

DRAFT 2022 DEPT. CAPITAL BUDGET					
(generally \$1,500 or more)					
INCOME/ASSETS					
	Current balance 9/27	Keep in acct	Available	Actual for Capital	
Checking acct	90,000.00	90,000.00	0.00	0.00	0.00
Donations acct	42,000.00	0.00	42,000.00	42,000.00	0.00
Amb. acct	67,000.00	35,000.00	32,000.00		0.00
Rental acct	158,000.00	30,000.00	128,000.00	70,000.00	0.00
Investment acct	1,200,000.00	1,000,000.00	200,000.00	100,000.00	0.00
Amb Invest acct	132,000.00		0.00		0.00
	0.00		0.00	0.00	0.00
	1,689,000.00		402,000.00	212,000.00	0.00
EXPENSES					
Building & Grounds					
	Bay doors	1,500.00			
	Parking lot repair/replace	25,000.00			
	Front Island Electrical	1,500.00			
	Lockers	5,000.00			
	Thermostats replace				
	Fridge/Freezer replace ()				
	Carpet replace				
	Plow & Sander				
	Compressor for apparatus				
Fire Equipment					
	Turnout gear	20,000.00			
	Hurst tools	5,000.00			
	Tower Lights	8,000.00			
	Air bags	4,000.00			
	SCBA ()				
	Tires	10,000.00			
	2nd set turnout gear	20,000.00			
EMS					
	12-Lead (2028)	30,000.00			
	12-Lead (2029)	30,000.00			
	Lucas	16,000.00			
	Ambulance fund	100,000.00			
Communications					
	Pagers	6,000.00			
	Mobiles				
	Portables				
	800 system				
Tech					
	Door code replace	12,000.00			
	Security	3,000.00			
	High priority	78,500.00			
	Moderate priority	126,000.00			
	Total	204,500.00			



TOWN OF KENT

Emergency Management

September 22, 2021

John Russell, President
Kent Volunteer Fire Department, Inc.
P.O. Box 355
Kent, CT 06757

Dear John,

It has been approximately 18 months since we were appointed the director and deputy director of the Kent Emergency Management Department. We have worked through several emergencies in this time, the largest of which has clearly been the global health emergency. We all learned how to adapt and pivot during this time to ensure everyone's safety.

We also had several weather related incidents to manage. While management has been accomplished successfully utilizing remote/virtual environments, we learned there were some instances where face-to-face, in-person conferences needed to occur. As the boots on the ground individuals investigating potential emergencies are KVFD members, the firehouse becomes the information hub. Although we have a great working relationship with the department, and have best in class remote capacities, it has become apparent to us that we all benefit with a presence in the firehouse. We feel the best place for our Emergency Management office is at 28 Maple Street.

As you may recall during the planning process for the new firehouse, several modifications were made to incorporate a space for Emergency Management, as the town and the fire department agreed this was the right location for the office. We would ask that the Executive Committee give consideration to allowing Emergency Management to move back into the office they recently occupied.

We are grateful for your immediate consideration of this request. Please let us know if you have any questions.

Sincerely,

David Becker
David
Emergency Management Director

Eric Epstein
Eric
Deputy Emergency Management Director

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ADDENDUM

DRAFT 2022 Operating Budget V.1

See tab at bottom for capital proposals

Ordinary Income/Expense	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
Income							
5000-01 · Contributions							
5001-01 · Willed	3,000.00		0.00	0.00	25,000.00		
5001-02 · In memory of	3,586.18		1,859.36	0.00	603.83		
5001-03 · General contributions	22,673.93		28,349.90	22,000.00	21,555.23	22,000.00	22,000.00
5001-04 · Contribution for Services							
5001-4a · Regatta Ambulance Stand Bys	2,700.00		0.00	0.00	0.00		
5001-4b · Horse Show Ambulance Stand Bys	850.00		0.00	0.00	1,812.50		
5001-4c · Marathon Stand Bys	1,125.00		0.00		0.00		
5001-4d · Mtn .Bike Race Stand Bys	0.00		0.00	0.00	0.00		
5001-4e · CPR Classes & Materials	1,640.00		700.00		1,080.00		
5001-4f · Steep Rock Endurance	0.00		550.00		0.00		
5001-04 · Contribution for Services - Other	0.00		0.00	7,000.00	0.00	7,000.00	7,000.00
Total 5001-04 · Contribution for Services	6,315.00		1,250.00	7,000.00	2,892.50	7,000.00	7,000.00
5000-01 · Contributions - Other	0.00	40,000.00	0.00		0.00		
Total 5000-01 · Contributions	35,575.11	40,000.00	31,459.26	29,000.00	50,051.56	29,000.00	32,000.00
5000-02 · Grants /EMS Saffing/Emerg Vehic							
5002-01 · Grants - Town	128,500.00		86,500.00	86,500.00	106,000.00	106,500.00	86,500.00
5002-03 · Grant reimbursement / St. of CT	1,103.40		0.00	0.00	0.00		
5002-04 · Grants - Private	0.00		0.00		7,500.00		
5002-05 HSS Stimulus	0.00		4,407.84		0.00		
5002-06 · EMS Staffing from Town	0.00		0.00		58,710.21	104,000.00	104,000.00 Reimburse
5000-02 · Grants /EMS Saffing/Emerg Vehic - Other	0.00	86,500.00	0.00		0.00		
Total 5000-02 · Grants /EMS Saffing/Emerg Vehic	129,603.40	86,500.00	90,907.84	86,500.00	172,210.21	210,500.00	190,500.00
5000-03 · Ambulance Billing Collections	4,547.92	1,500.00	2,615.36	3,000.00	1,498.22	3,000.00	2,000.00
5000-04 · Ambulance Billing Revenue	192,838.75	145,000.00	146,502.62	176,000.00	106,618.46	176,000.00	156,000.00
5000-05 · Special Event Gross Income							
5005-01 · Ball							59,500.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
5005-1a · Set up tips	58.40		0.00	60.00	0.00	0.00	0.00
5005-1b · Theme basket / donors	0.00		0.00	0.00	0.00		
5005-1c · Invitation donation	22,792.07		1,100.00	22,000.00	0.00	0.00	0.00
5005-1d · Raffle tix sales / theme basket	771.00		0.00	1,500.00	0.00	0.00	0.00
5005-1e · Ball ticket sales	7,520.00		0.00	8,000.00	0.00	0.00	0.00
5005-1f · 50 / 50 game	0.00		0.00	700.00	0.00	0.00	0.00
5005-1g · Balloon wall	720.00		0.00		0.00		
Total 5005-01 · Ball	31,861.47		1,100.00	32,260.00	0.00	0.00	59,500.00
5005-03 · Ice watch	570.00		255.00	400.00	0.00	0.00	0.00
5005-04 · Golf Tournament							
5005-4a · Tee Sponsor	0.00		200.00	400.00	400.00	400.00	400.00
5005-4b · Entry fees	20,400.00		15,300.00	20,000.00	24,250.00	20,000.00	20,000.00
5005-4c · Sponsor	3,800.00		7,300.00	10,000.00	6,000.00	10,000.00	10,000.00
5005-4d · Golf donation	2,000.00		55.30	2,000.00	1,670.00	2,000.00	2,000.00
5005-4f · Raffle	2,430.00		1,750.00	2,500.00	1,420.00	2,500.00	2,500.00
5005-4h · 50 - 50 raffle	0.00		0.00		840.00		
5005-04 · Golf Tournament - Other	0.00		0.00	0.00	940.00		
Total 5005-04 · Golf Tournament	28,630.00		24,605.30	34,900.00	35,520.00	34,900.00	34,900.00
5005-07 · Pancake Breakfast	1,403.00		678.00	4,800.00	0.00	2,400.00	1,000.00
5005-10 · Fund Letter	5,197.42		14,977.05	20,000.00	20,180.04	30,000.00	30,000.00
5005-11 · Santa's Express	0.00		150.00	500.00	0.00	500.00	150.00
5005-12 · Comedy Night	3,841.00		0.00	2,000.00	0.00	0.00	0.00
5005-13 · Craft Fair	735.00		0.00	700.00	0.00	700.00	700.00
5000-05 · Special Event Gross Income - Other	0.00	55,000.00	0.00		100.00		
Total 5000-05 · Special Event Gross Income	72,237.89	55,000.00	41,765.35	95,560.00	55,800.04	68,500.00	126,250.00
5000-06 · Other Income							
5006-01 · Interest income	70.89		89.40	20.00	58.78	20.00	50.00
5006-02 · Members							

