There were no introductory interviews.

5. Annual External Auditor's Report – FY2013-14 Budget Close – Michael Rolleri

(Presented at 20:30) Accountant Michael Rolleri presented his written report, which included a representation letter and engagement letter, both which needed to be signed. Mr. Rolleri commented specifically on the following items:

- Exhibit C – Balance Sheet - \$415,008 cash in General Fund. Taxes receivable were \$55,010. Prepaid insurance \$28,331 (unexpired portion of policy) Accounts Payable - \$10,845 (new response vehicle). Deferred revenues, uncollected tax revenue. Fund balance - \$435,884 total assets, with "non-spendable" and available amounts broken out.
- Exhibit D – Operating Results – This is the summary income vs. outcome. Revenue over payments were \$42,249
- Schedule A – Treasurer Plofkin had asked about actual expenditures. \$42,249 (which matches Exhibit D). \$15,943 is the rental income, but there's no budget line, this should be considered for the future. Possibly an income line of "Rental Income – Gross" and a sub-line or other line to track "Rental Expenses".
- Also on Schedule A – A suggestion is to the Capital Reserve number of \$50,000 should not be a line that doesn't get spent, anticipate it as a budgeted surplus of the amount, rather than an expenditure line. This could be then reflected on Exhibit C, with an "Unassigned" line.
- Exhibit A – This is an accrual report of assets at "book values" not "market values". Current total is \$3,099,615. Long-term debt \$1,195,000. Net equity with outstanding debts is \$1,893,770.

- Exhibit B – This is the “Statement of Activities” is an asset accrual, which does not include principal payments on debit, but includes depreciation. This amount is \$117,853. Most balances reflect the budget expenses, others don’t include capital purchases.

Mr. Roller reported that the District is doing a good job at managing the budget.

There were questions about forecasting long-term capital expenses; items such as SCBA, equity deposit on the new Rescue, the replacement of Truck 304 and finally a long-term plan on the replacement/renewal of the radio communications systems, finally a long-term plan on the eventual replacement of our ladder truck (upwards of 14-16 years from now). The Commission would like to see the budgets tightened up and look much tighter at how the budgets are constructed and the expenditures anticipated. The lease/purchase approach seems to be a good approach for apparatus.

Commissioner Perachio inquired as to who the report will be submitted to. Currently, the documents will be going to Zions Bank, the State of Connecticut and the Town of Trumbull. The need to have the audit report document go to Municipal Leasing Corporation is also necessary. Commissioner Perachio will get the contact information to Mr. Roller.

Commissioner Doyle made a motion to accept the report as presented and to accept the practice recommendations that were made. Commissioner Butz seconded. It was passed unanimously.

Commissioner Doyle signed the letters for submittal as required. (Ended 21:08)

6. Chief Remarks / Comments (presented by Deputy Chief Robert Tomas)

- The job description for the Administrative Assistant was submitted to the Commission.
- Chief McGovern is recommending that David Gillis take over the Chairmanship of the Rescue Committee. There was discussion about this appointment. Commissioner Doyle made a motion to accept Chief McGovern’s recommendation. Commissioner Butz is recommending that Chief Allan be asked. The consensus is that the Commissioner is recommending to the Chief that he reprocess the decision, but it is not a rejection of David Gillis.
- Repairs Engine 301 should be completed by the end of the week.

7. Correspondence and/or Invoices

- Commissioner Doyle had a communication from The Insurance Exchange. The new Rescue chassis is now being insured on our comprehensive policy at a value of \$330,000 (cab and chassis only) and a deductible of \$500. In addition, the liability policy is established too. The new policy amount has increased by \$225. The policy is effective from 1/11/14-1/11/15 (for the policy period), this change is 10/28/14.
- Commissioner Doyle presented a bill from the Pellegrino Law Firm, for the letter of opinion regarding the lease contact, which was required by Municipal Leasing, in the amount of \$1,000.

8. Old Business

- (Presented at 20:01) Lt. Marc Hilinski presented his report for the Station #1 Kitchen/Bathroom Renovation Committee. He reported that they had initially met with a number of contractors, where a few have backed out. He presented two contractor proposals, with the cabinets being provided by a third party. A third party did provide a bid which was in the ballpark of the other bids, but timing and availability was a concern. There was discussion about the contractors and the bids. The committee is looking to the Commission to help with the decision about selection of the contractor. The decision was made to have a start time after January 1, 2015. The Commission also requested the committee request look at trying to lower the final amount by about \$10,000-\$15,000. The committee will meet with the contractor. Commissioner Doyle made a motion to applaud the committee on their efforts and to keep moving forward and they have the Commission support. Seconded by Commissioner Butz. Lt. Hilinski specifically noted the efforts of Craig Voytek. (Ended 20:29)
- New Rescue – the new Chairman status was previously discussed. The new delivery date is anticipated, there have been two changes and there is no new contract cost.
- Kitchen Project was previously discussed
- Station One Windows Replacement Project – Commissioner Doyle inquired about the build-line for this budget year. The original budget line amount was \$130,000. The recommendation is to set aside the \$40,000 for the rear garage, to reapply the amounts.
- Archive Document Search – Commissioner Butz reported that items from Past Chief Butz have been found. Commissioner Doyle is planning on informing W. Schalich that we are planning to submit a claim. The plan is to send correspondence and to request return communications in 30-days.
- Commissioner Doyle distributed a VFIS document, regarding an Accident and Sickness proposal with \$500k principal sums. The purpose was to attempt to replicate the previous policy.
- Length of Service Program funds – Discussion tabled.
- February 7th – Retirement Recognition Event for Chief Plofkin and Pastor Joseph Piccirillo. D/C Tomas reported the committee is looking at the Marriott. Request for an approximate budget amount, will be taken from “Authorized Firefighter Expense”. The possibility of additional guests and purchased seats was discussed.
- Chief McGovern submitted the “District/Department Business Administrator” job description. This will be discussed in December.

9. New Business

Items tabled to December:

- Initial Six-month Review of SWRCC Dispatching
- Development of Non-Interior Firefighter Classification. Chief Tomas reported that the regional chief’s meeting, Monroe has a policy in effect and will be circulating.
- Membership recruitment, On-Boarding and Retention.
- Capital needs projection and budgetary capacity
 - Apparatus – Truck 304 replacement
 - Self-Contained Breathing Apparatus – Fleet Replacement
 - Radio Communications System – System Upgrade / Replacement

- Facility Improvements
- Discussion – Development of FY2015-16 Operating Budget

10. Remarks/Comments

Meeting adjourned 22:25

Respectfully Submitted,

Capt. Curt Robinson
Secretary
Nichols Fire District