

# Cromwell Fire District

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Telephone 860-635-4420

FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## **BOARD OF COMMISSIONERS' MEETING**

**Fire and Water Divisions**  
**Tuesday, January 17, 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, January 17, 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), Julius Neto, Johnathon Hamlin, Lee Brow, David Colligan, Jason Hanners, Charles Epstein and Roger Rukowicz 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, Town Liaison Samantha Slade and from Premier Accounting Bob Davis and Michael Alibrio. Commissioner Craig Murphy had an excused absence.

The meeting was called to order at 7:00 PM, by President Seidl. The Pledge of Allegiance was led by President Seidl. A moment of silence was held for Assistant Chief Melvin Robbins.

### APPROVAL OF AGENDA

A motion was made by Commissioner Brow, seconded by Commissioner Neto 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 OF DECEMBER 20, 2016

A motion was made by Commissioner Brow, seconded by Commissioner Colligan and unanimously approved to accept the minutes of the Board of Commissioners Meeting of December 20, 2016, as submitted.

### READING OF COMMUNICATIONS AND 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 December 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 Neto and unanimously approved to accept the Executive Director's Report for December as submitted.

- B. Financial Report. The Financial Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan took a moment to thank the District staff and the Premier Accounting staff for a job well done on the audit report. A Special District Meeting was held before this meeting to approve the Report of the Treasurer which was the audit report. The auditors reported that it was a "clean" report. The President agreed that it was a job well done.

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

- C. Fire Department Chief. The Chief's Report for December 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 Chief's Report for December as submitted.

- D. Fire Marshal. The Fire Marshal's Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein commended the Fire Marshal on the 99.29% completion rate for inspections for the year. That percentage is very good compared to other Departments in the State.

A motion was made by Commissioner Neto, seconded by Commissioner Brow and unanimously approved to accept the Fire Marshal's Report for December as submitted.

- E. Water Operations. The Operations Report for December had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein commended the Water Division for being ahead of schedule on their water main project.

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

- F. Communications Report. There is no written report due to Mr. Andersen's sick leave. Mr. Dagostino reported that there have been some challenges in the Dispatch area with Mr. Andersen's absence as well as the absence of some Dispatch staff. Mr. Dagostino is working directly with staff to handle staff scheduling. There will be overtime based on the absences. One full-time Dispatcher is out on sick leave, and a part-time Dispatcher has left the Department creating some scheduling issues until that position is filled. He also thanked the Fire Chief for his staff assisting with dispatch coverage.

REPORTS OF STANDING COMMITTEES

- A. District Operations Committee. There was no report.
- B. Executive Committee. A meeting was scheduled, but there was not a quorum. The meeting will be rescheduled.

- C. Fire Operations Committee. A meeting was held on December 20, 2016. Minutes had been distributed for review. A copy is attached to the minutes on file in the Fire District Office.

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 December 20, 2016, as submitted.

- 1. Communications Subcommittee. Commissioner Colligan stated that he gave a report at the Fire Operations Committee meeting this evening that there will be a meeting with the vendor working on the radios. The meeting is scheduled for Thursday, January 19, 2017. The vendor is working on a report. Once the report has been received, there will be three meetings scheduled. The first meeting will be with the Subcommittee to distribute the report for review. The second meeting will be with the Subcommittee to discuss questions or concerns. A final meeting will be scheduled with the Subcommittee and the vendor so that the vendor can address any questions or concerns at that time. Commissioner Colligan added that Mr. Dagostino and Chief Terenzio have been working hard on the radio issue. They have been trying to get all the radios on the apparatus updated.
- D. Pension Committee. The meeting scheduled for January was canceled. It will be rescheduled for a date to be determined once the Bylaws Committee has completed their work on revisions. Currently the Bylaws state that no officer of the Fire Department shall sit on the Pension Committee. The Co-Chair of this Committee is also a Fire Department Officer. Commissioner Brow as the Chair would like to keep the Co-Chair that was appointed. Therefore, the meeting will be postponed until the Bylaws Committee has completed its work.
- E. Personnel Committee. There was no meeting.

