

# Cromwell Fire District

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FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## BOARD OF COMMISSIONERS

### Bylaws Committee Meeting

Wednesday, November 3, 2021

5:30 PM

West Street Firehouse

1 West Street

Cromwell, CT

Present: Commissioners Charles Epstein (Chairman), Mertie Terry and Jason Hinners.  
Commissioner Donohue was absent. Also attending were Present Lee Brow and Executive Director Julius Neto.

- I. Call to Order. The meeting was called to order at 5:30 PM, by Chairman Epstein.
- II. Approval of the Agenda. A motion was made by Commissioner Hinners, seconded by Commissioner Terry and unanimously approved to accept the agenda as submitted with the following amendment to move Public Comment to the end of the agenda after Item V., Commissioners' Comments.
- III. New Business
  - A. Continuation of Proposals for Bylaw Changes. Committee members had copies of the current Bylaws. The proposed changes are:
    - Article V, Page 3, Items G. and H. These items were reviewed, and it was concluded these items are not in practice. The finance administrator for the District is Michael Alibrio. He is the one that manages the District's audit. The District does not specifically use the Treasurer for these items. The President felt that if these items are not practiced, there is no need for them, and they should be deleted.

A motion was made by Commissioner Hinners, seconded by Commissioner Terry and unanimously approved to remove Item G. from Article V, Page 3.

A motion was made by Commissioner Hinners, seconded by Commissioner Terry and unanimously approved to remove Item H. from Article V, Page 3.
    - Article XIII, Page 7, under Item A, Item c., item xiii. Public Comment. It was suggested to reword that Item to read: Public Comment, inserting "as needed." The item will read, "Public Comment as needed."

A motion was made by Commissioner Terry, seconded by Commissioner Hinnners and unanimously approved to insert the wording, "as needed" to Article XIII, Page 7, under Item A., Item c., Item xiii. Public Comment.

- Article XIV., Page 9, Item C. District Operations Committee. It was suggested to change the name of this Committee to Executive Committee since the members are the Officers of the Board.

A motion was made by Commissioner Hinnners, seconded by Commissioner Epstein and unanimously approved to change Article XIV., Page 9, Item C. District Operations Committee to Executive Committee.

- Article XIV., Page 10, Item E. Standing Committees. It was suggested to change the name of the old Executive Committee to the Budget and Audit Committee since the main responsibility of the Executive Committee was to oversee the budget process.

A motion was made by Commissioner Hinnners, seconded by Commissioner Terry and not approved with 3 nay votes and 2 yes votes to change the Executive Committee name to the Budget and Audit Committee.

A motion was made by Commissioner Hinnners, seconded by Commissioner Terry and unanimously approved to change the Executive Committee name to the Budget and Oversight Committee.

- Article XIV., Page 10, Item E., Item a., Items i. through xi. were reviewed. It was suggested to move Item x. to the new Executive Committee which is the Budget & Oversight Committee. It will become Item f. on Page 13 after Item e.

A motion was made by Commissioner Hinnners, seconded by Commissioner Terry and unanimously approved to move Item x. to the new Executive Committee which is the Budget & Oversight Committee.

It was noted that items under the Committees with name changes have information to be reviewed and re-aligned with their new titles.

- The Pension Committee was discussed. It is located on Page 12, Item c. It was suggested to move the Committee from a Standing Committee to a Special Committee.

A motion was made by Commissioner Hinnners, seconded by Commissioner Brow and unanimously approved to change the Pension Committee from a Standing Committee to a Special Committee.

- The Committee discussed the responsibilities of the Personnel Committee also on page 12. It has been suggested to eliminate the Personnel Committee and reassign some of its duties to the new Executive Committee and other duties to the Board of Commissioners. Each item was reviewed under the current Personnel Committee duties. Items i. – xi. Were reviewed as follows:

- Item d., Item i., moved to the Board of Commissioners

- Item d., Item ii., moved to Executive Committee
- Item d., Item iii., remove the fifth line which refers the President to notify the Chairman of the Personnel Committee. If the duties of the Personnel Committee are moved to the full Board, it will not be necessary for the President to notify anyone.
- Item d., Item iv., should be moved to the Board of Commissioners.
- Item d., Item v., should be moved to the Executive Committee.
- Item d., Item vi., should be moved to the Executive Committee.
- Item d., Item vii., should be moved to the Board of Commissioners.
- Item d., Item viii., should be moved to the Executive Committee.
- Item d., Item ix., should be moved to the Board of Commissioners.
- Item d., Item x., should be removed.
- Item d., Item xi., should be moved to the Executive Committee.

A motion was made by Commissioner Hinners, seconded by Commissioner Epstein and unanimously approved to accept the changes under the old Item d. Personnel Committee, and move forward with all the changes noted.

- Under Item E. Standing Committees, Page 10, it was suggested to add an item f. Health, Safety & Facilities Committee.

A motion was made by Commissioner Hinners, seconded by Commissioner Epstein and unanimously approved to make the Health, Safety & Facilities Committee a Standing Committee. (Formerly Health & Safety/Building Committee).

- The next item for review was Item D. under CFD Division of Fire and EMS Services on Page 15. It was suggested to remove Item a. under item D.

A motion was made by Commissioner Hinners, seconded by Commissioner Brow and unanimously approved to remove Item a. under item D. on Page 15.

- It was suggested to modify items in C. and D. on Page 15. It was then suggested to remove item C. and all the items in D. becomes the new Item C.
- On Page 15, it was suggested to remove the subheading in the middle of the page between Items A. and B. That heading reads, "Cromwell Fire District Division of Fire and EMS Services."

A motion was made by Commissioner Hinners, seconded by Commissioner Epstein and unanimously approved to remove the subheading on Page 15.

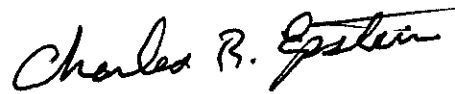
- It was suggested to modify Page 16 by removing the subheading between items E. and F. That heading reads, "Cromwell Fire District Division of Communications."

A motion was made by Commissioner Hinners, seconded by Commissioner Brow and unanimously approved to remove the subheading on Page 16.

President Brow will make the changes noted at this meeting to the Bylaws document. Once the draft has been completed, it will go before the full Board of Commissioners for approval.

- IV. Commissioners' Comments. There were no comments from the Commissioners.
- V. Public Comment. Jim Rude, Highridge Road, commented that he would encourage the Committee to continue its dispersing of policies and procedures but staying out of the "weeds." Once they have a process in place, they would not have to address each individual policy. He feels that the Board has made progress in administering policy, but the day-to-day operations belong to management.
- VI. Adjournment. There being no further business, a motion was made by Commissioner Hanners, seconded by Commissioner Brow and unanimously approved to adjourn the meeting at 6:53 PM.

Respectfully submitted,



Charles R. Epstein, Chairman

Nancy Deegan  
Recording Secretary