

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS' MEETING

Fire and Water Divisions

Tuesday, April 18, 2017

7:00 PM

Coles Road Firehouse

105 Coles Road

Cromwell, CT

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' Meeting on Tuesday, April 18, 2017, at 7:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Frank Seidl (President), Craig Murphy, Johnathon Hamlin, Roger Rukowicz, Julius Neto, Jason Hinners, David Colligan, Lee Brow and Charles Epstein attended. Also attending were Executive Director Michael Dagostino, Fire Chief Michael Terenzio, Deputy Fire Chief Michael Salonia, Operations Director S. William Jarzavek, Fire Marshal Todd Gagnon, Premier Accounting Group's Bob Davis and Michael Alibrio and Town Liaison Samantha Slade.

The meeting was called to order at 7:05 PM by President Seidl. The Pledge of Allegiance was led by President Seidl.

APPROVAL OF AGENDA

A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to accept the agenda as submitted with the following additions of discussion topics under Item XII., Executive Session, including: Discussion of the Mattabasset District, a discussion of the Town and District Representatives Meeting and a discussion and approval of the Fire Marshal's tentative agreement with Local 4662.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF MARCH 21, 2017

A motion was made by Commissioner Murphy, seconded by Commissioner Hinners and unanimously approved to accept the minutes from the Board of Commissioners' Meeting of March 21, 2107, as submitted. Commissioner Neto abstained.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF
MARCH 30, 2017

A motion was made by Commissioner Hanners, seconded by Commissioner Murphy and unanimously approved to accept the minutes of the Special Board of Commissioners' Meeting of March 30, 2017, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were no communications or appeals to report.

REPORTS OF THE STAFF

- A. Executive Director's Report. The Executive Director's Report for March had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Dagostino added that contract negotiations are continuing with AFSCME 1303 for the Dispatchers. The draft budget has been submitted to the Executive Committee for review and approval. It was noted that Mr. Chris Elliott will be leaving his employment with the District effective April 23, 2017. Mr. Dagostino asked the Board to recognize Chris' fine work with the Water Department. He leaves on very good terms. AR Mazzotta will be handling the application process to fill that position.

A motion was made by Commissioner Brow, seconded by Commissioner Neto and unanimously approved to accept the Executive Director's Report for March as submitted.

- B. Financial Report. The Financial Report had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio added that everything is where it should be at this time in the budget cycle. Tax revenues are over budget. Mr. Dagostino added that there will probably be some budgetary adjustments next month due to some capital improvement funds that need to be reassigned to some capital items.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Financial Report for March as submitted.

- C. Chief's Report. The Fire Chief's Report for March had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief noted that there will be an open house on Sunday, April 23, 2017, from 10:00 AM to 2:00 PM at Coles Road. The Deputy Chief has been coordinating that. The Chief attended the Phase III grant seminar in Branford related to Volunteer Workforce Solutions. It is a 3 yr. funding opportunity for physicals for new recruits and training for EMT, EMR Firefighter I & II. There is also a scholarship component. The Chief would like to use this funding for future endeavors. Ten scholarships will be offered to attend a seminar in November regarding support services in fire service.

A motion was made by Commissioner Brow, seconded by Commissioner Neto and unanimously approved to accept the Fire Chief's Report for March as submitted.

- D. Fire Marshal Report. The Fire Marshal's Report for March had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Gagnon added that the Poster Contest banquet was held. There were two winners in the county from Cromwell. The posters will be displayed at the State Capitol. The Fire Marshal's Office is starting preparations for the upcoming golf tournament. Commissioner Colligan suggested sending congratulatory letters to the poster contest winners from the Board of Commissioners.

A motion was made by Commissioner Colligan, seconded by Commissioner Brow and unanimously approved to accept the Fire Marshal's Report for March as submitted.

- E. Water Operations Report. The Operations Report for March had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek added that DeRita is starting to work on lawn restoration at the water main project. All the drainage pipes have been installed. Eversource Gas is scheduled to come out the first week of May to install gas services to those who do not have it. After that the road will be boxed out and paved. The whole project should be completed by August or September. Mr. Dagostino added that the new nursery in Town is requesting a 6 inch meter that will be operational on a seasonal basis. They would like to negotiate their water rate. He will bring this up at the Water Operations Committee meeting. Mr. Jarzavek reported that Berlin Water Control is requesting Cromwell to sell more water to them. They normally purchase water on a seasonal basis, but due to last year's draught they are requesting more water than they received in the past. This will be brought up at the Water Operations Committee meeting. A distribution study should be done on the system to determine if the infrastructure can handle pushing water to Berlin.

A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to accept the Operations Report for March as submitted.

- F. Communications Report. There was no report. Commissioner Colligan reported that through the Communications Committee they are working on a grant, and the process is moving forward. It is going to take some time.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. A meeting was held on March 21, 2017. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The purpose of the meeting was to make some adjustments to the committee assignments.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the minutes from the District Operations Committee meeting held on March 21, 2017, as submitted.

- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. A meeting was held on February 21, 2017. Minutes had been distributed at the Board meeting and were tabled so the Commissioners had time to review them before voting on them.

A motion was made by Commissioner Neto, seconded by Commissioner Murphy and unanimously approved to accept the Fire Operations Committee meeting minutes of February 21, 2017, as submitted.

