

# 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, June 18, 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, June 18, 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, Allan Spotts, Mertie Terry, Robert Donohue, Johnathon Hamlin, David Colligan and Charles Epstein attended. Commissioner Jason Hinnners had an excused absence. Also attending were Executive Director Julius Neto, Michael Alibrio from BlumShapiro and Ass't Chief EMS Robert McIntyre.

The meeting was called to order at 7:04 PM by President Brow. The Pledge of Allegiance was led by President Brow.

### APPROVAL OF AGENDA

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hamlin and unanimously approved to accept the Agenda with the following amendments: under New Business, Item C. Approval of Contracts/Contractors, adding item 4. Tyler Technologies which is the annual Munis Agreement. Munis is the software for the Water Division. Also adding to the Agenda under New Business, Item G. Approval of the Personnel Committee's recommendations for the non-bargaining unit employee pay raises and HSA contributions. And adding item H. under New Business, Approval of Personnel Committee's recommendation for a full-time Firefighter position and Water Division staffing plan for 2019.

### PUBLIC COMMENT

There were no public comments to report.

### APPROVAL OF BOARD OF COMMISSIONERS' MEETING MINUTES OF MAY 21, 2019

The Board of Commissioners' Meeting minutes of May 21, 2019, 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 Rukowicz, seconded by Commissioner Colligan and approved 5 to 0 to accept the Board of Commissioners' Meeting minutes of May 21, 2019, as submitted. Commissioners Donohue and Hamlin abstained. Commissioner Hinnners was absent from the vote.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING  
MINUTES OF MAY 14, 2019

The Special Board of Commissioners' Meeting minutes of May 14, 2019, 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 Spotts, seconded by Commissioner Rukowicz and approved 5 to 0 to accept the Special Board of Commissioners' Meeting minutes of May 14, 2019, as submitted. Commissioners Terry and Donohue abstained. Commissioner Hinnners was absent from the vote.

APPROVAL OF THE SPECIAL DISTRICT MEETING (ANNUAL BUDGET)  
MINUTES OF MAY 21, 2019

The Special District Meeting (Annual Budget mtg.) minutes of May 21, 2019, 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 Rukowicz, seconded by Commissioner Epstein and approved 5 to 0 to accept the Special District Annual Budget Meeting minutes of May 21, 2019, as submitted. Commissioners Donohue and Hamlin abstained. Commissioner Hinnners was absent from the vote.

APPROVAL OF THE SPECIAL DISTRICT MEETING (BONDING)  
MINUTES OF MAY 21, 2019

The Special District Meeting (Bonding for Communications Project) minutes of May 21, 2019, 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 Rukowicz and approved 5 to 0 to accept the Special District Bonding Meeting minutes of May 21, 2019, as submitted. Commissioners Donohue and Hamlin abstained. Commissioner Hinnners was absent from the vote.

APPROVAL OF THE SPECIAL DISTRICT MEETING (BY-LAW AMENDMENTS)  
MINUTES OF MAY 21, 2019

The Special District Meeting (By-Law Amendments) minutes of May 21, 2019, 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 Rukowicz and approved 5 to 0 to accept the Special District By-Law Amendment Meeting minutes of May 21, 2019, as submitted. Commissioners Donohue and Hamlin abstained. Commissioner Hinnners was absent to vote.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

Acting Secretary Hamlin read the communication to the Board which was tabled from last month's meeting. It was a communication from Jennifer Ciancola on behalf of her father, the patient, Mark Ciancola. A copy is attached to the minutes on file in the Fire District Office. It was noted that the Executive Director was tasked with trying to obtain some more information to answer questions raised by the Board. Mr. Neto reported he has not received any additional information on this case.

A motion was made by Commissioner Epstein, seconded by Commissioner Spotts and unanimously approved to table this issue until next month with more information being available. Mr. Neto will reach out again and get more detail on the exact amount that is owed and what has been submitted to private insurance or Medicare and Medicaid. If there are additional questions Mr. Neto will be glad to get those addressed.

REPORTS OF STAFF

A. Executive Director. The Executive Director's Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Neto added that the bonding process for the radio/communication project has been taking up a lot of his time. The insurance process is also taking up a lot of time because it is getting closer to the end of the fiscal year. All insurance coverage for employees will be switched over to the new carriers effective July 1. Workers' comp., medical, dental, vision, property and casualty, life insurance and long term disability. The only matter that is still connecting the District with the Town is pension. Mr. Neto commented on the last bullet item on his report regarding switching vendors that pump out the water separator tank at the Coles Road firehouse. They have made a savings of \$1,825 by switching vendors that do the same or better work.

