

# Cromwell Fire District

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Cromwell, CT 06416  
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FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## BOARD OF COMMISSIONERS' MEETING

### Fire and Water Divisions

Tuesday, June 21, 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, June 21, 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, Julius Neto, David Colligan, James Bellamo, Charles Epstein, Johnathon Hamlin, Mark Langton and Donald Swanson attended. Also attending were: Operations Director S. William Jarzavek, Bob Davis and Michael Alibrio from Premier Accounting, Communications Manager Rick Andersen, Acting Fire Chief Michael Salonia, and Assistant Fire Chief EMS William Clare.

The meeting was called to order at 7:03 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 Bellamo and unanimously approved to accept the agenda as submitted with the following additions: Personnel items 1) A cost of living increase for District employees and 2) Recommendations from the Personnel Committee to the Full Board for Fire Chiefs appointments. Under Contracts/Contractors, approval of contracts from Lenard Engineering and MUNIS and lastly, an Executive Session to take place after the second public comment, item XI on the agenda. The motion was carried unanimously.

### PUBLIC COMMENT

There was no public comment.

### APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF MAY 17, 2016

A motion was made by Commissioner Colligan, seconded by Commissioner Neto and unanimously approved to accept the Board of Commissioners' Meeting minutes of May 17, 2016, as submitted.

APPROVAL OF ANNUAL DISTRICT BUDGET MEETING MINUTES OF  
MAY 17, 2016

A motion was made by Commissioner Neto, seconded by Commissioner Swanson and unanimously approved to accept the minutes of the Special Board of Commissioners' Meeting of May 17, 2016, as submitted.

APPROVAL OF THE SPECIAL DISTRICT MEETING MINUTES OF  
MAY 31, 2016

A motion was made by Commissioner Neto, seconded by Commissioner Swanson and unanimously approved to accept the minutes of the Special District Meeting of May 31, 2016.

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 May 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 Neto, seconded by Commissioner Swanson and unanimously approved to accept the Executive Director's Report for May 2016 as submitted.

- B. Financial Report/Treasurer's Report. The Financial Report/Treasurer's Report for May 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 Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Financial Report/Treasurer's Report for May 2016 as submitted. Bob Davis was asked about the projected end of year financial situation. Mr. Davis responded that with 11 months of the year gone there is a projected surplus.

- C. Fire Department Chief. The Chief's Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Acting Chief Salonia was asked about the fire extinguisher trailer. He replied that donations are being sought from local business to refurbish the trailer. The generator repair was also discussed. There was a question regarding the turnovers due to no staff. Commissioner Epstein wanted to know how many EMS applicants are rejected. Chief Clare explained that any qualified applicant with an interest in joining the Department is accepted into membership. Many of the recent turnovers were due to vacations and the departure of Wesleyan students for the summer.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Fire Chief's Report for May 2016 as submitted.

- D. Fire Marshal. The Fire Marshal's Report for May 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 Swanson, seconded by Commissioner Neto and unanimously approved to accept the Fire Marshal's Report for May 2016 as submitted.

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

was asked about the generator project. He replied that a pre-construction meeting had taken place and they were on schedule. He was also asked the Raymond Road water main replacement project. Mr. Jarzavek has met with Town Public Works staff and Jim Ericson of Lenard Engineering to finalize contract documents

A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to accept the Operations Report for May 2016 as submitted.

- F. Communications Report. The Communications Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Dispatch staffing was discussed.

A motion was made by Commissioner Swanson, seconded by Commissioner Hamlin and unanimously approved to accept the Communications Report for May 2016 as submitted.

#### REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting, no report.
- B. Executive Committee. There was no meeting, no report.
- C. Fire Operations Committee. A meeting was held on May 4, 2016.  
A motion was made by Commissioner Neto, seconded by Commissioner Swanson and unanimously approved accept the minutes of the May 4, 2016, Fire Operations Committee.
- D. Pension Committee. A meeting was held this evening, just prior to the Board meeting.
- E. Personnel Committee Meeting. A meeting was held on May 16, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. This meeting concerned a personnel issue which was turned back over to the Fire Chiefs' Office.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Personnel Committee Meeting minutes of May 16, 2016, as submitted.

A meeting was held on May 26, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Life membership the Department, including the privileges and rights, was discussed at this meeting. It was decided to turn this back to the Fire Chief's Office.

A motion was made by Commissioner Colligan, seconded by Commissioner Neto and unanimously approved to accept the Personnel Committee Meeting minutes of May 26, 2016, as submitted.

A meeting of the Personnel Committee was held before the Board meeting and it was recommended to grant a 2% cost of living raise effective July 1 to all non-bargaining personnel with the exception of the Dispatchers. A motion was made by Commissioner Colligan, seconded by Commissioner Murphy to grant this increase. The motion passed.

Also at that meeting, the Committee made the following recommendations to the Board: Michael Salonia as Deputy Chief, Douglas Zordan as Assistant Chief and Rob McIntyre as Assistant Chief EMS. A motion was made by Commissioner Swanson, seconded by and seconded by Commissioner Hamlin to accept the recommendations of the Personnel Committee. Commissioner Bellamo stated that a couple of Commissioners felt these appointments should be temporary, to allow a full-time Chief to make his own appointments.

Commissioners Epstein, Colligan, Neto, Seidl, Hamlin, Murphy and Swanson voted aye on the motion, Commissioners Bellamo and Langton voted nay. The motion passed.