- D. Pension Committee. There has been no meeting.
- E. Personnel Committee. A meeting was held on March 23, 2017. Minutes were not available. Commissioner Murphy is the Chair of that Committee and stated the meeting was to discuss the appeal of a volunteer firefighter who was not promoted to an officer position. Minutes should be available at the next Board meeting.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

A. Report of the Town Council Liaison. Councilwoman Samantha Slade reported that the council meeting has been postponed until April 25, 2017. The property located at 35 Nooks Hill Road will be discussed. There is concern about the deed and whether or not the property was given to the Town with the caveat that the Town keep it as recreational property. It was tabled at the last Special Meeting of Council and will be brought up at the next meeting. The Recreation Committee will be revisiting the recreation pavilion fee. It was voted to be a \$25 charge, but Council is revisiting it due to concerns expressed by residents. April 29, 2017, is National Drug Take Back Day from 10:00 AM to 2:00 PM. Last Saturday was a Shred It Day at Town Hall. It went very well. The Summer Concert Series will be scheduled at Frisbee Park this year. It has moved from its location at Pierson Park. The Board of Finance passed the Town budget last night. It will be coming up for a vote soon. Commissioner Neto added that there will be an increase of 1.87% year over year. If it is passed, the mil rate will be determined from that point. There may be no increase or a slight increase in the mil rate. Commissioner Colligan asked Ms. Slade to relay to the Town the information about the flag dedication to the Police Department being held on Saturday, April 22.

B. Reports of Special Committees

1. Public Safety Tower Committee. A meeting was held on March 31, 2017. Minutes had been previously distributed for review. A copy is attached to the minutes on file in the fire District Office. Mr. Dagostino added that 14 Alcap Ridge was discussed at the meeting. The owner of the property is interested in revisiting this issue.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the minutes of the Public Safety Tower Committee meeting of March 31, 2017, as submitted.

2. Safety/Building Committee. There was no meeting.

3. Bylaws Committee. Commissioner Epstein as Chair of the Committee reported that the Committee met with the full Commission. There were three areas that were revised in the Bylaws. One area will be voted on at a Special District meeting regarding elections of Fire District Commissioners. Commissioner Neto explained the changes. Modifying Article IV. of the Fire District Bylaws, if approved, will allow individuals to submit a letter of intent 30 days prior to an election. The letter must be from an individual wishing to nominate that person along with the signature of the person who is seconding the nomination. All signatures are to be notarized. This process is in addition to the current nomination process which can also be held the day of the election. The inclusion of this amendment allows citizens to be informed prior to the election of the candidates for office. A date will need to be scheduled for a public vote. It was clarified that a public forum introducing candidates may be scheduled, but it is not part of the Bylaw changes. The changes were discussed with the District's attorney as well as the Secretary of State's Office to make sure all procedures are legal.

A motion was made by Commissioner Murphy, seconded by Commissioner Hamlin and unanimously approved to move forward to a public vote on the amendment to the Fire District Bylaws regarding Commission elections.

A motion was made by Commissioner Brow, seconded by Commissioner Neto and unanimously approved to accept the report of the Bylaws Committee.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Rukowicz commended Commissioner Epstein on all the work put into the Bylaws Committee and its tasks. He also thanked the Recording Secretary for her efforts in getting all the material together for tonight's meeting. Commissioner Colligan reminded everyone that they are invited to attend the flag dedication ceremony this Saturday, April 22, 2017. Flags will be dedicated to the Police Department to show the Fire Department's support of the Police Department. Firefighters and Commissioners were asked to come in their Class A's or professional attire for the occasion.

President Seidl read a letter from him addressed to the Board of Commissioners and Executive Director. The letter was regarding his resignation as President and member of the Board of Commissioners of the Cromwell Fire District effective April 28, 2017. He will be moving out of Town as of that date. Commissioner Murphy expressed his gratitude to President Seidl for his service. Commissioner Neto also expressed his gratitude. President Seidl was presented with tokens of appreciation. A Plaque and gavel were presented.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.
- D. Adoption of Bylaws as Amended. A motion was made by Commissioner Brow, seconded by Commissioner Hamlin and unanimously approved to accept the Commission Bylaws as amended.

A motion was made by Commissioner Brow, seconded by Commissioner Colligan and unanimously approved to accept the District Bylaws as amended. This amendment will be forwarded to the public for a vote.

PUBLIC COMMENT

Ms. Samantha Slade, 128 Nooks Hill Road, thanked President Seidl for all his time, commitment and service to the Fire District and the Town of Cromwell. His collaboration with the Town has been appreciated.

Mr. Jim Pandolfo, 291 Berlin St., East Berlin, CT, congratulated President Seidl and thanked him for all his hard work and involvement with the Fire District and the Town. He also recognized Chief Terenzio for his leadership in allowing the EMS staff to create a white paper to address the issue with turnovers. Some cultural items and SOP's have been created to move forward on this issue.

EXECUTIVE SESSION

A motion was made by Commissioner Brow, seconded by Commissioner Colligan and unanimously approved to enter into Executive Session at 7:55 PM, inviting the Executive Director into the Session. After a 10 minute recess, the Executive Session began at 8:04 PM.

A motion was made by Commissioner Brow, seconded by Commissioner Hinnens and unanimously approved to adjourn Executive Session at 8:50 PM.

A motion was made by Commissioner Neto, seconded by Commissioner Epstein and unanimously approved to ratify the tentative agreement between the Fire Marshal and Local 4662.

ADJOURNMENT

A motion was made by Commissioner Brow, seconded by Commissioner Hinnars and unanimously approved to adjourn the meeting at 8:52 PM.

ATTEST:

Johnathon Hamlin, Secretary

Nancy Deegan
Recording Secretary
5-8-17

DRAFT