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
5006-2a · Membership dues	390.00		430.00	440.00	380.66	440.00	440.00
5006-2e · Member application fee	20.00		0.00	30.00	0.00	30.00	30.00
5006-2g · License plates / stickers	0.00		0.00	50.00	0.00	50.00	50.00
5006-2h · KVFD Apparel	0.00		0.00	200.00	0.00	200.00	200.00
5006-2i · Juniors Application Fee	0.00		0.00	50.00	0.00	50.00	50.00
Total 5006-02 · Members	410.00		430.00	770.00	380.66	770.00	770.00
5006-03 · Miscellaneous Income							
5006-3b · Bank service charge	0.00		-18.00		0.00		
5006-3c · Misc income	0.00		0.00	2,000.00	0.00	2,000.00	
5006-3d · Sale of Equipment	0.00		0.00	5,000.00	0.00	5,000.00	0.00
5006-3h · Refunds	50.71		2.38	0.00	0.00		
5006-3i · Reversal bank service chgs	0.00		0.00	0.00	0.00		
5006-3l · Lease of Parking Lot	900.00		500.00	0.00	300.00		500.00
5006-3m · Reimbursements	0.00		0.00	0.00	0.00		
5006-3p · Investment Disbursement Income	0.00		0.00		0.00	29,000.00	33,557.00
5006-03 · Miscellaneous Income - Other	2,264.94		500.00	0.00	85.80		
Total 5006-03 · Miscellaneous Income	3,215.65		984.38	7,000.00	385.80	36,000.00	34,057.00
5000-06 · Other Income - Other	0.00	2,000.00	0.00		0.00		
Total 5000-06 · Other Income	3,696.54	2,000.00	1,503.78	7,790.00	825.24	36,790.00	34,877.00
Total Income	438,499.61	330,000.00	314,754.21	397,850.00	387,003.73	523,790.00	541,627.00
Gross Profit	438,499.61	330,000.00	314,754.21	397,850.00	387,003.73	523,790.00	541,627.00
Expense							
6000-01 · Supplies							
6001-01 · General cleaning supplies	76.73		45.84	100.00	0.00	100.00	100.00
6001-02 · Vehicle cleaning supplies	91.90		0.00	100.00	-27.41	100.00	100.00
6001-03 · General building supplies	311.32		381.95	400.00	310.93	400.00	400.00
6001-04 · Vehicle supplies	229.63		284.32	200.00	542.92	200.00	200.00
6001-05 · Kitchen supplies / equipment	421.89		0.00	400.00	86.00	400.00	400.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
6001-06 · Fire supplies nonreusable/Covid	1,011.76		1,932.52	1,000.00	0.00	1,000.00	1,000.00
6001-07 · Small tools	2,261.39		266.52	100.00	0.00	100.00	100.00
6000-01 · Supplies - Other	0.00	2,000.00	0.00		0.00		
Total 6000-01 · Supplies	4,404.62	2,000.00	2,911.15	2,300.00	912.44	2,300.00	2,000.00
6000-02 · Equipment & Vehicle Maintenance							
6002-01 · Equipment							
6002-1a · Dry Hydrant	0.00		0.00	0.00	0.00		100.00
6002-1b · Ice Watch Resue Gear & Equip.	1,111.75		0.00	0.00	0.00		100.00
6002-1c · High Angle Rescue Gear & Equip.	0.00		0.00	0.00	0.00		300.00
6002-1d · Hose	0.00		0.00	2,000.00	0.00	2,000.00	2,000.00
6002-1g · Chainsaws	0.00		0.00		19.80		250.00
6002-01 · Equipment - Other	0.00		0.00	4,000.00	595.60	0.00	500.00
Total 6002-01 · Equipment	1,111.75		0.00	6,000.00	615.40	2,000.00	3,250.00
6002-02 · Vehicle Maintenance & Repairs							
6002-2 · Field Service Charge	250.00		1,181.46		4,911.43		3,000.00
6002-2b · Engine 1 - 1991 Mack engine	8,589.02		4,924.47	4,000.00	4,127.52	4,000.00	5,000.00
6002-2d · Brush Utility	0.00		167.88	500.00	0.00	500.00	500.00
6002-2f · Engine 6 - 1981 Grumman pumper	350.00		7,846.52	2,000.00	2,471.50	2,000.00	2,000.00
6002-2h · Rescue 8 - 2002 Intern. Rescue	7,258.68		1,075.75	2,500.00	1,526.64	1,500.00	1,500.00
6002-2i · Gator John Deere	249.98		0.00	250.00	0.00	250.00	250.00
6002-2j · 1929 Seagrave	30.69		0.00		27.80		50.00
6002-2m · Tire replacement	0.00		0.00	10,000.00	0.00	10,000.00	10,000.00 cap?
6002-2n · Boats/ trailer	0.00		0.00	50.00	483.75	50.00	0.00
6002-2o · Marine 1	0.00		0.00		659.37	1,000.00	500.00
6002-2q · Engine 2	8,195.24		5,370.10	7,000.00	1,764.26	6,000.00	6,000.00
6002-2r · Brush 3 (2014)	10.59		500.00	1,000.00	1,310.78	1,000.00	1,000.00
6002-2s · T-1 Ladder Truck	10,486.13		8,729.03	10,000.00	6,647.12	10,000.00	10,000.00
6002-2v · Gator Enclosed Trailer	0.00		0.00		28.50		0.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget		2022 Budget
6002-2x · Undercoating Vehicles	0.00		0.00	1,000.00	0.00	1,000.00		1,000.00
6002-2y · Annual Truck Maintenance	1,826.13		1,561.65		2,222.88	2,000.00		2,500.00
6002-02 · Vehicle Maintenance & Repairs - Other	0.00		0.00		295.00			
Total 6002-02 · Vehicle Maintenance & Repairs	37,246.46		31,356.86	38,300.00	26,476.55	39,300.00		43,300.00
6002-03 · Equipment Repairs & Maintenance								
6002-3a · Hurst tool	736.40		661.47	400.00	0.00	1,000.00		5,000.00 Capital?
6002-3b · Air packs	2,694.71		2,289.67	1,000.00	1,776.59	2,300.00		2,300.00
6002-3c · Hose testing	3,448.95		3,521.40	3,500.00	3,551.10	4,000.00		4,000.00
6002-3d · Ladder Inspections	120.00		1,459.85	400.00	1,285.00	1,500.00		1,500.00
6002-3e · Fit test machine	0.00		0.00	100.00	0.00	100.00		100.00
6002-3f · MSA Gas Metering	808.22		0.00	500.00	0.00	500.00		500.00
6002-3i · Fire extinguisher service	490.95		1,322.85	1,000.00	0.00	1,500.00		1,500.00
6002-3j · Portable equip.repairs	105.00		0.00	600.00	0.00	600.00		300.00
6002-3k · Turnout Gear								
6002-31 · Turnout Gear - Replacement	3,782.22		777.72	2,000.00	25.00	2,000.00		10,000.00
6002-32 · Turnout Gear - New Member	0.00		3,190.29	6,000.00	0.00	5,200.00		5,200.00
6002-33 · Turnout Gear Cleaning & Repair	0.00		726.50	200.00	0.00	200.00		200.00
6002-3k · Turnout Gear - Other	25.73		0.00	0.00	0.00			
Total 6002-3k · Turnout Gear	3,807.95		4,694.51	8,200.00	25.00	7,400.00		15,400.00
6002-3l · Generator - Cummins	736.24		909.00	800.00	2,979.24	800.00		800.00
6002-3m · Air compressor / Building	1,709.65		0.00	500.00	0.00	500.00		500.00
6002-3n · Air compressor / SCBA	1,055.80		3,377.11	1,700.00	2,679.80	2,000.00		2,500.00
6002-3o · General Fire Portable Equip	0.00		0.00		10.10			
Total 6002-03 · Equipment Repairs & Maintenance	15,713.87		18,235.86	18,700.00	12,306.83	22,200.00		34,400.00
6000-02 · Equipment & Vehicle Maintenance - Other	0.00	54,000.00	0.00		0.00			
Total 6000-02 · Equipment & Vehicle Maintenance	54,072.08	54,000.00	49,592.72	63,000.00	39,398.78	63,500.00		80,950.00
6000-03 · Members - Training & Education								
6003-01 · Training & Education								

