

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

Agenda for Monthly Meeting

Monday, June 5 2017

Station 138

89 Bridge Street

East Windsor, CT 06088

Time: 7 PM

Call to Order

Attendance

Added Agenda Items

Treasurers Report

Clerks Report

Chairperson's Report

Old Business:

Station Report

New Business:

Fire Marshal Report

Fire Chief's Report

Correspondence

Public Session

Executive Session

Adjournment

Reminder Annual Meeting Tuesday June 6th @8:15

**BOARD OF FIRE COMMISSIONERS
of the
WAREHOUSE POINT FIRE DISTRICT
East Windsor, CT 06088
Incorporated by the General assembly 1911**

**WAREHOUSE POINT FIRE DISTRICT
ANNUAL MEETING**

The legal voters of the WAREHOUSE POINT FIRE DISTRICT are hereby warned and notified that the annual meeting of the WAREHOUSE POINT FIRE DISTRICT will be held at the WAREHOUSE POINT FIRE DEPARTMENT COMPANY #1, 89 Bridge Street, East Windsor, CT, on Tuesday, June 6 at 8:15 PM for the following purposes:

1. To elect one (1) Commissioner for a three (3) year term.
2. To elect one (1) Commissioner for a three (3) year term
3. To elect a Clerk, Treasurer, Tax Collector and two (2) Auditors, all for a one-year term each.
4. To take action on the operating budget of 630,336.00 and the Capital Expenditures Budget of 0.00 for the fiscal year 2017/2018.
5. To allow the Board of Commissioners to borrow money to cover operating expenses for the District, when deemed necessary.
6. To allow the Board of Commissioners to transfer funds from one line account to another to cover any projected deficit that may occur.

Attest:

Jill Caron, Secretary Dated at East Windsor, CT May 25, 2017

Commissioner's Terms Expire:

Victor DeCapua.....2017

Dean Saucier.....2018

D. James Barton.....2019

Lou Flynn.....2019

Michael Balf.....2018

John Burnham.....2017

Posted District Community Post 5/25/2017

Warehouse Point Fire District
Profit & Loss
May 1 - 30, 2017

	<u>May 1 - 30, 17</u>
Ordinary Income/Expense	
Income	
Fire Marshal Fees	
Building Plan Review	
Buildings and Additions 1999sq	50.00
Total Building Plan Review	50.00
Burning Permits	2,553.20
Final CO Inspection	950.00
Liquor License	100.00
Total Fire Marshal Fees	3,653.20
Total Income	3,653.20
Gross Profit	3,653.20
Expense	
100 Administration	
Membership Fees	50.00
Office Expense	
Postage	116.00
Total Office Expense	116.00
Reference Lib	1,345.50
Total 100 Administration	1,511.50
200 Facilities	
Building Maintenance & Repairs	785.99
Cellular Phones	80.80
Cleaning Suppl/Kitchen Suppl	
District food/beverage	235.52
Total Cleaning Suppl/Kitchen Suppl	235.52
Electricity	154.41
Internet Access one	83.60
Lawn Care	120.00
Natural Gas	216.75
Station Phones	122.54
Water	436.01
Total 200 Facilities	2,235.62
300 Fire Equipment	
Breathing App	1,530.50
Breathing Apparatus Replacement	2,751.48
Protective Clothing	18,687.77
300 Fire Equipment - Other	491.57
Total 300 Fire Equipment	23,461.32

Warehouse Point Fire District
Profit & Loss
May 1 - 30, 2017

	<u>May 1 - 30, 17</u>
400 Fire Apparatus	
General Repairs & Maintenance	
Major Repairs	3,215.00
General Repairs & Maintenance - Other	271.26
Total General Repairs & Maintenance	3,486.26
Vehicle Fuel	313.23
Total 400 Fire Apparatus	3,799.49
600 Training	
Fire Fighters	750.00
Total 600 Training	750.00
700 Compensation	
*Payroll Expenses	1,735.14
Administrative Assistant	909.50
Building Maint	560.00
Chief Engineer	500.00
Extra Duty Fire Watch	0.00
Fire Chief	0.00
Fire Inspectors	148.50
Fire Marshal	1,506.00
Incentives/Stipends	8,187.00
Total 700 Compensation	13,546.14
FSM	
call back pay	135.00
FSM{329}	3,330.00
Total FSM	3,465.00
Reimbursements	-201.00
Total Expense	48,568.07
Net Ordinary Income	-44,914.87
Net Income	<u>-44,914.87</u>

Warehouse Point Fire District Profit & Loss Budget vs. Actual July 1, 2016 through May 30, 2017

