

# TRUMBULL CENTER FIRE DISTRICT

Meeting Minutes  
January 13, 2022

## Opening:

The special meeting of the Trumbull Center Fire District (via zoom) was called to order at 7:00pm, by Commissioner Kurtz.

## Present:

- Pat McCarty, Chairman
- Paul Kurtz, Commissioner
- Sandra Mulligan, Tax Collector
- Marisa Petriello, Treasurer
- Rich Gregory, Chief
- Mike Rolleri, CPA
- Dave Tiago, Maintenance

### A. Approval of Agenda

The agenda was unanimously approved as distributed.

### B. Approval of Minutes

The minutes of the previous meeting were corrected and unanimously approved as distributed.

### C. Budget and Tax Report

The budget and tax reports were reviewed and unanimously accepted as presented.

### D. Open Issues and New Business

*Pat McCarty:*

- 104: No updates from Knecht's.
- 105: It is in the hands of the adjuster and Twin Lights. Currently, parts are not available.
- 107: The sander is broken. It is in Monroe to get a motor. It needs to be on the back of the vehicle to be worked on.
- Winter work: The paint quote has not changed from last year. Hallway, bathroom and vault to be painted. APPROVED
- Waiting on stair tread price. Hope to have that soon.
- Need to update and replace lights in hallway at station 1.
- Edispatch system downstairs at station 2: Scanner has been shut off. Asked Chief Gregory about the status. He is not sure why it is not working at Station 2 and the chief will look into it.
- Update on fire reporting system: Will need to renew with Firehouse Software as ESO has not been responding. Several reps have been contacted, with no response. Trying to see if we can pay month to month with Firehouse Software until ESO is set up. Commissioner Riggs has an option with Tom Pond. Pat would like a weekly status update. He reminded everyone that only \$4k was approved for the software change. Inquired as to Flagships cost for pdf form for reports.

- Marisa has moved an additional \$50k to the savings account. He asked if she met with Mary this week, and she advised that it is scheduled for next week.
- Excessive phone bills are a concern. Since March 2019 Long Hill and Nichols have not been billed for their portion of the phone lines for the radio system. Marisa had not been advised to do this. Pat has sent invoices to the other districts and they will be arranging payments. Billing to Long Hill will be in February and Nichols will be in March. The total is around \$5556 per each of the two districts. Part of money is to go to surplus and the amount due July 1. Going forward, it will be assigned to the current budget line item “recurring/return.”
- Patio at Station 1: Dave is working on getting pricing. Nothing yet. Paul would like to see a sketch/specs of proposed area.
- HVAC issues at Station 1 again. Paul is addressing this. Units are not switching from A/C to heat. One has a fan issue again. Dave has contacted the mechanical company. A/C side has been shut down for now and only the heat is working. Only one unit is working due to blade issues.
- The phone systems at both stations have had the lines inspected. There are some minor problems in addition to a hardware issue.
- Reminder to use TCFD email system.
- Asked Commissioner Kurtz if there was any progress on the new position. There was nothing new to report.
- PD has still not gotten back to the district regarding their radio move.
- Question to chief regarding gear inspection/inspection program.
- There is a \$1200 outstanding Edispatch invoice.
- Flagship is not to exceed \$5000 for their piece of the fire reporting upgrade (pdf only). APPROVED
- Marisa suggested using Outlook for some email.
- Nichols is spearheading Recover USA. It allows receiving reimbursements when going to auto accidents.
- Aerial assessment: Asked if commissioners have reviewed it. Commissioner Kurtz has not; Commissioner Riggs took a quick look. Chief Gregory has looked at it. Everyone needs to review the document and should send comments to Pat.
- Asked Dave to come up with report for projects that are in the works and need follow-up. Commissioners need to review and address.
- Proposal of \$1560 to Monroe Electric for updating fixtures in stairwell (near display case). Not to exceed \$1600. APPROVED
- Marisa should move another \$50k, if the \$250k balance has not been reached yet. Pat will talk to bank to see if they have special accounts.

*Mike Rolleri:*

Reported on the following:

- Funds have been moved between accounts and the phone bill issue has been resolved.
- There are concerns relating to cleaning up the books and reconciling accounts. Marisa and Mary will meet to address these issues.
- Principal loan payments: there is an issue in QuickBooks on how this is being recorded.
- Credit card: must make sure charges are allocated to the appropriate accounts.

- Money Market account: to be closed.
- Budget Sheet: needs to be simplified.
- Peoples Securities: inquired as to the return on investment.
- Invoices need to be reviewed monthly by the Commissioners to ensure everyone is on the same page with correct accounts and figures (to be done at meetings).
- Bank account balances: need to move money from checking to other accounts. There should be no more than \$250k in each account.
- LOSAP: will talk about it next month. We should get periodic reports without having to ask for them. Will try to schedule a conference call for next week, regarding this.

*Paul Kurtz:*

- New chairs for offices (radio room): Suggests chairs that hold up to 300 lbs. Dave Tiago requested \$1200 for 4 chairs. APPROVED

*Ed Riggs:*

- Asked if there was a plan for Station 2 with the departure of 2 firefighters. Chief Gregory said there has been some interest from people to fill-in until the new live-ins move in for the fall 2022 semester.

*Rich Gregory:*

- Request made to be added to email list for district/department information
- Asked if his designee could move forward with the fire reporting project or does a commissioner need to be involved. Commissioner Riggs responded that the funds for the project were approved 2 weeks ago.

### **Adjournment:**

Meeting was adjourned at 8:18pm by Commissioner Kurtz. Executive session was adjourned at 8:20pm by Chairman McCarty. The next regular meeting will be at 7:00pm on February 2, 2022 at Station 2.

Minutes submitted by:

S Mulligan, Secretary

Approved by:

Trumbull Center Fire District Commissioners