

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, December 20, 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, December 20, 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), Julius Neto, David Colligan, Lee Brow, Charles Epstein, Roger Rukowicz, Craig Murphy, John Hamlin and Jason Hinnners 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 Chief EMS Robert McIntyre, Town Liaison Samantha Slade and from Premier Accounting Bob Davis and Michael Alibrio.

The meeting was called to order at 7:05 PM, by President Seidl. The Pledge of Allegiance was led by President Seidl. A moment of silence was held for Deep River Commissioner William Spitzschuh who passed away in an auto accident, former Commissioner Donald Swanson who is recovering from an illness and Rick Andersen who is also recovering from an illness.

APPROVAL OF AGENDA

A motion was made Commissioner Brow, seconded by Commissioner Neto and unanimously approved to accept the Agenda as submitted with the following changes: under New Business, item E. Fire Gear, Mattabassett incident and item F. Approval of Holiday Schedule. Also under New Business, item C. Contract Approval Trane Service Agreement. Under item XII. Executive Session, there will be a discussion of Fire Gear damage and the Executive Director's annual review.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF NOVEMBER 15, 2016

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of November 15, 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 November 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 Executive Director's Report for November as submitted.

- B. Financial Report/Treasurer's Report. The Financial Report/Treasurer's Report for November had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio added that the audit has been completed. The final draft is being reviewed, and should be ready to present to the public in January. Premier Accounting reported that there were no findings, just some general housekeeping of old accounts and information.

A motion was made by Commissioner Neto, seconded by Commissioner Brow and unanimously approved to accept the Financial Report/Treasurer's Report for November as submitted.

- C. Fire Department Chief. The Chief's Report for November 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 Brow, seconded by Commissioner Hinners and unanimously approved to accept the Fire Chief's Report for November as submitted.

- D. Fire Marshal. The Fire Marshal's Report for November 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 Brow and unanimously approved to accept the Fire Marshal's Report for November as submitted.

- E. Water Operations. The Operations Report for November had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek reported about a water main break at Pasco Hill Road and Applewood Drive. The piping that was put in before the main was put in had a type of valve with bolts that rotted out when they went into the fitting. It is assumed that this is caused by the types of materials used on the roads in the winter months such as salt which promotes corrosion to the bolts. Commissioner Colligan suggested giving the Water Division employees some type of recognition for working on one of the coldest nights this winter thus far. The Commissioners also wanted to make sure the staff of the Water Division have the same supplies as the firefighters when they are doing their jobs in the cold weather. Mr. Jarzavek noted that with the Board's permission and the Executive Director, he bought lunch for his staff. Commissioner Colligan suggested having the Commissioners notified during a water emergency, so that they may be able to assist with support at the work site. Mr. Jarzavek reported that DeRita Co. is progressing well with the Raymond Place project. Sunset Drive has been completed. Freestone, Jewel and West Track Roads have also been completed. Half of Goodrich and Raymond are completed.

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

- F. Communications Report. There was no report from Mr. Andersen this month. Mr. Dagostino reported that with the absence of Mr. Andersen, the District is trying to maintain the functionality of the Communications area. The open slots on the work schedule are now full for the rest of December and the beginning of January. Commissioner Brow expressed concern over having proper coverage in Communications with the absence of Mr. Andersen. In addition to dispatch coverage, there needs to be oversight at the Tower as well as oversight on security codes and security issues, etc. Mr. Dagostino noted that there was an issue regarding security codes back in October that was not resolved. He will be working to resolve the issue.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. There was no report.
- B. Executive Committee. There was no report. A meeting is scheduled for next week.
- C. Fire Operations Committee. A meeting was held on November 15, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan noted that the full time staff have been working very hard to accomplish the goals set by the Communications Subcommittee. Mr. Dagostino and Chief Terenzio have been working on the Subcommittee's goals.

A motion was made by Commissioner Brow, seconded by Commissioner Neto and unanimously approved to accept the minutes of the Fire Operations Committee meeting of November 15, 2016, as submitted.

1. Communications Subcommittee. Commissioner Colligan noted that the Subcommittee is waiting for the final report from the vendor regarding the radios. Once the report is received, a meeting will be scheduled to review the report. A second meeting will be scheduled to review and address questions about the report. A third and final meeting on the radio report will be scheduled with the vendor to respond to any questions or concerns by the Subcommittee members.
- D. Pension Committee. Commissioner Brow reported that a meeting is scheduled for January 10, 2017. He is currently waiting for past meeting minutes and information to review before the meeting. Commissioner Colligan suggested adding to the agenda a review of each individual's time of service. Some errors that were found have already been forwarded to the Pension consultants.
- E. Personnel Committee. There was no report. A meeting is scheduled for Thursday, December 29, 2016, at 5:30 PM at 1 West Street.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Ms. Slade reported that earlier this month the Town had its tree lighting ceremony at Town Hall. There were approximately 100 people in attendance. She thanked the Fire Department for having Engine 2 participate in the ceremony, driven by Jim Pandolfo who brought Santa. The Town also thanked the Fire Department for the Santa Run that was held last night. A public hearing will be held next month to either change some ordinances or create some new ordinances. One ordinance is to prohibit outdoor furnaces. Another ordinance is for a landlord fee to be charged to individuals who own property in Town. For each property owned, a \$50 fee will be charged for the Town to maintain contact

information. Regarding septic tanks, if an individual is a septic tank owner, septic tanks need to be pumped every 3 years. On the third year, the owner will need to provide the Town with a report to confirm it was done, and also pay a \$50 fee. The Coles Road project will be starting soon. The project runs from Shunpike Road to Rte. 9. The project entails widening the road and adding sidewalks.

