

# 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, August 15, 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, August 15, 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), Johnathon Hamlin, Charles Epstein, Julius Neto, David Colligan, Roger Rukowicz, Jason Hinnars and Robert Donohue. Also attending were Operations Director S. William Jarzavek, Fire Chief Michael Terenzio, Assistant Fire Chief Douglas Zordan, Executive Director Michael Dagostino and Michael Alibrio from Premier Accounting. Commissioner Lee Brow had an excused absence.

The meeting was called to order at 7:00 PM, by President Murphy. The Pledge of Allegiance was led by President Murphy.

### APPROVAL OF AGENDA

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the agenda as submitted.

### PUBLIC COMMENT

There were no public comments to report.

### APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF JULY 18, 2017

A motion was made by Commissioner Hamlin, seconded by Commissioner Rukowicz and unanimously approved to accept the Board of Commissioners' Meeting minutes of July 18, 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 July had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr.

Dagostino reported that there are a lot of open positions, and they are going through the process for all of them. There was a late applicant for the Dispatcher vacancy who is a former Dispatcher with the District. There are three finalists. The Fire Chief and Mr. Dagostino will have either a second interview or a phone interview with them and provide a recommendation. Regarding the Firefighter vacancy, the District has purchased a test, and resumes will be collected until the end of the month. The response has been good. There are approximately 12 – 15 applicants so far. They anticipate double that amount by the end of the month. They have purchased 30 exams. They will administer the exam, and will invite outside professionals to perform an oral board. The written exam will be 50% of the exam grade, and the oral board will be the other 50%. A candidate will be chosen out of the top 5 candidates. To defray the cost of the exam, it is not unusual that a fire service will charge to sit for the exam. Cromwell is charging \$25 to sit for the exam.

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

- B. Financial Report. The Financial Report for July had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Albrio reported that it is the first month of the new fiscal year. He had updated the report to reflect the new budget. There is not a lot of activity, but the office has been busy with purchase orders. President Murphy had some questions regarding the summary page of the Water Division. He questioned the amount of encumbrances. Mr. Dagostino reported that they are blanket purchase orders. Most of them are chemicals. President Murphy also had a question about the Treasurer's Report, specifically the Fire Department Trust Fund. The Harris Scholarship and Memorial Fund. He thought the balance was high. Commissioner Colligan stated that within the Fire Department they had agreed to put a certain amount of money in the fund every year to keep it funded. It is believed to have no activity in that account recently.

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

- C. Fire Department Chief. The Chief's Report for July had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Donohue noted that the car wash date has changed to September 9. The Chief added that he is working with the Fire Marshal's Office to develop some SOP's.

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

- D. Water Operations. The Operations Report for July had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek added that DeRita will be starting final pavement on Raymond place beginning on Thursday. The Town has just advertised a bid as part of a grant they received to reconstruct Willowbrook Road by Rte. 372. Part of that project will be offsetting a water main that is located by the culvert that goes across the road. The bids will be open in September with the start date of the project being in October. This will be at no cost to the District.

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

#### REPORTS OF THE STANDING COMMITTEES

- A. District Operations. President Murphy reported that there was a meeting. He would like to have more regular meetings to set some guidance down to the other committees. They met with Mr. Dagostino and briefly discussed some of the vacancies within the District. There are

no minutes because there was no quorum of Commissioners. The meeting was considered a workshop.

- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. A meeting was held July 18, 2017. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Hamlin added that radio issues are ongoing. Commissioner Colligan, Mr. Dagostino and the Fire Chief have been working on that project diligently with new issues coming up daily. Things are going in the right direction.

A motion was made by Commissioner Neto, seconded by Commissioner Epstein and unanimously approved to accept the Fire Operations Committee meeting minutes of July 18, 2017, as submitted.

- D. Pension Committee. There was no meeting.
- E. Personnel Committee. There was no meeting.
- F. Water Operations Committee. A meeting was held on August 8, 2017. Minutes were not available for this meeting. Commissioner Rukowicz reported that the Committee has been working on electronic SOP's for the Water Division. They are ahead of themselves for that project. A target date was set for October 15, 2017, to have it completed. The Distribution Study will be put out to bid. Once the bidding process is over (30 Days), the project can be started. There is ample money in the budget to finance the study. The next meeting has been tentatively scheduled for Wednesday, November 8, 2017. It was originally scheduled for Tuesday, November 7, 2017, but that is Election Day.

#### BOARD APPOINTMENTS

There were no appointments to report.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. There was no report.
- B. Reports of the Special Committees
  - 1. Public Safety Tower Committee. There was no meeting.
  - 2. Safety/Building Committee. Commissioner Hinnners reported there has been no meeting, but their major issue has been addressed. The apron at West Street has been repaired by Commissioner Donohue.
  - 3. Bylaws Committee. There was no meeting.

#### NEW BUSINESS

- A. Commissioners' Comments. Commissioner Epstein congratulated the Fire Chief on his first anniversary with the Fire District. Commissioner Neto inquired about the upcoming election of Commissioners. Mr. Dagostino reported that the election has been advertised in the Rare Reminder and the Middletown Press. It is also on the District's website. He has not received any letters of intent thus far. Letters need to be submitted by September 1. There was a discussion about a, "Meet the Candidate" forum. There was a question whether or not it would be the Board of Commissioners' responsibility to organize a forum. It was agreed to have a forum during the next Board of Commissioners' Meeting scheduled for September 19,

2017. The forum will be listed under Item III. Public Comment. There will be an opportunity for each individual running to give an opening statement and answer questions. This will be advertised in the local newspaper, on the website, and the electronic boards in the front of the Firehouses at West Street and Court Street.

B. Budgetary Adjustments. There were no adjustments to report.

C. Approval of Contracts/Contractors. There were no contracts or contractors to approve.

PUBLIC COMMENT

Executive Director Dagostino reported he will be on vacation from September 11, 2017, returning on September 19, 2017. Commissioner Neto commented on the Sanitation Survey distributed to all the Commissioners. He was impressed with the results of the survey.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Neto, seconded by Commissioner Hinnens and unanimously approved to adjourn the meeting at 7:35 PM.

ATTEST:

\_\_\_\_\_  
Charles R. Epstein, Secretary

Nancy Deegan  
Recording Secretary  
8-23-17