	Jul 1, '16 - May 30, 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
District Income	23,193.77	23,164.62	29.15	100.1%
Fire Marshal Fees				
Building Plan Review	50.00	0.00	50.00	100.0%
Buildings and Additions 1999sq	2,843.00	0.00	2,843.00	100.0%
Buildings and Additions 2000+	50.00	0.00	50.00	100.0%
Building Plan Review - Other				
Total Building Plan Review	2,943.00	0.00	2,943.00	100.0%
Burning Permits	2,553.20	0.00	2,553.20	100.0%
Copy of Fire Report	5.00	0.00	5.00	100.0%
Educational	300.00	0.00	300.00	100.0%
Final CO Inspection	1,175.00	0.00	1,175.00	100.0%
Hood and Extinguishing System	75.00	0.00	75.00	100.0%
Liquor License	450.00	0.00	450.00	100.0%
Nursing Home and Healthcare	150.00	0.00	150.00	100.0%
Request for Inspection from FM	5.00	0.00	5.00	100.0%
Site Plan Review	1,037.00	0.00	1,037.00	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	8,953.20	5,000.00	3,953.20	179.1%
Other Income				
Interest Earned	346.57	0.00	346.57	100.0%
Misc	241.00	0.00	241.00	100.0%
Reimbursement	10,567.05	0.00	10,567.05	100.0%
Sale of Equipment	1,000.00	0.00	1,000.00	100.0%
Total Other Income	12,154.62	0.00	12,154.62	100.0%
Taxes	575,624.12	570,572.98	5,051.14	100.9%
Total Income	619,925.71	598,737.60	21,188.11	103.5%
Gross Profit	619,925.71	598,737.60	21,188.11	103.5%
Expense				
100 Administration	25,000.00	25,000.00	0.00	100.0%
ANNULITY				

Warehouse Point Fire District Profit & Loss Budget vs. Actual July 1, 2016 through May 30, 2017

	Jul 1, '16 - May 30, 17	Budget	\$ Over Budget	% of Budget
Bank Fees				
Interest Expense	35.98	0.00	35.98	100.0%
Service Charge	256.16	0.00	256.16	100.0%
Bank Fees - Other	0.00	400.00	-400.00	0.0%
Total Bank Fees	292.14	400.00	-107.86	73.0%
Computer Equipment/Software				
Quickbooks Fee	241.76	400.00	-158.24	60.4%
Computer Equipment/Software - Other	2,403.45	2,800.00	-396.55	85.8%
Total Computer Equipment/Software	2,645.21	3,200.00	-554.79	82.7%
Copier Lease/Maintenance	1,212.04	1,500.00	-287.96	80.8%
Donation	400.00	0.00	400.00	100.0%
Health Fitness	0.00	3,000.00	-3,000.00	0.0%
Insurance				
VFIS	33,015.00	36,800.00	-3,785.00	89.7%
Worker Comp	7,728.00	9,000.00	-1,272.00	85.9%
Total Insurance	40,743.00	45,800.00	-5,057.00	89.0%
Medical Expenses	1,230.00	10,000.00	-8,770.00	12.3%
Membership Fees	769.00	1,000.00	-231.00	76.9%
Office Equipment{69}	0.00	400.00	-400.00	0.0%
Office Expense				
Office Supplies	1,453.15	1,000.00	453.15	145.3%
Permits/dues	185.00	200.00	-15.00	92.5%
Postage	479.04	500.00	-20.96	95.8%
Office Expense - Other	125.98	0.00	125.98	100.0%
Total Office Expense	2,243.17	1,700.00	543.17	132.0%
Professional Fees				
Accounting Services	7,605.00	11,000.00	-3,395.00	69.1%
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	284.89	4,000.00	-3,715.11	7.1%
TAX COLLECTION	11,512.48	11,411.46	101.02	100.9%
Total Professional Fees	23,568.62	34,911.46	-11,342.84	67.5%
Reference Lib	2,462.61	1,500.00	962.61	164.2%
Total 100 Administration	100,565.79	128,411.46	-27,845.67	78.3%

Warehouse Point Fire District Profit & Loss Budget vs. Actual July 1, 2016 through May 30, 2017