ADDENDUM

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
6003-1b · Fire Prevention Week	44.46		0.00	500.00	0.00	500.00	150.00
6003-1d · Driver training	0.00		0.00		0.00	100.00	100.00
6003-1g · FF I or FF II Class	0.00		0.00	4,500.00	1,365.00	4,500.00	4,500.00
6003-1i · Misc. training classes	1,310.00		1,435.00	750.00	1,000.00	1,300.00	1,300.00
6003-1j · Rural strategy & tactics	150.00		0.00		0.00	200.00	200.00
6003-01 · Training & Education - Other	0.00		0.00	0.00	0.00		
Total 6003-01 · Training & Education	1,504.46		1,435.00	5,750.00	2,365.00	6,600.00	6,250.00
6003-02 · Food & Beverage Expenses							
6003-2a · New Milford Area Fire Chiefs	161.19		0.00		0.00		
6003-2b · Work detail / drills / misc.	158.26		61.46	150.00	0.00	150.00	150.00
6003-2c · Monthly meeting	243.26		15.18	250.00	0.00	250.00	150.00
6003-2d · Kitchen stock	298.58		728.24	300.00	0.00	300.00	300.00
6003-2e · Workroom beverage bar (non Al)	0.00		0.00	0.00	0.00		
6003-2i · Halloween open house	75.11		0.00	100.00	0.00	100.00	100.00
6003-2j · Stuff a Truck	0.00		0.00	0.00	0.00		
6003-2m · Christmas Party	-47.68		0.00	0.00	0.00		
6003-2n · Incident Expenses	589.12		80.00		0.00	100.00	100.00
6003-2p · Parade of Lights							
6003-3a · Food Purchase	578.22		326.61	500.00	0.00	500.00	500.00
6003-2p · Parade of Lights - Other	0.00		0.00	0.00	0.00		
Total 6003-2p · Parade of Lights	578.22		326.61	500.00	0.00	500.00	500.00
6003-2r · Pallet of Water	327.60		366.60	700.00	0.00	500.00	500.00
Total 6003-02 · Food & Beverage Expenses	2,383.66		1,578.09	2,000.00	0.00	1,900.00	1,800.00
6000-03 · Members - Training & Education - Other	0.00	8,000.00	0.00		0.00		
Total 6000-03 · Members - Training & Education	3,888.12	8,000.00	3,013.09	7,750.00	2,365.00	8,500.00	8,050.00
6000-05 · Members -Recruitment&Retention							
6005-01 · Awards & Dinner	0.00		0.00	600.00	0.00	600.00	0.00
6005-02 · License check	50.75		670.25	100.00	0.00	400.00	800.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
6005-04 · Uniforms	450.00		0.00	600.00	73.00	600.00	500.00
6005-06 · Physicals	395.35		0.00	1,500.00	547.00	1,500.00	1,000.00
6005-09 · Cemetery graveside flags / flag	1,889.55		0.00		0.00		
6005-10 · KVFD Apparel	0.00		0.00	400.00	0.00	400.00	0.00
6005-11 · Meetings & Activities	0.00		0.00	25.00	0.00	25.00	25.00
6005-13 · DMV Licensing	40.00		0.00		0.00		
6005-16 · Attraction Expense	346.52		0.00	365.00	0.00	365.00	0.00
6005-17 · Promotional Handouts & Signage	63.10		0.00	700.00	0.00	700.00	500.00
6005-19 · Flowers	160.00		206.00	150.00	274.90	200.00	200.00
6005-20 · Event Refreshments	0.00		0.00	90.00	0.00	90.00	90.00
6000-05 · Members -Recruitment&Retention - Other	0.00		0.00	100.00	0.00	100.00	100.00
Total 6000-05 · Members -Recruitment&Retention	3,395.27		876.25	4,630.00	894.90	4,980.00	3,215.00
6000-06 · Communications Supplies & Maint							
6006-01 · Pager & Radio Repairs	619.55		520.49	3,000.00	410.60	3,000.00	1,000.00
6006-02 · Communication Supplies	964.11	1,000.00	34.17	1,000.00	0.00	1,000.00	500.00
6006-03 · Communication Installations	0.00		200.00	500.00	0.00	500.00	250.00
6006-04 · Communication Repairs	0.00		0.00	800.00	0.00	800.00	0.00
6006-05 · Radio / pager purchases	0.00		14.95	5,000.00	100.00	5,000.00	5,000.00 Cap?
6006-06 · Tower	9,870.80		0.00		0.00		
6006-08 · Members Radio's	0.00		0.00		0.00	1,000.00	0.00
6000-06 · Communications Supplies & Maint - Other	0.00		0.00	1,000.00	0.00		
Total 6000-06 · Communications Supplies & Maint	11,454.46	1,000.00	769.61	11,300.00	510.60	11,300.00	6,750.00
6000-08 · Insurance							
6008-01 · Accident & Sickness - VFIS	2,640.00		5,279.00		5,200.00	5,300.00	5,300.00
6008-02 · Commercial Excess	11,314.00		0.00		0.00	0.00	0.00
6008-03 · Auto	7,724.00		17,181.00	0.00	16,909.00	17,200.00	17,200.00
6008-04 · Package	0.00		23,141.00	0.00	23,815.00	24,000.00	24,000.00
6000-08 · Insurance - Other	0.00	44,000.00	0.00	43,000.00	0.00	0.00	0.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget		2022 Budget
Total 6000-08 · Insurance	21,678.00	44,000.00	45,601.00	43,000.00	45,924.00	46,500.00		46,500.00
6000-09 · Building & Grounds Repair/Maint								
6009-01 · Grounds & Garden Keeping								
6009-1a · Lawn Maintenance Contract	3,125.00		2,945.00	3,500.00	1,795.00	3,500.00		3,200.00
6009-01 · Grounds & Garden Keeping - Other	0.00		0.00	0.00	0.00			3,000.00 Cap?
Total 6009-01 · Grounds & Garden Keeping	3,125.00		2,945.00	3,500.00	1,795.00	3,500.00		6,200.00
6009-03 · Ambulance Barn	0.00		127.99	50.00	0.00	50.00		50.00
6009-04 · Kitchen fire supp. inspection	203.25		913.50	250.00	0.00	250.00		250.00
6009-05 · General Building Repairs	1,744.19		1,220.70	100.00	0.00	1,400.00		1,400.00
6009-06 · Kitchen	203.25		0.00	250.00	350.00	250.00		250.00
6009-07 · Cleaning service	7,800.00		7,900.00	8,000.00	6,000.00	8,000.00		8,000.00
6009-08 · Building Service Contracts	481.00		896.00	300.00	2,068.65	700.00		700.00
6009-09 · In Ground Grease Trap	4,540.50		0.00	125.00	0.00	125.00		125.00
6009-10 · Bay door Upgrades	0.00		0.00	240.00	0.00	240.00		240.00
6009-11 · Building Improvements	0.00		0.00		0.00	7,500.00		7,500.00
6000-09 · Building & Grounds Repair/Maint - Other	0.00	16,000.00	0.00	0.00	0.00 ice			1,000.00
Total 6000-09 · Building & Grounds Repair/Maint	18,097.19	16,000.00	14,003.19	12,815.00	10,213.65	22,015.00		25,715.00
6000-10 · Utilities								
6010-01 · Heat /AC	36,050.50		8,320.10	10,150.00	7,670.61	10,150.00		10,150.00
6010-02 · Water	2,282.45		2,162.62	1,600.00	1,637.86	2,200.00		2,200.00
6010-03 · Electric	17,991.84		17,203.34	17,000.00	15,023.63	17,000.00		17,000.00
6010-04 · Security monitoring	700.00		480.00	700.00	480.00	500.00		500.00
6010-05 · Sewer	554.10		534.60	550.00	411.99	550.00		550.00
6010-06 · Energy Efficient Lighting	0.00		5,907.44	8,862.00	0.00	8,862.00		0.00
6010-07 · Telephone	2,269.64		1,602.60	2,500.00	1,299.35	1,900.00		1,900.00
6010-08 · Annual H2O backflow test	165.00		0.00	400.00	0.00	400.00		400.00
6010-09 · Garbage removal	520.20		579.60	610.00	448.21	610.00		610.00
6010-10 · Internet service	3,493.99		3,509.08	3,500.00	2,683.86	3,400.00		3,400.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget		2022 Budget
6010-11 · Dish TV	0.00		808.10		653.89	750.00		750.00
6000-10 · Utilities - Other	0.00	35,000.00	0.00		0.00			
Total 6000-10 · Utilities	64,027.72	35,000.00	41,107.48	45,872.00	30,309.40	46,322.00		37,460.00
6000-11 · Office Expenses/Supplies								
6011-01 · Printing	965.00		0.00		112.95			
6011-02 · General Office Supplies	2,013.57		1,756.27	2,000.00	753.42	2,000.00		1,500.00
6011-03 · Check Orders	90.90		0.00	0.00	0.00			
6011-04 · Postage	93.13		148.25		330.00	150.00		150.00
6000-11 · Office Expenses/Supplies - Other	0.00	2,000.00	0.00		0.00			
Total 6000-11 · Office Expenses/Supplies	3,162.60	2,000.00	1,904.52	2,000.00	1,196.37	2,150.00		1,650.00
6000-12 · Computer Software & Technology								
6012-01 · Software	5,789.87		7,279.76	1,300.00	7,380.55	7,400.00		7,400.00
6012-02 · Maintenance	0.00		0.00	6,000.00	0.00	1,800.00		1,800.00
6012-03 · Computer Equipment	2,256.43		4,729.39	6,600.00	0.00	1,500.00		1,500.00
6012-04 · Web site	405.72		596.80	600.00	266.72	600.00		600.00
6000-12 · Computer Software & Technology - Other	0.00	9,000.00	0.00		0.00			
Total 6000-12 · Computer Software & Technology	8,452.02	9,000.00	12,605.95	14,500.00	7,647.27	11,300.00		11,300.00
6000-13 · Accounting & Legal								
6013-01 · Audit Expenses	12,900.00		10,000.00	13,000.00	13,500.00	13,000.00		13,000.00
6013-02 · Legal Fees	0.00		5,088.97	2,000.00	343.00	4,000.00		8,000.00
6013-05 · Bookkeeper	0.00		25,872.75	20,000.00	14,895.00	30,000.00		25,000.00
6013-06 · Payroll Ease Fee	277.30		1,006.31	1,700.00	675.20	1,700.00		1,200.00
6013-09 · Ambulance Stipends	71,591.20	75,000.00	69,780.00	73,300.00	38,605.00	60,000.00		55,000.00
6013-11 · Consultant Fee	0.00		0.00		2,000.00	7,500.00		0.00
6000-13 · Accounting & Legal - Other	0.00	13,000.00	0.00		0.00			
Total 6000-13 · Accounting & Legal	84,768.50	88,000.00	111,748.03	110,000.00	70,018.20	116,200.00		102,200.00
6000-15 · Vehicle Fuel	2,762.43	4,000.00	2,694.15	3,000.00	1,790.52	3,000.00		3,000.00
6000-16 · Other Expenses								

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
6016-02 · Dues & Subscriptions							
6016-2b · CPMA	35.00		35.00	35.00	0.00	35.00	35.00
6016-2c · New Milford Area Fire Chiefs	300.00		0.00	300.00	0.00	300.00	300.00
6016-2d · Boy Scouts Charter	480.00		415.00	480.00	0.00	480.00	480.00
6016-2e · Magazine Subscriptions	0.00		0.00	100.00	0.00	100.00	100.00
6016-2g · CT State Firefighter's Assoc.	80.00		80.00	80.00	80.00	80.00	80.00
6016-2h · National Volunteer Fire Council	59.00		0.00	59.00	0.00	59.00	59.00
6016-2i · American Ambulance Assoc.Member	0.00		262.50		262.50	270.00	270.00
6016-2j · Kent Chamber of Commerce	135.00		135.00		135.00	135.00	135.00
6016-02 · Dues & Subscriptions - Other	0.00		0.00	480.00	35.00	0.00	0.00
Total 6016-02 · Dues & Subscriptions	1,089.00		927.50	1,534.00	512.50	1,459.00	1,459.00
6016-03 · Permits & Fees							
6016-3a · Vehicle regs.	19.00		98.00	40.00	0.00	100.00	100.00
6016-3b · State of CT	150.00		50.00	100.00	100.00	100.00	100.00
6016-3d · CLIA Laboratory Program	0.00		180.00	150.00	0.00	200.00	200.00
Total 6016-03 · Permits & Fees	169.00		328.00	290.00	100.00	400.00	400.00
6016-04 · Bank Service Charges	439.05		111.95	200.00	174.00	100.00	100.00
6016-05 · Interest Expense							
6016-5a · Finance Charges	134.24		38.44	30.00	9.73	30.00	30.00
Total 6016-05 · Interest Expense	134.24		38.44	30.00	9.73	30.00	30.00
6016-06 · Paypal Fees	48.26		248.94	100.00	183.45	250.00	250.00
6016-07 · Shipping & Freight Charges	753.50		824.42	500.00	368.52	500.00	500.00
6016-08 · Box Rentals							
6016-8a · Post Office Box Rental	76.00		76.00	76.00	84.00	76.00	76.00
6016-8b · Safe Deposit Box Rental	85.00		85.00	200.00	0.00	100.00	100.00
Total 6016-08 · Box Rentals	161.00		161.00	276.00	84.00	176.00	176.00
6016-09 · Donorbox fee	188.55		258.10		111.00	50.00	50.00
6000-16 · Other Expenses - Other	0.00	5,000.00	0.00	0.00	0.00		

