

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS' MEETING

Fire and Water Divisions

Tuesday, March 16, 2021

6:00 PM

Coles Road Firehouse

105 Coles Road

Cromwell, CT

Also via Conference Call

1-203-666-2275, 420-940-95#

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' meeting on Tuesday, March 16, 2021, at 6:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT which was also available via conference call (Teams), to discuss and act upon Fire and Water Division business.

Per Executive Order 7B, Governor Lamont has ordered and directed that in-person open meeting requirements be suspended. Therefore, the Board of Commissioners' Meeting will be held via conference call. Members of the public may send questions or comments to meetings@cromwellfd.com on any agenda items.

Commissioners Lee Brow (President), Mertie Terry, Roger Rukowicz, Charles Epstein, Robert Donohue, David Colligan and Robert McIntyre attended. Calling in to the meeting were Commissioners Jason Hinnens and Allan Spotts, and Accountant Michael Alibrio. Also attending were Executive Director Julius Neto, Acting Fire Chief Jason Brade, Water Operations Manager Joseph Palmieri, Fire Marshal Ray Saracco and Dispatch Supervisor Justin Lonergan. Commissioner Donohue left the meeting at 6:45 PM. Commissioner Spotts left the meeting at 7:10 PM.

CALL TO ORDER

The meeting was called to order at 6:04 PM, by President Brow. The Pledge of Allegiance was led by President Brow. The President asked that everyone keep in their prayers the families and first responders from the tragic incident that happened in New London with the 4 year old child.

APPROVAL OF AGENDA

A motion was made by Commissioner Epstein, seconded by Commissioner Rukowicz and unanimously approved to accept the Agenda as submitted with the following corrections: under New Business, moving Item D. to the top of the Agenda which is Discussion and Possible Acceptance of the 2019/2020 Fiscal Audit. That item will be moved and discussed under Item

IV. as the first item for discussion before acceptance of any meeting minutes. The original Item E. will be moved to Item D. under New Business.

A motion was made by Commissioner Spotts, seconded by Commissioner Donohue and unanimously approved to add a new Item E. which will be the new COVID Mask Policy Possible Changes.

PUBLIC COMMENT

There were no public comments submitted to the Executive Director or comments from the public.

DISCUSSION AND POSSIBLE ACCEPTANCE OF THE 2019/2020 FISCAL AUDIT

The Executive Director explained the internal audit process. The audit is performed by an independent auditing firm. The District has used the same auditing firm for the last few years. Susan and Jason from Hoyt, Filippetti & Malaghan, LLC, had dialed into this meeting to discuss the District's audit. Copies of the audit were distributed to the Commissioners prior to this meeting. Hoyt, Filippetti & Malaghan will also provide bound original copies of the audit report to the District Office after this Board meeting.

Jason from Hoyt, Filippetti & Malaghan gave an overview of the report. Because of the COVID environment the auditors did not physically come to the Board meeting. Normally they would be attending and sitting in the back of the room and would answer questions after the overview. Jason started by reporting that the audit came back with a "Clean Opinion." That is what a client wants to have. The report states that the financial statements were fairly presented according to current accounting standards. There were no issues with internal control. There was no management letter issued. That is also something that a client works towards. He added that the District had a very good year.

He referred to the balance sheet on page 19. It shows at the end of June the assets, liabilities and fund balance for the two major funds; the General Fund and the Capital Project Fund. All the other funds are combined into a third column called "Non Major." The District has all positive fund balances. The General Fund has a fund balance of \$1.2 million, and the Capital Project Fund has a \$1 million fund balance. The other funds rolled together have a \$700,000 fund balance.

Page 21 shows how the District performed during the year. The General Fund had positive results. Revenues over expenditures by approximately \$200,000 after transferring \$300,000 to the Capital Projects fund for funding future projects. The Capital Projects fund this year took in \$3 million in debt proceeds. There were a lot of capital expenditures going out. That was the purpose of the long term debt. That fund ended with a balance of \$600,000 for the year. This was all good news especially with the type of year it was.

He then referred to Page 41 for the schedule of all the debt that the District has. Those are statements of revenue and expenditures. First was the balance sheet for governmental funds that he was referencing. Two pages after that is the statement of revenue expenditures and changes in fund balances. That is where the overages of \$200,000 for the General Fund and \$600,000 for the Capital Projects fund are located. There was a slight decrease in the total of the non-major funds of \$24,000. The bottom of that page has the ending fund balances for the year. A few pages in, Jason described a schedule of the non-current liabilities. This is the debt that the District carries.

As of June 30, there was \$3.5 million in accounts payable outstanding. Between all three pension plans there is a net pension liability of \$1.2 million. There was a contribution payable to the MERS plan which the District is paying \$6,000 a year. That ending balance was \$104,000, and accrued interest on the bonds was \$31,000. The value of paid time off that people have earned as of June 30 with all compensated absences is \$85,000. All total there is \$5 million of debt. Two of the bond issuances are expiring in the fiscal year 2022, and another will be done in fiscal year 2023. On page 62, he wanted to look at the budgetary comparison schedule to the General Fund. Overall there were positive variances for the year between budget and actual. The District took in \$65,000 more in revenue than expected. Overall the District spent \$332,000 less than expected. The variants where the District expected to use \$196,000 of fund balance, the District increased the fund balance of the General Fund to \$200,000. That makes a shift from a negative \$196,000 to a positive \$200,000 which makes almost a \$400,000 positive variance. Jason noted that this is very good. There is all good news in this report.

He didn't know if there were any questions. The things that were unique this year were the issuance of \$3 million of debt. The District also received some FEMA money in a grant which helps to pay personnel costs. Other than that, Jason reported it was a typical good year for the District. There were no significant deficiencies. They were very happy with the processes that are in place for financial reporting, and they were happy with the segregation of duties. They were happy with the whole audit report, and it is hard to make auditors happy.

The Executive Director added that the hard copy is coming. He noted that the District was a little bit behind with everything according to the calendar. With all due fairness of disclosure, things were held back a little bit because initially there were questions about some reporting of the Tax Collector. They needed to provide some clarity to the auditors. Being a COVID year was also part of the delay. They also wanted to make sure that all the data from the Tax Collector was in the reporting. The District is working with the Tax Collector's office to mitigate the timeliness of this report for next year. Next year they will have the audit report to everyone earlier so that the hard copies from the auditors will be distributed sooner.

The Executive Director thanked Mike Alibrio and the team from Hoyt, Filippetti & Malaghan for all their hard work. Commissioner Donohue asked the auditors if there were any red flags or issues. The only concern was they had to do some work on the reconciliation between the Town and the Fire District. However, there were no findings, and nothing stood out.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Colligan and unanimously approved to accept the Financial Audit as of June 30, 2020, as presented.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
FEBRUARY 16, 2021

The Board of Commissioners' Meeting minutes of February 16, 2021, 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 Hinnens and unanimously approved to accept the Board of Commissioners' meeting minutes of February 16, 2021, as submitted.

APPROVAL OF THE SPECIAL BOARD OF COMMISSIONERS' MEETING MINUTES
OF FEBRUARY 8, 2021

The Special Board of Commissioners' Meeting minutes of February 8, 2021, 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 Donohue, seconded by Commissioner Rukowicz and unanimously approved to accept the Special Board of Commissioners' meeting minutes of February 8, 2021, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were two pieces of communications to report. Commissioner Epstein read an email from Ms. Jolie Hinnars to the Board of Commissioners thanking them for the get well card and flower arrangement that was sent to her after her surgery. A copy of the email is attached to the minutes on file in the Fire District Office.

The second piece of correspondence was from the Associate Director of Development and Marketing of Vista Life Innovations. The letter was read by Commissioner Epstein. They thanked the Fire District for their donation in remembrance of Kent Scully. A copy of the letter is attached to the minutes on file in the Fire District Office.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The only other topic he wanted to add to his report is regarding COVID, Executive Orders and CDC guidance. Effective March 19, 2021, there is going to be some relaxation of some of the rules. The Executive Director is looking for some guidance about opening up the District Office and opening this meeting space to the public if possible with some restrictions. Or whether or not the President and the Executive Director can set the guidelines going forward based on the Executive Order.

