

# Cromwell Fire District

1 West Street  
Cromwell, CT 06416  
Telephone 860-635-4420

FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## **BOARD OF COMMISSIONERS**

### **Fire and Water Divisions**

**Tuesday, June 20, 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, June 20, 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 Craig Murphy (President), Charles Epstein, Julius Neto, Roger Rukowicz, David Colligan, Jason Hinnens and Robert Donohue attended. Also attending were Executive Director Michael Dagostino, Operations Director S. William Jarzavek, Fire Chief Michael Terenzio, Deputy Fire Chief Michael Salonia and Bob Davis from Premier Accounting. Commissioners Lee Brow and John Hamlin had excused absences.

The meeting was called to order at 7:04 PM by President Craig Murphy. The Pledge of Allegiance was led by President Murphy.

### **APPROVAL OF AGENDA**

A motion was made by Commissioner Neto, seconded by Commissioner Hinnens and unanimously approved to accept the Agenda as submitted with the following addition: under New Business, Item D. Discussion of Purchase of Chairs for Court Street.

### **PUBLIC COMMENT**

There were no public comments to report.

### **APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF MAY 16, 2017**

A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of May 16, 2017, as submitted.

### **APPROVAL OF THE SPECIAL DISTRICT MEETING MINUTES OF MAY 22, 2017**

A motion was made by Commissioner Epstein, seconded by Commissioner Rukowicz and unanimously approved to accept the minutes of the Special District Meeting of May 22, 2017, as submitted.

A motion was made by Commissioner Epstein, seconded by Commissioner Rukowicz and unanimously approved to accept the minutes of the Annual District Budget Meeting of May 22, 2017, as submitted.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES OF JUNE 7, 2017

A motion was made by Commissioner Neto, seconded by Commissioner Hinnners and unanimously approved to accept the minutes of the Special Board of Commissioners' Meeting of June 7, 2017, approving the hiring of Mr. Greg Wilks in the Water Division. It was noted that the candidate's first name is Gregory and not Gary as previously recorded in the minutes.

APPROVAL OF THE SPECIAL ELECTION MINUTES OF JUNE 13, 2017

A motion was made by Commissioner Neto, seconded by Commissioner Hinnners and unanimously approved to accept the minutes of the Special Election of June 13, 2017, electing Mr. Robert Donohue to serve as Commissioner on the Board for the length of the incumbent's term (October 2018).

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

Commissioner Epstein read a thank you note from the Murphy/Larrivee family for the flowers that were sent for Ms. Larrivee's funeral.

Two hardship letters were received for consideration. They are for ambulance services that were provided. The patients involved do not have the money to pay the ambulance bill. Mr. Dagostino explained that if there is an outstanding balance for ambulance services and the person is a Cromwell resident and the amount is under \$100, the Board can choose to waive the amount owed. If it is over \$100 and a Cromwell resident it can be waived. If it is a non-Cromwell resident with a balance, the Board needs to decide how to proceed whether it be to pursue collection or waive collection.

The first request was from the financial facilitator at Covenant Village on behalf of Mary Hughes. Ms. Hughes had an outstanding balance for ambulance services of \$99.76. Ms. Hughes is a Cromwell resident, and her balance is under \$100.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners and unanimously approved to waive the \$99.76 ambulance billing balance for Ms. Mary Hughes of 52 Missionary Road, Cromwell.

The second request was from Ms. Cheryl Major who was the daughter of the patient. The patient is deceased, and the daughter has advised that the patient had no estate and there is no money to pay the ambulance bill balance. The remaining balance on the account is \$325.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners and unanimously approved to table until the next meeting. Before the next meeting Mr. Dagostino will try to verify the daughter's claim that the patient had no assets.