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Total 6000-16 · Other Expenses	2,982.60	5,000.00	2,898.35	2,930.00	1,543.20	2,965.00		2,965.00
8000-01 · Fire Rescue Vehicles								
8001-01 · Boat purchase	0.00		0.00	6,000.00	0.00	0.00		0.00
Total 8000-01 · Fire Rescue Vehicles	0.00		0.00	6,000.00	0.00	0.00		0.00
8000-02 · EMS Training and Education								
8002-01 · EMS Open House	24.00		0.00	500.00	0.00	500.00		100.00
8002-02 · EMT/ EMR Instructors Fees	0.00		0.00		650.00			700.00
8002-03 · EMT / EMR Continuing Education	1,325.00		1,035.00	2,000.00	801.00	2,000.00		1,500.00
8002-04 · CPR Recertification Cards	400.00		252.00	200.00	2,041.00	100.00		200.00
8002-05 · Misc Training Classes	0.00		1.74	750.00	2,154.38	750.00		0.00
8002-06 · EMS Conference	465.95		0.00	2,000.00	0.00	1,000.00		800.00
8002-09 · CPR-STB-FA Classes	0.00		349.00		1,050.00			
8002-10 · CPR Training Supplies	384.68		0.00		767.94	200.00		200.00
8002-11 · Standbys	6.99		0.00		0.00	100.00		100.00
8002-12 · Monthly & Special Meetings	0.00		11.84		0.00			
8002-13 · EMS Uniform Gear	0.00		115.92		646.61	1,000.00		500.00
8000-02 · EMS Training and Education - Other	0.00	4,000.00	0.00		0.00			
Total 8000-02 · EMS Training and Education	2,606.62	4,000.00	1,765.50	5,450.00	8,110.93	5,650.00		4,100.00
8000-04 · Fire Equip & Facility Upgrades								
8004-02 · Fire equipment capital	0.00		0.00	0.00	0.00			
8000-04 · Fire Equip & Facility Upgrades - Other	0.00	7,000.00	0.00	6,000.00	0.00	0.00		6,000.00 Cap?
Total 8000-04 · Fire Equip & Facility Upgrades	0.00	7,000.00	0.00	6,000.00	0.00	0.00		6,000.00
8000-05 · Medical Supplies								
8005-01 · Oxygen Rental Fee	1,461.11		937.95	1,500.00	421.58	1,000.00		1,000.00
8005-02 · Dated Replacements	1,530.20		2,384.79	500.00	137.95	500.00		500.00
8005-04 · Covid-19	0.00		1,071.98		0.00			
8005-06 · Medical Supply General	4,246.39		794.70	10,500.00	2,240.98	5,000.00		5,000.00
Total 8000-05 · Medical Supplies	7,237.70		5,189.42	12,500.00	2,800.51	6,500.00		6,500.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
8000-06 · Medical Vehicles							
8006-01 · Ambulance 2 (New)	0.00		2,773.50		30.00	3,000.00	1,500.00
8006-02 · Ambulance 1	4,500.44		4,668.88	3,000.00	4,655.26	2,000.00	5,000.00
8006-03 · Ambulance 2	3,561.43		273.98	1,000.00	0.00	0.00	0.00
Total 8000-06 · Medical Vehicles	8,061.87		7,716.36	4,000.00	4,685.26	5,000.00	6,500.00
8000-07 · Medical Equipment / Maintenance							
8007-02 · LifePak 15 Monitor	0.00		0.00		27,848.52	28,000.00	0.00
8007-03 · Stryker	1,699.88		4,231.87	3,000.00	0.00	3,000.00	1,500.00
8007-05 · Binder Lift	0.00		1,022.00		0.00		
8007-06 · Equipment Maintenance	0.00		0.00		1,028.40	3,000.00	1,500.00
8007-07 · Scoop Stretcher	0.00		0.00		0.00	800.00	0.00
8007-08 · Mannequins	0.00		0.00		772.95	800.00	0.00
8000-07 · Medical Equipment / Maintenance - Other	0.00		0.00	1,400.00	0.00	0.00	0.00
Total 8000-07 · Medical Equipment / Maintenance	1,699.88		5,253.87	4,400.00	29,649.87	35,600.00	3,000.00
8000-08 · Ambulance Billing/Medic Expens							
8008-01 · (NDP) Northern Dutchess Par.	7,800.00		5,700.00	7,000.00	1,800.00	7,000.00	3,500.00
8008-02 · Quickmeds Billing Compensation	11,161.26		13,008.81	12,000.00	8,123.12	13,000.00	13,000.00
8008-03 · Patient refunds	305.17		968.04	0.00	0.00	1,000.00	1,000.00
8008-04 · Medic Expense Town of Kent	16,532.33		13,678.72	7,500.00	2,952.64	14,000.00	14,000.00
8008-05 · (ERM) Emergency Resource Manage	0.00		0.00		63,988.77		
8008-06 · Eastern Accounting	0.00		0.00		280.64		
8000-08 · Ambulance Billing/Medic Expens - Other	0.00		0.00	0.00	0.00		
Total 8000-08 · Ambulance Billing/Medic Expens	35,798.76		33,355.57	26,500.00	77,145.17	35,000.00	31,500.00
8000 · Depreciation Expense	220,855.65		0.00		0.00		
8030 · Miscellaneous expense	-1,047.36		0.00	0.00	0.00		
9000-01 · Special Event Expenses							
9001-01 · Ball							
9001-1a · Printing expense / invites.	1,025.25		0.00	900.00	0.00	0.00	0.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget		2022 Budget
9001-1b · Decorations	557.86		0.00	800.00	0.00	0.00		0.00
9001-1c · Food served	2,964.20		0.00	3,500.00	0.00	0.00		0.00
9001-1d · Postage	324.64		0.00	500.00	0.00	0.00		0.00
9001-1e · Signs	168.00		0.00	500.00	0.00	0.00		0.00
9001-1f · Lighting	537.03		0.00	1,000.00	0.00	0.00		0.00
9001-1g · Tent rental	0.00		0.00	800.00	3,032.15	0.00		0.00
9001-1h · Band	1,500.00		600.00	1,700.00	0.00	0.00		0.00
9001-1i · Theme / raffle basket	1,798.14		0.00	1,000.00	0.00	0.00		0.00
9001-1j · Clean up crew / dishwasher	0.00		0.00	200.00	0.00	0.00		0.00
9001-1l · Table & chair rentals	1,440.00		0.00	1,600.00	0.00	0.00		0.00
9001-1m · Paper goods	184.93		0.00	0.00	0.00			
9001-1n · Beverage set ups	170.57		0.00	300.00	0.00	0.00		0.00
9001-1o · Set up work detail	67.85		0.00	0.00	0.00			
9001-1t · Eventbrite	0.00		0.00	0.00	0.00			
9001-01 · Ball - Other	0.00		0.00	0.00	0.00			39,500.00
Total 9001-01 · Ball	10,738.47		600.00	12,800.00	3,032.15	0.00		39,500.00
9001-03 · Ice watch								
9001-3b · Winner payment	288.00		127.50	200.00	0.00	0.00		0.00
9001-3c · Misc. Expenses	59.92		0.00	20.00	0.00	0.00		0.00
Total 9001-03 · Ice watch	347.92		127.50	220.00	0.00	0.00		0.00
9001-04 · Pancake Break.	916.08		623.25	2,250.00	0.00	2,250.00		2,250.00
9001-05 · Golf Tournament								
9001-5a · Prizes	546.16		1,090.00	546.00	855.00	1,200.00		1,200.00
9001-5b · Guest fee / lessons / cart fees	11,875.00		11,600.00	11,875.00	0.00	12,000.00		12,000.00
9001-5c · Food	275.10		245.17	0.00	155.89	300.00		300.00
9001-5d · Golf dinner	2,727.60		1,842.00	3,000.00	0.00	3,000.00		3,000.00
9001-5e · Beverages for golf tourn.	1,822.67		1,729.05	1,500.00	0.00	1,900.00		1,900.00
9001-5f · Postage	10.94		0.00	10.00	0.00	10.00		10.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
9001-5g · Misc. & Goody bags	622.09		471.00	600.00	181.34	500.00	500.00
9001-5h · Golf tournament advertising	24.60		640.18	25.00	1,106.73	800.00	800.00
9001-5j · Insurance	475.00		507.00	500.00	0.00	550.00	550.00
9001-5k · Liquor License	0.00		0.00		60.00	60.00	60.00
9001-05 · Golf Tournament - Other	0.00		0.00	0.00	600.00		
Total 9001-05 · Golf Tournament	18,379.16		18,124.40	18,056.00	2,958.96	20,320.00	20,320.00
9001-10 · Fund Letter							
900110a · Mailing Service Expense	1,319.97		0.00		1,113.02	2,000.00	2,000.00
9001-10 · Fund Letter - Other	0.00		0.00	0.00	0.00	0.00	0.00
Total 9001-10 · Fund Letter	1,319.97		0.00	0.00	1,113.02	2,000.00	2,000.00
9001-11 · Santa Express							
900111a · Santa Express	0.00		0.00	0.00	0.00	250.00	250.00
Total 9001-11 · Santa Express	0.00		0.00	0.00	0.00	250.00	250.00
9001-14 · Mohawk Mountain	645.00		285.00		0.00	300.00	300.00
Total 9000-01 · Special Event Expenses	32,346.60		19,760.15	33,326.00	7,104.13	25,120.00	64,620.00
9001-13 · Comedy Show							
900113a · Printing Expenses	123.25		0.00		0.00		
900113b · Comedians	550.00		0.00		0.00		
900113d · Give aways	613.30		0.00		0.00		
9001-13 · Comedy Show - Other	0.00		0.00	1,000.00	0.00	0.00	0.00
Total 9001-13 · Comedy Show	1,286.55		0.00	1,000.00	0.00	0.00	0.00
Total Expense	591,991.88	279,000.00	362,766.36	422,273.00	342,220.20	453,902.00	453,975.00
Net Ordinary Income	-153,492.27	51,000.00	-48,012.15	-24,423.00	44,783.53	69,888.00	87,652.00
Other Income/Expense							
Other Income							
5000-08 · Rental Income	27,816.43		35,649.78	32,400.00	27,976.93	32,400.00	36,000.00
5000-12 · Insurance claim payments	84,364.00		0.00		0.00		
Total Other Income	112,180.43		35,649.78	32,400.00	27,976.93	32,400.00	36,000.00