#### BOARD APPOINTMENTS

There were no appointments to report.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. The Town Liaison was not present. There was no report.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. A meeting was held June 3<sup>rd</sup>. Minutes were not yet available. A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and passed unanimously to table approval of the minutes until the July meeting.
  2. Building Committee. Commissioner Colligan reported that he was unable to get a quorum to hold a meeting, but is hoping to hold one on July 12, 2016.
  3. Safety Committee. A meeting was held on April 26, 2016. A copy is attached to the minutes on file in the District Office.

A motion was made by Commissioner Swanson, seconded by Commissioner Hamlin and unanimously approved to accept the Safety Committee meeting minutes of April 26, 2016

#### NEW BUSINESS

- A. Commissioners' Comments. There were no comments to report.
- B. Budgetary Adjustments. Commissioner Neto read a resolution, a copy of which is on file in the District Office, to approve budgetary adjustments as follows: A reallocation from accounts with excess funds to accounts with current or projected deficits:
- \$4,700 from Tax Collector Operating Expenses and \$4,000 from Miscellaneous Other Expenses to Administrative Professional Fees
  - \$2,000 from Computer Operations Operating Expenses to Computer Operations Payroll
  - \$2,000 from Signals and Alarms Non-Capital Equipment to Signals & Alarms Operating Expenses
  - \$5,100 from Insurance & Benefits Unemployment Compensation to Insurance & Benefits Workers' Compensation Insurance
- A spreadsheet with account descriptions and numbers is attached to the minutes on file in the District Office. A motion was made by Commissioner Hamlin, seconded by Commissioner Neto and passed unanimously to accept the resolution.
- C. Approval of Contracts/Contractors.
- SNE Building Systems-A motion was made by Commissioner Epstein, seconded by Commissioner Murphy and passed unanimously to approve SNE to provide maintenance of HVAC at the Court Street and West Street stations for one year commencing July 1, 2016 at a fee not to exceed \$3,278.
  - Discussion of Auditing Firm. A motion was made by Commissioner Neto and seconded by Commissioner Murphy and passed unanimously to discuss all bids. Bids were submitted by the following firms to provide auditing services to the

Cromwell Fire District-a)**Blum Shapiro,P.C.** b)**Cohn Reznick, LLP**, c)**Michaud Accavall Woodbridge & Cusano, LLC** and d) **Hoyt, Filippetti & Malaghan, LLC**. A chart with each company and their fees is attached to the minutes on file in the District Office. There was a discussion of change vs. staying with Blum Shapiro, and a discussion of fees. Premier Accounting provided a letter, a copy of which is attached to the minutes on file, providing some recommendations for the Board to consider. Based on that letter, and the feedback from Board members who felt a change is needed, a decision was made to go with the firm of Hoyt, Filippette & Malaghan, LLC. This firm is recommended by Premier Accounting Two of the founding partners are known to Bob Davis of Premier, and the firm has had experience auditing fire districts. A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and approved unanimously to appoint Hoyt, Filippette & Malaghan, LLC as auditor. The fees proposed are based on three years with an option, but the District can discontinue their services at any time.

- Pitney Bowes-a motion was made A motion was made by Commissioner Hamlin, seconded by Commissioner Neto and passed unanimously to accept a contract with Pitney Bowes for a postage meter for the District office, a term on 60 months, at \$286 per quarter.
- Lenard Engineering for the Raymond Place Water Main Replacement Project. Mr. Jarzavek distributed a proposal from Lenard Engineering to be the resident engineer and contract administrator for the water main replacement project the Water Division is undertaking as a joint venture with the Town on Raymond Place. A motion was made by Commissioner Hamlin seconded by Commissiner for Lenard Engineering to provide professional services, construction administration and construction observation services during the Raymond Place Neighborhood water main replacement project. Proposed fees are \$15,800 for contact administration and \$40,800 for full time resident inspection for a total estimated cost of \$56,600. Mr. Jarzavek noted that these costs will come out of the 1.8 million approved by the Board in May. The motion passed unanimously.
- MUNIS/Tyler Technologies. A motion was made by Commissioner Hamlin, seconded by Commissioner Swanson and passed unanimously to renew the contract for the term of one year with MUNIS/Tyler Technologies for the amount of \$26,066 to provide software support for the District Office. MUNIS is used by the District for Accounts Payable, Accounts Receivable and General Ledger.

#### PUBLIC COMMENT

Bill McKnight of Local Firefighters Union wanted to know why the issue of changing the status of the career probationary firefighters was tabled at the Personnel Committee meeting. Commissioner Colligan replied that the Committee did not have any information at the time, so the issue was tabled. Commissioner Murphy apologized for not being able to attend the meeting. He replied that the Personnel Committee was asking the full Board to accept their recommendation that Conner Johnson and Brandon Hinds be removed from probation. A motion was made by Commissioner Colligan to take Conner Johnson and Brandon Hinds off probation. The motion was seconded by Commissioner Swanson and passed unanimously.

#### EXECUTIVE SESSION

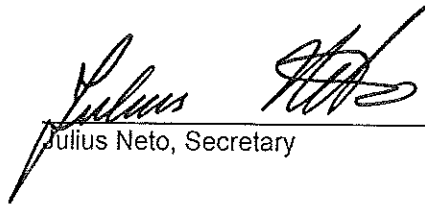
A motion was made to go into Executive Session by Commissioner Neto, seconded by Commissioner Murphy and passed unanimously to go into Executive Session at 8:22 PM. The Executive Session ended at 9:02 PM. No action or votes were taken.

ADJOURNMENT

A motion was made by Commissioner Hamlin, seconded by Commissioner Neto and unanimously approved to adjourn the meeting at 9:03 PM.

ATTEST:

Janet Schmaltz  
Recording Secretary  
7-13-16

  
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Julius Neto, Secretary