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

B. Financial Report. The Financial Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio reported that they are still on target overall for both Water and General Fund to come under budget. There are some budget adjustments on the agenda for later on in this meeting. The purpose is to do some housecleaning by moving around funds to those accounts that need it.

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

C. Fire Department Chief. The Chief's Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. It was noted that automatic bleeders were installed in the air compression process. Dryers were installed to eliminate water from getting into the system. The system bleeds itself every 10 minutes. The Court Street air compressor is almost on its last leg. The motor and compressor head have already been replaced on it.

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

to answer any questions on behalf of the Chief's Office since Acting Deputy Chief Brade was not able to stay for the meeting.

- D. Water Operations. The Operations Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Hamlin commended Mr. Palmieri for his quick actions on the incident that took place with the garbage truck running into the power lines by the Chemfeed building. Mr. Palmieri was on top of the situation and confirmed that the backup generator system is operating with no problems. The District had put Eversource/Northeast Utilities on notice 4 ½ months ago because the pole there had been hit 2 years ago. Wires were hanging at that time. The company committed to the Fire District that they were going to prioritize the hanging wire issue. The District at that time noted that because of the TPC environment, there is a lot of traffic in that area during that week. However, nothing was done to fix the issue. Commissioner Terry complimented Mr. Palmieri and his staff for their great customer service for her water pipe issue. Commissioner Donohue complimented Mr. Eric Roberts on his efficient work on the fire hydrant that was hit near Dunkin Donuts a couple of weeks ago. There was discussion about great work being done by the Water Division staff. The VFD project is on track, on time and under budget. Preliminary work began this week. August will be the installation.

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

#### REPORTS OF THE STANDING COMMITTEES

- A. District Operations. President Brow reported that a meeting was held this evening before this meeting. Committee assignments were distributed to all that were present.

A motion was made by Commissioner Hamlin, seconded by Commissioner Rukowicz and unanimously approved to accept the District Operations Report as stated.

- B. Executive. There was no meeting.

- C. Fire Operations. Commissioner Colligan reported that there was no meeting held last month, but there was a meeting held tonight before this meeting. Two things were discussed. One was the Stryker stretcher issue and the other was the communications project. Everything is moving forward.

A motion was made by Commissioner Donohue, seconded by Commissioner Spotts and unanimously approved to accept the Fire Operations Committee report as presented.

1. Communications Subcommittee. Commissioners Colligan reported that the Subcommittee is working on the bonding for the radio/communication project. They will be discussing bringing in a Clerk of the Works to oversee the project. This vendor was involved with the State Police radio communication project. He will help with saving money and making sure goods and services are received as contracted. Commissioner Hamlin thanked Commissioner Colligan for his hard work and time commitment for this project. Commissioner Colligan thanked the Commissioners that helped him on this subcommittee as well as Julius Neto as Executive Director and former Commissioner previously as well as Mike Alibrio helping with the finances.

A motion was made by Commissioner Donohue, seconded by Commissioner Spotts and unanimously approved to accept the Communications Subcommittee report as presented.

- D. Pension Committee. Commissioner Rukowicz reported that a meeting was scheduled for tomorrow, but was canceled because the Pension providers did not have the information available for the meeting. The Executive Director will be planning a meeting with the new Chairman of the Pension Committee. If the Commissioners decide to stay with the plan to freeze the pensions, there may not be a need to meet as often. He will work with the Committee Chairman to come up with a strategy going forward. There will also be discussions about changing the bank that is doing the investment of the assets. Currently the District uses Wells Fargo. That bank has been challenged nationally although the District has had no issues with them. It is not critical that a change be made at this time. The District's funds are secure, it is just a matter of public image.
- E. Personnel Committee. A Special Personnel Committee meeting was held on June 6, 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 one item on the agenda was regarding a full-time firefighter that was tabled until the following week, June 13. Also discussed at that meeting was the restructuring of the Water Division in terms of salaries. This issue is on this Board meeting agenda tonight for approval. Mr. Neto explained that when Mr. Jarzavek retired as Operations Director, his position was reclassified to Water Operations Manager. Mr. Palmieri will be replacing Mr. Jarzavek but in the role of Operations Manager which would require a salary adjustment. Mr. Eric Roberts who also works in the Water Division will be taking on more responsibilities that were Mr. Palmieri's duties. Mr. Roberts will be receiving a step increase in his salary. Those are the recommendations from the Personnel Committee. There were also discussions at that meeting about raises for the non-bargaining unit employees. This issue was also tabled for the following week, June 13.