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget	Jan - Dec 21	Budget	2022 Budget
Other Expense							
8900 · Rental Acct. Expenses							
8900-01 · Electricity	2,016.17		2,614.66	0.00	2,042.72		
8900-03 · Water Bill	387.82		436.65	0.00	369.05		
8900-04 · Building Repairs	0.00		0.00	0.00	0.00		
8900-05 · Pest Control Service	935.00		85.00	0.00	0.00		
8900 · Rental Acct. Expenses - Other	0.00		0.00	0.00	0.00		
Total 8900 · Rental Acct. Expenses	<u>3,338.99</u>		<u>3,136.31</u>	<u>0.00</u>	<u>2,411.77</u>		
Total Other Expense	<u>3,338.99</u>		<u>3,136.31</u>	<u>0.00</u>	<u>2,411.77</u>		
Net Other Income	108,841.44		32,513.47	32,400.00	25,565.16	32,400.00	36,000.00
Net Income	<u>-44,650.83</u>	<u>51,000.00</u>	<u>-15,498.68</u>	<u>7,977.00</u>	<u>70,348.69</u>	<u>102,288.00</u>	<u>123,652.00</u>

ADDENDUM

DRAFT 2022 Operating Budget V.1

Ordinary Income/Expense

Income

5000-01 · Contributions

5001-01 · Willed

5001-02 · In memory of

5001-03 · General contributions

5001-04 · Contribution for Services

5001-4a · Regatta Ambulance Stand Bys

5001-4b · Horse Show Ambulance Stand Bys

5001-4c · Marathon Stand Bys

5001-4d · Mtn .Bike Race Stand Bys

5001-4e · CPR Classes & Materials

5001-4f · Steep Rock Endurance

5001-04 · Contribution for Services - Other

Total 5001-04 · Contribution for Services

5000-01 · Contributions - Other

Total 5000-01 · Contributions

5000-02 · Grants /EMS Saffing/Emerg Vehic

5002-01 · Grants - Town

5002-03 · Grant reimbursement / St. of CT

5002-04 · Grants - Private

5002-05 HSS Stimulus

5002-06 · EMS Staffing from Town

5000-02 · Grants /EMS Saffing/Emerg Vehic - Other

Total 5000-02 · Grants /EMS Saffing/Emerg Vehic

5000-03 · Ambulance Billing Collections

5000-04 · Ambulance Billing Revenue

5000-05 · Special Event Gross Income

5005-01 · Ball

ADDENDUM

DRAFT 2022 Operating Budget V.1

5005-1a · Set up tips

5005-1b · Theme basket / donors

5005-1c · Invitation donation

5005-1d · Raffle tix sales / theme basket

5005-1e · Ball ticket sales

5005-1f · 50 / 50 game

5005-1g · Balloon wall

Total 5005-01 · Ball

5005-03 · Ice watch

5005-04 · Golf Tournament

5005-4a · Tee Sponsor

5005-4b · Entry fees

5005-4c · Sponsor

5005-4d · Golf donation

5005-4f · Raffle

5005-4h · 50 - 50 raffle

5005-04 · Golf Tournament - Other

Total 5005-04 · Golf Tournament

5005-07 · Pancake Breakfast

5005-10 · Fund Letter

5005-11 · Santa's Express

5005-12 · Comedy Night

5005-13 · Craft Fair

5000-05 · Special Event Gross Income - Other

Total 5000-05 · Special Event Gross Income

5000-06 · Other Income

5006-01 · Interest income

5006-02 · Members

ADDITIONAL

DRAFT 2022 Operating Budget V.1

5006-2a · Membership dues

5006-2e · Member application fee

5006-2g · License plates / stickers

5006-2h · KVFD Apparel

5006-2i · Juniors Application Fee

Total 5006-02 · Members

5006-03 · Miscellaneous Income

5006-3b · Bank service charge

5006-3c · Misc income

5006-3d · Sale of Equipment

5006-3h · Refunds

5006-3i · Reversal bank service chgs

5006-3l · Lease of Parking Lot

5006-3m · Reimbursements

5006-3p · Investment Disbursement Income

5006-03 · Miscellaneous Income - Other

Total 5006-03 · Miscellaneous Income

5000-06 · Other Income - Other

Total 5000-06 · Other Income

Total Income

Gross Profit

Expense

6000-01 · Supplies

6001-01 · General cleaning supplies

6001-02 · Vehicle cleaning supplies

6001-03 · General building supplies

6001-04 · Vehicle supplies

6001-05 · Kitchen supplies / equipment

ADDENDUM 505

DRAFT 2022 Operating Budget V.1

6001-06 · Fire supplies nonreusable/Covid

6001-07 · Small tools

6000-01 · Supplies - Other

Total 6000-01 · Supplies

6000-02 · Equipment & Vehicle Maintenance

6002-01 · Equipment

6002-1a · Dry Hydrant

6002-1b · Ice Watch Resue Gear & Equip.

6002-1c · High Angle Rescue Gear & Equip.

6002-1d · Hose

6002-1g · Chainsaws

6002-01 · Equipment - Other

Total 6002-01 · Equipment

6002-02 · Vehicle Maintenance & Repairs

6002-2 · Field Service Charge

6002-2b · Engine 1 - 1991 Mack engine

6002-2d · Brush Utility

6002-2f · Engine 6 - 1981 Grumman pumper

6002-2h · Rescue 8 - 2002 Intern. Rescue

6002-2i · Gator John Deere

6002-2j · 1929 Seagrave

6002-2m · Tire replacement

6002-2n · Boats/ trailer

6002-2o · Marine 1

6002-2q · Engine 2

6002-2r · Brush 3 (2014)

6002-2s · T-1 Ladder Truck

6002-2v · Gator Enclosed Trailer

ADDENDUM

DRAFT 2022 Operating Budget V.1

6002-2x · Undercoating Vehicles

6002-2y · Annual Truck Maintenance

6002-02 · Vehicle Maintenance & Repairs - Other

Total 6002-02 · Vehicle Maintenance & Repairs

6002-03 · Equipment Repairs & Maintenance

6002-3a · Hurst tool

6002-3b · Air packs

6002-3c · Hose testing

6002-3d · Ladder Inspections

6002-3e · Fit test machine

6002-3f · MSA Gas Metering

6002-3i · Fire extinguisher service

6002-3j · Portable equip.repairs

6002-3k · Turnout Gear

6002-31 · Turnout Gear - Replacement

6002-32 · Turnout Gear - New Member

6002-33 · Turnout Gear Cleaning & Repair

6002-3k · Turnout Gear - Other

Total 6002-3k · Turnout Gear

6002-3l · Generator - Cummins

6002-3m · Air compressor / Building

6002-3n · Air compressor / SCBA

6002-3o · General Fire Portable Equip

Total 6002-03 · Equipment Repairs & Maintenance

6000-02 · Equipment & Vehicle Maintenance - Other

Total 6000-02 · Equipment & Vehicle Maintenance

6000-03 · Members - Training & Education

6003-01 · Training & Education

ADDITIVES

DRAFT 2022 Operating Budget V.1

6003-1b · Fire Prevention Week

6003-1d · Driver training

6003-1g · FF I or FF II Class

6003-1i · Misc. training classes

6003-1j · Rural strategy & tactics

6003-01 · Training & Education - Other

Total 6003-01 · Training & Education

6003-02 · Food & Beverage Expenses

6003-2a · New Milford Area Fire Chiefs

6003-2b · Work detail / drills / misc.

