

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, November 15, 2016
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, November 15, 2016, 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, Charles Epstein, Johnathon Hamlin, David Colligan, Roger Rukowicz, Lee Brow and Jason Hinnners attended. Also attending were Fire Chief Michael Terenzio, Deputy Fire Chief Michael Salonia, Communications Manager Rick Andersen, Executive Director Michael Dagostino, Fire Marshal Todd Gagnon, Operations Director S. William Jarzavek, Town Liaison Samantha Slade and Premier Accounting staff Michael Alibrio and Robert Davis. Commissioner Julius Neto had an excused absence.

The meeting was called to order at 7:00 PM by President Seidl. The Pledge of Allegiance was led by President Seidl.

APPROVAL OF AGENDA

A motion was made by Commissioner Murphy, seconded by Commissioner Colligan and unanimously approved to accept the agenda as submitted with the following additions: after Item XI. Public Comment, Item XII.; will be Executive Session to Discuss Personnel/Employee issues and Item XIII.; will be added as Adjournment.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF OCTOBER 18, 2016

A motion was made by Commissioner Colligan, seconded by Commissioner Murphy and unanimously approved to accept the minutes of the Board of Commissioners' meeting of October 18, 2016, as submitted.

APPROVAL OF THE BOARD OF COMMISSIONERS' SPECIAL DISTRICT
ELECTION MINUTES OF OCTOBER 17, 2016

A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to accept the minutes of the Board of Commissioners' Special District Election meeting of October 17, 2016, 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. The Executive Director's report for October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Dagostino added that the emergency back-up generator at the Chem-feed building was installed and tested. Everything seems to be running fine. The original pad that was put in was too short, but the company has come up with a remedy to that. The District is now in the process of closing the grant/loan that was given with a lower interest rate. The accounting firm, Premier Accounting Group, has met with all the auditing staff. The audit is nearing completion. So far there are no findings to report. Contract negotiations began last night with AFSCME Local 1303 that represent the Dispatchers. Those negotiations are progressing. The Department of Labor has denied the District's appeal and has ruled that the Fire Marshal should be allowed to join IAFF Local 4662.

A motion was made by Commissioner Colligan, seconded by Commissioner Murphy and unanimously approved to accept the Executive Director's Report for October as submitted.

- B. Financial Report/Treasurer's Report. The Financial Report/Treasurer's Report was distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Dagostino reported that collections are progressing for water accounts. The process needs to be solidified.

A motion was made by Commissioner Colligan, seconded by Commissioner Hamlin and unanimously approved to accept the Financial Report/Treasurer's Report as submitted.

- C. Fire Department Chief. The Chief's Report for October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief reported that the first stage of the Strategic Plan has been completed. He will be distributing copies during Executive Session later on this evening. There was a discussion regarding reconvening the Rescue 1 Apparatus Replacement Committee. Commissioner Colligan explained that the Committee was in place prior to Chief Terenzio coming on board. The Chief would like to develop a direction for this Committee for next year. Deputy Chief Salonia had been chairing that Committee and had come up with some recommendations. President Seidl stated that the Committee was disbanded and now needs to be reappointed through the Fire Operations Committee.

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

- D. Fire Marshal. The Fire Marshal's Report for October had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Fire Marshal added that he has been doing some research with the Connecticut Conference of Municipalities regarding fee schedules for the Fire Marshal's Office. He categorized towns according to demographics similar to Cromwell. There were approximately 39 towns. One-

third of those towns have fees. He further researched which ones had fire districts with separate taxing authorities. He

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

- E. Water Operations. The Operations Report for October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

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

- F. Communications Report. The Communications Report was distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Andersen discussed the maintenance of the Opticon systems that control the traffic lights for fire apparatus at intersections in Cromwell. He reported that the State had installed them, but would no longer maintain them. Mr. Andersen has a friend that used to maintain these devices for the State of CT. There are six devices that are not working. He is confident that this person can service them at no cost for Cromwell so that they are operating.