A Special Personnel Committee meeting was also held on June 13, 2019. Those minutes were not available for this meeting.

A motion was made by Commissioner Donohue, seconded by Commissioner Terry and unanimously approved to accept the Special Personnel Committee meeting minutes of June 6, 2019, as presented.

- F. Water Operations. Commissioner Rukowicz reported that the next quarterly Water Operations Committee meeting is Tuesday, August 13, 2019, at 5:30 PM, at 1 West St.

#### BOARD APPOINTMENTS

There were no appointments to report.

#### CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Mrs. Jennifer Donohue was present. She has replaced Ms. Samantha Slade on the Town Council. Ms. Slade has taken a Military Leave of Absence. A Town Council meeting was held last week. Mrs. Donohue stated if there is information that she does not have, let her know and she will get it. The first item to report was that the Town has suspended brush at the Town dump until June 22. She discussed this with the Town Manager to make sure this information is communicated to the Fire Chief and the Fire

Marshal. The usual procedure was that the Fire Marshal would issue burn permits. With brush being suspended, permits for burning cannot be given out. The reason for the suspension was because the cost for the breakdown of the brush and the company used for it has gotten very expensive. The Town needs to evaluate how it is coming in and the size in diameter. They are revisiting the policies as well. Regarding the Town sign on Rte. 3 and 372, the Town Manager is proposing to install an electronic sign similar to the ones the Fire District uses attaching it to the bottom of the sign with updates of Town business. The Veteran's Green has not been completed because of all the rainy weather. They are targeting the completion date for July 4. The Splash Pad is still not working. It is a switch issue. The part is on order but has not been received. Two switches were ordered so there will be a spare in the future. There has been some reorganization at the Board of Education. A new Superintendent has been hired. Her name is Enza Macri. She is from Middletown. There will not be an Assistant Superintendent position anymore. Those duties were distributed amongst Directors and Human Resources. The structure is similar to the way it used to be structured. The Coles Road project is in its final design. They expect to commence late summer. When Mrs. Donohue has more information she will pass it on to the Board.

B. Reports of the Special Committees

1. Public Safety Tower Committee. Commissioner Rukowicz advised that the next quarterly Public Safety Tower Committee meeting is scheduled for Friday, September 6, 2019, at 10 AM, at 1 West St. There was a meeting on May 17, 2019. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Neto reported there have been many requests from the tenants to upgrade to 5G. They are looking to replace equipment. They are holding requests until an additional assessment is done of the weight on the tower. There were workers up there measuring the distance between the poles securing each section of the tower. It is important as it related to the structure and integrity to do a full assessment of how much equipment can go up there or needs to be removed. Some equipment will be removed within the next couple of months. Since Middletown's microwave is coming down, they are almost finished with their communication system and should be online by July 1. Sometime in August their microwave will be coming down. They will also be evaluating a generator that is on site. This is all based on Sprint looking to have generator power. The District has a generator that is at capacity. They are looking to see if the vendors upgrade the generator to a level of capacity where everyone can participate. There was a request to put a generator at the base of the Tower. That will not be happening. There will never be anything that is combustible at the base of the Tower. That would leave the structure compromised, but backup power is still needed. Cromwell Energy has come up with a solution for the air conditioning unit. The system in Room 1 is so old, it is not made anymore. It was recommended to install a roof-mounted air conditioning unit on the ground and pipe it in. That is available and can be installed in 2 weeks. The other option is a built unit to fill the dimensions of the hole and it would take 8 weeks. They will not guarantee it because it is not profitable for them and it is not their fault that it is the middle of June. In the meantime they have jury rigged two floor mounted units. It is working and keeping everything at 60 degrees.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hamlin and unanimously approved to accept the Public Safety Tower Committee report as presented.