B. Reports of the Special Committees

1. Public Safety Tower Committee. Commissioner Colligan asked about the financial report for the Tower. He asked if the Commissioners could receive a monthly report on the Tower's financial activities. President Seidl noted that this will be discussed by the Executive Committee next week.
2. Safety/Building Committee. A meeting was held on November 21, 2016. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan added that he received information from two different companies. He has not had a chance to discuss with the Executive Director. From there he would like to break into smaller groups to review. He would like to discuss and review with Mr. Dagostino because of his building background. He would also like to discuss with Commissioner Hinnners because of his experience in HVAC. He would then like to have a thorough inspection done of each building to determine what needs to be done.

A motion was made by Commissioner Hamlin, seconded by Commissioner Murphy and unanimously approved to accept the Safety/Building Committee meeting minutes of November 21, 2016, as submitted.

3. Bylaws Committee. Commissioner Epstein reported that the Committee met this evening before this meeting. Drafts of the Bylaws were given to Committee members as well as the rest of the Commissioners for their review and feedback. Any input should be forwarded to the District Office through the Recording Secretary. The Recording Secretary will make sure all information is forwarded to the Chairman of the Committee. A meeting will be scheduled later in January to review all comments and input. The Committee has established a goal of April to complete their review/revision process.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Hamlin thanked Premier Accounting for their work in keeping the District on track financially, especially with the audits.

A motion was made by Commissioner Murphy, seconded by Commissioner Colligan and unanimously approved to formally thank the Water Division for all their hard work done during the water main break at Pasco Hill Road and Applewood Rd.

The President wished everyone a Merry Christmas, Happy Chanukah and Happy Holidays. He felt that the Board has accomplished a lot and it was a good year. He looks forward to the new year and wished everyone a happy new year. He was also recruiting for a January dinner committee for the Fire Department. The dinner is to be held on January 9. Commissioner Murphy volunteered to Chair the event. All Commissioners offered to help in some way.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. The Trane Service Agreement was due for renewal in June 2016. Mr. Dagostino explained that the renewal was never received from the vendor. The contract is a 6 month contract and will put the District back in the contract cycle. The

cost is lower because the contract is for 6 months. This company handles the air conditioning systems for all the District's buildings.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to accept the 6 month service agreement for Trane.

- D. Updated Certified Resolution. This resolution was for the low interest rate loan/grant by the State of Connecticut that was done for the emergency generator. Due to contract language changes done by the Attorney General's Office when the agreement was not closed, the State is requiring a revised resolution to be certified and signed by the President of the Board of Commissioners. There were no significant changes to the document reported by the Executive Director. 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 updated resolution regarding the emergency generator as submitted.

- E. Approval of Funding for Turnout Gear. The amount discussed is \$25,000.

A motion was made by Commissioner Epstein, seconded by Commissioner Hamlin and unanimously approved to authorize an expenditure of up to \$25,000 for turnout gear for the Fire Department from accounts to be determined. The Executive Director is authorized to determine which accounts the funding will come from. There was discussion about a Town Meeting to transfer a large expenditure. Mr. Dagostino assured the Board that there is funding to be appropriated which would come under the designated amount required for a Town meeting. The radio funding cannot be determined at this time until the report is received from the vendor.

- F. Approval of Holiday Schedule. It was noted that the employee holiday schedule for 2017 was distributed and reviewed. It was noted that all religious holidays have been considered and do not conflict with any other holiday observances or meeting schedules. Commissioner Neto suggested posting the schedule on the Fire District letterhead. It should be noted that there are two separate government bodies in the Town, and the Employee Holiday Schedule should be approved and posted on Fire District letterhead to distinguish the difference in the two Government bodies.

A motion was made by Commissioner Brow, seconded by Commissioner Colligan and unanimously approved to accept the Employee Holiday Schedule as presented by the Town Manager of Cromwell, and to be posted on Fire District letterhead with the approval of the Executive Director and President of the Board of Commissioners.

PUBLIC COMMENT

Chief Terenzio discussed an issue brought up at the last Fire Department meeting. The issue is in regards to supporting the local Police Department. The Fire Department has purchased 3 Police Support flags. It had been Commissioner Colligan's recommendation to purchase the flags. The Chief forwarded a letter to Chief LaMontagne advising her of such. Commissioner Colligan also recommended having a small ceremony inviting the Chief of Police and Captain and any other police officers to participate in a ceremony to raise one of the flags at the West Street station. He thought it would be helpful to invite Jeff Mills from the Middletown Press to publicize the event. Once the Police Chief responds to the Fire Chief's letter, the event can be planned. The Town government officials will be invited at that time. Chief Terenzio also reported that two career firefighters attended a child safety seat class which provided instruction for the proper installation of child safety seats in vehicles. There have been five installations thus far. It seems that Cromwell is the only Department in the area that is providing this service.

Commissioner Brow commented on the improper storage of some American flags that he observed at the Cole Road Firehouse. Deputy Chief Salonia thought that the flags were decommissioned. Commissioner Brow stated that there is still a proper way to store these flags. Chief Terenzio reported that he will research the proper flag storage procedure, and have the issue taken care of.

EXECUTIVE SESSION

A motion was made by Commissioner Hamlin, seconded by Commissioner Neto and unanimously approved to enter into Executive Session at 8:05 PM.

A motion was made by Commissioner Hamlin, seconded by Commissioner Brow and unanimously approved to adjourn Executive Session at 8:56 PM. There was a discussion of the Executive Director's salary during the Session.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Colligan, seconded by Commissioner Hamlin and unanimously approved to adjourn the meeting at 8:57 PM.

ATTEST:

Johnathon Hamlin, Secretary

Nancy Deegan
Recording Secretary
1-11-17