

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS

Fire and Water Divisions

Tuesday, October 16, 2018

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, October 16, 2018, 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 Lee Brow (President), Roger Rukowicz, Jason Hinners, David Colligan, Robert Donohue, Mertie Terry, Johnathon Hamlin, and Allan Spotts attended. Also attending were Operations Director S. William Jarzavek, Fire Chief Michael Terenzio, Assistant Fire Chief EMS Robert McIntyre and Town Liaison Samantha Slade.

The meeting was called to order at 7:00 PM by President Brow. The Pledge of Allegiance was led by President Brow. Commissioners Donohue, Terry and Spotts were sworn in by President Brow.

APPROVAL OF AGENDA

A motion was made by Commissioner Colligan, seconded by Commissioner Hinners and unanimously approved to accept the Agenda as submitted with the following addition under New Business, Item C.1. Approval of Agreement for Consultant services for J. Neto.

PUBLIC COMMENT

Nicole LaTerra, 13 Hicksville Road, stated that she is happy that the Division heads are verbally summarizing their reports to the audience and asked that with the new Board of Commissioners they continue the same process. She asked that the Board consider adding a new line item regarding payment issues and FLSA issues with Fire Department volunteers. President Brow stated that this issue should come under the Fire Operations Committee and will be reported to the Board through the Fire Operations Committee meeting minutes. The Board will also be following up on issues related to this topic with legal counsel. All the information gathered will be made public to the members and the public.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
SEPTEMBER 25, 2018

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinners and approved 6 to 0 to accept the minutes of the Board of Commissioners' Meeting of September 25, 2018, as submitted. Commissioners Terry and Spotts abstained.

APPROVAL OF THE ELECTION MEETING NOTES/RESULTS
OCTOBER 1, 2018

A motion was made by Commissioner Hinners, seconded by Commissioner Hamlin and unanimously approved to accept the Election meeting notes/results for October 1, 2018, as submitted.

APPROVAL OF THE ORGANIZATIONAL MEETING MINUTES OF
OCTOBER 1, 2018

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinners and unanimously approved to accept the Organizational Meeting minutes of October 1, 2018, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

A letter had been forwarded to Chief Terenzio from Brett Hallden, President of the Cromwell Professional Firefighters Local 4662. The Secretary of the Board, Commissioner Hinners, read the letter. A copy is attached to the minutes on file in the Fire District Office. Commissioner Hinners read the communication from Mr. Hallden.

A hardship letter was read that had been received last month. At that time it had been tabled pending review by the Executive Director. Due to the change in management, the hardship was not addressed, and had been carried over to this meeting. A copy of the letter is attached to the minutes on file in the Fire District Office. Commissioner Terry suggested drafting a letter to the person advising that the Board will be taking this under consideration until the Executive Director position is filled.

A motion was made by Commissioner Terry, seconded by Commissioner Hinners and unanimously approved to table this item until an Executive Director is in place to access the situation.

REPORTS OF THE STAFF

- A. Executive Director. There was no report.
- B. Financial Report. The Financial Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio could not attend this meeting. The President suggested that any questions on the report be saved for next month's meeting or contact Mr. Alibrio in the office to discuss any questions.

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

- C. Fire Department Chief. The Chief's Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Spotts questioned the carpet cleaning that was done and reported. He wanted to know if the cleaning was done on a bid process. He knows of local vendors that do the same work, and Commissioner Spotts wondered if the District tries to keep business local. The Fire Chief responded that they did not get bids for that particular job, but they do try to patronize tax paying citizens. He noted this practice had not been done too extensively when the Chief first arrived here, but he is asking or now wishes to attempt to get bids to obtain the lower prices. He does have a bid now where the company is located in Glastonbury but the principle owner is a Cromwell resident. In that case they gave the lowest quote for the installation of a light that is also a security light at the Court Street station. They also use members of the organization as a whole. The Chief also reported that Fire Prevention presentations have begun for this month. It is Fire Prevention month. Two members of the career staff are beginning certified code inspection classes on October 22. They will be certified to do Fire Code safety inspections as part of their duties. We are fortunate to have the working ability to do that. Many towns are trying to institute that type of program, but are continually fighting with their Unions to get it done. Cromwell has people that want to do it. It is a no cost program, and increases our efficiency in providing protection to the Town. The car seat installation program continues to be a positive recognition for the Cromwell Fire Department. Two technicians participated in Safety Day in East Hampton where a clinic was held. It was positively received and noted. Commissioner Terry commented that the Fire Department should have some type of public relations person to be able to publicize all the good things that the Fire Department does. Commissioner Hinnners responded that this type of position within the Fire Department is in the works. Chief Terenzio and Jolie Hinnners have been in discussions regarding the start-up of a newsletter, social media or some other type of distribution. Chief Terenzio replied that they are working more diligently to get the word out. They have begun to use the electronic signs to post statistics on calls.

