

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, March 21, 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, March 21, 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 Frank Seidl (President), Craig Murphy, Charles Epstein, Roger Rukowicz, David Colligan 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, Communications Manager Rick Andersen, Town Liaison Samantha Slade and Michael Alibrio from Premier Accounting. Commissioners Neto, Brow and Hamlin had excused absences.

The meeting was called to order at 7:00 PM by President Seidl. The Pledge of Allegiance was led by President Seidl. The President asked to appoint Commissioner Jason Hinnners as Secretary/Clerk of this meeting in the absence of the Secretary/Clerk Commissioner Johnathon Hamlin.

A motion was made by Commissioner Murphy, seconded by Commissioner Colligan and unanimously approved to appoint Commissioner Jason Hinnners as Secretary/Clerk of this meeting in the absence of the Secretary/Clerk Commissioner Johnathon Hamlin.

APPROVAL OF AGENDA

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners and unanimously approved to accept the Agenda as submitted with the following change: after Item XI. Public Comment; Item XII. will be Executive Session for three discussions: one discussion on Communications, one discussion with the Fire Chief and the last being a discussion on the Fire Marshal's Tentative Agreement. Item XIII will be any actions taken on items in Executive Session. Item XIV will be Adjournment.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
FEBRUARY 21, 2017

Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein reminded the managers to provide a narrative of their reports so that the public can be informed of their Department's activities in the month.

A motion was made by Commissioner Colligan, seconded by Commissioner Murphy and unanimously approved to accept the Board of Commissioners' Meeting minutes of February 21, 2017, as submitted.

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

The 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 Murphy, seconded by Commissioner Colligan and unanimously approved to accept the minutes of the Special Board of Commissioners' Meeting of February 7, 2017, 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 February 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 AFSCME 1303 contract negotiations are moving forward. Another meeting is scheduled within the next two or three weeks. Negotiations with Local 4662 regarding the Fire Marshal's inclusion into that union have reached a tentative agreement. That agreement will be presented in Executive Session for possible ratification. The District is still moving forward with the radio system study. Steps are being taken to make any corrective actions that are recommended. He added that the loan for the emergency generator will close tomorrow. The District budget process is moving forward. Mr. Dagostino has sent the preliminary draft back to the Managers for more review. It should be ready for the Commissioners' review by the end of March or beginning of April.

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

- B. Financial Report/Treasurer's Report. The Financial Report/Treasurer's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio added that tax collection and water revenue are on target. Expenses for General Fund and Water are where they should be for the month of February.

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

- C. Fire Department Chief. The Chief's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Chief Terenzio reported that they are almost 100% in compliance with NIFRS reporting. This has been a goal of the Chief's Office for some time. They are only short between 8 – 12 reports. He thanked his fellow Chiefs for helping to get that accomplished. The Chief has also asked the

EMS Division officers to address turnovers. The Chief's office is trying to keep the amount of turnovers to a minimum. He is drafting a proposal to be presented to the Personnel Committee. The Chief gave an update on the propane tank that was mentioned in his report. The subterranean line was rotting out and coming up causing an odor of gas to be present. Instead of digging it up at this time of year, a temporary tank was installed. This issue will need to be addressed. Russ Johnson will be submitting information to the Chief on replacement. Commissioner Colligan commented on the new procedure created by the Chief and Deputy Chief and career firefighters regarding standby's. He stated it has paid off. The new procedure has the Town broken up into Districts so not all vehicles are out all at once.

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

- D. Fire Marshal's Report. The Fire Marshal's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Gagnon followed up on a question raised at the last meeting regarding implementing fees in the Fire Marshal's office. He reported he was given permission to contact Attorney Kevin Deneen. He called Attorney Deneen on Feb. 22, explained what information he was looking for. He is waiting for a return phone call or email but has not received either. He will follow up to determine what the delay might be. The Fire Marshal will be attending a computer training class to learn a new program for data management for the Fire Marshal's Office. He will be trained and will train his staff on what he has learned. Commissioner Rukowicz asked about the Fire Hydrant Ordinance regarding clearing snow from the hydrants. Mr. Gagnon clarified that the ordinance applies to private property with hydrants, i.e. businesses. Hydrants in residential areas are owned by the Fire District and cleared by either the Fire Department or Water Department. There is no ordinance for homeowners.

A motion was made by Commissioner Murphy, seconded by Commissioner Hinners and unanimously approved to accept the Fire Marshal's Report for February as submitted.

- E. Water Operations. The Operations Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan thanked Mr. Jarzavek and his staff for all their hard work clearing hydrants, etc. after the last two snow storms. He added that the Fire Department career staff and volunteers also took the time to help. The new email notification system helped to identify areas that were taken care of and those areas that still needed clearing.

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

- F. Communications Report. The Communications Report for February had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein had a question regarding recruitment of the most recent Dispatcher. Mr. Andersen stated there were 12 applicants, but none were qualified. Most of them were not qualified by EMD. There were some with no qualifications. Mr. Andersen stated if they were qualified or close to qualified, he had a conversation with them. A part-time, temporary person was hired. President Seidl asked Mr. Andersen under what authority was the person hired. Mr. Andersen replied that the person is temporary until a qualified person can be hired. The person was noted in the file as an emergency dispatcher. He has all the qualifications and was a Dispatcher for Cromwell in the past. Mr. Andersen was again asked under what authority the person was hired. The President stated that the only authority to hire lies within the Personnel Committee of the Board of Commissioners. Commissioner Epstein suggested that a couple of people be hired as part-time and kept in reserve. It would be worth the time and effort to train them properly over a few months to learn the system. Mr. Andersen stated there is one candidate that had no experience, but they were willing to train in fire service calls. They have had experience hiring people from Hunter's Ambulance, but

they never seem to last more than 30 days. If it is not possible to find anyone with experience, it would be advantageous to hire a couple of people part-time and train them to keep in reserve. It was noted that the current full-time dispatcher that is out on medical leave will be out for approximately 10 weeks. When asked why the dispatcher that was hired had separated from the Department in the past, Mr. Andersen stated that the person made the decision to leave because he felt pressure and had conflicts with the staff at the West Street station. The other Commissioners agreed with Commissioner Epstein to establish a plan for recruitment of dispatchers so that we can have one or two in reserve. If the Department cannot find qualified candidates, it was agreed that the Department then needs to train their own. Mr. Dagostino has asked for copies of the resumes received. He asked that they be received by Thursday of this week (3/30/17). Mr. Dagostino will proceed to develop a recruitment plan from that point.