A motion was made by Commissioner Spotts, seconded by Commissioner Colligan and unanimously approved to give the authority to the President and the Executive Director as needed to implement Executive Orders based on the Executive Order from the Governor and CDC data. The Executive Director and the President will keep everyone informed of any changes.

- B. Financial Report. The Financial Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein asked if there was anything that stood out or anything the Board should know. Mr. Alibrio had a couple of comments on the first page of the Executive Overview. It shows a summary of the tax collection. He wanted to advise that the District is on a deferral program along with the Town. He wanted to point out that the District is up 2% behind where they were last year in terms of tax collection. That equates to approximately \$75,000. He is hopeful that when the deferral program ends, the District will be able to catch up there. He pointed out that the District is not out of the woods yet. The District still needs to keep a close eye on what they are spending and when they are spending it, until it gets closer to the end of the fiscal year. The accounts that are repeat offenders are Repairs & Maintenance which is a little over budget right now. Other than that, everything else looked good. The

Executive Director added that April 1 is the new deadline for the tax deferment program. After April 1 the charge will be 18% interest for all non-payment of taxes.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Spotts and unanimously approved to accept the Financial Report for February as presented.

C. Fire Department Chief. The Chief's Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Acting Chief Brade had a few things to add to the report:

- They are working on motivating some staff that have not been around in a while. Letters will be sent out to those staff members to check on their duty status.
- The Chief has also been working on budget preparation with the Executive Director.
- He reported that the Department has caught up on its NFIRS reporting system. It was a couple of years in the making, but it has been completed.
- He has been working with Mr. Lonergan on the communications issues, and the new date for the radio cutover is March 23, 2021.
- The Fire Marshal's office will work with any PPE policy for the investigators and inspectors for investigation purposes.
- The Fire Marshal's office also presented a fee structure to the Fire Operations Committee today.
- There was a fire at 19 Botelle Manor. Lt. McKnight was in charge of that operation. They had a good initial attack on the fire. Chief Brade sent an email out complimenting everyone on how well the operation went.

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

D. Water Operations. The Operations Report for February had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Palmieri added:

- The CCR's (Consumer Confidence Reports) have been mailed out to residents. They were also posted on the Fire District's website. They will be sent to the Health Department along with the Town of Berlin. An ad will be placed in the Middletown Press informing everyone that the report has been published. The Water Department had a good year. The water surpassed all water quality standards.
- The Water Division will also be putting a notice in the newspaper about annual hydrant flushing. The flushing will begin on April 5.
- The President asked about inter-connectability between north and south. Mr. Palmieri explained that they are still working on that. They are in the beginning stages of the engineering portion of that project. The Executive Director added that this is going to be a massive project with a price of \$1.5 or possibly \$2 million. This could be through the grant process or a loan. The District will receive a break on the interest rate. Whatever the going rate is, the District will receive half of what the going rate is. To be participating in Phase I, the District must follow very strict guidelines from the State in order to be eligible for any monies. There was an RFQ for the engineering study. It was advertised, but the District only received one bid from Environmental Partners. The purpose of the study is to get behind the actual numbers, the logistics of how this project is going to go. Some of the details to be worked out are: negotiations with the neighbors

north and south of Cromwell, any purchase of land requirements, the location of the pump station, and coming up with some timelines. When the time gets closer, Joe and the Executive Director will bring all the information before the Water Operations Committee and eventually the Board of Commissioners for final decisions. Currently all state guidelines are being followed. The State has identified this as a very favorable project. The State is trying to get more municipalities and water companies interconnected for support as well as emergency backup. Cromwell is working with the State at the right time with the right project as it relates to the water utility environment.

At the federal level there will be some monies available for infrastructure improvements. If the State gets money, then there is an opportunity with the trickle-down effect for Cromwell to receive some of that for its project. There will be another infrastructure opportunity in a couple of years after this project with the water tank. This will involve either rehabbing the tank or replacing the tank. The Water Department will be busy within the next few years to support and protect the water distribution of the Town.

