

**BOARD OF FINANCE
MINUTES
December 8, 2011**

CALL TO ORDER

Chairman Elaine Hammers called the Board of Finance meeting to order at 7:05 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

Members present and absent were as follows:

PRESENT

Chairman, Elaine Hammers
Andrew Palo
Cindy Penkoff, Alternate
Paul Lavoie
Alex Remson, Alternate (arrived at 8:00 p.m.)
Steven Lupien (left at 8:30)
David Rutigliano

ABSENT

Tom Tesoro

Also present: First Selectman Timothy Herbst; Maria Pires, Director of Finance; John Ponzio, Treasurer; James Henderson, Internal Auditor; Vi Watson, EMS Commissioner; Barbara Crandall, Chief, EMS; Michael Del Vecchio, Assistant Chief, EMS; Vi Watson, EMS Commissioner; John Butkus, EMS Commissioner

PUBLIC COMMENT

There was no public comment.

ELECTION OF OFFICERS

Mr. Lavoie nominated Mrs. Hammers for Chairman seconded by Mr. Rutigliano.
Vote: 4-1-0 (Against: Palo)

Mr. Rutigliano nominated Mr. Lavoie for Vice Chairman seconded by Mrs. Hammers.
Vote: 4-1-0 (Against: Palo)

Mr. Lavoie nominated Mr. Rutigliano for Secretary seconded by Andy Palo.
Vote: 4-0-1 (Abstained: Lupien)

TOWN TREASURER'S REPORT - John Ponzio

Mr. Ponzio presented the report indicating that not all the November information was available this early in the month.

- Report is fairly accurate as no CD's came due
- Janney Montgomery - we purchased a \$250,000 CD @ 45 points - SallieMae; federally insured; Merrill Lynch and Janney Montgomery looking for additional ones. Right now, we have about \$8 million invested in Federal type securities between 12 and 13 percent.
- Stif was at 22 points today and it fluctuates; the 25 points with TD is probably our best bet.
- From the town side, the investments are very safe.
- We are on budget for interest income for the year.
- We offset fees by keeping \$7 million on account with TD in the Tax Collector's account.

INTERNAL AUDITOR'S REPORT - Jim Henderson

Mr. Henderson presented the Performance Review of the EMS. He indicated that this review took place over a 3-4 month period, and noted the following:

- Many of the calls that come in roll over to supplemental ambulance services.
- We are unable to staff more than one ambulance at a time.
- Volunteer numbers are dropping, making it difficult for EMS to staff.
- If they can put two ambulances on the road, it would mitigate need for calls to go outside for help.
- Most calls come in from 6 a.m. to 6 p.m.; many volunteers are not available; working jobs.
- Difficult to keep paid staff due to our hourly rate not being competitive with other agencies; people will leave for very little more per hour. Seems to be nationwide problem.
- Lack of sufficient paid staff seems to be the underlying problem.
- We need to come up with an incentive to attract and keep people.

Discussion followed with the EMS representatives. Since we are currently not using all of our ambulances due to a shortage of paid workers and volunteers, we transfer calls to other companies, which results in the loss of revenue and we are currently running at a deficit.

The Board asked for the following information at the next meeting:

- Percentage of lost calls
- Lease payment cost
- Malpractice insurance cost
- Expenses listed on page 8 of the report (no depreciation)
- Number of people and hours needed to cover 99% of calls with continuity of service, using a competitive hourly rate, benefit rate and Workman's Compensation rate

Once this is accomplished, the Board can go back to the First Selectman with list of alternatives that may include the following:

- Budgeting additional funds for additional staffing or
- Exploring privatization

The First Selectman indicated that he would explore what other towns are doing in connection with their emergency services.

Mr. Henderson went on to address page 14, Accounts Receivable. He stated that the current billing cycle is >120 days is too high; it should be closer to 60 to 90 days.

Discussion item to be added to next month's agenda for the EMS follow-up.

REVIEW RULES AND PROCEDURES

The Board discussed the revision of item 7 and the deletion of item 13 of the Rules and Procedures.

Mr. Lavoie moved seconded by Mr. Lupien to accept the Rules of Procedure with two (2) changes as presented.

Vote: 5-0-0

REVIEW INTRA-DEPARTMENTAL TRANSFER POLICY

The Chair indicated that Mr. Tesoro wanted to be present for this discussion; therefore, they would address it at the next meeting.

PROPOSED MEETING SCHEDULE - 2012 BOARD OF FINANCE

**TOWN OF TRUMBULL
BOARD OF FINANCE MEETINGS
CALENDAR YEAR 2012**

Thursday, January 12, 2012	Thursday, July 12, 2012
Thursday, February 09, 2012	Thursday, August 09, 2012
Thursday, March 08, 2012	Thursday, September 13, 2012
Thursday, April 12, 2012	Thursday, October 11, 2012
Thursday, May 10, 2012	Thursday, November 08, 2012
Thursday, June 14, 2012	Thursday, December 13, 2012

Mr. Lupien moved seconded by Mr. Lavoie to accept the amended calendar of meetings.
Vote: 5-0-0

OLD BUSINESS

Postponed until next month.

DISCUSSION ITEMS

- Year-to-Date Expenditure Report Fiscal Year Ended June 30, 2012
Ms. Pires indicated that on page 6 the unemployment benefit is over budget since unemployment has been extended.
- Update on the cost of storms, net of FEMA and/or insurance reimbursement
Total cost \$309,000 - FEMA reimbursed us 75%; the \$309,000 cost submitted included equipment cost

APPROVAL OF MINUTES - November 10, 2011

Mr. Lavoie moved seconded by Mr. Palo to approve the November 10, 2011 minutes.
Vote: 3-0-1 (abstained: Rutigliano)

ADJOURNMENT

There being no further business to discuss, the Board of Finance adjourned by unanimous consent at 8:55 p.m.

Respectfully submitted

Phyllis Collier
Board of Finance Clerk