

# Cromwell Fire District

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FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## BOARD OF COMMISSIONERS

### Bylaws Committee Meeting

Thursday, January 24, 2019

7:00 PM

1 West Street  
Cromwell, CT

Present: Commissioners Charles Epstein (Chairman), Mertie Terry, Robert Donohue and Jason Hinners. Also attending was President Lee Brow and Vice President Roger Rukowicz.

- I. Call to Order. The meeting was called to order at 7:00 PM, by Chairman Epstein.
- II. Approval of the Agenda. The Chairman asked for an agenda change. He requested to add Commissioners' Comments after New Business and before Adjournment.

A motion was made by Commissioner Donohue, seconded by Commissioner Hinners and unanimously approved to amend the agenda as noted.

- III. Public Comment. Commissioner Rukowicz asked if the Committee would be picking up where they left off last year or starting over. President Brow stated that the Committee wishes to pick up where they left off last time. At that time the Committee had prepared a final draft to be presented for a vote by the Board of Commissioners. Since most of the work has already been done, the work left for the Committee should be an easy process. There are a couple of minor edits to be discussed. The President is hoping that this will be the last meeting before a vote.
- IV. Old Business. The Chairman noted that the old business before the Committee at this meeting was the draft document drafted by the previous Bylaws Committee members. President Brow had the document as a power point document to be projected on the screen. All Committee members also had copies.

President Brow made a motion to accept all of the changes on the draft document that were approved at the last meeting of the previous Committee. They were noted in red on the draft document which was the power point document at the meeting. If accepted this will be the draft for the voting public to see without the changes in red ink. This will be considered the brand new document with changes changed from red ink to black to be presented for a vote. It was noted that the changes are minor such as job titles, but the changes do not affect power or authority that would need review.

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The Chairman added that the major changes to the document were done prior to the final draft.

The President noted that one minor change will be changing the dates for the effective and adopted dates. The adopted date will be the date the Board approves the final draft. The effective date will be when the Town votes on the document. There was some discussion about the wording of the notification on the District's Annual meeting. That would be Article IV, Item D. Some minor changes were made to those statements.

There was discussion on Article V., Item B. Another change which will remain in the new draft will be the elimination of the Position of Assistant Treasurer as an officer of the Board. There was clarification of the duties of the Secretary/Clerk.

The next discussion was on Article XI, Section B. Protocol for Commissioners Contacting District employees. President Brow read the Section.

A motion was made by Commissioner Terry, seconded by Commissioner Hinners and unanimously approved to delete all of Section B. out of Article XI from the draft document.

The Board meeting agenda was discussed. Specifically, Executive Session. It was noted that it is on every agenda as needed. A subject matter must also be added to the Executive Session item. It was noted that The Pledge of Allegiance was officially added to the beginning of the agenda.

Referring to pg. 13, Article XV, of the final draft, President Brow proposed and made the motion to change the official title of the Executive Director to the Executive Director of District Operations. Commissioner Donohue seconded the motion. The motion passed unanimously.

President Brow proposed to leave the title of Fire Chief as the Fire Chief. There was another proposal by President Brow to change the title of Director of Operations to Water Operations Manager to go into effect April 1, 2019.

Some verbiage should also change under the Water Operations Manager. Under item A. "Shall operate under the provisions of his or her contract," was changed to the following: shall operate under the provisions of, and within the specific duties spelled out in his or her job description. Items B. and C. will remain the same. "Will abide by all collective bargaining agreements in force within the Cromwell Fire District." Item D. The word Director was taken out and Manager inserted. The language after the word "board" was removed.

Chairman Epstein had questions about how often the Bylaws would be revisited. President Brow relayed advice from Attorney Deneen who advised that a review date cannot be imposed because the terms of Board officers are short, and it is possible

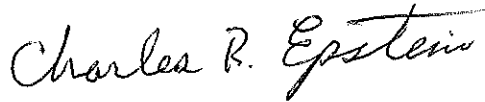
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that if a new President is elected every year, there would be a constant revisiting of Bylaws should each President have a different agenda.

A motion was made by President Brow, seconded by Commissioner Hinnners and unanimously approved to accept the Bylaws as amended as of January 24, 2019, and be forwarded to the full Board of Commissioners for approval and forwarded for a vote at a Special District meeting.

- V. New Business. There was no new business to report.
- VI. Commissioners' Comments. Commissioner Rukowicz stated that he had been to every Bylaws Committee meeting except one, and said it was a pleasure to watch the work that was done. He thanked the past committee members, the present committee members, the past chairman of the committee, the present chairman of the committee and the Commissioners for putting all of their time and effort into this project. Chairman Epstein thanked everyone for all their efforts. It was noted that the document still remains a draft until approved by the Board. The Chairman would like to get the drafts out to the Commissioners a couple of weeks before the next Board meeting so that they can review and be prepared to vote. The goal is to have a Special District meeting to approve the Bylaws as well as vote on bonding for the radio project. This way the public will only need to attend one evening meeting for the two items.
- VII. Adjournment. A motion was made by Commissioner Hinnners, seconded by Commissioner Donohue and unanimously approved to adjourn the meeting at 7:45 PM.

Respectfully submitted,



Charles R. Epstein, Chairman

Nancy Deegan  
Recording Secretary  
2-13-19