Mr. Neto has been doing some research, and even though Cromwell has some big projects, Cromwell is lucky compared to other smaller water companies or departments. They are in great shape based on the findings from Environmental Partners. Cromwell has a lot of fire hydrants and support to maintain the quality of water that they have. Cromwell does not need to filter their water at this point in time. They only pump chemicals to neutralize the water. It is pristine water. The District realizes this and is moving forward with long range planning and meeting the State's requirements.

Mr. Palmieri added that the water supply plan is in draft form right now, and is due to be completed in a couple of weeks. More information will be available at that time. He also mentioned that at the Nike site, the booster pump station was delivered last week and set in place. They are making the final connection on April 5 which is the commission date. The Executive Director gave kudos to Mr. Palmieri. This is the first time that the District has written, specific specs for the pump house. The price of the whole pump house is well over \$220,000; i.e. the housing, the material inside, the controls that are required. If the District were to have a sub-standard pump house or systems that are less than what is determined to be ideal, within a year, 2 years or 10 years, it would have to be replaced. The District will be monitoring this. This is a new beginning as it relates to requirements going forward. Mr. Palmieri added that the District will not have to spend any money on the pump house once it is commissioned. Commissioner Epstein noted how lucky the Town's people are to have water supply available throughout the Town when needed.

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

- E. Communications Center Report. The Communications Center Report had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Lonergan reported that his monthly reports have remained the same. All information and data are included. The biggest item is the ongoing Communication Project. There is a lot of work and coordination going on in that area. They look forward to getting the new system on line to finish that aspect of the project. The air conditioning unit is installed and working in the radio room. They are working on a drip pan today to help protect the radio equipment. The stove for the Communications Center has arrived. That should be installed within the next few days. Justin added that they were not able to get the air filters that they need from Trane. Trane has been having difficulty finding them. Instead they purchased a filtration

unit. The same one the Fire Department has. Apparently the unit in the room is a very odd sized filter, and that type of filter is hard to come by right now.

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

REPORTS OF STANDING COMMITTEES

- A. District Operations. Meetings were held on January 27, 2021, and March 4, 2021. Minutes had been previously distributed and reviewed. Copies are attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Epstein and unanimously approved to accept the District Operations Committee meeting minutes of January 27, 2021 and March 4, 2021, as submitted.

- B. Executive Committee. There have been no meetings. Commissioner Rukowicz stated they are waiting for the Executive Director to finish his budget discussions with the department heads. They should be scheduled by the end of this month. The Executive Director added that they are a little bit behind but not a lot compared to last year. Part of the reason is because he wants updated quotes from all the vendors and insurance numbers. The process should be completed soon. Commissioner Rukowicz stated that once the budget meetings are completed, the Executive Committee will be meeting to finalize all the numbers.

- C. Fire Operations Committee. Special Meetings were held on February 3, 2021, and February 22, 2021. The regular monthly meeting was held on February 16, 2021. All meeting minutes had been previously distributed and reviewed. Copies are attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Hinners, seconded by Commissioner Rukowicz and unanimously approved to accept the Special Fire Operations Committee meeting minutes of February 3, 2021, and February 22, 2021, and the regular monthly Fire Operations Committee meeting minutes of February 16, 2021, as presented.