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. Mr. Dagostino reported that the new employee in the Water Division will be starting on Monday, June 26, 2017. Norcom is working on radio concerns, and all frequencies needed should be available by the end of the month. He added that he has rewritten the job description for the Communication Manager/Supervisor position. He has discussed the Tower manager position

with the Public Safety Tower Committee. The Committee would like to hire an outside Tower Manager, more like a consultant. The individual would handle managing the Tower so that it is operational and loaded correctly, overseeing modifications, being the point of contact for vendors interested in coming onto the Tower. There is a level of expertise that is needed. In the Fire Marshal's Office, Nick Tomassone has cut his hours to just being On-Call. Mr. Dagostino will be discussing coverage options with the Fire Chief to fill in Mr. Tomassone's shifts. President Murphy suggested the Fire Marshal take on some of the extra work. The audit has begun with the same firm as last year, Hoyt, Filippetti & Malaghan, LLC.

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

- B. Financial Report. The Financial Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Davis added that the May report reflects the 11<sup>th</sup> month of the fiscal year. The numbers look good. General Fund shows an excess of revenue over expenses of \$208,000. They are budgeting to break even with one month to go. The Water Fund in general is up \$483,000 with revenue exceeding expenses. Everything looks on target. Mr. Dagostino added that he received an email back from the new owner of Millane's nursery, the new Farm's Pride nursery. He would like to appeal the District's decision to not be given a special water rate. Mr. Jarzavek added that the previous owner was given an 8 inch meter during the season. It was suggested that Farm's Pride provide any additional data to support their appeal. There were additional budget discussions regarding line items at the end of the fiscal year.

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

- 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. Commissioner Rukowicz asked about the reimbursement of turnout gear from Mattabasset. It was reported to Mr. Dagostino that Mattabasset had met and were forwarding a check for four sets of turnout gear. He spoke with Doug Sienna from the Tax Collector's Office in Cromwell. Mr. Sienna is the Cromwell representative for Mattabasset. Mr. Sienna told Mr. Dagostino that they had not met and were not forwarding a check. Mr. Dagostino will be following up on that situation. Commissioner Rukowicz commented on the structure fire at Cromwell Hills. Deputy Chief Salonia was in charge at the scene which was a hot day. He commended the Department and staff for an outstanding job on such a hot day. He also thanked the women's auxiliary for providing water and Gatorade to the fire crew. There was also a structure fire at 23 Washington Road. Commissioner Rukowicz stated it was a great effort on everyone's part. Chief Terenzio commented on the apron at the West Street firehouse. The Chief stated it needs to be addressed soon. Commissioner Hinners reported that this issue has been discussed at some unofficial Building & Grounds Committee meetings. There was discussion regarding a quick fix with a cold patch and asphalt on it. Mr. Jarzavek asked the Chief to call him in the morning to remind him to get the supplies from the Town. The Building & Grounds Committee had been thinking about taking the concrete out eventually and putting in asphalt. Mr. Jarzavek will work with the Chief and Building and Grounds Committee to come up with a temporary solution.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinners and unanimously approved to accept the Fire Chief's Report for May 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. The report was discussed regarding the length and lack of more details. The backup to the report was not provided by the Fire Marshal.

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

- E. Water Operations. The Operations Report for June had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek added that he did receive the report from Underwater Solutions regarding the tank. AWWA sets the standards for the Water industry, and they recommend a tank inspection be done every five years. The District does comply with the five year requirement. It was determined that 10 percent of the coating on the roof and the top part of the tank has scaled off compared to what it was five years ago. Mr. Jarzavek explained that is why he has put extra money in his budget to do the distribution study. The top 4 ft. of the tank has been affected by the scaling, but where the water is located on the bottom of the tank is structurally sound. They reported that the tank is safe and sound, but the overflow pipe showed some deterioration. They recommend if they drain in the future, the tank be taken out of service. These were some of the concerns that exist. Commissioner Epstein thanked Mr. Jarzavek for providing a tour of the Water Division to the Commissioners that were interested. It gave them a better understanding of the Water Division. Commissioner Hinnens commented also that it is a very well run Department. Commissioner Colligan commented that everything within the Water Division is very clean.

