



Warehouse Point Fire District
Meeting Agenda
Monday August 1, 2022
Station 138, 89 Bridge Street East Windsor
Time: 7pm

Call to Order:

Attendance:

Public Session:

Added Agenda Items:

Treasurers Report:

Clerks Report:

Chairperson's Report:

New Business:

Old Business:

Policies and Procedures:

- ****District Charter needs to be discussed (what should our approach to creation/review be?) and finalized.**
- **Bylaw for performance bonds for projects over 20k**
- **Take Home Vehicle Policy, Chief Barton created. Needs to be reviewed and adopted by the commission**
- **Create a Fund Balance Policy - State keeps it at 15% the town between 10 - 20%**
- **District check review process.**
- **Board Ethics Policy**
- **Review of personnel policies**
- **Bid Procedure**
- **Performance based reviews policy**

Strategic Plan Items:

- **Fleet Replacement plan - Chief has drafted**
- **5-10 Year Strategic Plan for the District**
- **CIP list of large ticket items to plan to save for.**
- **Equipment and Property list - in progress**

Other Items for the Commissioners to discuss:

- **Need to move contingency dollars from line items. Contingency should be no more than 3% of the operating budget per statute 106. - Has this been completed?**
- **Do we need a CPA in addition to the Auditor? Should we continue to have Audits yearly? What do other Districts do?**
- **Performance review of the Chief and Fire Marshal and Administrative Assistant**
- **Purchase of a second set of gear for the Department/FSMs**
- **Ordinance btw the dept for billing insurance companies for long duration calls.**

The responsible parties had been paying the dept directly, but check was accidentally made out to the district. Jill has a copy of the ordinance, and it is included with this list. Do we want to use a company or bill in house and what? determines the threshold for billing?

- **Should there be a promotion surrounding the ability to inspect single family homes if requested by the homeowner.**
- **Take home Chief vehicle or stipend**
- **Stipend for grant writing, should this be considered?**
- **Compensation discussion surrounding FSM/trainings – historically been on their own time.**
- **Credit card as a payment method for Fire Marshal Billing**

Fire Marshal Report:

Fire Chief's Report:

Correspondence:

Public Session:

Executive Session:

Adjournment: