

# Cromwell Fire District

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FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## CROMWELL FIRE DISTRICT

### Personnel Committee Meeting

Thursday, October 24, 2019

5:30 PM

1 West Street  
Cromwell, CT

Present: Commissioners Johnathon Hamlin (Chairman), Jason Hinnens and Mertie Terry. Commissioner David Colligan had an excused absence. Also attending were Commissioners Lee Brow (President), Robert Donohue, Charles Epstein and Roger Rukowicz.

- I. Call to Order. The meeting was called to order at 5:35 PM, by Chairman Hamlin.
- II. Approval of Agenda. A motion was made by Commissioner Brow, seconded by Commissioner Hinnens and unanimously approved to accept the Agenda as submitted.
- III. Approval of Meeting Minutes of September 26, 2019. A motion was made by Commissioner Brow, seconded by Commissioner Hinnens and approved 2 to 0 to accept the Minutes of September 26, 2019 as submitted. Commissioners Hamlin and Terry abstained. President Brow was present at the Sept. 26, 2019 meeting and voted for approval of those minutes at this meeting.
- IV. Public Comment. Commissioner Robert Donohue asked if he could put an agenda item on the next regular meeting agenda to discuss one missing year of his Fire District pension.
- V. Old Business
  - A. Hazing Policy. Chairman Hamlin stated that this policy had been brought before the Committee a couple of meetings ago. The policy clarifies the meaning of hazing and makes sure no one falls through the cracks. A copy is attached to the minutes on file in the Fire District office.

A motion was made by Commissioner Brow, seconded by Commissioner Hinnens and unanimously approved to accept the Hazing Policy as submitted and to have this policy added to the District Employee Handbook when it is revised.
  - B. Clarification and Decision on Pay Rate Adjustment from 9/2018 for Clerical Staff. President Brow was at the September 26, 2019 meeting where this item was on the agenda. It was noted that the two clerical staff that received an increase last year were moved to a Labor Grade 9 at that time which stipulates a 40 hour work week. However, their work schedule is a 35 hour work week. They should have been classified in Labor

Grade 8, which is a 35 hour work week. President Brow is proposing to have one step added to Labor Grade 8 to reflect the raise that was already given. The employees should be removed from the classification of Labor Grade 9 because it is an inappropriate classification for them.

A motion was made by Commissioner Brow, seconded by Commissioner Hinnners and unanimously approved to add a step to Labor Grade 8 and remove the employees affected from Labor Grade 9. The employees were misclassified. This action will still reflect the raise that was already given last year. It was noted that this is their top step in that labor grade. They are maxed out. They will have the ability to receive percentage raises annually based upon their performance evaluations. It was noted that this action is not punitive. It was done to make things classified correctly. Nothing is being taken away from the employees. This issue will be explained to them so they understand it is not punitive.

A motion was made by Commissioner Brow, seconded by Commissioner Hinnners and unanimously approved to give the third clerical person a 5 % increase equivalent to what was given to the 2 clerical employees discussed previously.

- C. Adopt the OT & Compensatory Time Policy for Non-Bargaining Staff. The Executive Director was not present, but submitted a policy for review. A copy is attached to the minutes on file in the Fire District Office. President Brow explained the policy as presented.

A motion was made by Commissioner Brow, seconded by Commissioner Hinnners and unanimously approved to accept the Non-CBA Employees Overtime Policy & Compensatory Time for Storms.

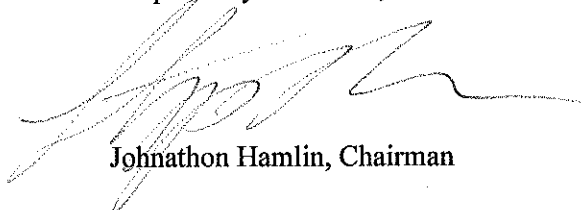
VI. New Business. There was no new business to report.

VII. Commissioners' Comments. Commissioner Hinnners asked about the status of the biweekly follow-ups with the Chief. Since Mr. Neto was absent and is involved in those meetings, Commissioner Hinnners could not get an update. He requested that this item be added to the next Personnel Committee meeting agenda.

VIII. Public Comment. There were no public comments to report.

IX. Adjournment. There being no further business, a motion was made by Commissioner Hinnners, seconded by Commissioner Brow and unanimously approved to adjourn the meeting at 5:58 PM.

Respectfully submitted,



Johnathon Hamlin, Chairman

Nancy Deegan  
Recording Secretary  
10-30-19