1. Communications Subcommittee. Commissioner Colligan gave a brief update on the communications project. He reported that the new cutover date for the new system is March 23, 2021. The Nike site is ongoing, but they have been making a lot of progress. There are a few minor details they will need to oversee. He hopes to report by next month that everything is up and running.
- D. Pension Committee. Commissioner Colligan reported that there will be a meeting tomorrow night at 5:30 PM.
- E. Personnel Committee. There have been no meetings.
- F. Water Operations. A Special meeting was held on February 24, 2021. Minutes 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 unanimously approved to accept the Special Water Operations Committee meeting minutes of February 24, 2021, at presented.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. The Executive Director reported that he received an email from Mrs. Donohue today. She was unable to make the meeting tonight. She asked if anyone had any questions for her, they can be forwarded to her through the Executive Director.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. The Executive Director reported there was no meeting. It was postponed. It may possibly be scheduled in a week or so. The District is waiting for AT&T to make a decision about the Tower. They had a lengthy conference call with AT&T. The District has been trying to reinforce the Tower. The cost is approximately \$120,000. There were three vendors that were interested, then it became two vendors, and now it is one. The District is lobbying that AT&T should take on the whole project. With that there will be opportunities for them. They could do infrastructure improvements. That capacity will be shared with the District, but AT&T will get half of the capacity instead of a third. That may keep other vendors off the Tower. Or if Verizon wants that capacity at some point in the future, they would pay the \$60,000, and it would be on their dime not the District's. Attorney Dineen was also on that conference call so that he can think about how he will write the agreement. Commissioner Epstein asked if Marcus still had equipment on the tower. The answer was yes, but it is the Town's side of the equation. The Town Manager is trying to allocate some money for some communication changes. Mr. Neto speculates that they are going to challenge that vendor and go with a State system for some things. If that vendor stays up there, they will have to pay which is no different than any other vendor, or they need to remove their equipment. There will no longer be any tie-ins. Something will be changing there within the next 6 to 8 months.
 2. Safety/Building Committee. The Executive Director stated there have been no meetings.
 3. By-Laws Committee. There have been no meetings.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Terry commented that she likes the fact that the District will be able to open up their quarters again to the Town. She asked about doing any activities with the high school students. She inquired to the Fire Chief. The Chief responded that he thought Commissioner Terry was referring to the Explorers program. The Chief stated the program is kind of on hold because of COVID. In the meantime, most of those members have turned of age, and some are in fire school because they have turned 18. They are being trained to become a volunteer. He thinks there is one person left in the program. They hope to start up the program again once the threat of COVID is over. The Fire

Department is heavily involved with the schools. The Chief has a very good relationship with the resource officers. The Fire Department sits on their Safety Committee now. There is joint interaction. The Department brings fire trucks to the schools. They do reading to the kids which can be done virtually. The Chief has already had several discussions with Mr. Saracco regarding reintegrating the fire prevention program back into the schools. Mr. Saracco also suggested integrating the program into the elderly community. They also discussed doing the accident scene before graduation. This was not done last year due to COVID.

Commissioner Colligan suggested that the Board send a letter of commendation to Mr. Sal Nesci, Cromwell's Health Director, who has gone above and beyond during this pandemic to service the needs of the Town of Cromwell and its' citizens as well as make himself available to the Fire District administrators any time of the day or night. He has managed his responsibilities in the most professional and organized way from administering vaccines to keeping everyone informed and updated. There has been nothing but positive feedback from all disciplines in Town. Commissioner Colligan would like to see all Commissioners sign the letter. The President will work on something with the Executive Director.

Commissioner Terry thanked everyone for the card the Board had sent to her when she was home recuperating from a brief illness. She thanked everyone for being so thoughtful.

The President discussed the Tower where the water tank is located and the pump house at the bottom of the hill. There was a spotlight that was at the top of the hill that was on 24/7. The light at the pump house was also on 24/7. President Brow reported that both of those photo cells have been replaced by the District's new electrician. There are no longer photo cells there, instead there are timers. These are more sophisticated where if the power goes out, they will not need to be reset. The setup requires date, time and latitude so it knows where it is in the US, and automatically adjusts to daylight savings time. It knows when sunrise and sunset are on any given date. They come on at sunset and turn off at sunrise. There is a built-in backup. If the power goes off, when it comes back on, the system knows where it was and how long its been off, and resets itself to the proper date and time. He asked if anyone drives by in that area to check it out. The President thought there were other sensors in the District that need replacing. He suggested the District spend the extra money. Mr. Palmieri would also be interested in those timers, but thought he would have to wait until the next budget cycle.

- B. Budgetary Adjustments. There were no adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.
- D. Discussion of Slight Modification to the Bylaws. The President stated that there has been a lot of discussion at Fire Ops. Regarding the Fire Department officers that are not the career promoted officers. This would be the Captains or Lieutenants that are either volunteers, unscheduled or scheduled and whether they were going to stay, go or be modified. If those positions went away altogether, the Bylaws would have to be changed because the Bylaws specifically stipulate they shall remain in office until appointments can be ratified by the Board. His suggestion to alleviate any issue is to still have that in the Bylaws so it can be filled. The language is on Page 15 of the draft copy and it is specific to paragraph D. "Fire Department Officers, Part-Time Scheduled, Part-Time Unscheduled or volunteer." Originally it was paragraph a. and paragraph b. The President suggested that we insert a new paragraph b. in between those. It would then be paragraphs a., b. and c. The new b. would

read "with the exception of career officers who shall be promoted based on the current testing process in use by the District, all other positions will be filled based on the needs of the Department through input from the Fire Chief of the Department." The President stated that if the needs are there for a station Captain at each station and a lieutenant under that position, the Chief can inform the Executive Director who can then relay the information to the Board of Commissioners. At least the language will already be in there. They won't have to worry about changing the Bylaws. They won't have to change the Bylaws anymore to address the issue.

A motion was made by Commissioner Epstein, seconded by Commissioner Hinnens and unanimously approved to accept the addition of paragraph b. in between old a. and b. of page 15 of the Bylaws, under Item C.

The President asked the Executive Director what the procedure should be for the Board to move forward to approve the final draft of the Bylaws. He wanted to know if they could be voted on tonight. The Executive Director stated that the Board does have the opportunity to accept the Bylaws tonight, and they become the Bylaws in effect going forward without having a Town meeting requirement because of COVID.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnens and unanimously approved to accept the Bylaws as submitted in draft with the above mentioned change, adopting them as the formal Bylaws of the Cromwell Fire District. The President added that he will amend the adopted date on the document to reflect today's date. He will have the "DRAFT" watermark removed, and get a new set of the Bylaws printed out and in the District Office. Each Commissioner can receive a hard copy, electronic copy or both. The Commissioners should advise the President or the Executive Director what their preference is. The President thanked the Commissioners and specifically Commissioner Epstein for all his time and energy he devoted to the Bylaws Committee as Chairman. The Committee will be dissolved at this point because it is a Special Committee.

- E. New COVID Mask Policy. The Executive Director asked the Acting Fire Chief to explain the changes in the policy. He passed out the modified grid based on a conversation through a conference call with the Town's Health Director, the Acting Chief and Chip Darius. A copy of the grid is attached to the minutes on file in the Fire District Office. The modified guidelines take into consideration that most people have had at least one vaccine. The Chief explained that the CDC has come out with some new guidelines regarding personal protection. The Town's Health Director is recommending loosening up some of the previous restrictions that were put in place. He gave a summary of some of the changes. This will become effective immediately upon approval of this Commission.

All staff will continue to maintain 6 ft. of social distancing for activities at stations during work activities, meal preparations, etc. All staff will continue to wear surgical masks or other face cloth coverings indoors and in rooms. All staff will wear surgical masks and face cloths coverings within 6 feet of other staff. That is a big change because it used to be an N-95 mask or above. They will continue to wear N-95 masks while on scene or transporting patients otherwise engaged in high risk facilities, etc. Because the Department will be engaged back into in-person training, the staff should continue social distancing of 6 ft. apart. Surgical masks should be used. No masks are required in the bays when staff are more than 6 ft. apart. Another change is when in an apparatus when only staff are present, masks can be downgraded from an N-95, but surgical masks should continue to be worn. Non-vaccinated

staff is encouraged to continue to wear the N-95. Anyone that prefers to wear the N-95 can do so. They will also continue with the air filtration in all areas, sleeping, chief's office, etc.

A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to accept the new COVID mask policy and grid as discussed by the Acting Chief. The policies and practices will be modified through the Chief's office.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

A motion was made by Commissioner Hinnens, seconded by Commissioner Epstein and unanimously approved to adjourn the regular meeting and enter into Executive Session at 7:24 PM, to discuss the update on the CHRO complaint inviting all Commissioners and the Executive Director.

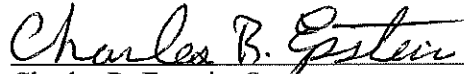
A motion was made by Commissioner Colligan, seconded by Commissioner Epstein and unanimously approved to adjourn Executive Session at 7:44 PM. No action was taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Rukowicz, seconded by Commissioner Hinnens and unanimously approved to adjourn the meeting at 7:45 PM.

ATTEST:

Nancy Deegan
Recording Secretary
3-30-21



Charles R. Epstein, Secretary