6003-2c · Monthly meeting

6003-2d · Kitchen stock

6003-2e · Workroom beverage bar (non AI)

6003-2i · Halloween open house

6003-2j · Stuff a Truck

6003-2m · Christmas Party

6003-2n · Incident Expenses

6003-2p · Parade of Lights

6003-3a · Food Purchase

6003-2p · Parade of Lights - Other

Total 6003-2p · Parade of Lights

6003-2r · Pallet of Water

Total 6003-02 · Food & Beverage Expenses

6000-03 · Members - Training & Education - Other

Total 6000-03 · Members - Training & Education

6000-05 · Members -Recruitment&Retention

6005-01 · Awards& Dinner

6005-02 · License check

ADMIN 505

DRAFT 2022 Operating Budget V.1

6005-04 · Uniforms

6005-06 · Physicals

6005-09 · Cemetery graveside flags / flag

6005-10 · KVFD Apparel

6005-11 · Meetings & Activities

6005-13 · DMV Licensing

6005-16 · Attraction Expense

6005-17 · Promotional Handouts & Signage

6005-19 · Flowers

6005-20 · Event Refreshments

6000-05 · Members -Recruitment&Retention - Other

Total 6000-05 · Members -Recruitment&Retention

6000-06 · Communications Supplies & Maint

6006-01 · Pager & Radio Repairs

6006-02 · Communication Supplies

6006-03 · Communication Installations

6006-04 · Communication Repairs

6006-05 · Radio / pager purchases

6006-06 · Tower

6006-08 · Members Radio's

6000-06 · Communications Supplies & Maint - Other

Total 6000-06 · Communications Supplies & Maint

6000-08 · Insurance

6008-01 · Accident & Sickness - VFIS

6008-02 · Commercial Excess

6008-03 · Auto

6008-04 · Package

6000-08 · Insurance - Other

ADMITTED FOR

DRAFT 2022 Operating Budget V.1

Total 6000-08 · Insurance

6000-09 · Building & Grounds Repair/Maint

6009-01 · Grounds & Garden Keeping

6009-1a · Lawn Maintenance Contract

6009-01 · Grounds & Garden Keeping - Other

Total 6009-01 · Grounds & Garden Keeping

6009-03 · Ambulance Barn

6009-04 · Kitchen fire supp. inspection

6009-05 · General Building Repairs

6009-06 · Kitchen

6009-07 · Cleaning service

6009-08 · Building Service Contracts

6009-09 · In Ground Grease Trap

6009-10 · Bay door Upgrades

6009-11 · Building Improvements

6000-09 · Building & Grounds Repair/Maint - Other

Total 6000-09 · Building & Grounds Repair/Maint

6000-10 · Utilities

6010-01 · Heat /AC

6010-02 · Water

6010-03 · Electric

6010-04 · Security monitoring

6010-05 · Sewer

6010-06 · Energy Efficient Lighting

6010-07 · Telephone

6010-08 · Annual H2O backflow test

6010-09 · Garbage removal

6010-10 · Internet service

ADMIN 525

DRAFT 2022 Operating Budget V.1

6010-11 · Dish TV

6000-10 · Utilities - Other

Total 6000-10 · Utilities

6000-11 · Office Expenses/Supplies

6011-01 · Printing

6011-02 · General Office Supplies

6011-03 · Check Orders

6011-04 · Postage

6000-11 · Office Expenses/Supplies - Other

Total 6000-11 · Office Expenses/Supplies

6000-12 · Computer Software & Technology

6012-01 · Software

6012-02 · Maintenance

6012-03 · Computer Equipment

6012-04 · Web site

6000-12 · Computer Software & Technology - Other

Total 6000-12 · Computer Software & Technology

6000-13 · Accounting & Legal

6013-01 · Audit Expenses

6013-02 · Legal Fees

6013-05 · Bookkeeper

6013-06 · Payroll Ease Fee

6013-09 · Ambulance Stipends

6013-11 · Consultant Fee

6000-13 · Accounting & Legal - Other

Total 6000-13 · Accounting & Legal

6000-15 · Vehicle Fuel

6000-16 · Other Expenses

ADMITTED

DRAFT 2022 Operating Budget V.1

6016-02 · Dues & Subscriptions

6016-2b · CPMA

6016-2c · New Milford Area Fire Chiefs

6016-2d · Boy Scouts Charter

6016-2e · Magazine Subscriptions

6016-2g · CT State Firefighter's Assoc.

6016-2h · National Volunteer Fire Council

6016-2i · American Ambulance Assoc. Member

6016-2j · Kent Chamber of Commerce

6016-02 · Dues & Subscriptions - Other

Total 6016-02 · Dues & Subscriptions

6016-03 · Permits & Fees

6016-3a · Vehicle regs.

6016-3b · State of CT

6016-3d · CLIA Laboratory Program

Total 6016-03 · Permits & Fees

6016-04 · Bank Service Charges

6016-05 · Interest Expense

6016-5a · Finance Charges

Total 6016-05 · Interest Expense

6016-06 · Paypal Fees

6016-07 · Shipping & Freight Charges

6016-08 · Box Rentals

6016-8a · Post Office Box Rental

6016-8b · Safe Deposit Box Rental

Total 6016-08 · Box Rentals

6016-09 · Donorbox fee

6000-16 · Other Expenses - Other

ADDED

DRAFT 2022 Operating Budget V.1

Total 6000-16 · Other Expenses

8000-01 · Fire Rescue Vehicles

8001-01 · Boat purchase

Total 8000-01 · Fire Rescue Vehicles

8000-02 · EMS Training and Education

8002-01 · EMS Open House

8002-02 · EMT/ EMR Instructors Fees

8002-03 · EMT / EMR Continuing Education

8002-04 · CPR Recertification Cards

8002-05 · Misc Training Classes

8002-06 · EMS Conference

8002-09 · CPR-STB-FA Classes

8002-10 · CPR Training Supplies

8002-11 · Standbys

8002-12 · Monthly & Special Meetings

8002-13 · EMS Uniform Gear

8000-02 · EMS Training and Education - Other

Total 8000-02 · EMS Training and Education

8000-04 · Fire Equip & Facility Upgrades

8004-02 · Fire equipment capital

8000-04 · Fire Equip & Facility Upgrades - Other

Total 8000-04 · Fire Equip & Facility Upgrades

8000-05 · Medical Supplies

8005-01 · Oxygen Rental Fee

8005-02 · Dated Replacements

8005-04 · Covid-19

8005-06 · Medical Supply General

Total 8000-05 · Medical Supplies

ADDITIONAL

DRAFT 2022 Operating Budget V.1

8000-06 · Medical Vehicles

8006-01 · Ambulance 2 (New)

8006-02 · Ambulance 1

8006-03 · Ambulance 2

Total 8000-06 · Medical Vehicles

8000-07 · Medical Equipment / Maintenance

8007-02 · LifePak 15 Monitor

8007-03 · Stryker

8007-05 · Binder Lift

8007-06 · Equipment Maintenance

8007-07 · Scoop Stretcher

8007-08 · Mannequins

8000-07 · Medical Equipment / Maintenance - Other

Total 8000-07 · Medical Equipment / Maintenance

8000-08 · Ambulance Billing/Medic Expens

8008-01 · (NDP) Northern Dutchess Par.

8008-02 · Quickmeds Billing Compensation

8008-03 · Patient refunds

8008-04 · Medic Expense Town of Kent

8008-05 · (ERM) Emergency Resource Manage

8008-06 · Eastern Accounting

8000-08 · Ambulance Billing/Medic Expens - Other

Total 8000-08 · Ambulance Billing/Medic Expens

8000 · Depreciation Expense

8030 · Miscellaneous expense

9000-01 · Special Event Expenses

9001-01 · Ball

9001-1a · Printing expense / invites.

ADMIN 503

DRAFT 2022 Operating Budget V.1

9001-1b · Decorations

9001-1c · Food served

9001-1d · Postage

9001-1e · Signs

9001-1f · Lighting

9001-1g · Tent rental

9001-1h · Band

9001-1i · Theme / raffle basket

9001-1j · Clean up crew / dishwasher

9001-1l · Table & chair rentals

9001-1m · Paper goods

9001-1n · Beverage set ups

9001-1o · Set up work detail

9001-1t · Eventbrite

9001-01 · Ball - Other

Total 9001-01 · Ball

9001-03 · Ice watch

9001-3b · Winner payment

9001-3c · Misc. Expenses

Total 9001-03 · Ice watch

9001-04 · Pancake Break.

9001-05 · Golf Tournament

9001-5a · Prizes

9001-5b · Guest fee / lessons / cart fees

9001-5c · Food

9001-5d · Golf dinner

9001-5e · Beverages for golf tourn.

9001-5f · Postage

AQBAEY5A5

DRAFT 2022 Operating Budget V.1

9001-5g · Misc. & Goody bags

9001-5h · Golf tournament advertising

9001-5j · Insurance

9001-5k · Liquor License

9001-05 · Golf Tournament - Other

Total 9001-05 · Golf Tournament

9001-10 · Fund Letter

900110a · Mailing Service Expense

9001-10 · Fund Letter - Other

Total 9001-10 · Fund Letter

9001-11 · Santa Express

900111a · Santa Express

Total 9001-11 · Santa Express

9001-14 · Mohawk Mountain

Total 9000-01 · Special Event Expenses

9001-13 · Comedy Show

900113a · Printing Expenses

900113b · Comedians

900113d · Give aways

9001-13 · Comedy Show - Other

Total 9001-13 · Comedy Show

Total Expense

Net Ordinary Income

Other Income/Expense

Other Income

5000-08 · Rental Income

5000-12 · Insurance claim payments

Total Other Income

ADDED

DRAFT 2022 Operating Budget V.1

Other Expense

8900 · Rental Acct. Expenses

8900-01 · Electricity

8900-03 · Water Bill

8900-04 · Building Repairs

8900-05 · Pest Control Service

8900 · Rental Acct. Expenses - Other

Total 8900 · Rental Acct. Expenses

Total Other Expense

Net Other Income

Net Income

Endowment KVFD Investment Funds Policy:

I. Purpose: The purpose of the Endowment KVFD Investment Funds Policy is to;

- set forth the ~~investment~~ goals and objectives for the Investment Endowment Fund (the Fund) and the Ambulance Investment Fund,
- to define the roles of the Kent Volunteer Fire Department (Department) members, Executive Committee, Investment Committee and the Investment Advisor and,
- to establish guidelines for the management of both the funds.

