

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, February 19, 2019

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, February 19, 2019, 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 Lee Brow (President), Roger Rukowicz, Jason Hinnners, David Colligan, Charles Epstein, Mertie Terry, Allan Spotts and Robert Donohue attended. Also attending was Operations Director S. William Jarzavek, Fire Chief Michael Terenzio, Executive Director Julius Neto, Fire Marshal Todd Gagnon and Michael Alibrio from Blum Shapiro. Commissioner Johnathon Hamlin had an excused absence.

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

APPROVAL OF AGENDA

A motion was made by Commissioner Donohue, seconded by Commissioner Hinnners and unanimously approved to accept the Agenda as submitted with the following additions: under Item X. New Business, item H. Acceptance of Audit, item I. Sale of Rescue I for \$17,000.

PUBLIC COMMENT

Susan Thompson, 16A Country Squire Drive, Cromwell, CT, announced that the Cromwell Fire Department's 90th Annual Banquet will be held on Saturday, March 30, 2019, at 6 PM, at the Courtyard Marriott in Cromwell. In the past the Board of Commissioners has financed 50% of the event. It was noted that the funding is budgeted and the funds are available.

A motion was made by Commissioner Epstien, seconded by Commissioner Colligan and unanimously approved to authorize the Board of Commissioners to support 50% of the cost of the Annual Banquet.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
JANUARY 15, 2019

A motion was made by Commissioner Hinners, seconded by Commissioner Rukowicz and approved 6 to 0 to accept the Board of Commissioners' Meeting minutes of January 15, 2019, as submitted. Commissioner Spotts abstained.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

- A. Correspondence from Non-Career EMT. President Brow referred the correspondence to the Personnel Committee for review.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for January had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Executive Director reported that the Subcommittee for Non-Career Staffing Solutions continues to meet. They will be preparing a model to present to the Personnel Committee in the next two or three weeks. Mr. Neto has been evaluating alternate insurance coverage for the District separate from the Town. He has also met with Quick Med. Claims to get an update on the District's account and evaluate processes for improvement of ambulance billing. He feels that the District needs to do a better job on collections. He has continued to meet with staff members to finalize the budget and get feedback. The budget should be ready for the Executive Committee within the next two weeks. The annual audit was completed. There were no significant findings. Commissioner Terry had questions about equipment and whether or not there were funds budgeted for replacement. It was noted that there is an apparatus report that confirms there is funding for repair and replacement. It was noted that water equipment will also start to be reported.

A motion was made by Commissioner Spotts, seconded by Commissioner Terry and unanimously approved to accept the Executive Director's Report for January as submitted.

- B. Financial Report. The Financial Report for January had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio reported that the budget is in good shape. Some line items are over but other items are under. There may be budgetary amendments in the future to address repairs and maintenance issues. Commission members asked for more detail on those items that need attention. Mr. Neto will follow up to highlight those items on future worksheets.

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

- C. Fire Department Chief. The Chief's Report for January had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. A question was asked regarding the status of 4C. The Chief noted that 4C was hit on the Ford Dealer's property. He added that two career staff members have completed Life Safety Code Classes. They are Lt. Zadrick and Firefighter Wolmetz. They are starting to shadow the Fire Marshal for code enforcement and risk assessment. The inspection module uses the red alert system. The present system did not interface with the red alert system. The Chief announced that one of the career firefighters is leaving. The Chief will be discussing this issue with the Personnel Committee on how to proceed.

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

- D. Water Operations. The Operations Report for January had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Board acknowledged Mr. Jarzavek and his staff for the good work they did in repairing the water main break on Catherine St.

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

REPORTS OF THE STANDING COMMITTEES

- A. District Operations. There was no meeting.
- B. Executive Committee. There was no meeting.
- C. Fire Operations. A meeting was scheduled for January 15, 2019, but there was no quorum.
1. Communications Subcommittee. Commissioner Colligan reported that the Subcommittee is working with the vendor for quotes so that they can prepare a proposal to present to the Town at a Special District meeting for the purpose of getting approval for bonding the project.
- D. Pension Committee. The next Pension Committee meeting is scheduled for March 20, 2019.
- E. Personnel Committee. A meeting was held on January 24, 2019. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein reported that some outstanding issues were addressed at this meeting. The issue of Mr. Loza was resolved, and the Committee voted to pay Mr. Loza the 8 hrs. of straight time he was due back in February 2016, due to a miscalculation of his time and misinterpretation of compensation for a holiday. The Committee also voted to pay a former Water Division employee for three days of sick time based on medical information that was provided to the District by the former employee. This was for sick days used consecutively after vacation days were used. Also at the meeting the Executive Director gave a brief overview of the progress of the Subcommittee for Non-Career Staffing Solutions since they are a subcommittee of the Personnel Committee. The Committee also approved funding for a dispatcher to receive fire dispatcher training. The next regular Personnel Committee meeting has been moved to March 7, 2019 from February 28, 2019.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinners and unanimously approved to accept the Personnel Committee Meeting minutes of January 24, 2019, as presented.

1. Subcommittee for Non-Career Staffing Solutions – Mtgs. Jan. 22, 28; Feb. 4, 11, 2019. The Executive Director gave a brief overview of the meetings that have been held. He reported that at the last meeting the subcommittee voted to move forward with a model to present to the Personnel Committee at their next regular meeting.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnners and unanimously approved to accept the Report of the Subcommittee for Non-Career Staffing Solutions.

