

**BOARD OF FIRE COMMISSIONERS
OF THE
WAREHOUSE POINT FIRE DISTRICT
Agenda for Special Commissioner Meeting
Monday Jan 2, 2017
Station 138
89 Bridge Street
East Windsor, CT 06088
Time: 7 PM**

Call to Order

Attendance

Added Agenda Items

Treasurers Report

- Overview of the current Budget **1,2**

Clerks Report **3**

- 2017 Calendar **4**

Chairperson's Report

Old Business:

- Station Report

New Business:

Fire Marshal Report

Fire Chief's Report

Correspondence

Public Session

Executive Session

- Fire Marshal

Adjournment

Warehouse Point Fire District
Balance Sheet
 As of December 27, 2016

1.1

	Dec 27, 16
ASSETS	
Current Assets	
Checking/Savings	
Contingency 1 - Apparatus	0.91
Contingency 2 - Real Estate	0.61
District Checking 5552	472,185.38
FSM Checking	3.13
Petty Cash	14.46
Sovereign Savings Account	7,077.95
Total Checking/Savings	479,282.44
Total Current Assets	479,282.44
Fixed Assets	
Accumulated Depreciation	-2,269,603.19
Breathing Apparatus	73,628.33
Coats, Boots & Helmets	91,222.42
Engine 138 Refinance	388,269.91
Engine 3	15,215.00
Engine 5 Replacement	304,927.87
Engine 6	235,157.35
Fire Boat, Motor & Trailer	4,241.18
Fire Fighting Equipment	97,932.87
Firehouse-W.P.	140,996.86
Firehouse - Company Two	629,524.87
Hazardous Mat Equipment	6,798.69
Hose	23,410.00
Ladder Truck	879,555.62
Land	50,000.00
Miscellaneous Equipment	95,748.94
Office Equipment	78,771.16
Radio Equipment	66,039.43
Safety Equipment	23,053.14
Total Fixed Assets	934,890.45
TOTAL ASSETS	1,414,172.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,013.80
Total Accounts Payable	-1,013.80
Other Current Liabilities	
*Payroll Liabilities	9,645.89
Accrued Expenses	39.99
Payroll Liabilities	
child support	-425.98
CT Income Tax	402.90
CT Unemployment Tax	-1,245.23
Federal Taxes (941/944)	-3,870.01
Federal Unemployment (940)	14.86
Payroll Liabilities - Other	1,853.47
Total Payroll Liabilities	-3,269.99
Total Other Current Liabilities	6,415.89
Total Current Liabilities	5,402.09
Total Liabilities	5,402.09

Warehouse Point Fire District
Balance Sheet
As of December 27, 2016

1.2

	<u>Dec 27, 16</u>
Equity	
Net Assets Invested in Capital	928,690.45
Retained Earnings	59,473.54
Net Income	420,606.81
	<hr/>
Total Equity	1,408,770.80
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TOTAL LIABILITIES & EQUITY	<u>1,414,172.89</u>

Warehouse Point Fire District
Profit & Loss Budget vs. Actual
 July 1 through December 27, 2016

2.1

1:14 PM
 12/27/16
 Accrual Basis

	Jul 1 - Dec 27, 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
District Income	23,193.77	23,164.62	29.15	100.1%
Fire Marshal Fees				
All others requiring certificat	25.00	0.00	25.00	100.0%
Building Plan Review				
Buildings and Additions 2000+	210.00	0.00	210.00	100.0%
Total Building Plan Review	210.00	0.00	210.00	100.0%
Educational	100.00	0.00	100.00	100.0%
Final CO Inspection	50.00	0.00	50.00	100.0%
Hood and Extinguishing System	75.00	0.00	75.00	100.0%
Liquor License	200.00	0.00	200.00	100.0%
Nursing Home and Healthcare	50.00	0.00	50.00	100.0%
Site Plan Review	25.00	0.00	25.00	100.0%
Sprinkler Plan Review				
Sprinkler Plan Review 2000+	260.00	0.00	260.00	100.0%
Total Sprinkler Plan Review	260.00	0.00	260.00	100.0%
Fire Marshal Fees - Other	0.00	5,000.00	-5,000.00	0.0%
Total Fire Marshal Fees	995.00	5,000.00	-4,005.00	19.9%
Other Income				
Interest Earned	158.08	0.00	158.08	100.0%
Misc	241.00	0.00	241.00	100.0%
Reimbursement	10,565.71	0.00	10,565.71	100.0%
Total Other Income	10,964.79	0.00	10,964.79	100.0%
Taxes				
Total Income	575,624.12	570,572.98	5,051.14	100.9%
Gross Profit	610,777.68	598,737.60	12,040.08	102.0%
Expense				
*Payroll Expenses	5,069.46	0.00	5,069.46	100.0%
100 Administration				
ANNUITY	0.00	25,000.00	-25,000.00	0.0%
Bank Fees				
Service Charge	80.16	0.00	80.16	100.0%
Bank Fees - Other	0.00	400.00	-400.00	0.0%
Total Bank Fees	80.16	400.00	-319.84	20.0%

