

Board of Fire Commissioners

Greenfield Fire District
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The September 10, 2019 special meeting of the Greenfield Fire District and held at the District Office was called to order at 7:18 pm by Chairman Chandler.

Present: Commissioners Chandler, Davis, Dussault, King, McGowan; DA/Treasurer Joyce Petkus, P/A Don Ranck and Chief Jay Ellsworth.

Discussion regarding 2020 Budget, including:

- Deputy Treasurer position and it is required; it was noted no. Brief discussion continued. Position eliminated and monies moved to Overtime.
- Salaries to be determined at a later date.
- Brief explanation clarifying the .2 radio and SCBA line items vs. the Reserves.
- Discussion regarding SCBA masks and SCBA bottles, purchasing bottles annually to avoid a large purchase in just one year.
- Discussion regarding Radio line item and the cost of replacement batteries, accounting for money for radio replacement in the Equipment Reserve Fund.
- Computer account took a hit this year, but should not happen again next year, line item remains the same, starting replacement schedule for outdated computers.
- Projectors and Smartboards purchased by the district except for donated projector in district office. All projectors have recently gone out for cleaning/servicing.
- Uniforms transferred from .2 to .4 account.
- Clarification that Convention line item is for Board and Staff training and Fire Training is for firefighter training.
- Apparatus Maintenance and Repairs to remain at current level.
- Audit amount to remain the same; Audit RFP to be sent out this year.
- Discussion regarding legal fees.
- Discussion regarding EMS Training line item; including CME fees, CPR training and Vital Signs training come out of this account. EMS supplies come out of the .2 account EMS line item. Board to consider sending out RFP for CME Program services, purchasing supplies through WEMS or outside vendors, expiration dates of medical supplies. Commissioner Davis requested list of who has attended Vital Signs Conferences and associated costs.
- Discussion regarding various equipment Inspections. Generator servicing comes out of Repairs, Building, Maintenance and Grounds line item; line item increased by \$5,000.
- Lengthy discussion regarding Fire Training; line item to remain at \$20,000.
- Insurance line item increased to \$72,150.
- Physicals line item discussion; increased due to change in Provider and increased associated costs.
- Lengthy discussion regarding Repairs, Building, Maintenance and Grounds line item; budget amount reduced to \$65,000.
- Anticipated 2020 LOSAP contribution is almost \$106,000. Discussion regarding funding the LOSAP program.

- Cemetery flags and Testing Supplies incorporated into Operations.
- Discussion regarding Cancer Coverage and Enhanced Cancer Coverage. Budgeted amount decreased to due premiums being lower than expected.

Firefighter Atwell entered the meeting, explaining that the airline on the new compressor was lost this evening. Brief discussion continued; Don to call tomorrow.

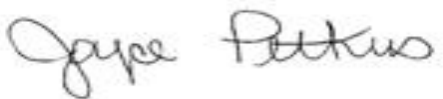
Budget discussion continued:

- Employee Health Insurance reduced as all employees currently have other coverage.
- Lengthy discussion regarding the reserve accounts and the status of the district apparatus; amounts to be added to reserve funds as follows:
 - Building Reserve: \$190,000.00
 - Equipment Reserve: \$300,000.00
 - Ladder Reserve: \$50,000.00
 - SCBA Reserve: \$40,000.00
- \$2,000 added to the .2 Rescue account.
- Current 2020 budgeted amount: \$1,694,537.39; which is under the State Tax Cap.
- Treasurer to update the budget worksheet, run the numbers through the Tax Cap form and Statutory Spending Limitation worksheet again, then email it in the morning for continued discussion and/or approval at tomorrow night's board meeting.

Motion by Commissioner Davis with a 2nd from Commissioner King to dispense with the reading of the minutes. All in favor, motion carried.

Motion was made by Commissioner Dussault with a second from Commissioner King to adjourn the meeting at 9:10 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce Petkus
District Administrator/Treasurer