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

- D. Water Operations. The Operations Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek reviewed the report. He stated the water pumped is back to normal for the time of year. Berlin has stopped their seasonal purchase of water. They will start up again in the Spring as usual. Meter reading is becoming easier with the conversion to radio reads. It makes the process quicker. Mr. Jarzavek added that yesterday he and Mr. Palmieri received a letter of resignation from Chris Elliott. He will be moving on. His last day will be November 7, 2018. Mr. Jarzavek wanted to meet with the Personnel Committee to review the next steps for recruitment.

A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to accept the Operations Report for September as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. There was a District Operations Committee meeting held on October 11, 2018. Minutes had been distributed for review. The purpose of the meeting was to make Committee assignments.

A motion was made by Commissioner Hamlin, seconded by Commissioner Rukowicz and unanimously approved to accept the District Operations Committee meeting minutes of October 11, 2018, as submitted.

- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. A meeting was held on September 25, 2018. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan stated that the Communications Subcommittee will be scheduling a meeting soon to get back on track once an Executive Director is in place.

A motion was made by Commissioner Hinnners, seconded by Commissioner Hamlin and approved 6 to 0 to accept the Fire Operations Committee meeting minutes of September 25, 2018, as submitted. Commissioner Spotts abstained.

- D. Pension Committee. There was no meeting.
- E. Personnel Committee. A Special Personnel Meeting was held on October 15, 2018. Minutes had been distributed for review. Chairman Colligan reported that the Executive Director has resigned from his position. The Committee is moving forward on that position. The Committee has agreed at its meeting last night to use AR Mazzotta for the recruitment process for this position. The position will be posted for 10 days. After the 10 days, resumes will be reviewed, and interviews will be scheduled. The Committee also decided that a temporary solution is needed until a full-time person is hired. The temporary position would be for a couple of hours a day to oversee the day-to-day operations of the District. They have contacted a vendor who had previously performed those duties for the District when the Executive Director was on a medical leave. This vendor has a consulting company, and has offered the District a reduced rate for this temporary period of time.

A motion was made by Commissioner Hinnners, seconded by Commissioner Rukowicz and unanimously approved to accept the Personnel Committee report and to table the minutes of October 15, 2018, until the next Board meeting.

- F. Water Operations Committee. Chairman Rukowicz stated that the next quarterly Water Operations Committee meeting is scheduled for Tuesday, November 6, 2018, at 5:30 PM at 1 West St.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Samantha Slade was present and congratulated the members of the Board that were elected or re-elected. The Mayor is interested in having the District collaborate with the Town as needed. The last Town Council meeting was last Wednesday, October 10, 2018. A modified Blight ordinance was introduced at the meeting. It will be brought before a public hearing. The changes were centered around what the Town can do to fix the properties. Fees will still be charged for being out of compliance but now the Town would be able to come onto the property to do simple maintenance to give the property more appeal i.e., mowing grass. Business visitations are being held tomorrow. One

is on Alcap Ridge, but there has been a boom in business in Cromwell. There is a Starbucks going in behind Baci Grill, a hotel on Rte. 372 next to Liberty Bank. There are also new businesses being developed in the K-Mart Plaza. Ms. Slade also announced that Baci Grill is not closing. There were some rumors to that effect, but they are not true.

B. Reports of Special Committees

1. Public Safety Tower Committee. Commissioner Rukowicz reported that the next quarterly Public Safety Tower Committee Meeting will be Friday, December 7, 2018, at 10:00 AM, at 1 West Street.
2. Safety/Building Committee. Commissioner Hinnners reported that the October meeting was postponed.
3. Bylaws Committee. A meeting was held on September 4, 2018. Minutes 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 Hinnners and approved 5 to 0 to accept the Bylaws Committee meeting minutes of September 4, 2018, as submitted. Commissioners Terry and Spotts abstained.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Spotts delivered a message from Alice Kelly to the Fire Department and EMS. Mrs. Kelly wanted to express her thanks and appreciation to the Fire and EMS folks for their treatment of her son no matter how many times they come to the house. Commissioner Hinnners welcomed the two new Commissioners to the Board and congratulated those who were re-elected or have a new title. President Brow also noted that the first female Commissioner has been elected this year, and it is something worth noting.
- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors

1. Approval of J. Neto as Contractor. A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnners and unanimously approved to authorize the Fire District to hire Julius Neto as a temporary consultant to fill in for the Executive Director position until it has been filled.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners to authorize President Brow to enter into a temporary agreement with consultant Julius Neto to provide administrative services on an as needed basis to the Cromwell Fire District. The rate is \$60 per hour which is negotiable upon negotiating the contract.

PUBLIC COMMENT

There were no public comments to report.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Rukowicz, seconded by Commissioner Hamlin and unanimously approved to adjourn the meeting at 7:40 PM.

ATTEST:



Jason Hinner, Secretary

Nancy Deegan
Recording Secretary
10-31-18