	Jul 1, '16 - May 30, 17	Budget	\$ Over Budget	% of Budget
200 Facilities				
Building Maintenance & Repairs	11,223.81	30,000.00	-18,776.19	37.4%
Cellular Phones	821.81	500.00	321.81	164.4%
Cleaning Suppl/Kitchen Suppl				
Cleaning Supplies	532.28	1,000.00	-467.72	53.2%
District food/beverage	1,064.83	1,700.00	-635.17	62.6%
Total Cleaning Suppl/Kitchen Suppl	1,597.11	2,700.00	-1,102.89	59.2%
Dispatch	15,470.96	15,045.96	425.00	102.8%
Electrical Repairs	859.93	500.00	359.93	172.0%
Electricity	7,282.68	13,000.00	-5,717.32	56.0%
Fire Extinguishers	368.17	500.00	-131.83	73.6%
Fire Sprinkler				
Sprinkler Water	1,436.74	6,140.00	-4,703.26	23.4%
Fire Sprinkler - Other	460.00	0.00	460.00	100.0%
Total Fire Sprinkler	1,896.74	6,140.00	-4,243.26	30.9%
Furnace Service	80.00	500.00	-420.00	16.0%
Generators	1,497.20	1,500.00	-2.80	99.8%
Internet Access one	2,079.20	2,500.00	-420.80	83.2%
Lawn Care	870.00	600.00	270.00	145.0%
Natural Gas	8,886.94	12,000.00	-3,113.06	74.1%
Paint	0.00	200.00	-200.00	0.0%
Sewer Taxes	1,126.66	800.00	326.66	140.8%
Snow Removal	5,000.00	5,000.00	0.00	100.0%
Station Phones	1,104.30	1,700.00	-595.70	65.0%
Water	1,050.37	1,600.00	-549.63	65.6%
Total 200 Facilities	61,215.88	94,785.96	-33,570.08	64.6%
300 Fire Equipment				
Breathing App	2,011.60	2,000.00	11.60	100.6%
Breathing Apparatus Replacement	2,851.32	6,000.00	-3,148.68	47.5%
Communications	1,084.55	1,000.00	84.55	108.5%
Ext. Agents	0.00	500.00	-500.00	0.0%

Warehouse Point Fire District Profit & Loss Budget vs. Actual July 1, 2016 through May 30, 2017

	Jul 1, '16 - May 30, '17	Budget	\$ Over Budget	% of Budget
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	1,837.95	1,000.00	837.95	183.8%
Medical Equip	307.10	500.00	-192.90	61.4%
Nozzels and Valves	192.45	1,000.00	-807.55	19.2%
Protective Clothing	22,187.39	6,500.00	15,687.39	341.3%
Rescue Equip	0.00	1,500.00	-1,500.00	0.0%
Safety Equip	0.00	500.00	-500.00	0.0%
Small Tools	0.00	200.00	-200.00	0.0%
300 Fire Equipment - Other	491.57	0.00	491.57	100.0%
Total 300 Fire Equipment	30,963.93	22,000.00	8,963.93	140.7%
400 Fire Apparatus	679.00	4,000.00	-3,321.00	17.0%
Fire Pumps/Annual Testing				
General Repairs & Maintenance	4,774.41	6,000.00	-1,225.59	79.6%
Major Repairs	22,098.54	28,500.00	-6,501.46	77.3%
General Repairs & Maintenance - Other				
Total General Repairs & Maintenance	26,872.95	34,500.00	-7,727.05	77.7%
Vehicle Fuel	3,093.44	5,000.00	-1,906.56	61.9%
Total 400 Fire Apparatus	30,645.39	43,500.00	-12,954.61	70.3%
600 Training	2,365.95	3,000.00	-634.05	78.9%
Fire Fighters	478.00	200.00	278.00	239.0%
Fire Marshal	494.90	1,000.00	-505.10	49.5%
Medical/Haz Mat Training	58.95	300.00	-241.05	19.7%
Training Equipment & Supplies				
Total 600 Training	3,397.80	4,500.00	-1,102.20	75.5%
700 Compensation	12,751.51	8,500.00	4,261.51	150.1%
*Payroll Expenses	10,894.00	15,000.00	-4,106.00	72.6%
Administrative Assistant	6,358.82	6,000.00	358.82	106.0%
Building Maint	1,500.00	2,000.00	-500.00	75.0%
Chief Engineer	-108.00	0.00	-108.00	100.0%
Extra Duty Fire Watch	10,000.00	12,000.00	-2,000.00	83.3%
Fire Chief	3,532.50	6,000.00	-2,467.50	58.9%
Fire Inspectors	12,138.00	18,000.00	-5,862.00	67.4%
Fire Marshal				

**Warehouse Point Fire District
Profit & Loss Budget vs. Actual
July 1, 2016 through May 30, 2017**

	Jul 1, '16 - May 30, 17	Budget	\$ Over Budget	% of Budget
Incentives/Stipends	40,523.30	80,000.00	-39,476.70	50.7%
Mileage reimbursement	0.00	1,000.00	-1,000.00	0.0%
Total 700 Compensation	97,600.13	148,500.00	-50,899.87	65.7%
Capital Improvement Fund	30,110.00	95,164.62	-65,054.62	31.6%
Contingency fund exp	0.00	14,000.00	-14,000.00	0.0%
FSM				
call back pay	3,226.50	10,000.00	-6,773.50	32.3%
FSM(329)	37,511.25	49,448.45	-11,937.20	75.9%
Total FSM	40,737.75	59,448.45	-18,710.70	68.5%
Reimbursements	-188.84	0.00	-188.84	100.0%
Total Expense	395,047.83	610,410.49	-215,362.66	64.7%
Net Ordinary Income	224,877.88	-11,672.89	236,550.77	-1,926.5%
Net Income	224,877.88	-11,672.89	236,550.77	-1,926.5%