CURRENT BUDGET UNDER REVIEW							
Account	Sub-Accounts	2019 Budget	2019 Transfers (as of 7/1/19)	2019 Amended Budget	Changes	DRAFT Proposed 2020 Budget	Notes
A-100 Personal Services							
A3410.12 District Adm./Treasurer		\$ 51,277.00		\$ 51,277.00	\$ 1,538.31	\$ 52,815.31	3% increase
A3410.14 Station Keeper/Purchasing Agent		\$ 43,491.00	\$ 1,495.00	\$ 44,986.00	\$ 836.40	\$ 45,822.40	2.5% increase
A3410.13 Operations Secretary		\$ 24,710.00		\$ 24,710.00	\$ 614.00	\$ 25,324.00	2.5% increase
A3410.16 PT Maintenance		\$ 15,600.00	\$ 5,200.00	\$ 20,800.00	\$ 4,775.68	\$ 25,575.68	\$24960 base salary based on \$15/32 hr/week + 2.5% increase (\$624)
A3410.10 Deputy Treasurer		\$ 2,802.00		\$ 2,802.00		\$ 2,802.00	
A3410.15 Overtime		\$ 2,000.00	\$ (1,495.00)	\$ 505.00	\$ 1,495.00	\$ 2,000.00	
Total .1		\$ 139,880.00	\$ 5,200.00	\$ 145,080.00	\$ 9,259.39	\$ 154,339.39	
A-200 Equipment & Capital Outlay							
Chiefs Account		\$ 1,000.00		\$ 1,000.00	\$ (1,000.00)	\$ -	Moved to Misc. Equip.
Computers		\$ 4,000.00	\$ 2,075.00	\$ 6,075.00	\$ (2,075.00)	\$ 4,000.00	
EMS		\$ 7,000.00		\$ 7,000.00		\$ 7,000.00	
Fire Police		\$ 2,500.00	\$ 199.00	\$ 2,699.00	\$ (199.00)	\$ 2,500.00	
Hazmat		\$ 2,500.00	\$ (1,999.00)	\$ 501.00	\$ 1,499.00	\$ 2,000.00	
Hose		\$ 4,000.00	\$ 3,070.00	\$ 7,070.00	\$ (1,070.00)	\$ 6,000.00	
Miscellaneous Equipment		\$ 5,000.00	\$ 10,642.00	\$ 15,642.00	\$ 4,358.00	\$ 20,000.00	
Pagers		\$ 10,000.00	\$ (7,858.00)	\$ 2,142.00	\$ 7,858.00	\$ 10,000.00	
Personal Protective Equipment		\$ 55,000.00		\$ 55,000.00	\$ 10,000.00	\$ 65,000.00	
Radio		\$ 5,000.00		\$ 5,000.00	\$ 3,000.00	\$ 8,000.00	
Rescue		\$ 4,500.00	\$ (1,580.00)	\$ 2,920.00	\$ 1,080.00	\$ 4,000.00	
SCBA Account		\$ 10,000.00		\$ 10,000.00	\$ 5,000.00	\$ 15,000.00	
Security System		\$ 2,500.00		\$ 2,500.00		\$ 2,500.00	
Uniforms		\$ 6,000.00	\$ (775.00)	\$ 5,225.00	\$ (5,225.00)	\$ -	Moving to 4 acct (see OSC ARM)
Total .2		\$ 119,000.00	\$ 3,774.00	\$ 122,774.00	\$ 23,226.00	\$ 146,000.00	
A-400 Contractual & Other							
Annual meeting, drills		\$ 2,500.00		\$ 2,500.00	\$ (500.00)	\$ 2,000.00	
Apparatus Maintenance/Repairs		\$ 120,000.00		\$ 120,000.00	\$ 10,000.00	\$ 130,000.00	
Audit		\$ 7,500.00		\$ 7,500.00		\$ 7,500.00	
Cemetery Flags		\$ 850.00		\$ 850.00	\$ (850.00)	\$ -	Moved to Operations
Contingency Fund (1990.4)		\$ 9,390.00	\$ (1,100.00)	\$ 8,290.00	\$ 1,710.00	\$ 10,000.00	
Convention		\$ 5,000.00		\$ 5,000.00		\$ 5,000.00	
Dues. Legal Fees		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
		\$ 14,000.00		\$ 14,000.00		\$ 14,000.00	
		\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	
EMS Training	WEMS CME	\$ 7,000.00		\$ 7,000.00		\$ 7,000.00	
	All Other Training	\$ 1,000.00	\$ 184.00	\$ 1,184.00	\$ 1,816.00	\$ 3,000.00	
		\$ 8,000.00	\$ 184.00	\$ 8,184.00	\$ 1,816.00	\$ 10,000.00	