- F. Water Operations. A meeting was held on February 13, 2019. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Rukowicz reported that there was a discussion about municipal license plates. It was determined that the plates would not be a cost savings to the District, and it would be more paperwork. It was agreed by the Committee not to pursue this issue. The Committee is planning a tour of the Middletown Water Treatment facility in April. Committee members that have not toured the Cromwell facilities were invited to do so. The Committee also reviewed the maintenance report. It was started last year for Fire and EMS apparatus. Water vehicles will be added. The report includes information on what type of work was done, the date it was done and the cost. It was suggested to add fuel and gas mileage. The report will be made available to Committee members. The next regular Committee meeting is scheduled for May 14.

A motion was made by Commissioner Hinnners, seconded by Commissioner Colligan and unanimously approved to accept the Water Operations Committee report for February 13, 2019, as submitted.

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. A meeting was held on December 14, 2018. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Tower issues had been discussed at the last Board meeting in December. At that time the minutes were not available. There was nothing new to report at this meeting.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnners, and unanimously approved to accept the Public Safety Tower Committee meeting minutes of December 14, 2018, as submitted.

2. Safety/Building Committee. A meeting was held on January 10, 2019. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Safety/Building issues from the meeting were discussed at the January Board meeting since minutes were not available at that meeting. There was nothing new to report at this meeting.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnners, and approved 6 to 0 to accept the Safety/Building Committee meeting minutes of January 10, 2019, as submitted. Commissioner Colligan abstained.

3. Bylaws Committee. A meeting was held January 24, 2019. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein reported that at the meeting which was his first meeting as Chair since being re-elected, the Committee finished Bylaw changes that were started in the past meetings. The Committee reviewed the changes. There will be one more meeting before the Committee will go before the Board and Town for approval of the changes. No date has been set for the next meeting.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinners and unanimously approved to accept the Bylaws Committee meeting minutes for January 24, 2019, as submitted.

NEW BUSINESS

- A. Commissioners' Comments. There were no Commissioners' Comments to report.
- B. Budgetary Adjustments. There were no budgetary adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts/contractors to approve.
- D. Resolution Certifying Authorized Signers – Webster Bank. The resolution was presented and read by Commissioner Hinners. A copy is attached to the minutes on file in the Fire District office. A motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to certify authorized signers including specimen signatures for the Cromwell Fire District, Cromwell Fire District Pension Plan, providing instructions and directions to Webster Bank, N.A. for the Cromwell Fire District Pension Plan until a new certification of authorized signers is filed with Webster Bank.
- E. Water Collection of Delinquent Water Accounts. Mr. Neto discussed this issue. He reported that there is an increasing percentage of residents with delinquent water accounts. If there is a reason a person or business cannot maintain their water payments, the District is willing to work with the customer and provide a payment plan. He feels that the District needs to begin a process for collecting on delinquent accounts. He distributed copies of samples of notices he wishes to implement. He stated that the District is willing to work with the customer to be fair regarding what they can afford to pay. Mr. Jarzavek stated that the water revenue is needed for future work to be done with the water infrastructure in Town.
- F. Middlesex Hospital & Cromwell Fire District Agreement. A copy of a letter sent to the Executive Director from James Santacroce, EMS Manager, Middlesex Health, was distributed to the Commissioners for review. A copy is attached to the minutes on file in the Fire District Office. Mr. Neto explained that the letter informed the District that the hospital would not be increasing its per capita rate of \$1. The rate will not be increased to \$2 until the next contract term which begins on July 1, 2020. Mr. Neto added that it is important for the District to maintain its relationship with Middlesex Health, and the news included in the letter was positive. An amendment to the hospital's agreement with the District was enclosed with the letter for signature.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to authorize the Executive Director to sign the amendment and forward to Mr. Santacroce.

- G. Approval of Agreement Regarding Water Division Administrative Assistant. This issue was tabled and will be put on the Board agenda for the March Board of Commissioners' meeting.
- H. Acceptance of Audit. The Audit/Financial Report as of June 2018 was discussed and approved at a Special District meeting this evening, prior to this Board of Commissioners' meeting. Copies of the report are available in the Fire District Office. Thanks and appreciation was given to Mr. Michael Alibrio from Blum Shapiro who has done an outstanding job managing the District's financial records.

A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to accept the Audit/Financial Report as of June 2018, as submitted.

- I. Sale of Rescue I for \$17,000. Chief Terenzio has received an offer for Rescue I for \$17,000. He was looking for the Board's approval to move forward in the process. The Chief noted that there were two offers. One was from Wisconsin and the other was from Carlisle, SC. The one from South Carolina was chosen being the best offer. They plan to use the apparatus in their Fire Department.

A motion was made by Commissioner Donohue, seconded by Commissioner Spotts and unanimously approved to authorize Chief Terenzio and the Executive Director to move forward with the sale of Rescue I for \$17,000 to Carlisle, SC.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

There were no items to be discussed under Executive Session.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Epstein, seconded by Commissioner Colligan and unanimously approved to adjourn the meeting at 8:10 PM.

ATTEST:

Jason Hanners, Secretary

Nancy Deegan
Recording Secretary
3-11-19