

TRUMBULL CENTER FIRE DISTRICT

860 WHITE PLAINS ROAD

TRUMBULL, CONN. 06611



Meeting Minutes July 31, 2023

Opening:

The regular meeting of the Trumbull Center Fire District was called to order at 7:10pm, by Chairman Riggs.

Present:

- Ed Riggs, Chairman
- Alex Relkin, Commissioner
- Tom Dufficy, Commissioner
- Sandra Mulligan, Tax Collector
- Marisa Petriello, Treasurer
- Rich Gregory, Chief

Others in Attendance:

- Pat McCarty
- Kevin Mulligan
- Abby Relkin

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:

- Request made from the Company (via Chris Shea). LOSAP documents presented (should submit a new report for the new year) and funds are to be taken from surplus.
- Presented documents regarding potential new accounting firm.
- Fiber for radio line. Per commissioners and chief, copper lines are not being used. Therefore, those lines should be cancelled. Dave needs to contact Frontier to shut the lines down. Tom will consult with Dave to see what lines are being used.
- Surplus money account, \$464K accounted for.
- Workman's comp audit. Need to make sure Dave is on top of this.

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- QuickBooks: Access is still in Pat and Marisa's names. Need to remove Pat and add Ed.
- Contracts for 3 District employees to sign. Commissioners need to follow up.
- Live-in programs: agreement between company and district needs to be signed, preferably before live-in move in.
- Does the district want the attorney to draw up authorization for Pat to do end of year with Mike and contract with new ladder truck?
- Need to update agreement between the Company and District, especially regarding Station 1 usage.

Alex Relkin:

- When can employees use Paychex to enter hours? Marisa said it is available now.
- Station 1: Skylight company backed out. They will be refunding payment. Made contact with another company that can do it. Dave will meet with them.
- Station 2: Separation in boiler room, not up to code. Suggests getting quotes. There are things in the boiler room that should be discarded. Chief will look into this.
- Company President inquired regarding old rec room at Station 1 and plans for it. Will look into this.
- Apparatus – striping ideas. Thinking September.
- Requests made for up to \$20k, from capital, for possible purchase of training aerial. If sale of 104 occurs, then proceeds would be put back into capital. APPROVED
- Will get 104 ready to put up for sale.
- Gave updates on vehicles that are out for maintenance.
- No permission given for use of district vehicles going out of town for non-district business.

Tom Dufficy:

- Inquired about the live-in program (how it works, etc.). Chief reported that program is continuing at 4 people, based on available space. The Company administers the program.
- Driver training: asked the chief about requirements. Each driver's qualifications are documented, per KMulligan.
- Asked to go over procedure for signing/approving checks.
- Will be unavailable all of next week. Will update.
- Inquired regarding items in the generator room. Need to have Emily send a reminder regarding donating items.

Rich Gregory:

- Will look into various key access issues.
- Reported that Tri-bands have been configured per KMulligan and should be delivered soon.
- Asked if Emily needed to be certified/driver trained if using a district vehicle. It was confirmed that she does not need certification/training.

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- Inquired whether or not employees, company members, etc. have coverage to use district vehicles.
- Brought up the idea of reimbursing in-town members for fire taxes paid.

Ed Riggs:

- Advised that Emily has sent an email to the District attorney. He will follow up with a phone call.

Marisa Petriello:

- Asked if she should continue using the Bank of America credit card, Chairman Riggs advised to use it until the new cards come in.

Adjournment:

Meeting was adjourned at 8:15pm by Chairman Riggs. The next regular meeting will be at 7:00pm on September 6, 2023, at Station 2.

Minutes submitted by: S Mulligan, Secretary

Approved by: Trumbull Center Fire District Commissioners