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12/27/16

Accrual Basis

Warehouse Point Fire District Profit & Loss Budget vs. Actual July 1 through December 27, 2016

2.2

	Jul 1 - Dec 27, 16	Budget	\$ Over Budget	% of Budget
Computer Equipment/Software				
Quickbooks Fee	231.66	400.00	-168.34	57.9%
Computer Equipment/Software - Other	1,418.98	2,800.00	-1,381.02	50.7%
Total Computer Equipment/Software	1,650.64	3,200.00	-1,549.36	51.8%
Copier Lease/Maintenance	720.90	1,500.00	-779.10	48.1%
Health Fitness Insurance	0.00	3,000.00	-3,000.00	0.0%
VFIS	20,407.00	36,800.00	-16,393.00	55.5%
Worker Comp	5,796.00	4,000.00	1,796.00	144.9%
Total Insurance	26,203.00	40,800.00	-14,597.00	64.2%
Medical Expenses	694.00	10,000.00	-9,306.00	6.9%
Membership Fees	130.00	1,000.00	-870.00	13.0%
Office Equipment{69}	0.00	400.00	-400.00	0.0%
Office Expense				
Office Supplies	1,375.83	1,000.00	375.83	137.6%
Permits/dues	185.00	200.00	-15.00	92.5%
Postage	188.00	500.00	-312.00	37.6%
Total Office Expense	1,748.83	1,700.00	48.83	102.9%
Professional Fees				
Accounting Services	5,325.00	11,000.00	-5,675.00	48.4%
Grand List	0.00	1,000.00	-1,000.00	0.0%
Legal & Professional Fees	4,166.25	7,500.00	-3,333.75	55.6%
Legal Notices	0.00	4,000.00	-4,000.00	0.0%
TAX COLLECTION	11,512.48	11,411.46	101.02	100.9%
Total Professional Fees	21,003.73	34,911.46	-13,907.73	60.2%
Reference Lib	1,117.11	1,500.00	-382.89	74.5%
Total 100 Administration	53,348.37	123,411.46	-70,063.09	43.2%
200 Facilities				
Building Maintenance & Repairs	1,156.92	30,000.00	-28,843.08	3.9%
Cellular Phones	200.05	500.00	-299.95	40.0%
Cleaning Suppl/Kitchen Suppl				
Cleaning Supplies	226.67	1,000.00	-773.33	22.7%
District food/beverage	548.86	1,700.00	-1,151.14	32.3%
Total Cleaning Suppl/Kitchen Suppl	775.53	2,700.00	-1,924.47	28.7%

Warehouse Point Fire District
Profit & Loss Budget vs. Actual
July 1 through December 27, 2016

2.3

1:14 PM
 12/27/16
 Accrual Basis

	Jul 1 - Dec 27, 16	Budget	\$ Over Budget	% of Budget
Dispatch	15,045.96	15,045.96	0.00	100.0%
Electrical Repairs	379.51	500.00	-120.49	75.9%
Electricity	3,835.09	13,000.00	-9,164.91	29.5%
Fire Extinguishers	268.17	500.00	-231.83	53.6%
Fire Sprinkler				
Sprinkler Water	711.70	6,140.00	-5,428.30	11.6%
Fire Sprinkler - Other	460.00	0.00	460.00	100.0%
Total Fire Sprinkler	1,171.70	6,140.00	-4,968.30	19.1%
Furnace Service	0.00	500.00	-500.00	0.0%
Generators	500.00	1,500.00	-1,000.00	33.3%
Internet Access one	956.00	2,500.00	-1,544.00	38.2%
Lawn Care	750.00	600.00	150.00	125.0%
Natural Gas	3,127.28	12,000.00	-8,872.72	26.1%
Paint	0.00	200.00	-200.00	0.0%
Sewer Taxes	1,126.66	800.00	326.66	140.8%
Snow Removal	0.00	10,000.00	-10,000.00	0.0%
Station Phones	532.45	1,700.00	-1,167.55	31.3%
Water	295.48	1,600.00	-1,304.52	18.5%
Total 200 Facilities	30,120.80	99,785.96	-69,665.16	30.2%
300 Fire Equipment				
Breathing App	295.90	2,000.00	-1,704.10	14.8%
Breathing Apparatus Replacement	0.00	6,000.00	-6,000.00	0.0%
Communications	1,059.56	1,000.00	59.56	106.0%
Ext. Agents	0.00	500.00	-500.00	0.0%
Fire Equipment Other	0.00	200.00	-200.00	0.0%
Haz Mat Materials	0.00	1,000.00	-1,000.00	0.0%
Hose & Ladders	0.00	1,000.00	-1,000.00	0.0%
Medical Equip	307.10	500.00	-192.90	61.4%
Nozzels and Valves	0.00	1,000.00	-1,000.00	0.0%
Protective Clothing	1,619.75	6,500.00	-4,880.25	24.9%
Rescue Equip	0.00	1,600.00	-1,600.00	0.0%
Safety Equip	0.00	500.00	-500.00	0.0%
Small Tools	0.00	200.00	-200.00	0.0%
Total 300 Fire Equipment	3,282.31	22,000.00	-18,717.69	14.9%

