

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, September 19, 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, September 19, 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, Roger Rukowicz, Robert Donohue, Lee Brow, Julius Neto, Charles Epstein and David Colligan. Also attending were Executive Director Michael Dagostino, Operations Director S. William Jarzavek, Fire Chief Michael Terenzio and from Premier Accounting Bob Davis and Michael Alibrio. Commissioner Jason Hinners 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 Colligan and unanimously approved to accept the agenda as submitted.

PUBLIC COMMENT

There were no public comments to report.

- A. Meet the Candidates. This item was listed under Public Comment on the agenda as a forum for candidates running for Commissioner positions to introduce themselves to the public, and for the public to ask questions. There was no public in attendance. The candidates running for office are: David Colligan (re-election), John Hamlin (re-election) and Roger Rukowicz (re-election). They introduced themselves to those in attendance. It was noted that this session was advertised at each firehouse on the bulletin board. It was noted that if a member of the public should come into the meeting before the next Public Comment item on this agenda, they will be allowed to address the candidates during the Public Comment item. Commissioner Epstein reminded everyone that even though the candidates are running for re-election unopposed, an election still needs to be held to make the public familiar with the changes to the Board's voting process.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
AUGUST 15, 2017

A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of August 15, 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 August had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Dagostino added that the District is still working on a contract with AFSCME Local 1303. Attorney Weinstock has requested some dates to meet. The Commissioners will discuss some meeting dates. He also stated that an analysis and report has been done on the Tower. The Tower structure under the new guidelines has failed. The new guidelines for load testing include wind friction which counts towards the load factor. There cannot be any changes or modifications to what exists on the Tower. Middletown wanted to add a microwave to the tower which is what prompted the study to be done. Currently we are over capacity with the new standards. Therefore, no modifications can be made. The structure would need to be strengthened should modifications be considered at a cost of \$35,000 to \$40,000. There are alternatives that were discussed with Norcom. There are cables on the Tower that do not connect to anything. They should be removed, and that will reduce the load factor. There are other areas where items can be removed to reduce the load factor. Any of that work would be charged to the Tower Fund. Mr. Dagostino reported that the audit is progressing. The auditors will be back on site in mid-October. The part-time Dispatcher position was filled with 4 part-time people in order to guarantee coverage. One person does not require any training because he is a re-hire. The three other candidates are in various stages of the training process. They should have their training completed within the next three to four weeks. The career firefighter position is progressing. A written exam was given for 22 applicants on September 17. They have been sent to the testing company for grading. They should be returned by next week. Those that passed will move on to the oral interviews. Recommendations for hiring will be made after the interview process. At the present time there is one career firefighter vacancy, and another one is anticipated. They will be reviewing candidates and ranking to determine the top five. Mr. Dagostino noted that the District is ready for the annual election being held on October 2, at Town Hall at 6:00 PM. Signs are on order and will be placed on lawns in key spots in the Town. The electronic signs at the firehouses have been advertising it, and it has been on the webpage. Voting will be from 6:00 PM – 8:00 PM on October 2, 2017. Chief Terenzio added that the oral boards will be conducted by himself and two other Chiefs from the surrounding areas with similar Department types. The process will be a 50% written exam and 50% oral with a 5 point credit if an individual is an active member of the Cromwell Fire Department. A correction was made to Mr. Dagostino's written report. The date of the election was noted as October 2, 2018, and was corrected to read October 2, 2017.

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

- B. Financial Report. The Financial Report for August had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio reported that it is the second month of the fiscal year. Everything is on track in terms of

expenses. The audit has begun. The auditors have been in twice to do preliminary testing. They will be back on October 16 for three days. They are trying to beat their completion date of last year, but the pension calculations and evaluations are the last items to be included. It is unclear when that information will be received. Commissioner Colligan asked about EMS billing collections. He asked if we are in a better position or does it need to be addressed. Mr. Dagostino replied that the District will be making some recommendations as to what direction to go and whether or not an RFP is needed. Commissioner Colligan asked what venue this issue should be addressed under. It was agreed that this meeting was the right venue to have the subject addressed.