CURRENT BUDGET UNDER REVIEW

Account	Sub-Accounts	2019 Budget	2019 Transfers	2019 Amended Budget	Changes	DRAFT Proposed 2020 Budget	Notes
Equipment Inspection	Aerial Inspection	\$ 1,300.00		\$ 1,300.00		\$ 1,300.00	
	Cascade Quarterly Air Testing	\$ 980.00		\$ 980.00	\$ 20.00	\$ 1,000.00	
	Ground Ladder testing	\$ 1,272.00		\$ 1,272.00	\$ 28.00	\$ 1,300.00	
	Fire Alarm System Insp.			\$ -	\$ 900.00	\$ 900.00	
	Fire Extinguisher Inspections	\$ 1,400.00		\$ 1,400.00	\$ 800.00	\$ 2,200.00	
	Hard suction testing	\$ 1,050.00		\$ 1,050.00	\$ (50.00)	\$ 1,000.00	
	Hose Testing	\$ 2,805.00		\$ 2,805.00	\$ 95.00	\$ 2,900.00	
	Jaws Inspections			\$ -	\$ 3,000.00	\$ 3,000.00	
	PC Kitchen Suppression Insp.	\$ 250.00		\$ 250.00	\$ 250.00	\$ 500.00	
	Pump Testing	\$ 3,600.00		\$ 3,600.00	\$ 900.00	\$ 4,500.00	
	SCBA Bottle Hydro Testing			\$ -	\$ 1,300.00	\$ 1,300.00	
	SCBA Pack Inspections	\$ 2,850.00		\$ 2,850.00	\$ 1,450.00	\$ 4,300.00	
Fire Prevention/Marketing	Misc. Equip. Inspections	\$ 4,493.00		\$ 4,493.00	\$ (3,693.00)	\$ 800.00	
		\$ 20,000.00	\$ -	\$ 20,000.00	\$ 5,000.00	\$ 25,000.00	
Fire Training		\$ 10,000.00		\$ 10,000.00		\$ 10,000.00	
	Target Solutions	\$ 3,230.00		\$ 3,230.00	\$ 270.00	\$ 3,500.00	
	Misc. Fire Training	\$ 12,770.00		\$ 12,770.00	\$ 1,730.00	\$ 14,500.00	
Gas & Diesel	On A.Mission (5/1-1/19)	\$ 4,000.00		\$ 4,000.00	\$ (4,000.00)	\$ -	
		\$ 20,000.00	\$ -	\$ 20,000.00	\$ (2,000.00)	\$ 18,000.00	
Installation Inspection		\$ 30,000.00		\$ 30,000.00		\$ 30,000.00	
		\$ 20,000.00		\$ 20,000.00		\$ 20,000.00	
Insurance	Package Policy	\$ 60,000.00		\$ 60,000.00	\$ (350.00)	\$ 59,650.00	
	Umbrella Policy	\$ 10,000.00		\$ 10,000.00	\$ 200.00	\$ 10,200.00	
	Company Treasurers				\$ 150.00	\$ 150.00	
IT Services		\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00	
	MyTechs/email service	\$ 20,000.00	\$ -	\$ 20,000.00		\$ 20,000.00	
	ER	\$ 2,000.00	\$ -	\$ 2,000.00		\$ 2,000.00	
	Newsletter	\$ -	\$ -	\$ -		\$ -	
	Website	\$ 500.00	\$ -	\$ 500.00		\$ 500.00	
Maintenance Supplies	Miscellaneous	\$ 5,500.00	\$ -	\$ 5,500.00		\$ 5,500.00	
		\$ 28,000.00	\$ -	\$ 28,000.00	\$ -	\$ 28,000.00	
Office Supplies		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
		\$ 4,500.00	\$ (5.00)	\$ 4,495.00	\$ (495.00)	\$ 4,000.00	
Operations		\$ 36,260.00	\$ (1,484.00)	\$ 34,776.00	\$ 4,224.00	\$ 39,000.00	
Physicals & Infectious Disease		\$ 24,000.00		\$ 24,000.00	\$ 11,000.00	\$ 35,000.00	
Repairs to Equipment		\$ 20,000.00	\$ (1,374.00)	\$ 18,626.00	\$ 1,374.00	\$ 20,000.00	
Repairs, Building Maint & Grounds	Pest Extermination	\$ 1,700.00	\$ -	\$ 1,700.00		\$ 1,700.00	
	Generator Service/Maint.	\$ 3,000.00	\$ -	\$ 3,000.00		\$ 3,000.00	
	Seal coating	\$ 7,500.00	\$ -	\$ 7,500.00		\$ 7,500.00	
	Misc. Bldg. repairs/maint.	\$ 68,800.00	\$ -	\$ 68,800.00		\$ 68,800.00	
		\$ 81,000.00	\$ -	\$ 81,000.00	\$ -	\$ 81,000.00	

