

# **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, October 18, 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, October 18, 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, Jason Hinnars, Johnathon Hamlin, Charles Epstein and Roger Rukowicz attended. Also attending were Executive Director Michael Dagostino, Operations Director S. William Jarzavek, Fire Marshal Todd Gagnon, Fire Chief Michael Terenzio, Deputy Fire Chief Michael Salonia, Assistant Fire Chief Douglas Zordon, Assistant Fire Chief EMS Robert McIntyre, Communications Manager Rick Andersen and Michael Alibrio from Premier Accounting. Commissioner LeRoy Brow 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 Neto, seconded by Commissioner Colligan and unanimously approved to accept the agenda as presented with the following addition: under Item X. New Business, Item E. Bank Signature forms, in addition to the resolution for Webster Bank there is also a resolution for Citizens Bank that should be added to that item.

### **PUBLIC COMMENT**

There were no public comments to report.

### **APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF SEPTEMBER 20, 2016**

A motion was made by Commissioner Murphy, seconded by Commissioner Neto and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of September 20, 2016, as submitted.

APPROVAL OF THE BOARD OF COMMISSIONERS' ANNUAL MEETING MINUTES OF  
OCTOBER 3, 2016

A motion was made by Commissioner Hamlin, seconded by Commissioner Colligan and unanimously approved to accept the minutes of the Board of Commissioners' Annual Meeting of October 3, 2016, as submitted. It was noted that two new Commissioners were elected. They are LeRoy Brow and Jason Hanners. Also, Commissioner Craig Murphy was re-elected to another three year term.

APPROVAL OF THE BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING MINUTES  
OF OCTOBER 3, 2016

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the minutes of the Board of Commissioners' Organizational Meeting of October 3, 2016. It was noted that officers elected were: Frank Seidl, as President, Craig Murphy as Vice President, Johnathon Hamlin as Secretary/Clerk, Julius Neto as Treasurer and David Colligan as Assistant Treasurer. A Special Election was held yesterday, October 17, 2016, to fill the unexpired term of a resigned Commission member. The person elected was Roger Rukowicz. President Seidl congratulated the new members.

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 September 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 Bonding process closed this morning, and the District was successful in achieving the funding for the water main replacement project. The percentage was 1.55.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Executive Director's report for September as submitted.

- B. Financial Report/Treasurer's Report. The Financial Report/Treasurer'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 Murphy asked about the new auditors. Mr. Alibrio responded saying the audit has begun with the new auditors starting to work at the Premier Accounting office. They will be in the District Office at the end of this week. Mr. Alibrio will be discussing/reviewing with the auditing firm the protocol for handling all documents involved in the audit when they are in the 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 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. Chief Terenzio added that testing has started for ladders and hoses. After the DOT inspection, Ladder 3 was out of service. When it went back in service, two lights went on, the REGEN light and the ABS light. It is still at firematic. Chief Terenzio reported that his transition is going well.

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

- D. Fire Marshal. The Fire Marshal's Report for September 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 Fire Marshal codes have been updated. The last time they were updated was 2005. The updated versions are part of the international code and the NFPA. New code books were ordered. Mr. Gagnon stated that there is inservice training for enforcement of the new codes. Commissioner Hamlin asked if the Fire Marshal's Office was planning to start charging fees for certain services of the Fire Marshal's Office. Mr. Gagnon responded that once he has a chance to incorporate the new codes and create new ordinances, his office is planning to examine a fee schedule. Mr. Gagnon was asked to research fee schedules of other towns through his contacts at other Fire Marshal offices around the State to get an idea of what types of fees are being charged. There was discussion regarding establishing fees and schedules of fees.

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

- E. Water Operations. The Operations Report for September was 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 Operations Report for September as submitted.

- F. Communications Report. The Communications Report for September had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein added that he was proud to see that the Department is on EMD version 13 which is the latest one that came out. That makes Cromwell in the top 10 percent of the country that already is working with Version 13. Staff is up to speed except for one person that has been out.

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

#### REPORTS OF THE STANDING COMMITTEES

- A. District Operations. A meeting was held on October 11, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file at the Fire District Office. President Seidl noted that the purpose of the meeting was to appoint the committees. The listing of committee assignments will be posted at the District office and on the District's website.

A motion was made by Commissioner Colligan, seconded by Commissioner Neto and unanimously approved to accept the District Operations Committee minutes from October 11, 2016, as submitted.

- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. Commissioner Hamlin reported that a meeting was held before this meeting. Minutes will be available at the next meeting. The committee has a lot of work ahead of it.
- D. Pension Committee. There was no meeting.

- E. Personnel Committee. A Special meeting was held on August 11, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Murphy reported that the purpose of the meeting was a Step II grievance. It was a scheduling issue with the daytime firefighters. They were making their own schedules and leaving it to the discretion of the Chiefs. The grievance was denied.

A motion was made by Commissioner Neto, seconded by Commissioner Epstein and unanimously approved to accept the minutes of the Special Personnel Committee meeting of August 11, 2016, as submitted.

