



# Warehouse Point Fire District Meeting Minutes

Monday September 14, 2020

Station 138, 89 Bridge Street East Windsor

Time: 7pm

Call to Order: 7pm

Attendance: Louis Flynn, Rachel Safford, Austin Holden, Charlie Miller, Charlie Nordell, Kevin Clynch

Added Agenda Items: NONE

**Treasurers Report:** Two months into the fiscal year, we have a few items that are already higher than the projected 16% spending. Copier lease 22% (3 payments have been made), insurance 31% (some insurance is prepaid), food/beverage (storm event, suppling station 2), radios (new batteries and repairs), medical equipment (supplying station 2), sprinklers (testing was done), fire inspectors a little over (line covers 64 hours a month).

Last month I reported that was an overage, which is remaining funds from the previous fiscal year. When this happens, the board should make a motion for that money to be allocated. The money should go in FUND balance, CIP, or used for the next fiscal year budget.

There was no motion made the last meeting so I directed Jill to move it into FUND balance, I have provided you with the town's FUND balance policy. The state fund balance is kept at 15%. I think the district should have a fund balance policy. It is undesignated money that requires a district vote to spend it, I think 15% is a good number. Contingency was in the operating budget, I told Jill to take it out of the operating budget and move it to the balance sheet. The commission can use the money as they see fit. I just want to clarify these items, I wanted to push back at last month's meeting and what was implied, I was horrified when I read last month's meeting minutes. We get an audit every year, he has recommended three things. We don't have a CPA in the organization, we have one office that handles accounts payable, accounts receivables. The accountant provides us with recommendations every year for best practice. Jill is in contact with the accountant's office every week. I would like the public to know that we are not doing everything wrong. Louis: I would like to make a statement, any comments I made were not directed at Jim in any way. Most places get a list of expenses before they are paid. Where we have fallen short on doing our job is later in the year, we all say ok and keep going on.

Contingency fund we can deal with in this room, we can transfer line items between accounts. Jim is correct, taking money from FUND or CIP needs a motion from the board and a district vote. We do not have by-laws; we should have written procedures. To get this procedure together for now until we have bylaws is a good idea. I think we should have a special meeting for the operational procedures. What has been said by Jim now is correct. I was concerned with the wording "bottom line", I thought he meant if a line was short, that was the bottom line. I think we are on the same path. I apologize if anyone or he felt I was accusing him of something. Am I correct that you are looking for guidance? Jim: I am big on security, I worked in a prison for many years, I am by the book.

We need a book! Louis: I agree with him, we are on the same page. Motion to approve the treasurer report as presented Charlie Miller, Kevin Clynch second.

All in favor

Clerks Report:

-Approval of meeting minutes:

**8/3/2020: Motion to approve the minutes from 8/3/2020, with the following changes to the fire marshals report which says 76, please add inspections, Louis: I am quoted saying 75 things were wrong, I would like it changed to 7 things which is what I said, Charlie Nordell, Rachel Safford second.**

**All in favor**

**8/17/2020: Motion to approve the meeting minutes of special meeting minutes 8/17/2020**

**Charlie Nordell, Charlie Mill**

**8/31/2020: Motion to approve the Rachel Safford, Charlie Miller second. All in favor**

**9/3/2020: Motion to approve the meeting minutes Charlie Nordell, Kevin Clynch second all in favor**

**Chairperson's Report: Attorney Chudwick has been away, he is back as of the end of the week, we are in communication with each other, he has prepared a memo for the money we would like to borrow. He has contacted three banks, the department of agriculture, Chief Barton gave him the information for the lease purchase. The application is going to need to be filled out. I am glad we believe our house is in order.**

**I asked if it makes a difference if we split up the money, lease purchase on the truck, and loan for the building.**

**In that case, the tab would go up.**

**He has asked lenders to respond quickly.**

**He has asked to break it down by years, what the payment would be. He believes it will be around 20 years for a project like this. I received a packet from him, it is from the department of agriculture. We will have a lot to discuss once we get the responses. I understand a little better now, we do need some basic operating rules.**

**Town Communication: None, I did read in the article about the BBFD, the question I have is; they get named the town fire department? How is the money raised for what they get in the budget? Charlie Nordell, I believe it will be on the tax bill on a separate line.**