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

- C. Fire Department Chief. The Chief's Report for August had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. It was noted that the Chief has been getting quotes for pump testing. It was felt that there are other vendors doing the same testing for less money. Mr. Dagostino asked the Board for their permission to allow the Chief to contact ISO to obtain copies of previous pump testing reports. It seems that previous testing records cannot be located in the Chief's office. There was discussion on vehicle maintenance and maintenance costs.

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

- D. Water Operations. The Operations Report for August 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 Neto, seconded by Commissioner Brow and unanimously approved to accept the Water Operations Report for August as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. A meeting was held on August 15, 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 this is a very busy committee. Things are moving ahead right on schedule. The radio project has been the main priority for the Committee. It was noted that Rescue 1 will be taken out of service and one of the older Engines will be made into a tactical vehicle. They are trying to increase the amount of compartment space. Some other equipment has been permanently mounted. Some mechanical work also needs to be done and should be completed within a couple of weeks. It was also noted that at the Officers meetings the officers are instructed on how to respond should the current rescue vehicle fail. At that point mutual aid would need to be called. Commissioner Hamlin also suggested having the State come in to do an inspection.

A motion was made by Commissioner Colligan, seconded by Commissioner Hamlin and unanimously approved to accept the Fire Operations Committee report as submitted.

- D. Pension Committee. Commissioner Brow is in the process of scheduling a meeting once the District has heard back from the pension representative for their availability to attend a meeting.

- E. Personnel Committee. A meeting was held on September 6, 2017. Mr. Dagostino gave a briefing on what happened at the meeting. The meeting was to discuss Dispatch positions. They had four qualified candidates. It was agreed to hire all four candidates on a per diem basis to assure shift coverage. One candidate did not require training because he was a rehire. Those individuals hired on a per diem basis are: Connor Johnson, Brian Petrocelli, Ryan Graham and Nancy Bresha. David Boyce will be doing some of the training.
- F. Water Operations Committee. Commissioner Rukowicz stated that the next quarterly meeting will be held on November 8, 2017. It should be November 7, however, that is Election Day. The project of providing electronic guidelines of procedures for Water Operations has been completed. The target date was October 15, and the project was completed one month ahead of schedule. He recognized Nancy Deegan, Angel Alvarado and Bill Jarzavek for getting the project completed earlier than expected.

A motion was made by Commissioner Neto, seconded by Commissioner Brow and unanimously approved to accept the Water Operations Committee meeting minutes of August 8, 2017, as submitted.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Samantha Slade had forwarded her report to Commissioner Donohue because she was not able to make this meeting. She needed to attend and live stream the public hearing for the Planning and Zoning Commission. She reported that the Town is currently awaiting the State budget to determine where the Town stands in terms of next year's funding. Some towns would fare better with the current State budget sent to the Governor for approval. The Town Charter with its revisions has been sent to the voters. The vote on the Charter will be done at the November municipal election being held on November 7, 2017. The Town is exploring having fireworks shared with the Town of Portland. The Town also hired a new Librarian after the other one had resigned. The Town is continuing with its pavement management project. The Public Works Department is working on various streets in Town. Mr. Jarzavek added that other streets that will be milled and paved at the end of September/beginning of October are Timber Hill, Ranney and Evergreen from Washington to Shunpike.

- B. Reports of Special Committees

- 1. Public Safety Tower Committee. A meeting was held on September 8, 2017. Minutes had been previously distributed for review. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Colligan, seconded by Commissioner Neto and unanimously approved to accept the minutes of the Public Safety Tower Committee meeting of September 8, 2017, as submitted.

- 2. Safety/Building Committee. There was no meeting and no report.
- 3. Bylaws Committee. There was no meeting and no report.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Neto discussed his concerns regarding a phone call he received from someone representing the career firefighters. He was a representative

hired by the Firefighters' Union attempting to raise money for their organization hired by the Union. It is also known that the volunteers do an annual fund drive, and maybe the career personnel should be combining their efforts with the volunteers. It was confirmed that this is a fundraising company that looks for donations for a Fire Prevention ad book. They use 35% of what they solicit for fire programs. Commissioner Neto was concerned because they do not represent the whole Fire Department, both career and volunteer members.

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.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Brow, seconded by Commissioner Colligan and unanimously approved to adjourn the meeting at 7:54 PM.

ATTEST:

Charles R. Epstein, Secretary

Nancy Deegan
Recording Secretary
10-3-17