

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS

Fire and Water Divisions
Tuesday, November 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, November 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 Craig Murphy (President), Johnathon Hamlin, Charles Epstein, David Colligan, Roger Rukowicz, Robert Donohue and Lee Brow attended. Also attending were Executive Director Michael Dagostino, Fire Chief Michael Terenzio, Deputy Fire Chief Michael Salonia, Assistant Fire Chief D.J. Zordan, Operations Director S. William Jarzavek (left the meeting before it was called to order not feeling well) and Michael Alibrio from Premier Accounting. Commissioners Neto and Hinnners had excused absences.

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

APPROVAL OF AGENDA

Before the Agenda was approved, President Murphy swore in Johnathon Hamlin who was re-elected as a Commissioner at the October election.

A motion was made by Commissioner Brow, seconded by Commissioner Epstein and unanimously approved to accept the Agenda with the following additions: after Item XI, add Item XII as Executive Session for the Commissioners. Also, under Item VII, Item G. Apparatus Committee will be removed from the Agenda. The Fire Operations Committee is doing some restructuring and will have a subcommittee for apparatus as part of their Committee.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF OCTOBER 17, 2017

A motion was made by Commissioner Epstein, seconded by Commissioner Hamlin and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of October 17, 2017, as submitted.

READING OF COMMUNICATIONS AND WRITTEN APPEALS TO THE BOARD

A request had been submitted from the law firm of Gold & Levy for a reduction in the amount owed to Quick Med Claims because their client did not have insurance and had to pay his bills out of his settlement. They requested a 25% reduction in the amount owed from \$657.35 to \$493.02. The date of the incident was October 5, 2014. The Board felt they needed time to review the request. The issue was tabled and forwarded to the District Operations Committee.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for October had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. President Murphy asked about the status of the vacant position in the Water Division. Mr. Dagostino reported that the position has been posted through A.R. Mazzotta. So far there has been a minimal response.

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

- B. Financial Report. The Financial Report for October had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Albrio added that everything is looking good. He gave an update on the audit, Mr. Albrio was contacted by Wolf Actuaries regarding the Volunteer Pension and the Town Pension. He should be receiving the report on the Volunteer Pension tomorrow and the Town Pension report next week. He should have a rough draft if not a final for the next Board meeting. He added that the District will not be getting any money back from the State.

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

- C. Fire Department Chief. The Chief's Report for October had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief added that during the month the commissioning of Tactical Unit 4 took place which replaced the rescue truck. The President thanked the Chief and his staff for their hard work in preparing the Tactical Unit. The Department has not decided how they will dispose of the Rescue Truck. The Chief reported that the new career firefighter has hit the ground running. He has been able to fill the vacancy and assume the responsibilities of the position quickly. The ladder and hose testing has begun. Press releases were issued. The Chief reported that the Department's operation ability meets NFPA standards.

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

- D. Water Operations. The Operations Report for October had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek was not present, but President Murphy read his report.

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

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. President Murphy reported that the District Operations Committee met last night to discuss some issues. Some of the items were discussed in the Fire Operations Committee meeting before this meeting. Other items will be discussed later in this meeting under Executive Session.

- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. A meeting was held on October 17, 2017. 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 Epstein, seconded by Commissioner Hamlin and unanimously approved to accept the minutes of the Fire Operations Committee meeting of October 17, 2017.

- 1. Communications Subcommittee. Commissioner Colligan reported that there was another meeting with Norcom last week. They provided a proposal for work. It was learned that some of the voting sites under consideration cannot be used. One example was Town Hall. In that case the building failed Norcom's testing requirements, not the antenna. The Communications Subcommittee is looking to get approval on Norcom's proposal and the operating system. Work is being done to make the frequencies licensed and legal. The licensing has been done, and the frequencies will be legal once they are reprogrammed. This should be completed by the end of February or beginning of March. The equipment needed for this project has just been ordered. Portables are going through a maintenance check at this time. He also noted that the Committee should know the final dollar amount for the grant by the end of February. Once that has been finalized, the P-25 system should be up and running within 6 months.
- D. Pension Committee. Commissioner Brow reported he is still waiting on the report from the Pension company.
- E. Personnel Committee. There has been no meeting. Commissioner Hamlin reported that the next meeting will be Wednesday, November 29, 2017, instead of the scheduled Thursday, November 30, 2017. It will be held at 5:30 PM, at 1 West Street.
- F. Water Operations. A meeting was held on November 8, 2017. Minutes had been distributed for review. A copy is attached to the minutes on file in the Fire District Office. Commissioner Rukowicz added that for the new truck, the F250 Ford, the light bar and V plow were installed. The next quarterly meeting of the Committee will be Tuesday, February 6, 2018.

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

- G. Apparatus Committee. It was noted that this Committee will be removed from Standing Committees unless or until a Bylaw revision is made.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Ms. Slade was not present, but had forwarded her report to Commissioner Donohue. He read her report which noted that the Mayor's Tree Lighting will take place on December 2 along with a Holiday Stroll. It is being coordinated by Heather Polk. Questions can be emailed to her.

B. Reports of the Special Committees

1. Public Safety Tower Committee. Commissioner Rukowicz reported that the next meeting of the Tower Committee will be Friday, December 1, 2017, at 10:00 AM, at 1 West Street.
2. Safety/Building Committee. A meeting was held on October 12, 2017. Minutes had been previously distributed and reviewed. Commissioner Colligan reported for Commissioner Hinnners that it was agreed at the meeting that an evaluation needs to be done on all the buildings. Repair and replacement schedules need to be established. An evaluation form was introduced to be used by the various committee members that will be assigned to specific buildings. The President suggested that Russ Johnson should be involved in this process.
3. Bylaws Committee. Commissioner Epstein reported that the Bylaws Committee has set its dates for 2018. They will meet on the same nights as the Water Committee. The Water Committee will be meeting quarterly beginning in February at 5:30 PM. The Bylaws Committee will meet the same nights at 6:30 PM.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Donohue followed up on an issue he brought up previously regarding the apparatus floor at Court Street. Mr. Dagostino reported that they are still looking at other bids. So far the bids have been high. Commissioner Epstein gave kudos to the Fire Chief and his staff regarding the articles that have been published in the newspaper. He appreciates all the information getting out to the public. He also mentioned that everyone is grateful that the car accident involving the Fire Chief was not a serious one, and that he is OK.
- B. Budgetary Adjustments. A motion was made by Commissioner Hamlin, seconded by Commissioner Brow and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to authorize budgetary adjustments to the Equipment Reserve Fund budget for fiscal year ending June 30, 2018, as reflected in the worksheet provided by Premier Accounting at the Board of Commissioners' Meeting of November 21, 2017. A reallocation of funds to accounts with current or projected deficits as follows: \$2,712.50 from CAD System Upgrade to Facilities—Major Maintenance.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.

PUBLIC COMMENT

James Bellamo, 46 Franklin Road, commented that he has heard rumors that there is no soap to wash fire trucks. He asked someone to explain how it is possible to not have soap to wash apparatus. Chief Terenzio reported that there is soap and the fire trucks have been kept clean. If they run low on soap, they go out and buy it. President Murphy confirmed that there is soap.

EXECUTIVE SESSION

A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to enter into Executive Session at 7:20 PM.

A motion was made by Commissioner Brow, seconded by Commissioner Epstein and unanimously approved to adjourn Executive Session at 9:00 PM with no actions taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Brow, seconded by Commissioner Rukowicz and unanimously approved to adjourn the meeting at 9:02 PM.

ATTEST:

Charles R. Epstein, Secretary

Nancy Deegan
Recording Secretary
12-14-17