**I think we need a building committee the two chiefs, 3 commissioners, Rachel will you chair the committee? Rachel: Yes.**

**Rachel, Austin, Chief Barton, Assistant Chief Austin**

**Motion made by Charlie Nordell to establish a building committee with the following Rachel Safford, Austin Holden, Jim Barton, Richard Austin, Charlie Miller second. All in favor**

**New Business:**

**-Discussion and action on replacement Fire Apparatus proposal: The term limits that have been stated are not in the original RFP (10yr, 20yr), I sent an email with the terms for 12 years plans. The truck is all planned out. Jim Barton, why you are kicking around dollars, I believe we should use CIP money for a down payment. The payment would be less. Chief, in 2009 when the town purchased the last truck, we had a lease purchase with a low-interest rate, the town went with other loans and cost the taxpayers more in the end. Louis; who else has used this lease program? Chief; Shaker Pines, Enfield. Rachel; what would the cost be if we split the loans?**

**We need to know the difference.**

**-Discuss and take action on the hiring of Russo's for site work: \$16,000 for the estimate for site work. We would be foolish not to use him, he has been doing all the properties around us.**

**Old Business:**

**-New ESO software: The chiefs and I have been in communication about it. There is a need for another software option. The addition would be an interface from TN, the information would be**

input directly into the software. The cost would be another \$1500.00 annually. Rachel has been talking with the account rep about getting the cost more in line with the size of our department.

-Charter and bylaws: The policy meeting the same night could be the same night at the regular meeting, the RFP is giving us a deal if signed by September 25th, we need to meet before then.

Discussion of meeting dates. Rachel, we should start a charter committee. Chief, everyone should read it, make recommendations, then adopt them.

Louis: we need to have a meeting, so it is polished for us. We need to come up with a temporary solution until we borrow the money. We can't just copy Enfield. Chief: our attorney is the one who recommended the Enfield Charter.

Charlie; we could just have a long meeting on October 5th, we are here anyway. Louis; I don't agree, the long meetings are not good.

Motion to have a special meeting on October 8, to discuss policies/procedures Rachel Safford, Charlie Nordell second. All in favor

Fire Marshal Report: 31 inspections, 7 were reinspection's, permits, 4 site visits. We have two new buildings going in this year so far. We had an issue with a group home in our district, they are usually done by the state, they did not have any paperwork on the property. They have never inspected it and never will. We are inspecting the property moving forward. We had a lot of storm damage. We were fighting a fire in a complex when we discovered an electrical issue. They are now rewiring the whole complex; we worked together with the building department.

Fees collected \$2925.00

Rachel, we are working a different report that would track hours, inspections.

Motion to approve the FM report as presented Charlie Nordell, Charlie Miller second. All in favor

Fire Chief's Report: 94 calls for August. Station 2 sprinkler tests need to be done. This would put us above the sprinkler line, I would recommend we take it out of the building maintenance line.

We did not get the FEMA grant; this is why I would like to save money with the prepayment of the fire truck and signing before Sept 25th. I have a question for the board, so when we get the funding back next week, is that going to wait till the October meeting? Louis, I don't have an answer for that. We could have a special meeting; the way the resolution is written the chairman and I can sign it. I want to be clear on all of this. Their fiscal year is September 30th, the prices could go up. The cost of the truck would be \$125,000. If we don't get the \$44,000 discount, we would only have \$35,000.00 for equipment. We can't do anything until October? Louis: I don't know. We can't even talk to Russo? I just want to be clear. Motion to approve the Fire Chief report Charlie Nordell, Charlie Miller second.

All in favor

Correspondence: All taxpayers can vote on the BBFD referendum. Please vote.

I gave Jill a bill for work he did for us in the spring.

Public Session: Jim Barton: You did not decide on how much of CIP you are going to use for the projects, if you decide you want to use some of the money you could spend that money on Russo. Would you need a district vote?

-Review of the resolution. We will ask Attorney Landolina if we can use the money in CIP without another vote if the language is in the resolution.

Charlie, I agree, I just worry if we start paying people and then get denied on all loans. Jim Barton, I read the ordinance for BBFD, I still have a lot of questions.

Executive Session: NA

Adjournment: Motion to adjourn the meeting 8:34 Charlie Nordell, Charlie Miller second. All in favor