A motion was made by Commissioner Hinners, seconded by Commissioner Murphy and unanimously approved to accept the Communications Reports for February as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. President Seidl reported that a quick meeting was held tonight to make some reappointments to committees and to also appoint a Water Division Operations Committee. That Committee will consist of Commissioner Roger Rukowicz as Chair, Commissioner Jason Hinners as Vice Chair, Commissioner Lee Brow, Commissioner Charles Epstein and Operations Director S. William Jarzavek. There was a change to the Executive Committee removing Commissioner Jason Hinners and adding Commissioner Lee Brow. Commissioner Hinners was appointed Chair of the Safety/Building Committee. Commissioner Hinners was removed from the Pension Committee and added Commissioner John Hamlin. The Pension Committee needs to be approved under Board Appointments per the Board Bylaws. The suggested Pension Committee would be Commissioner Lee Brow as Chair, John Hamlin as Co-Chair, Commissioners Colligan and Rukowicz and Chief Terenzio.
- B. Executive Committee. There was no meeting and no report.
- C. Fire Operations Committee. A meeting was held on February 21, 2017. Minutes were not received by all Board members.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to table the minutes from the Fire Operations Committee meeting of February 21, 2017, until the next Board meeting.

- D. Pension Committee. There was no meeting and no report.
- E. Personnel Committee. There was no report.

BOARD APPOINTMENTS

President Seidl repeated the names for appointment to the Pension Committee. They are Commissioner Brow as Chair, Commissioner Hamlin as Vice Chair, Commissioners Colligan and Rukowicz and Fire Chief Michael Terenzio.

A motion was made by Commissioner Murphy, seconded by Commissioner Epstein and unanimously approved to accept the appointments to the Pension Committee by the District Operations Committee as reported.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Ms. Slade reported that Town Council has just completed their budget hearings. The overall budget was approved and forwarded to the Board of Finance. There was a little over a 1% increase to the budget. Council members will be continuing their business visits this month. They had postponed some visits last month due to the weather. There has been some discussions on the park usage fee. The proposed fee was \$25 for 4 hours to use the pavilion. There has been some feedback from citizens, and Council is revisiting whether or not a fee should be charged. A new officer was sworn in this week. His name is Mike Berry and he is from Hamden. He is already certified, so he will be on the road soon. A Special Town Meeting has been scheduled for Thursday, March 23, to discuss and vote on appropriations within Special Revenue funds for sewer as well as the dog license and sidewalk funds. The amounts are listed on the Town website. There is also a public hearing that night on the sale of 35 Nooks Hill Road. Also a public hearing to discuss amendments to the Recreation Commission Chapter in the Charter. She discussed the Town Ordinance and charge for not clearing fire hydrants which is a \$90 plus fee. They must be cleared within 24 hours or residents are subject to a fine. Commissioner Rukowicz asked Ms. Slade to find out where the funds from those fines go. President Seidl clarified that the ordinance applies to private property owners. Commissioner Colligan thanked Ms. Slade and her committee for all their hard work for St. Patrick's Day and representing the Town. It was one of the coldest parades to attend. The Town was well represented and was also on TV. There was a discussion regarding whether or not the Town's budget includes the possible cuts proposed by the State. Ms. Slade will be following up on that information. She reported that the Town assumes there could be cuts and are being cautious.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. There was no meeting and no report. A meeting should be scheduled within the next couple of weeks.
 2. Safety/Building Committee. There was no meeting and no report.
 3. Bylaws Committee. A meeting was scheduled for tonight, but the Committee did not have a quorum. A Special Commission meeting is being scheduled for next Thursday, March 30.

NEW BUSINESS

- A. Commissioners' Comments. President Seidl announced that next Monday, March 27, 2017, at 5:00 PM, the President, Vice President and Executive Director will be meeting with the Mayor, Deputy Mayor and Town Manager to discuss cost savings for the Town as a whole. The meeting will be held at the West Street Firehouse, 3rd floor conference room. Commissioner Epstein asked about a response from Mattabassett regarding reimbursement of turnout gear. President Seidl responded that the District has not received a response from Mattabassett. The President announced his intentions to move his residence from Cromwell to Higganum. He is in the process of buying a house there, and will keep the Board informed of the situation as it progresses.
- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners and unanimously approved to enter into Executive Session at 7:43 PM, inviting the Fire Chief and Executive Director into the Session.

A motion was made by Commissioner Murphy, seconded by Commissioner Hinnners and unanimously approved to adjourn Executive Session at 8:59 PM.

A motion was made by Commissioner Murphy, seconded by Commissioner Colligan and unanimously approved to ratify the agreement between Local 4662 IAFF and the Cromwell Fire District regarding the inclusion of the Fire Marshal in that Labor Union.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnners and unanimously approved to authorize the District to move forward with the Communications grant for Norcom's work on the radio system.

A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to adjourn the meeting at 9:09 PM.

ATTEST:

Jason Hinnners, Acting Secretary

Nancy Deegan
Recording Secretary
3-31-17