A motion was made by Commissioner Colligan, seconded by Commissioner Brow and unanimously approved to accept the Communications Report for October as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. There was no report.
- B. Executive Committee. There was no report.
- C. Fire Operations Committee. A meeting was held on October 18, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Chairman Hamlin reported that the meeting was the first one with Chief Terenzio attending. There were issues discovered with communications. At that meeting a subcommittee was formed to address communication issues specifically. A meeting was held tonight before this meeting. An outside consultant is being brought in to review communication issues and needs. The consultant will be starting tomorrow. He added that the second survey was completed on the Strategic Plan. It will be discussed during Executive Session this evening. Also discussed during this evening's meeting prior to the Board meeting was pump, ladder and hose testing. Cardiac resuscitators were discussed by Commissioner Epstein. The cost is \$13,000 per unit. He is forwarding the information to Chief Terenzio for review. Billing from Valley Shore for hospital communication services was discussed. The cost has been reduced to \$.44 per patient from \$.88 per patient that was charged by the previous vendor. The previous vendor went out of business.

A motion was made by Commissioner Murphy, seconded by Commissioner Hamlin and unanimously approved to accept the Fire Operations Committee Meeting minutes of October 18, 2016, as submitted.

1. Communications Subcommittee. A meeting was held on October 24, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Chairman Colligan explained that this was the first meeting of the Committee. They were able to get organized and discuss current issues. Committee members were given assignments to complete and bring back results to the Committee. There are items pending.

A motion was made by Commissioner Epstein, seconded by Commissioner Hamlin and unanimously approved to accept the Communications Subcommittee Meeting minutes of October 24, 2016, as submitted.

A meeting was held on November 1, 2016. Minutes were distributed for review. A copy is attached to the minutes on file in the Fire District Office. Chairman Colligan added that information requested from the October meeting was brought forward for discussion. It was decided to bring in a consultant based on information received to evaluate the radio system. It was also learned that the radios are not centrifugally safe including the portable radios that are on the engines and the trucks.

A motion was made by Commissioner Brow, seconded by Commissioner Murphy and unanimously approved to accept the Communications Subcommittee meeting minutes of November 1, 2016, as submitted.

D. Pension Committee. There was no report.

E. Personnel Committee. There was no report.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Councilwoman Slade reported that recently Mary Ann Sylvester, Town of Cromwell Finance Director, announced that Cromwell has been rated AAA again for their bonds. It is one of a few towns in the area to have that rating. The elevator at Town Hall is in the process of being fixed. The work should be completed before the holidays. A joint meeting was held with the Town Council, Board of Education and Board of Finance to discuss Edna C. Stevens Elementary School remodeling/refurbishing costs. It was noted that eventually there will be a new building. However, during renovations, students will still be occupying the building. Logistics will have to be worked out. Bonds, etc. will need to be paid off. The project will probably not begin for 4 or 5 years. A business visitation is scheduled for tomorrow at MARC on Main St.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. There was no report.
 2. Safety/Building Committee. A meeting is scheduled for next Monday, November 21, 2016, at 5:30 PM, at West Street.
 3. Bylaws Committee. A meeting was scheduled on October 26, 2016. Minutes were distributed for review. A copy is attached to the minutes on file in the Fire District Office. Copies of the current District and Commission Bylaws were distributed for review to Committee members as well as the Special Acts of the District. Another meeting is scheduled for this Thursday, November 17, 2016.

NEW BUSINESS

- A. Commissioners' Comments. President Seidl thanked the Board for their committee participation and work.
- B. Budgetary Adjustments. There were no adjustments to report.

C. Approval of Contracts/Contractors. There were no contracts or contractors to report.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

A motion was made by Commissioner Murphy, seconded by Commissioner Hamlin and unanimously approved to enter into Executive Session at 7:37 PM, inviting the Executive Director, Fire Chief and Deputy Fire Chief into the session.

A motion was made by Commissioner Hamlin, seconded by Commissioner Epstein and unanimously approved to adjourn Executive Session at 9:00 PM. No action was taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Colligan, seconded by Commissioner Murphy and unanimously approved to adjourn the meeting at 9:01 PM.

ATTEST:

Johnathon Hamlin, Secretary

Nancy Deegan
Recording Secretary
12-6-16