A. Statement: This policy establishes reasonable expectations, objectives and guidelines for the investment of both funds. The policy shall be reviewed annually and revised as needed to ensure it adequately reflects the current needs of the Department.

B. Definition: The Investment Fund consists of long-term all investments held by KVFD for the purpose of using a portion of the annual yield to support the KVFD operating budget. monies raised by or donated to the Department, which are not used to pay for annual operating or capital expenses (other than ambulance apparatus). The It includes the Aiken Fund, which is ~~restricted to~~ The Ambulance Investment Fund shall be used for the purchasing and initial outfitting of ambulance apparatus.

II. Roles of the Parties

A. Membership: Department members shall vote on recommendations from the Executive Committee regarding the overall investment strategy, selection of an Investment Advisor, ~~and~~ emergency withdrawals from the Investment Fund and withdrawals from the Ambulance Investment Fund. ~~The Department membership selects an Investment Advisor.~~

B. Executive Committee: ~~Ultimate authority for all matters concerning the investment of the portfolio assets rests with the Executive Committee. Within that parameter, however, authority is given to the Investment Committee to direct and monitor the investment of the portfolio.~~ The President shall appoint Investment Committee members ~~and shall receive annual reports from the Investment Committee each January~~. The three Trustees of the Department funds shall be the President, Fire Chief and Investment Committee Chair.

C. Investment Committee: The Investment Committee shall be composed of the Department's Treasurer and ~~up two~~ to four additional Department members appointed by the President, any of whom may serve as Chair. The Chair shall serve as primary contact with the Investment Advisor. Ex-officio members may be invited to be a part of the Investment Committee in a non-voting capacity. The Investment Committee shall present such matters that require approval by vote and shall report on such matters, as it deems necessary to the Department including an annual report.

D. Investment Advisor: The Investment Advisor shall report to the Investment Committee via the Chair, work ~~be responsible for working~~ with the Committee to create an investment portfolio that reflects the goals, objectives and guidelines of this policy, ~~and for working with and reporting to the Investment Committee~~. The Investment Advisor is selected by a vote of the Department membership. Currently the Investment Advisor is Altfest Personal Wealth.

E. Custodian: The Custodian is hired by the Investment Advisor and acts on the recommendations and directions from the Investment Advisor regarding holdings and transactions. Currently the Custodian is Schwab Investments.

III. ~~Goals of the KVFD Investment Funds~~~~Endowment Fund Goals-~~

A. The goal of the Investment Fund is to provide a source of funds for emergency expenditures in the short-term, and to create a perpetual and growing source of revenue in the long term.

IV. Endowment Fund Objectives and Principles

A. The Fund shall have as its objective a ten-year average rate of return of 5-6% above inflation, net of fees.

B. Risk Tolerance. The Department recognizes and acknowledges some risk must be assumed in order to achieve the long-term investment objectives of the portfolio. In establishing the risk tolerance and asset allocation for this policy, the Department's ability to withstand short- and intermediate-term variability shall be considered.

C. With the above objectives in mind, the Department recognizes that short-term fluctuations may cause variations in performance and shall evaluate the portfolio with a long-term perspective.

V. Use of the KVFD Investment~~Endowment~~ Funds-

~~A. Withdrawals from the Fund (except the Aiken Fund) shall be for emergency use only, until the Endowment Fund's value has reached \$1 million dollars, not including the Aiken Fund. Once the Fund has met that goal, the Investment Committee shall recommend revisions of this policy to the Department which may include:-~~

~~1. drawing up to 50% of the previous year's income for operational or capital expenditures or,~~
~~2. no change at all-~~

~~a). "Emergency use" shall be defined as any expense not in the annual budget that the Department approves by a two-thirds vote to be essential and urgent to the operations of the Department.-~~

A. The Investment Fund (not the Ambulance Investment Fund) may be used for emergency withdrawals and as a source of annual income for the Department.

1. "Emergency Use" shall be defined as any expense not anticipated in the annual budget, is urgent and essential to the operations of the Department and is approved by a two-thirds vote of members present.

B. During each fall budget season, the Treasurer may budget a portion of the Investment Fund as revenue for the following year. This amount shall be determined by taking 3.5% of the average of the Investment Fund balance on the last day of the last six months of the previous year. The Investment Committee Chair (ICC) will work with the Treasurer and Investment Advisor to facilitate the transfer of these funds anytime on or after the first business day of January each year.

VI. Responsibilities of the Investment Committee

A. Research, identify and recommend to the Executive Committee and ultimately the Department ~~membership~~ an appropriate and qualified Investment Advisor.

B. Facilitate the completion and submission of paperwork necessary to engage the services of the Investment Advisor and to implement the investment strategy.

C. Facilitate the transfer or sale of ~~all~~ gifts to the Department into the Fund.

D. Work with the Investment Advisor:

1. To ensure that the investment goals, objectives and guidelines as set forth in this policy are clear to the Investment Advisor and that the investment strategy to attain those goals is clear to the Investment Committee.
 2. After any emergency withdrawal to assess the impact of the withdrawal on the investment strategy and to re-align the investments to best attain the goals and objectives of the Investment Fund.
 3. At least once per year, to review the investment strategy of each fund and to adjust the portfolio of each to reflect the current goals and guidelines.
- E. Apprise the Investment Advisor of:
1. any changes to goals, objectives and guidelines.
 2. any anticipated or possible emergency withdrawals from the fFunds, including the estimated amount and date of the anticipated withdrawal, and
 3. changes in contact information for Trustees of the Department (particularly after each Department election at the first meeting of each calendar year).
- F. Provide oversight by ensuring that the Investment Advisor is acting and managing the fFunds in a manner consistent with the stated goals, objectives and guidelines.
- G. Communicate regularly with the Executive Committee in order to know when emergency requests may be needed from the Investment Fund.
- H. Provide a year-end report of the Fund to be presented to the Executive Committee at its January meeting and include the following: beginning of year balance, additions during the previous year, income during the year, withdrawals during the year, end-of-year balance.

VII. Investment Advisor Responsibilities

A. The Investment Advisor shall comply with the following guidelines:

1. For the Investment Fund, follow a long-term (ten-year), research-based strategy of diversification across various asset classes with the goal of reducing the risk of large losses while growing the principal base.
2. Identify, recommend and implement diversified asset investments consistent with the statement and guidelines.
3. Select investment assets without consideration of tax impact, as Department assets are not subject to taxes.
4. Monitor performance of all assets and recommend appropriate changes.
5. ~~For the Ambulance Investment~~Invest the entire Aiken Fund, ~~follow with~~ a shorter-term outlook in a separate account. The ~~Ambulance Investment~~Aiken Fund is restricted to the purchasing and initial outfitting of ambulance apparatus.
6. Maintain a \$20,000 cash contingency in the Investment Ffund available at the start of each calendar year. ~~This is in addition to the planned annual withdrawals established by this policy. - Up to 75% of the remaining portfolio may be invested in equities, using a long-term, aggressive strategy. The Department understands that stocks have a higher expected return but also have greater year-by-year variability in performance. From an investment decision-making point of view, this year by year variability may be worth accepting, provided the time horizon for the portfolio is sufficiently long (five years or greater).~~
7. Notify the Investment Committee Chair when the percentage of endowment investments in equities exceeds 80% or drops below 70%.

8. Reinvest all capital gains and interest payments and invest any deposits made by the Department, to maintain diversification as outlined above.
9. Provide quarterly performance statements to the Treasurer and Investment Committee Chair.
10. Provide all Investment Committee members and Trustees with new passwords for (internet) account access after being notified of any name changes (additions or subtractions).
11. Notify, in advance, the Investment Committee Chair if any management fees will be charged, beyond what is agreed to in the contract between the Investment Advisor and the Department.
12. Use the same care, skill, prudence and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity and fully familiar with such matters would use in like activities for like portfolios with like aims, in accordance and compliance with the Uniform Prudent Investor Act and all applicable laws, rules, and regulations.

B. The following are prohibited asset classes and/or security types:

- leveraged transactions
- puts, calls, straddles, or other option strategies.
- annuities
- life insurance contracts
- hedge funds
- derivatives or real assets
- artwork.

C. Custodian Responsibilities

The Custodian shall: 1. maintain separate accounts by legal registration, 2. collect all income and dividends owed to the portfolio, 3. value the holdings, 4. settle all transactions initiated by the Advisor, 5. provide monthly statements that detail transaction activities, cash flows, securities held and their current value to the Department Treasurer and the Investment Committee Chair, 6. release funds only to the KVFD checking account either electronically or by check made out to Kent Volunteer Fire Department~~KVFD~~, 7. hold titles of all the assets in the Fund in the name of the Department 8. accept signatures only from the Trustees, 9. notify the Investment Committee Chair if any additional management fees will be charged to either fund~~the Fund account~~.

D. Investment Advisor Performance Review and Evaluation

Recognizing that short-term fluctuations may cause variations in performance, the Department intends to evaluate the Advisor's performance from a long-term perspective, after a minimum of three years. The performance of the Advisor will be monitored on an ongoing basis thereafter, and the Department may replace the Advisor at any time. The Department will, at least annually, review the performance of the total portfolio, as well as asset class components. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals and guidelines as set forth in this investment policy.

Approved July 5, 2011

Bay entrance garden bed proposal

Sent: Tuesday, September 7, 2021 12:44 PM

Subject: KVFD Landscape/rough estimate

Dear KVFD,

This is a general figure to landscape the beds on either side of the side entrance near the equipment bay doors. I can be more specific on actual prices and available material if you are interested in moving forward with this general plan. This is based on a spring catalog, and may not reflect some slight increases that may have happened over the course of the summer due to supply chain and demand issues.