Warehouse Point Fire District
Profit & Loss Budget vs. Actual
July 1 through December 27, 2016

2.9

1:14 PM
 12/27/16
 Accrual Basis

	Jul 1 - Dec 27, 16	Budget	\$ Over Budget	% of Budget
400 Fire Apparatus				
Fire Pumps/Annual Testing	679.00	0.00	679.00	100.0%
Pump Testing	0.00	4,000.00	-4,000.00	0.0%
Fire Pumps/Annual Testing - Other				
Total Fire Pumps/Annual Testing	679.00	4,000.00	-3,321.00	17.0%
General Repairs & Maintenance				
Major Repairs	1,559.41	6,000.00	-4,440.59	26.0%
General Repairs & Maintenance - Other	6,377.41	28,600.00	-22,222.59	22.3%
Total General Repairs & Maintenance	7,936.82	34,600.00	-26,663.18	22.9%
Vehicle Fuel	1,799.19	5,000.00	-3,200.81	36.0%
Total 400 Fire Apparatus	10,415.01	43,600.00	-33,184.99	23.9%
600 Training				
Fire Fighters	1,615.95	3,000.00	-1,384.05	53.9%
Fire Marshal	0.00	200.00	-200.00	0.0%
Medical/Haz Mat Training	494.90	1,000.00	-505.10	49.5%
Training Equipment & Supplies	58.95	300.00	-241.05	19.7%
Total 600 Training	2,169.80	4,500.00	-2,330.20	48.2%
700 Compensation				
Administrative Assistant	5,304.50	15,000.00	-9,695.50	35.4%
Building Maint	3,220.00	6,000.00	-2,780.00	53.7%
Chief Engineer	500.00	2,000.00	-1,500.00	25.0%
Extra Duty Fire Watch	-108.00	0.00	-108.00	100.0%
Fire Chief	6,000.00	12,000.00	-6,000.00	50.0%
Fire Inspectors	1,246.50	6,000.00	-4,753.50	20.8%
Fire Marshal	5,358.00	18,000.00	-12,642.00	29.8%
Incentives/Stipends	19,547.30	80,000.00	-60,452.70	24.4%
Mileage reimbursement	0.00	1,000.00	-1,000.00	0.0%
Total 700 Compensation	41,068.30	140,000.00	-98,931.70	29.3%
Capital Improvement Fund				
Contingency fund exp	30,110.00	95,164.62	-65,054.62	31.6%
FSM	0.00	14,000.00	-14,000.00	0.0%
call back pay	2,152.50	10,000.00	-7,847.50	21.5%
FSM payroll tax	0.00	3,500.00	-3,500.00	0.0%
FSM{329}	12,352.50	31,000.00	-18,647.50	39.8%
worker comp	0.00	5,000.00	-5,000.00	0.0%
Total FSM	14,505.00	49,500.00	-34,995.00	29.3%

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Accrual Basis

Warehouse Point Fire District
Profit & Loss Budget vs. Actual
July 1 through December 27, 2016

2.5

	Jul 1 - Dec 27, 16	Budget	\$ Over Budget	% of Budget
Payroll Expenses				
Taxes	80.82	0.00	80.82	100.0%
Payroll Expenses - Other	1.00	5,000.00	-4,999.00	0.0%
Total Payroll Expenses	81.82	5,000.00	-4,918.18	1.6%
Total Expense	190,170.87	596,962.04	-406,791.17	31.9%
Net Ordinary Income	420,606.81	1,775.56	418,831.25	23,688.7%
Net Income	420,606.81	1,775.56	418,831.25	23,688.7%

**BOARD OF FIRE COMMISSIONERS
OF THE
WAREHOUSE POINT FIRE DISTRICT**

Minutes for Commissioner Meeting

Monday December 5, 2016

Station 138

89 Bridge Street

East Windsor, CT 06088

Time: 7 PM

Call to Order 7 pm

Attendance Commissioners: Mike Balf, Dean Saucier, Zach Farrah, John Burnham, Lou Flynn, Vic DeCapua