#### BOARD APPOINTMENTS

President Seidl stated that according to the Bylaws, the Pension Committee needs to be appointed at this meeting. The proposed committee members are: Commissioners LeRoy Brow as Chairman and Jason Hinnners as Vice Chairman. Also Commissioners David Colligan, Roger Rukowicz and Chief Terenzio were appointed.

A motion was made by Commissioner Epstein, seconded by Commissioner Hamlin and unanimously approved to accept the Pension Committee appointments as proposed.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Samantha Slade congratulated the new Commissioners and Commissioner Murphy on his re-election. Ms. Slade reported that an RFP has just been put out for 60 and 61 River Road. They are interested to know if there are any developers out there and what ideas they might have. They will be meeting on this topic in the near future. The Commission would be interested in a slip for public safety purposes. Ms. Slade will be relaying the Board's intentions at the next Council meeting. A referendum is scheduled for November 1 that will be at Cromwell High School from 12 Noon until 8:00 PM. The question on the referendum is whether or not the Cromwell Outboard Association will extend their lease for the next 5 years. Anyone interested can find the actual wording of the question on the Town's website. On Saturday there will be the, "Halloween on Main" event. Funds from Town Council were allocated for fireworks. The fireworks will be held at 8:30 PM. The Town Council has not met since the last Board of Commissioners meeting. Their regular monthly meeting is tomorrow night. Ms. Slade also reported that there were enough signatures on a petition for a gas extension at Raymond Place.

B. Reports of the Special Committees

1. Public Safety Tower Committee. There was no meeting.
2. Building Committee. Commissioner Colligan stated that now that the new committees have been formed, he is planning to schedule a meeting in a couple of weeks.
3. Safety Committee. Commissioner Colligan stated that this committee has been combined with the Building Committee which is scheduled to meet in a couple of weeks.

#### NEW BUSINESS

- A. Commissioners' Comments. Commissioner Neto congratulated the new Commissioners and stated he is looking forward to working with them. He offered his support and assistance to the new Commissioners. He introduced and distributed copies of a set of guidelines he had created for Town Hall a few years ago and asked permission to adopt and post the same for the Fire District. They are guidelines used at Town Hall for the last 8 years which are similar to a Code of Conduct in the workplace to be followed by all employees. A copy is attached to these minutes.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to adopt these guidelines as a general way of doing business, and is considered a resolution adopted by the Board.

Commissioner Colligan discussed sending a letter from the Board to the Police Department recognizing their efforts and commitment to public service. During current times in this country where law enforcement officials face many challenges, the Board wishes to show their support and appreciation for all that the Police Department does for the citizens of Cromwell to keep them safe. Commissioner Colligan would also like to have a letter from the Fire/EMS Divisions to recognize the Police Department. Chief Terenzio reported that he has already begun working with Chief LaMontagne on a joint exercise mandated by the State on Emergency Management. The Chief of Police has requested the Fire Chief's assistance because of his education and experience in that area.

President Seidl welcomed everyone to a new year for the Board of Commissioners. He welcomed the new Commission members, and is looking forward to working together. He added that Committee assignments were made based on experience on the Board. However, everyone is welcome to attend any committee meeting. The only time a non-member of a committee would not be allowed to sit in on a meeting is when the meeting goes into Executive Session. He thanked everyone for renewing his position as President on the Board.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.
- D. Ethics/Confidentiality Agreement. Documents were distributed to each Commissioner to complete and sign regarding ethics, confidentiality and conflict of interest. These documents are distributed annually after the election of the Commissioners. Their signature represents an understanding and compliance of all three topics. President Seidl asked that Commissioners sign and return these documents tonight.
- E. Bank Signature forms/Resolution Webster Bank and Citizens Bank. A motion was made by Commissioner Neto, seconded by Commissioner Murphy and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to certify authorized signers including specimen signatures for the Cromwell Fire District, Cromwell Fire District On-Line Banking Depository Accounts, providing instructions and directions to Citizens Bank, for the Cromwell Fire District's depository accounts until a new certification of authorized signers is filed with Citizens Bank. A copy of the resolution is attached to these minutes.

A motion was made by Commissioner Neto, seconded by Commissioner Murphy and unanimously approved to be it resolved, that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to certify authorized signers including specimen signatures for the Cromwell Fire District, Cromwell Fire District Pension Plan providing instructions and directions to Webster Bank for the Cromwell Fire District Pension Plan until a new certification of authorized signers is filed with Webster Bank.

#### PUBLIC COMMENT

There was no public comment to report.

EXECUTIVE SESSION

A motion was made by commissioner Neto, seconded by Commissioner Murphy and unanimously approved to enter into Executive Session at 7:52 PM inviting the Executive Director into the session.

A motion was made by Commissioner Colligan, seconded by Commissioner Neto and unanimously approved to come out of Executive Session at 9:25 PM with no action taken.

ADJOURNMENT

There being no further business a motion was made by Commissioner Hamlin, seconded by Commissioner Colligan and unanimously approved to adjourn the meeting at 9:26 PM.

ATTEST:

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Johnathon Hamlin, Secretary

Nancy Deegan  
Recording Secretary  
11-7-16