



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

**Call to Order: 7PM**

**Attendance: Rachel Safford, Charlie Nordell, Austin Holden, John Burnham, Kevin Clynnh**

**Absent: Charlie Miller**

**Public Session: NA**

**Added Agenda Items: NA**

**Treasurers Report:** Last fiscal year's budget was 99.2% spent, there is about \$7000.00 left to move to fund balance. There is also some unanticipated income that can be moved also, the total is around \$20,000.00. We have a new accountant, he is a partner with Jim Lagana. He is on board with us as our new auditor. He will be being doing the audit for the same amount. I think we should invite him to our September meeting. An email was sent to the tax collector as a reminder for our tax check. We are working with the new auditor to resolve an ongoing IRS issue which goes back to 2016. He drafted a letter to send to the IRS, the payment and to ask for this issue to be resolved. Need to talk to Carl about where to get the money from. I think we should send back the refund and letter. Motion to send, payment of \$16,334.00 and letter to the IRS, Kevin Clynnh, Austin Holden, second. All in favor  
Motion to approve the treasurer report Charlie Nordell, John Burnham second. All in favor

**Clerks Report:** Motion to approve the meeting minutes John Burnham, Charlie Nordell second. Austin Holden abstain, All in favor

**Chairperson's Report:**

I am on maternity leave, I will write a letter and speak with Jason Bowsza in the next few weeks. All of the 2022 invoices for Fire Marshal fees have gone out. Lou could not make the meeting tonight. Rachel Read the letter that was sent to Lou in June. We have a plaque that we would like to present to him. Rachel and the Fire Chief will get in touch with Lou to give him his award.

**New Business: NA**

**Old Business:**

Propriety of the items discussed. Discussion of Charter, email of the most recent charter will be sent out to the commissioners.

**Policies and Procedures:**

- **\*\*District Charter needs to be discussed (what should our approach to creation/review be?) and finalized: Charlie and John develop a plan. Create a schedule**
- **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? John Burnham, yes
- Compensation discussion surrounding FSM/trainings - historically been on their own time.
- Credit card as a payment method for Fire Marshal Billing

\*additional items to discuss: Cell tower at station 2, commission shirts, have commission face the audience at the meetings, meeting at station 2

**Fire Marshal Report:** 18 inspections for the month of July, the new billing and collection policy and procedure is going really well. I called the state fire marshals office, they said there are seats for 24, they have 28 on the list. Hoping Scott gets on list. Motion to approve the FM report as presented Charlie Nordell, Austin Holden second. All in favor

**Fire Chief's Report:** 66 calls for July

Truck 2 is getting a punch list taken care of, tower one repair on door is getting completed. Final report for the two grants is submitted, I got a quote on scheduling program and electronic equipment check list program. Scheduling would include electric time cards, page out for open shifts. It would add \$3300.00 to our annual ESO software costs, there are some implementation costs. It would be annual contract. Motion to purchase the additional ESO software, Kevin Clynch, Austin Holden second. All in favor  
Motion to approve the Fire Chief report as presented Charlie Nordell, Kevin Clynch second. All in favor

**Correspondence:**

**Public Session:** NA

**Executive Session:**

**Adjournment:** Motion to adjourn at 7:58 John Burnham, Kevin Clynch second. All in favor

Submitted by Jill Caron