2. Safety/Building Committee. Commissioner Donohue reported that he will be meeting with Mr. Neto to schedule a meeting after July 1.
3. By-Laws Committee. Commissioner Epstein reported that the amendments to the By-Laws were approved at the annual meeting. There is no further business for the Committee at this time. President Brow thanked Commissioner Epstein for all his hard work on the committee. It was a 3 year project. President Brow officially disbanded the By-Laws Committee. He thanked all that served on the committee.

#### NEW BUSINESS

- A. Commissioners' Comments. President Brow made a proposal that the Personnel Committee author and issue a policy regarding hazing for all employees and volunteers within the District and Departments that the Board supervises. Since the committee assignments have changed, President Brow tasked the "new" Personnel Committee with this item as one of its first orders of business. The policy needs to be updated to incorporate hazing more clearly in the policy. It needs to be clear that hazing will not be tolerated amongst District personnel. This was not brought to a vote, but issued as a Directive to the Personnel Committee from the President of the Board.
- B. Budgetary Adjustments. There were adjustments to the General Fund and Water Enterprise Fund. Copies of resolutions and worksheets are attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Spotts and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the General Fund budget for fiscal year ending June 30, 2019, as reflected in the worksheet provided by BlumShapiro at the Board of Commissioners Meeting of June 18, 2019. A reallocation of funds from accounts with excess funds to accounts with current or projected deficits as follows: \$13,000 from Administrative-Professional Fees, \$3,000 from Administrative-EMS Billing Services, \$2,000 from Administrative-Payroll Services to Administrative-Administration Payroll; totaling a transfer of \$18,000. \$8,000 from Office of the Fire Chief –Professional fees to Office of the Fire Chief-Operating Expenses, totaling a transfer of \$8,000. \$2,000 from Training-Volunteer Training to Training-Career Training totaling a transfer of \$2,000. \$17,066 from Insurance & Benefits-Medical insurance to Insurance & Benefits-Unemployment compensation for \$5,000, Insurance & Benefits-workers' compensation insurance for \$3,316 and Insurance & Benefits-Pension MERS for \$8,750 totaling a transfer of \$17,066.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Spotts and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the Water Enterprise Fund budget for Fiscal year ending June 30, 2019, as reflected in the worksheet provided by BlumShapiro at the Board of Commissioners Meeting of June 18, 2019. A reallocation of funds from accounts with excess funds to accounts with current or projected deficits as follows: \$15,000 from Transmission & Distribution-Maintenance of Reservoir and \$4,000 from Transmission & Distribution-Maintenance of Services to General Administration-Medical Insurance totaling a transfer of \$19,000.

C. Approval of Contracts/Contractors

1. Standby Power, Inc. This is one of three contracts being presented that represents their annual contract renewal with the District to continue to provide services to the District. This is a preventive maintenance service agreement for the purpose of maintaining their standby power generator systems with 4 calls per year for the Kohler Generator on Court Street and the Onan Generator on Coles Road.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the contract renewal for Standby Power, Inc., as presented.

2. SNE Building Systems Yearly Agreement Renewal. This renewal agreement is for SNE Building Systems that supports building automation support services for Court Street and West Street.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the contract renewal for SNE Building Systems, as presented.

3. New England Radio Consultants, LLC. A motion was made by Commissioner Hamlin, seconded by Commissioner Donohue and unanimously approved to authorize New England Radio Consultants, LLC, Mr. Paul Zito, to represent the Cromwell Fire District as the Clerk of the Works for the Radio Project. Mr. Neto added that this firm is a new vendor. Mr. Zito and his consulting firm will act to oversee on a limited basis to evaluate the capacity to run the new communication system with Norcom and Motorola. He will be the bridge to evaluate the technical depth that will be required to assure the investment in the new communication system is exactly the way the taxpayers and firefighters expect it to be. It was noted that Mr. Zito has an extensive background working for the State Police and developing communications within the State system. He helped create and manage the system. He has retired from the State, and has taken on the role of a consultant. He is currently working with a few other towns and municipalities in a similar role to the one he has in Cromwell. He will keep Motorola and Norcom honest.
4. Tyler Technologies. Mr. Neto explained that Tyler Technologies is the company that manages the Munis system which is the software that the District uses for all of its water division business regarding billing, budget, accounting systems and water services. The software is the backbone of the water services. The Town also uses this system. Although it is expensive, the District does not have an alternative to this software. It also meets all the criteria for auditing. Mr. Neto recommends keeping the system because trying to replace it would take at least a year or longer to make all the necessary adjustments.