#### BOARD APPOINTMENTS

There were no appointments to report.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Ms. Slade reported that there will be a Special Town Meeting on January 26, 2017, to discuss the North Road Bridge reconstruction project as well as the Coles Road reconstruction project. The public notices are posted on the Town's website and explain the projects in full. The projects will be financed by the Federal Government. The Town will need to have the funding up front and then be reimbursed by the Federal Government after the projects are completed. There will be a Town vote on the 26<sup>th</sup>. Ms. Slade thanked the Commissioners who came to the Public Hearing that was held recently regarding the proposed ordinances. She gave an update from the Hearing. The landlord fee data base that was proposed and the septic ordinances were both opposed. Also the ordinance regarding new construction fee structure, refund structure as well as the outdoor furnace ordinance have been tabled. They were asked to come back with revised proposals regarding the outdoor furnace. She will keep the Board advised on when they come up for Public Hearing. Ms. Slade relayed a request from the Town Manager and the Mayor that in future years they would like to collaborate on the Holiday activities so that the Santa Run and Tree Lighting Ceremony are done on the same day. It was noted by Commissioner Colligan that the Fire Department cannot control the weather. Ms. Slade agreed with the Fire Department on the issue at the Town Council Meeting.
- B. Reports of the Special Committees
    - 1. Public Safety Tower Committee. There was no meeting.

2. Safety/Building Committee. A meeting will be scheduled in two weeks. The Chairman is putting together information in order to separate the Committee into work groups.
3. Bylaws Committee. A meeting was held on December 20, 2016. Minutes had been distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein is scheduling the next meeting for Tuesday, January 31, 2017, at 5:30 PM, at 1 West Street.

A motion was made by Commissioner Brow, seconded by Commissioner Neto and unanimously approved to accept the minutes of the Bylaws Committee Meeting of December 20, 2016, at submitted.

#### NEW BUSINESS

- A. Commissioners' Comments. Commissioner Epstein commented on the work of the Fire Department at the accident and car pile-up on Route 91 over the weekend. It was a job well done, and he wanted to acknowledge the Fire Department for a good job as they always do. It was also noted that a structure fire and ice rescue were also handled during the past month. President Seidl reported that he will be meeting with the Mayor, the Deputy Mayor, and the Town Manager along with Commissioner Murphy and Executive Director Dagostino on Monday, January 30, 2017, regarding cost reductions within the Town of Cromwell. He added that contract negotiations are going well with the two unions. Regarding the fire gear, the District has contacted Doug Sienna of Cromwell's representatives of the Mattabassett District. A letter is being written by legal counsel for the District. Mr. Sienna was contacted so that he is aware of what the District's intentions are. Everyone on the Executive Board of the Mattabassett District will receive a copy of the letter.
- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to approve.
- D. Incumbency Certification. Mr. Dagostino explained that the State of Connecticut has asked the District to refresh the Incumbency Certification that was signed on October 26, 2016, regarding the generator grant/loan received for the Chemfeed building. The State changed some language in the agreement so it needed to be signed again. This should be the final step in the whole process.

A motion was made by Commissioner Colligan, seconded by Commissioner Hinnens and unanimously approved to authorize the Secretary/Clerk to sign the Incumbency Certification to refresh the document.

#### PUBLIC COMMENT

Nicole LaTerra, 13 Hicksville Road, had concerns about the monthly Board Meeting packets because not all of the information is available to the public ahead of time. She asked what the timeframe was for reports being submitted for the monthly Board meetings. It was noted that all information is submitted on the Wednesday before the monthly meeting. She requested that reports be made available for review online before the meeting or could brief summaries be given at the meeting so that the public would have some information on the contents of the reports. It was noted that this request had been made before. The President requested that the reports be posted on line whether approved or not. He too had made the same request before. Mr. Dagostino will see that there is compliance with the request.

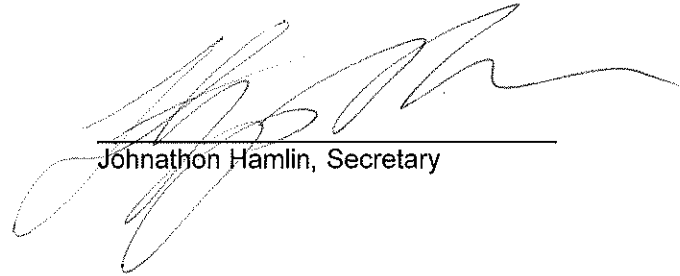
Ms. Samantha Slade, 128 Nooks Hill Road, informed the Board that the Cromwell St. Patrick's Day Committee is honoring former Fire Chief and former Commissioner Donald Swanson as the

Person of the Year this year at the 2017 Greater Hartford Saint Patrick's Day parade being held March 11, 2017, in Hartford that will be stepping out at 11:00 AM. It will be covered on Fox 61. An honoree ceremony will be held at Town Hall in Cromwell on March 4, 2017, 5:00 PM to 7:00 PM.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Neto, seconded by Commissioner Brow and unanimously approved to adjourn the meeting at 7:30 PM.

ATTEST:



Johnathon Hamlin, Secretary

Nancy Deegan  
Recording Secretary  
1-30-17