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

#### REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. There was no meeting.
- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. A meeting was held on May 16, 2017. Minutes had been available, however, they were not approved by the Committee at their meeting held before the Board meeting tonight. The Fire Operations Committee did not have a meeting this month due to the lack of a quorum. Therefore, the minutes from the May 16, 2017 Meeting were tabled.
- D. Pension Committee. There was no meeting.
- E. Personnel Committee. A meeting was held on May 31, 2017. Minutes had been distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The meeting was regarding a discussion of a potential candidate for the Water Division vacancy and a discussion of the Communication/Tower Manager position.

A motion was made by Commissioner Neto, seconded by Commissioner Epstein and unanimously approved to accept the Personnel Committee meeting minutes of May 31, 2017, as submitted.

- F. Water Operations. There was no meeting.

#### BOARD APPOINTMENTS

There were no appointments to report.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Ms. Slade was not in attendance. There was no report.

B. Reports of the Special Committees

1. Public Safety Tower Committee. The minutes from May 12, 2017, had been tabled at the last Board meeting because they were distributed at the meeting and the Commissioners did not have time to review them. Mr. Dagostino gave a brief summary of the minutes. It was suggested to have the Financials from the Tower meetings included with the minutes so that Commissioners can review them.

A motion was made by Commissioner Neto, seconded by Commissioner Rukowicz and unanimously approved to accept the Public Safety Tower Committee meeting minutes from May 12, 2017, as submitted.

2. Safety/Building Committee. There has been no formal meeting.
3. Bylaws Committee. There has been no meeting.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Neto welcomed Commissioner Donohue to the Board and let him know that if there is anything the new Commissioner needs, he is welcome to contact any of the Board members. He also discussed hardship guidelines and suggested that some guidelines be documented so there is a documented point of reference or protocol. It should become an SOP. Commissioner Epstein thanked the District for their assistance at the Special Olympics this year. The stretcher cart had been donated for use during the games. It was used, and the Olympics' staff were grateful for having it available. President Murphy mentioned that in the Fire Operations Committee workshop held he had suggested some type of vehicle maintenance protocol. President Murphy also suggested to the Water Operations Committee Chair that their Committee develop some type of electronic policies and procedures for water treatment. Either SOP's or SOG's.
- B. Budgetary Adjustments. The resolution for budgetary adjustments to the General Fund was read by Commissioner Epstein. It is attached to the minutes on file in the Fire District Office. A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to authorize budgetary adjustments to the General Fund budget for fiscal year ending June 30, 2017, as reflected in the worksheet provided by Premier Accounting at the Board of Commissioners' meeting of June 20, 2017.

The resolution for budgetary adjustments to the Equipment Reserve Fund was read by Commissioner Epstein. It is attached to the minutes on file in the Fire District Office. A motion was made by Commissioner Neto, seconded by Commissioner Hinnens and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to authorize budgetary adjustments to the Equipment Reserve Fund for fiscal year ending June 30, 2017, as reflected in the worksheet provided by Premier Accounting at the Board of Commissioners' Meeting of June 20, 2017.

The resolution for budgetary adjustments to the Water Enterprise Fund was read by Commissioner Epstein. It is attached to the minutes on file in the Fire District Office. A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to authorize budgetary adjustments to the Water Enterprise Fund for fiscal year ending June 30, 2017, as reflected in the worksheet provided by Premier Accounting at the Board of Commissioners' Meeting of June 20, 2017.