A motion was made by Commissioner Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the contract renewal for Tyler Technologies as presented.

- D. Discussion and Possible Action on Cromwell Fire Department By-Laws. The Executive Director explained that this item was tabled from last month. Attorney Deneen had been present at the last meeting. It was noted that the current By-Laws as written could interfere with the new model going forward. Members that were voted in previously will now be



entering into an employee/employer relationship. Therefore, the current By-Laws are to be temporarily suspended until a new set of By-Laws can be generated with an association environment. Attorney Deneen has volunteered to provide legal guidance to the group through the changes. Commissioners Colligan and Epstein will be co-chairing the subcommittee and will exchange contact information with Attorney Deneen. Commissioner Colligan was asked to speak on this issue since he has been in the Fire Department for many years and has experience working on Fire Department By-Law changes. There have been changes that were made in the Fire Department when he was the Fire Chief. He has experience in working to make legal changes while protecting everyone involved. Mr. Neto added that if there are any special requests or requirements of the membership, a process needs to be established. Once By-Laws are suspended, there needs to be a process set up to address any immediate issues or concerns. Those issues or concerns should be vetted either through the Fire Chief's office, the Executive Director's office or the Commissioners.

A motion was made by Commissioner Hamlin, seconded by Commissioner Spotts and unanimously approved to go forward with the suspension of the Cromwell Fire Department By-Laws until the new By-Laws for the Fire Association can be drafted and voted on.

A motion was made by Commissioner Hamlin, seconded by Commissioner Spotts and unanimously approved to amend the original motion to state that any special needs or concerns be addressed through the new subcommittee to the Executive Director, Fire Chief or full Board of Commissioners for approval. Commissioner Spotts withdrew his original motion and seconded the amended motion. Commissioner Colligan added that the last time Fire Department By-Laws were changed the timeline ended up being 6 months to a year rather than 90 days as originally proposed. Additionally, all decisions made were made by the whole subcommittee so that everyone on the subcommittee could address any questions or issues. It allowed for transparency.

- E. Discussion and Possible Action on Change in Vested Eligibility of Pension. The Executive Director discussed the fact that the rules of engagement need to change regarding pension eligibility since a cut off of seven years has been established. Mr. Neto proposed a different solution that has been endorsed by the Pension officials and seems to be fairer than the previous proposal. Last month, the Commissioners' decision impacted some in a positive way, but the majority in a negative way. The decision last month was to freeze the pensions as of June 30 with a line drawn at 7 years. Mr. Neto explained that there is an accrued benefit for each member today. Whether a person has one year of service or 9 years and 11 mos. All the accrued values are individual. Even though values will be frozen as of June 30, whatever an individual has for time will be kept and frozen until they are eligible to collect it. Mr. Neto added that if the Commission agrees with this solution, a resolution will need to be drafted in order to make it an official process. It was noted that the actuaries charge a fee to set up these accounts. That fee will be taken out of the investment dollars. It could happen that the monies being made to do support the fee structure. That is a liability that may need to be crossed. They have told Mr. Neto that the District is in a good position right now. Any discrepancies in seniority totals should be addressed by the Fire Chief's office. Mr. Alibrio added that all the calculations and seniority information is generated from the Fire Department. Calculations are processed according to the information provided by the Fire Department.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hamlin and unanimously approved to have all members that are currently on the rosters and in the

volunteer pension plan, at the date of dissolution, June 30, 2019, every member as of that date be credited for their accrued benefit to be payable at retirement age.

Commissioner Hamlin rescinded his second and Commissioner Rukowicz rescinded his motion.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hamlin and unanimously approved to supersede the motion from last month to pay 7 years forward and instead to have every member receive their accrued benefit to be payable at retirement age.

The Executive Director read a draft copy of the Amendment to the Cromwell Fire District Pension Plan. A copy is attached to the minutes on file in the Fire District Office. It basically stated that benefit accruals will be frozen as of June 30, 2019. Employees hired after that date are not eligible. The amendment shall not reduce the Accrued Benefit of any participant. Mr. Neto will be asking the President of the Board to sign this document today. It is the formal document that allows the process to continue. There was a second page entitled Action by Unanimous Consent of Government Entity Amendment of Retirement Plan.

