



COMMISSION MEETING

April 11, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on April 11, 2017. Chairman Jones opened the meeting at 6:30 p.m. with the following Commissioners present – Lockwood, Williams, Zieller, Scarrozzo, and White. Commissioners Bysiewicz, Alderman and Augeri were absent.

Others present were: Chief William Balch, Deputy Chief (DC) Darrell Ponzio and FDA Linda DeManche.

Chairman Jones stated that on behalf of the Board of Fire Commissioners he wished to offer condolences to Linda DeManche on the passing of her sister.

-The Chairman opened the public session on a **MOTION** by Comm. Lockwood, with no public comment, closed on a **MOTION** by Comm. Scarrozzo.

-On a **MOTION** by Comm. Lockwood seconded by Comm. Scarrozzo it was approved to waive the reading of the February 7, 2017 regular meeting minutes and to accept the minutes as written, all in favor.

-Due to the cancellation of the March meeting the bills for February & March 2017, including the detailed Liberty & Lowes statement were reviewed; after all questions were answered the bills were approved on a **MOTION** by Comm. Lockwood and seconded by Comm. Scarrozzo, all in favor.

Tax Collectors Report

-The Commission reviewed February & March Tax Collector reports submitted by Tax Collector Jean Newman. On a **MOTION** by Lockwood and seconded by Zieller the reports were approved, all in favor.

-On a **MOTION** by Zieller and seconded by Williams it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 58.41, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly reports for February and March were distributed and accepted on a **MOTION** by Scarrozzo and seconded by Zieller, all in favor.

Chief's Report

-The Chief presented a quote from Rock n' Rescue for \$1,793.86 to replace the rescue rope that is due to expire. The Chief is looking to purchase the following: 1) from Rock n' Rescue a MPD device, swivels, large attachment, etc. for a total of \$1,960.24; 2) from T&J Rescue (1) TL-9 Stabilizer for the Hurst tool for Westfield 3 for a total of \$650. They went to Cross Street station to see the tool in use – it makes the Hurst tool stable so it can be used as a jack to lift vehicles. Danbury FD just had a save with the use of this tool in a motorcycle accident. The rescue rope will come out of the CNR schedule. The remaining items will come out the Chief's budget under new equipment. On a **MOTION** by Lockwood and seconded by Scarrozzo it was approved to make these purchases, all in favor.

-The Chief thanked the Board for the Department Banquet; a good time was had by all.

-The Chief stated that Scott Kotowski has passed his Fire Investigator class. He stated they would like to re-assign the call signs and notify dispatch. Kotowski would be FM-5-1, Holmes - FM-5-2 and Coco - FM-5-3. Linda stated that Scott has not received the ST of CT Fire Marshal Certification certificate as of yet, it may be a few more weeks. On a **MOTION** by Lockwood seconded by Zieller the following will take place once the FM certification is received; 1) change the call-sign assignments; 2) increase Kotowski's wage by \$1.50 per hour; 3) the job description will be reviewed and/or updated accordingly, all in favor. A letter will be written to the State adding Kotowski and removing Zordan as Deputy Fire Marshal for Westfield. A letter will be written to D.J. Zordan thanking him for his service.

-Linda reported that Scott Kotowski did not get into the Advanced Fire Investigation School at the CT Fire Academy that was approved in February.

-On a **MOTION** by Lockwood and seconded by Zieller it was approved for Kotowski to attend a one day Driving Vehicle Fire Investigation class on June 7th.

-Comm. Scarozzo asked the Chief about the status of volunteer recruitment. The Chief stated there are six in the pipeline right now. DC Ponzio stated that an individual stopped by the Station after reading the sign and was inquiring about membership. A few came in with some training and others have jumped right into an EMS class.

-On a **MOTION** by Lockwood and seconded by Williams it was approved to renew the Annual Grant Service package for 2017 with First Responders Grants in the amount of \$1,300, all in favor.

-On a **MOTION** by Zieller and seconded by Williams it was approved to renew the Active 911 subscription for 50 members in the amount of \$562.50, all in favor

-DC Ponzio reported that member Burt Hale was inducted into the State Firefighters Association Hall of Fame on April 6th with 55 years of service, etc. Chairman Jones stated that this is the 3rd Westfield member to be inducted. Prior recipients were Charlie McInerney and Bob White.

-DC Ponzio stated the Department is working on a date for a Live Burn(s). The FMO is looking into the potential of using a house on Middle Street on the FedEx property for the drill vs. the NH training school.