C. Approval of Contracts/Contractors

1. Premier Accounting. A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve the annual contract for the Premier Accounting Group, 344 North Main St., Marlborough, CT for accounting services for the Cromwell Fire District commencing on July 1, 2017, at a fee of \$8,000 per month.
2. Red Hawk Fire & Security. A motion was made by Commissioner Epstein, seconded by Commissioner Hinnners and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve a three year contract commencing July 1, 2017, with Red Hawk Fire & Security, 55 Robinson Boulevard, Orange, CT, for inspection and service for the Fire Alarm System, Fire Sprinkler System and Backflow Preventer on the Fire Main at the Coles Road Firehouse at a cost of \$1,738 annually.
3. SNE Building Systems. A motion was made by Commissioner Epstein, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve the annual agreement with SNE Building Systems, Inc., 29H Kripes Road, East Granby, CT for maintenance services for the 1 West Street Station and the 82 Court Street Station of the Cromwell Fire District commencing on July 1, 2017, at a fee of \$3,278.
4. Standby Power. A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve the annual contract for Standby Power, Inc., P.O. Box 422, West Suffield, CT for a Preventive Maintenance Service Agreement effective July 1, 2017, and ending June 30, 2018; 4 calls per year for the Kohler Generator at Court Street and the Onan Generator at Coles Road at a cost of \$1,375 for each generator for a total not to exceed \$2,750.
5. Trane Building Services. A motion was made by Commissioner Hinnners, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve the annual contract commencing July 1, 2017, for Trane Building Services, 716 Brook St., Rocky Hill, CT for a scheduled Maintenance Service Agreement at an amount of \$10,095 to be invoiced quarterly at \$2,523.75.
6. Huntington Power. A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve an annual contract commencing July 1, 2017, with Huntington Power, 230 Long Hill Cross Rd., Shelton, CT, for scheduled maintenance for the 600 kw Generac Generator located between 19 & 21 Ridge Rd., Cromwell, at a cost of \$1,185 annually.
7. ESI Employee Assistance. A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve a Renewal Agreement for the ESI Employee Assistance Group, 55 Chamberlain Street, Wellsville, NY for employee assistance program services to the Cromwell Fire District from July 1, 2017 through June 30, 2018, at a fee of \$570.70.

8. Cromwell Energy. A motion was made by Commissioner Neto, seconded by Commissioner Hinnens and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve the 2017 Annual Maintenance Contract for the Court Street and Coles Road Firehouses with Cromwell Energy, Inc., 308 Main St., Cromwell, CT for preventative maintenance for the annual tune-up and inspection of the boilers and water heaters at both locations commencing July 1, 2017, at a fee of \$980.
  9. CCM Drug & Alcohol Testing. A motion was made by Commissioner Neto, seconded by Commissioner Colligan and unanimously approved to be it resolved that the Cromwell Fire District Board of Commissioners consider and act upon a Resolution to approve an Agreement between the Cromwell Fire District and the Connecticut Conference of Municipalities for services related to employee drug and alcohol testing from July 1, 2017 through June 30, 2018 at a rate of \$80 per employee tested.
- D. Discussion of Purchasing Chairs for the Court Street Firehouse. Commissioner Colligan reported that at the last monthly Fire Department membership meeting, the membership requested that the Board of Commissioners consider helping them purchase new recliner chairs for the Court Street Firehouse by splitting the cost with the membership. The cost is \$3,000, and the request is for eight (8) recliners to replace the old ones that are broken or cannot be used. It was suggested to donate the old furniture to Habitat for Humanity. They are proposing the membership will pay \$3,000 and the District will pay \$3,000. It was noted that this practice has been done in the past. The furniture has been researched, and is specially made for fire service personnel.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Neto and unanimously approved to authorize the District to contribute 50% of the cost of the recliners being purchased for the Court Street Firehouse with the District ost not to exceed \$3,000. There was discussion regarding furniture at the other firehouses.

#### PUBLIC COMMENT

There were no public comments to report.

#### EXECUTIVE SESSION

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to enter into Executive Session at 8:45 PM.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to adjourn Executive Session at 10:10 PM.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to grant all non-bargaining unit District employees a cost of living adjustment of 2 1/2% effective July 1, 2017.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to adjust the Fire Chief's salary by 9% for taking on additional duties assigned that were not originally in his employment contract.

#### ADJOURNMENT

There being no further business, a motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to adjourn the meeting at 10:14 PM.

ATTEST:

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Charles R. Epstein, Secretary

Nancy Deegan  
Recording Secretary  
7-12-17