Added Agenda Items: Executive Session for Fire Marshal Position, Bob Maynard

Treasurers Report

- **Overview of the current Budget:**
Motion to accept treasurers report Dean Saucier, Vic DeCapua. All in favor

Clerks Report

- **Motion to accept the clerks report as presented Lou Flynn, Vic DeCapua second. All in favor**

Chairperson's Report

- **Commissioners went over the three bids for the 2016-2017 Snow Removal**
 - **Motion to use Josh Austin at a flat rate of \$5000.00 for the snow season with updated contract Dean Saucier, Mike Balf second. All in favor**
- **Signed generator contract, Vic and Johns terms are up in June. I will attend the BOS meeting Dec 6th. I have not talked to the BBFD as of yet.**

Old Business:

- **Station Report: The blocks at station 2 need water proofing. Motion to look into station 2 repair needs Vic DeCapua, Zach Farrah second. All in favor**
- **IT Issues/update/-N/A**

New Business:

- **New Hires: Mike Balf would like to see 4 part time FF on during the day time hours. The cost would be \$43000.00 to finish the year**
Jim Barton- We need to respect the budget, Chief Barton we do not need a special meeting to move money around per #5 voted on at the annual meeting last June. This issue has been part of my report for over a year now. The commissioners need to handle this problem quickly. We should start in Jan with three people on duty, how we are running now is not safe.
- **Bob- I suggest we put the WHPFD back in the budget for the 2017-2018 budgets and to get the support of the BOS and BOF we would pay the bills submitted and not just cut the district a check. BBFD and WHPFD would get equal parts.**
Lou- We are a separate entity
Bob- I am trying to make it fair
Lou- We have a secretary to pay our bills

Chief- we could manage our own money as we have done for years, this is the only way this would work.

Dean- The town has paid our bills in the past and a lot of them went unpaid.

Vic- what about the repairs to the building?

Lou- the BOF and BOS make us like monkeys. We do not want to be run by the town. We are still being taxed twice.

Dean- What has changed? They have said in the past that this cannot be done.

Jim- They dropped the ball... They are supposed to study this more and give the ok???

Chief- They could hire the WHPFD for our services

Bob- No one is studding this

Chief- They need to study this, or we should sue the town.

Dean- It is in the towns' best interest to make this work.

Bob- It will be put in budget same as it always has been.

Dale- Write a letter to the BOS for the next meeting in regards to the study.

Christy Delvey- Resignation letter submitted as of Feb 1, 2017

Motion to accept Christy resignation as Fire Marshal and Deputy Chief with regret Dean Saucier, Vic DeCapua second. All in favor

Fire Marshal Report

Motion to accept the Fire Marshals report as presented Dean Saucier, John Burnham second. All in favor

Fire Chief's Report

- 36 call for the month of NOV
- Staffing is an immediate need
- IAMRESPONDING is working great
- Motion to accept the chief's report as presented Vic DeCapua, Lou Flynn second. All in favor

Correspondence-NA

Public Session:

Glen- the post is missing on the green

Mike Balf- over 400 calls this year

Executive Session:

Motion to go into executive session 8:26 Vic DeCapua, Lou Flynn second. All in favor

Out of session 9:07

Motion to post job and interview for Jan 1 Dean Saucier, Lou Flynn. All in favor

Adjournment 9:08

BOARD OF FIRE COMMISSIONERS
OF THE
WAREHOUSE POINT FIRE DISTRICT

4

Schedule for 2017 Meetings
Located at: Station 138
89 Bridge Street
East Windsor, CT 06088
Time: 7 PM

January	Special Meeting Monday, January 2, 2017	7 PM	89 Bridge Street East Windsor CT
February	Monday, February 06, 2017	7 PM	89 Bridge Street East Windsor CT
March	Monday, March 06, 2017	7 PM	89 Bridge Street East Windsor CT
April	Monday, April 03, 2017	7 PM	89 Bridge Street East Windsor CT
May	Monday, May 01, 2017	7 PM	89 Bridge Street East Windsor CT
June	Monday, June 05, 2017	7 PM	89 Bridge Street East Windsor CT
June	Annual Meeting Tuesday, June 06, 2017	8 PM	89 Bridge Street East Windsor CT
June	Wednesday, June 07, 2017	7 PM	89 Bridge Street East Windsor CT
July	Monday, July 10, 2017	7 PM	89 Bridge Street East Windsor CT
August	Monday, August 07, 2017	7 PM	89 Bridge Street East Windsor CT
September	Monday, September 11, 2017	7 PM	89 Bridge Street East Windsor CT
October	Monday, October 02, 2017	7 PM	89 Bridge Street East Windsor CT
November	Monday, November 06, 2017	7 PM	89 Bridge Street East Windsor CT
December	Monday, December 04, 2017	7 PM	89 Bridge Street East Windsor CT