15-3 gallon shrubs (a hardy summer fall blooming hydrangea) @\$26/ea= \$390

25-1 gallon assorted ground cover perennials (phlox and geranium) @\$6.75/ea=\$168

\$300 labor to prepare and remove excess mulch from beds, plant new material and water in.

Subtotal \$858

+ \$54.48 (6.35% sales and service tax)

Total \$912

*my labor is a donation-this labor charge reflects the actual amount I would pay for outside labor (This does not include mulch-I wasn't sure if Alan was providing)

Also, KVFD should be eligible to open a wholesale account that would be tax exempt with Planters Choice Nursery. I would be happy to help facilitate could help if needed.

Thank you.

Best,

Karin Soule

Endowment-KVFD Investment Funds Policy:

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- to establish guidelines for the management of both the funds Fund.

A. Statement: This policy establishes reasonable expectations, objectives and guidelines for the investment of both funds the Fund. The policy shall be reviewed annually and revised as needed to ensure it adequately reflects the current needs of the Department.

B. Definition: The Investment Fund consists of long-term all investments held by KVFD for the purpose of using a portion of the annual yield to support the KVFD operating budget. monies raised by or donated to the Department, which are not used to pay for annual operating or capital expenses (other than ambulance apparatus). The It includes the Aiken Fund, which is restricted to The Ambulance Investment Fund shall be used for the purchasing and initial outfitting of ambulance apparatus.

II. Roles of the Parties

A. Membership: Department members shall vote on recommendations from the Executive Committee regarding the overall investment strategy, selection of an Investment Advisor, and emergency withdrawals from the Investment Fund and withdrawals from the Ambulance Investment Fund. The Department membership selects an Investment Advisor.

B. Executive Committee: Ultimate authority for all matters concerning the investment of the portfolio assets rests with the Executive Committee. Within that parameter, however, authority is given to the Investment Committee to direct and monitor the investment of the portfolio. The President shall appoint Investment Committee members and shall receive annual reports from the Investment Committee each January. The three Trustees of the Department funds shall be the President, Fire Chief and Investment Committee Chair.

C. Investment Committee: The Investment Committee shall be composed of the Department's Treasurer and up two to four additional Department members appointed by the President, any of whom may serve as Chair. The Chair shall serve as primary contact with the Investment Advisor. Ex-officio members may be invited to be a part of the Investment Committee in a non-voting capacity. The Investment Committee shall present such matters that require approval by vote and shall report on such matters, as it deems necessary to the Department including an annual report.

D. Investment Advisor: The Investment Advisor shall report to the Investment Committee via the Chair, work be responsible for working with the Committee to create an investment portfolio that reflects the goals, objectives and guidelines of this policy. and for working with and reporting to the Investment Committee. The Investment Advisor is selected by a vote of the Department membership. Currently the Investment Advisor is Altfest Personal Wealth.

E. Custodian: The Custodian is hired by the Investment Advisor and acts on the recommendations and directions from the Investment Advisor regarding holdings and transactions. Currently the Custodian is Schwab Investments.

III. ~~Goals of the KVFD Investment Funds~~ ~~Endowment Fund Goals~~

A. The goal of the ~~Investment~~ Fund is to provide a source of funds for emergency expenditures in the short-term, and to create a perpetual and growing source of revenue in the long term.

IV. Endowment Fund Objectives and Principles

A. The Fund shall have as its objective a ten-year average rate of return of 5-6% above inflation, net of fees.

B. Risk Tolerance. The Department recognizes and acknowledges some risk must be assumed in order to achieve the long-term investment objectives of the portfolio. In establishing the risk tolerance and asset allocation for this policy, the Department's ability to withstand short- and intermediate-term variability shall be considered.

C. With the above objectives in mind, the Department recognizes that short-term fluctuations may cause variations in performance and shall evaluate the portfolio with a long-term perspective.

V. Use of the ~~KVFD Investment~~ ~~Endowment Funds~~

~~A. Withdrawals from the Fund (except the Aiken Fund) shall be for emergency use only, until the Endowment Fund's value has reached \$1 million dollars, not including the Aiken Fund. Once the Fund has met that goal, the Investment Committee shall recommend revisions of this policy to the Department which may include: ¶¶~~

~~1. drawing up to 50% of the previous year's income for operational or capital expenditures or, ¶¶~~

~~2. no change at all. ¶¶~~

~~a) "Emergency use" shall be defined as any expense not in the annual budget that the Department approves by a two-thirds vote to be essential and urgent to the operations of the Department.~~

A. The Investment Fund (not the Ambulance Investment Fund) may be used for emergency withdrawals and as a source of annual income for the Department.

1. "Emergency Use" shall be defined as any expense not anticipated in the annual budget, is urgent and essential to the operations of the Department and is approved by a two-thirds vote of members present.

B. During each fall budget season, the Treasurer may budget a portion of the Investment Fund as revenue for the following year. This amount shall be determined by taking 3.5% of the average of the Investment Fund balance on the last day of the last six months of the previous year. The Investment Committee Chair (ICC) will work with the Treasurer and Investment Advisor to facilitate the transfer of these funds anytime on or after the first business day of January each year.

VI. Responsibilities of the Investment Committee

A. Research, identify and recommend to the Executive Committee and ultimately the Department ~~membership~~ an appropriate and qualified Investment Advisor.

B. Facilitate the completion and submission of paperwork necessary to engage the services of

1. To ensure that the investment goals, objectives and guidelines as set forth in this policy are clear to the Investment Advisor and that the investment strategy to attain those goals is clear to the Investment Committee.
 2. After any emergency withdrawal to assess the impact of the withdrawal on the investment strategy and to re-align the investments to best attain the goals and objectives of the Investment Fund.
 3. At least once per year, to review the investment strategy of each fund and to adjust the portfolio of each to reflect the current goals and guidelines.
- E. Apprise the Investment Advisor of:
1. any changes to goals, objectives and guidelines.
 2. any anticipated or possible emergency withdrawals from the fFunds, including the estimated amount and date of the anticipated withdrawal, and
 3. changes in contact information for Trustees of the Department (particularly after each Department election at the first meeting of each calendar year).
- F. Provide oversight by ensuring that the Investment Advisor is acting and managing the fFunds in a manner consistent with the stated goals, objectives and guidelines.
- G. Communicate regularly with the Executive Committee in order to know when emergency requests may be needed from the Investment Fund.
- H. Provide a year-end report of the Fund to be presented to the Executive Committee at its January meeting and include the following: beginning of year balance, additions during the previous year, income during the year, withdrawals during the year, end-of-year balance.

VII. Investment Advisor Responsibilities

A. The Investment Advisor shall comply with the following guidelines:

1. For the Investment Fund, follow a long-term (ten-year), research-based strategy of diversification across various asset classes with the goal of reducing the risk of large losses while growing the principal base.
 2. Identify, recommend and implement diversified asset investments consistent with the statement and guidelines.
 3. Select investment assets without consideration of tax impact, as Department assets are not subject to taxes.
 4. Monitor performance of all assets and recommend appropriate changes.
 5. For the Ambulance Investment Fund, follow with a shorter-term outlook in a separate account. The Ambulance Investment Fund is restricted to the purchasing and initial outfitting of ambulance apparatus.
 6. Maintain a \$20,000 cash contingency in the Investment Fund available at the start of each calendar year. This is in addition to the planned annual withdrawals established by this policy. - Up to 75% of the remaining portfolio may be invested in equities, using a long-term, aggressive strategy. The Department understands that stocks have a higher expected return but also have greater year-by-year variability in performance. From an investment decision making point of view, this year-by-year variability may be worth accepting, provided the time horizon for the portfolio is sufficiently long (five years or greater).
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8. Reinvest all capital gains and interest payments and invest any deposits made by the Department, to maintain diversification as outlined above.
9. Provide quarterly performance statements to the Treasurer and Investment Committee Chair.
10. Provide all Investment Committee members and Trustees with new passwords for (internet) account access after being notified of any name changes (additions or subtractions).
11. Notify, in advance, the Investment Committee Chair if any management fees will be charged, beyond what is agreed to in the contract between the Investment Advisor and the Department.
12. Use the same care, skill, prudence and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity and fully familiar with such matters would use in like activities for like portfolios with like aims, in accordance and compliance with the Uniform Prudent Investor Act and all applicable laws, rules, and regulations.

B. The following are prohibited asset classes and/or security types:

- leveraged transactions
- puts, calls, straddles, or other option strategies.
- annuities
- life insurance contracts
- hedge funds
- derivatives or real assets
- artwork.

C. Custodian Responsibilities

The Custodian shall: 1. maintain separate accounts by legal registration, 2. collect all income and dividends owed to the portfolio, 3. value the holdings, 4. settle all transactions initiated by the Advisor, 5. provide monthly statements that detail transaction activities, cash flows, securities held and their current value to the Department Treasurer and the Investment Committee Chair, 6. release funds only to the KVFD checking account either electronically or by check made out to Kent Volunteer Fire Department KVFD, 7. hold titles of all the assets in the Fund in the name of the Department 8. accept signatures only from the Trustees, 9. notify the Investment Committee Chair if any additional management fees will be charged to either funds ~~the Fund account~~.

D. Investment Advisor Performance Review and Evaluation

Recognizing that short-term fluctuations may cause variations in performance, the Department intends to evaluate the Advisor's performance from a long-term perspective, after a minimum of three years. The performance of the Advisor will be monitored on an ongoing basis thereafter, and the Department may replace the Advisor at any time. The Department will, at least annually, review the performance of the total portfolio, as well as asset class components. Consideration