A motion was made by Commissioner Donohue, seconded by Commissioner Hamlin and unanimously approved to accept the Amendments to the CFD Pension Plan and Retirement Plan as written.

- F. Approval of Personnel Committee Recommendation for Paying Out 2018 Stipends. A motion was made by Commissioner Hamlin, seconded by Commissioner Donohue and unanimously approved to accept the Personnel Committee's recommendation for paying out 2018 stipends.
- G. Approval of the Personnel Committee's Recommendations for the Non-Bargaining Unit Employee Pay Raises and HSA Contributions. A motion was made by Commissioner Hamlin, seconded by Commissioner Colligan and unanimously approved to accept the Personnel Committee's recommendation for the Non-Bargaining Unit employee pay raises. The Personnel Committee's meeting minutes of June 13, 2019, outline the specifics of the raises. The Executive Director explained that this is an annual objective which has been considered a cost of living raise every year. The Committee is recommending a 2.5% increase this year with an increase in HSA contributions based on the insurance component. Since the District had to get their own insurance plan this year, the plan that was chosen forced the employees to take a \$2,000 and \$4,000 deductible on the HSA. The collective bargaining units are separate because of their CBA. The Non-collective bargaining unit employees are all under the \$1,500/\$3,000 HSA currently. There is a contribution that the District puts in. The Committee is recommending that the deposit increase be equivalent to the new increase of the HSA. The 2.5% increase was suggested to help keep the non-bargaining unit employees whole by compensating them for the insurance rate increase.
- H. Approval of Personnel Committee's Recommendation for a Full-Time Firefighter Position and Promotion in the Water Division. The Executive Director explained that as discussed at the Personnel Committee's meeting of June 13, 2019, there is a full-time career firefighter that has requested to transfer to become part-time. This means there will be a full-time firefighter open position. The last time the Department went through the hiring process, it was a few months ago, there was a list established that ranked the candidates highest to lowest. The Committee is requesting that the Commission authorize the District's

administration to use that list to recruit the next eligible candidate so someone can be brought on board expeditiously. The effectiveness of the transfer would be July 1 or 2 or as soon as there is a part-time position under the new model. The purpose is not to have to wait another month until the Personnel Committee or the Board meets again.

A motion was made by Commissioner Hamlin, seconded by Commissioner Terry and unanimously approved to allow the Executive Director and the Fire Chief to offer employment to the next person in line on the current active Fire Department list. If that person declines, the Executive Director and the Fire Chief have the authority to go to the next person in line.

The Executive Director explained the situation in the Water Division with personnel. The Director of Operations, Bill Jarzavek, retired in March. That position is not being replaced one for one. That position is being broken down to a Water Operations Manager. Mr. Palmieri will be promoted upon the recommendation of the Personnel Committee and the Water Operations Committee to that role which requires a salary position. He will no longer be on the clock and eligible or compensated for overtime. The new role will have an annual salary of \$92,000. The position will be exempt. They are also looking to hire a part-time administrative assistant as well for 20 hours a week. The funding will come from the Water Enterprise Fund. They also wish to move Mr. Eric Roberts from a Step 2 in his pay scale to a Step 3. Mr. Roberts has taken on extra responsibilities since Mr. Jarzavek has left. Mr. Roberts has taken on some of Mr. Palmieri's duties due to Mr. Palmieri's new responsibilities. This step increase represents a 5% increase in Mr. Roberts' salary. This was the Water Division staffing plan as presented to the Personnel Committee.

A motion was made by Commissioner Hamlin, seconded by Commissioner Terry and unanimously approved to accept the Water Division staffing plan for 2019 as submitted.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

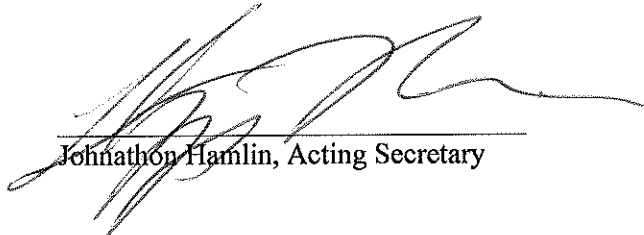
There was no Executive Session to be held.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Spotts, seconded by Commissioner Rukowicz and unanimously approved to adjourn the meeting at 8:57 PM.

ATTEST:

Nancy Deegan  
Recording Secretary  
7-3-19

  
Johnathon Hamlin, Acting Secretary