CURRENT BUDGET UNDER REVIEW							
Account	Sub-Accounts	2019 Budget	2019 Transfers	2019 Amended Budget	Changes	DRAFT Proposed 2020 Budget	Notes
Service Award Program Fee	LOSAP Audit	\$ 450.00		\$ 450.00		\$ 450.00	
	Program Fee	\$ 6,550.00		\$ 6,550.00		\$ 6,550.00	
		\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00	
Testing Supplies		\$ 750.00	\$ 5.00	\$ 755.00	\$ (755.00)	\$ -	Moved to Operations
Utilities	Building Phones (Granite)	\$ 5,000.00		\$ 5,000.00	\$ 100.00	\$ 5,100.00	
	Cell Phones (AT&T)	\$ 5,200.00		\$ 5,200.00		\$ 5,200.00	
	Garbage Disposal (City Waste)	\$ 2,400.00		\$ 2,400.00	\$ 600.00	\$ 3,000.00	
	Heat (GA Bove)	\$ 24,000.00		\$ 24,000.00	\$ 1,000.00	\$ 25,000.00	
	Lights & Heat (Nat Grid)	\$ 28,000.00		\$ 28,000.00		\$ 28,000.00	
	Internet Service (TWC)	\$ 9,000.00		\$ 9,000.00	\$ (2,500.00)	\$ 6,500.00	
	Misc. Utilities	\$ 1,400.00		\$ 1,400.00	\$ 800.00	\$ 2,200.00	
		75,000.00		75,000.00		75,000.00	
Uniforms				-	\$ 6,000.00	\$ 6,000.00	Moved from 2 acct (see OSC ARM)
Total 4		\$ 619,750.00	\$ (3,774.00)	\$ 615,976.00	\$ 36,524.00	\$ 652,500.00	
A-800 Employee Benefits							
A9025.8 Local Pension Fund	A9025.81 LOSAP	\$ 120,000.00		\$ 120,000.00		\$ 120,000.00	
	A9025.82 Employee IRA	\$ 4,250.00		\$ 4,250.00	\$ (250.00)	\$ 4,000.00	
		\$ 124,250.00	\$ -	\$ 124,250.00	\$ (250.00)	\$ 124,000.00	
A9030.8 Social Security		\$ 10,000.00		\$ 10,000.00		\$ 10,000.00	
A9040.8 Workers' Compensation		\$ 4,673.00		\$ 4,673.00	\$ (73.00)	\$ 4,600.00	
A9050.8 Unemployment Insurance		\$ 10,000.00		\$ 10,000.00		\$ 10,000.00	
A9055.8 Disability Insurance	A9055.81 DBL	\$ 230.00		\$ 230.00	\$ 20.00	\$ 250.00	
	A9055.82 PFL	\$ 283.00		\$ 283.00	\$ 17.00	\$ 300.00	
	A9055.83 Cancer Coverage	\$ 26,250.00		\$ 26,250.00	\$ (16,250.00)	\$ 10,000.00	
	Enhanced Rider			-	\$ 3,000.00	\$ 3,000.00	
		\$ 26,763.00	\$ -	\$ 26,763.00	\$ (13,213.00)	\$ 13,550.00	
A9060.8 Hospital, Medical & Accident Ins.	A9060.81 Group Accident	\$ 9,400.00		\$ 9,400.00		\$ 9,400.00	
	A9060.82 24 Hour AD&D	\$ 1,200.00		\$ 1,200.00		\$ 1,200.00	
	A9060.83 Emp. Health Ins.	\$ 10,000.00	\$ (5,200.00)	\$ 4,800.00		\$ 4,800.00	
		\$ 20,600.00	\$ (5,200.00)	\$ 15,400.00	\$ -	\$ 15,400.00	
A9089.8 Other Employee Benefits	A9089.8 Capital EAP	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00	
Total .8		\$ 200,286.00	\$ (5,200.00)	\$ 195,086.00	\$ (13,536.00)	\$ 181,550.00	
A962 Other Budgetary Purposes							
Building Reserve		\$ 150,000.00		\$ 150,000.00	\$ 15,000.00	\$ 165,000.00	
	Radios			-	\$ 15,000.00	\$ 15,000.00	
Equipment Reserve	Everything Else	\$ 245,000.00		\$ 245,000.00	\$ 15,000.00	\$ 260,000.00	
		\$ 245,000.00		\$ 245,000.00	\$ 30,000.00	\$ 275,000.00	
Ladder Reserve		\$ 75,000.00		\$ 75,000.00		\$ 75,000.00	
SCBA Reserve		\$ 58,000.00		\$ 58,000.00	\$ (18,000.00)	\$ 40,000.00	
Total A962		\$ 528,000.00	\$ -	\$ 528,000.00	\$ 27,000.00	\$ 555,000.00	

CURRENT BUDGET UNDER REVIEW

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