-DC Ponzio stated that the Westfield 5 truck committee has been meeting periodically and working on narrowing down what they think they want and how they want the apparatus designed. They are far enough along to start working on the RFP. The hope is to get that written in the next couple of months.

-It was related that currently there are several scheduling calendar applications such as ems5.org for the EMS duty night, office duty night calendar and google calendar. Phil Coco would like to explore some options with our IT Company to try and migrate all this information into one portal.

-The status of training classes for members is as follows: Rescue Tech Vehicle I-II class - Kennedy & Kloc need to re-test on the written; FFI class - B. Balch passed and is FFI certified, Lemay is scheduled to re-test on Haz-Mat only on April 21st. EMT Initial - N. Davis is scheduled to retest for the EMT written, not sure on the date.

-The Departments Officer meeting minutes for March & April were presented. The Chief wanted to note that the Lieutenants that were not present were due to the EMR class they are currently taking.

Commissioner(s) Report

-Chairman Jones stated the committee is working on the 2017/2018 budget. The next meeting is scheduled for April 19th. The committee hopes to have a draft of the budget for the Board members by the last week of April. Insurance renewal rates have still not been received. The committee is trying to put more monies into the truck replacement fund and there is still some uncertainty on motor vehicle tax revenue.

-The rescues rates were reviewed for the I-91 billing thru Certified Ambulance Group. The rates will be increased by 3.8% for 2017.

-Asst. Chief Passamano and Captain Lube are scheduled to attend Command Officer Boot Camp in May. The room accommodations that are in place will remain the same. Linda will ask if either member wishes to cover the eligible expenses on their credit card and be reimbursed by the District upon their return, if not then a credit card authorization form will need to be completed.

-The Chairman would like to suggest some sort of memento to recognize employees that have 25 years or more of service to the Westfield Fire District. The Board is interested in pursuing this and will look into this further.

-The Chairman reported that during budget committee meetings it was suggested that the parking lot replacement project be put on hold for a while. It needs some work but it could probably hold off for another year or two. There are many things to consider, such as if the State does not reimburse for the MV mill rate cap; if we are not successful with our 2016 AFG application for SCBA's, etc. and it may be that the parking lot fund in CNR is needed elsewhere. On a **MOTION** by Williams and seconded by Zieller it was approved for the parking lot committee to hold off discussion on the project, all in favor.

-On a **MOTION** by Scarrozzo and seconded by Zieller it was approved for Joshua Leary to take a Pump Operator Class @ Middletown Fire for a cost of \$200 plus books, all in favor.

-On a **MOTION** by Lockwood and seconded by Williams it was approved to re-appoint Sandra E. Welwood LLC, Danbury, CT to complete the audit for the fiscal year end of June 30, 2017 for the cost of \$5,800 (NTE), all in favor.

-Linda reported that CIRMA provided a budget indication estimate of a 10% increase for the 2017/2018 workers compensation renewal.

-Linda reported that during a thunderstorm on April 6th a lightning strike appears to have affected the firewall and barracuda web filter even though it was plugged into the ups. Comcast had to replace the modem and Telserv had to replace the firewall. The cost for the firewall, VPN license fee & Smartnet was a total of \$964. We are working with Barracuda to make sure the device cannot be salvaged. Telserv will get us a price on another web filter in the event the Board wishes to move forward with replacement.

- On a **MOTION** by White seconded by Zieller it was approved to replace the television in Fire Marshal's (FM) office out of the FM budget, all in favor.

-Comm. Williams asked the Chief about the dispatchers' low audio and stated that sometimes you cannot hear them, it was his understanding that it was due to the headsets that they wear. He is suggesting the Chief send a letter to Wayne Bartolotta to request him to address this issue. The Chief reported there has been correspondence sent in the past and Comm. White reported that the Police Dept. is having similar issues but it seems like nothing is being done to correct the issue for the long term. Williams' also reported that the Unication pagers are not phase 2, the phase 2 pagers are slow to be released; there is no news as to when they will be. The Chief responded by stating that we are approx. 15 months away for the city-wide project nearing completion when these pagers will be needed.

MOTION to go into Executive Session by Comm. Lockwood and seconded by Comm. White at 7:24 pm, all in favor for discussions regarding; Personnel – Training Stipend; pursuant to Statutes Section 1-200(6)(A) and Section 1-225(a) of the Connecticut General Statutes, as amended. In attendance at the Executive Session were Commissioners Jones, Lockwood, Williams, Zieller, Scarrozzo, White and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Lockwood seconded by Comm. White @ 7:57 p.m., all in favor.

MOTION to adjourn @ 7.59 pm by Commissioner Scarrozzo and seconded by Commissioner Lockwood. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary