



COMMISSION MEETING

June 13, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on June 13, 2017. Chairman Jones opened the meeting at 6:31 p.m. with the following Commissioners present – Lockwood, Williams, Zieller, Bysiewicz, Scarrozzo, and White. Commissioners Bysiewicz arrived at 6:48 pm and Commissioners Alderman and Augeri were absent.

Others present were: Chief William Balch, Deputy Chief (DC) Darrell Ponzio, FDA Linda DeManche and Bob Cook from Telserv LLC.

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

-On a **MOTION** by Comm. Lockwood seconded by Comm. Williams it was approved to waive the reading of the May 9, 2017 regular meeting minutes and to accept the minutes as written, all in favor.

- The bills for May 2017, including the detailed Liberty & Lowes statement were reviewed; after all questions were answered the bills were approved on a **MOTION** by Comm. Scarrozzo and seconded by Comm. Zieller, all in favor.

Tax Collectors Report

-The Commission reviewed May's Tax Collector report submitted by Tax Collector Jean Newman. On a **MOTION** by Lockwood and seconded by Scarrozzo the report was approved, all in favor.

-On a **MOTION** by Lockwood and seconded by Scarrozzo it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 81.13, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly report for May was distributed and accepted on a **MOTION** by Lockwood and seconded by White, all in favor.

Chief's Report

-The Chief reported that all the rope & hardware are in and in service along with the TL-9 Hurst tool.

-The Department has their live burn scheduled for June 24th in New Haven.

-All Officers met with the Scott representative. They saw the air-pak with the bailout harness made by Scott and one without it. Everyone is confident and likes the pak but nobody likes the bailout harness that Scott designed. They are looking at other bailout options to go along with the air-pak.

-The fit testing machine has been received back after the cleaning and recalibration; they will start using it immediately.

-There is a need to order some Class B uniforms and pieces/parts for Class A's to get member uniforms complete. Service recognition pins also need to be restocked, they are making an inventory list so they can be ordered. On a **MOTION** by Lockwood and seconded by Zieller it was approved to; 1) purchase the necessary uniforms and stay within the remaining budget and; 2) the service recognition pins will come out of the Chief's expense line item in the 2016/2017 budget, all in favor.

-All EMS supplies that are close to expiration have been moved to Westfield 7 as the first due medical truck has a better chance of using those supplies quicker. LT Coco spent time and re-organized the current inventory and created a new order sheet.

-The Chief is requesting a new suction unit for W7. The current one would be moved to and replace the one on W9. On a **MOTION** by Lockwood and seconded by Zieller the purchase amount of \$524.03 was approved, all in favor.

-A portable public announcement system was needed for use at the Memorial Day Parade event. The individual that has been used in the past is no longer in the business. The cost of \$119.99 will come out of the Memorial Day Parade budget.

-The Chief presented the new pager for the Board members to see. The Chief commented that the pager is quite large and the approx. cost is \$700 plus, but they are coming down in price. Comm. Williams stated they are not working for phase two; the manufacturer doesn't have that figured out yet. The Chairman inquired as to the status of the telecommunication project – the Chief stated that his understanding is that they are still at least two years out.

-DC Ponzio stated they are a little bit behind on their fit testing schedule due to the necessary repair of the machine but will be catching up this month.

-DC Ponzio reported the truck committee met. The Chief and Dana took time to go to Pennsylvania to meet with Custom and work out some details and they got a new set of drawings. They have met with the Pierce manufacturer also. They are at the point where they have to start writing the specifications.

-The Department's Officer meeting minutes for June was presented.

-Members Passamano and Lube attended the Command Officer Boot Camp last month. They reported positive feedback on the conference and felt it was very worthwhile. They felt other members would benefit from attending. The final cost for the two members to attend was \$2,557.

-The Chief reported he is interested in taking a Fire Instructor I class. The class is in Berlin and the cost is \$300, this would come out of the training budget.

-The status of training classes for members is as follows: EMT Initial - N. Davis still needs to schedule a retest for the EMT written, not sure on the date; EMR Initial – all 6 members passed the class and just need their license from the State; FFI - Lemay still needs to re-test on Haz-Mat only; FFII – O. Andrew passed his practical and needs to do the written; Pump Ops – Leary needs to retest on the written which is set for June 21st.

-The Chief reported that the members that took the Rescue Core class all received their certificate and according to Training Officer Hale everything is all set with the CT Fire Academy so members can take subsequent courses.

Commissioner(s) Report

-On June 2nd the District was notified from the Department of Homeland Security that their 2016 AFG application was approved for the purchase of 26 SBCA's units and (1) Compressor/Cascade/Fill Station. The total award was \$210,980; FEMA's share is \$191,800 and the District share is \$19,180. After email approval from the Board the award was accepted on June 5, 2017. The next step is to complete an Environmental & Historic Preservation (EHP) screening form for the compressor. Once the EHP is approved the procurement policy should be reviewed and the bid process can begin.

-Linda updated the Board on a recent issue with the District's 2008 Small Business Server (SBS). Due to a necessary update for the QuickBooks (QB's) accounting software it was discovered that QB's no longer supports the 2008 SBS. Approximately a year ago the Board was made aware that the replacement of the server was imminent due to the fact that Dell no longer supported the server or the 2008 operating system. Up until the QB's software upgrade there had been no server issues and it was decided to hold off on replacement until the need arose. Linda contacted Telserv, the District's IT support company and they prepared and presented an estimate for the Board's consideration. Bob Cook from Telserv joined the meeting and explained in detail the proposal and answered all the Board members questions. In addition to the hardware replacement there are options for email and web filtering services. Comm. Lockwood stated a competitive quote from other vendors should be obtained. It was reported that Telserv has supported the District's computer needs since 2012. They have been exceptionally attentive, very fair on their billing hours and are extremely knowledgeable about the District's operation. Additionally their Data Center is located a very short distance away in Cromwell. A **MOTION** by Zieller and seconded by Bysiewicz was to engage Telserv for the server replacement project for an amount of; 1) Server Hardware & configuration for \$9,896; 2) Email-Option 2 for \$120 (re-occurring monthly charge); 3) Web Filter-Option 2 for \$1,299; 4) Data Migration

hours estimated at \$800; Commissioners Jones, Bysiewicz, Zieller, Scarrozzo, White in favor, Lockwood opposed, Williams abstained therefore the **MOTION** passed. The funding for this project will be needed in the 2017/2018 fiscal year and will come out of the CNR Fund on a **MOTION** by Zieller and seconded by Bysiewicz; Commissioners Jones, Bysiewicz, Zieller, Lockwood, Scarrozzo, and White in favor, Williams abstained.

-On a **MOTION** by Lockwood and seconded by Bysiewicz it was approved to make the following transfer to the CNR A/C for fiscal year 2016/2017; the \$10,801 received from the Municipal Revenue Sharing Grant will be applied to a new CNR line item – Server & PC Lifecycle project, all in favor.

-The District received group health insurance renewal rates for the 2017/2018 fiscal year. The current plan under ConnectiCare plan had a 24% premium increase. After reviewing rates and benefits on alternative plans on a **MOTION** by Lockwood seconded by Bysiewicz the following was approved; 1) the new health insurance provider will be Anthem BCBS, the Gold Century Pref PPO 1000 plan which is an approx. 12% increase over expiring policy and; 2) the employees will contribute a cost share of 10 1/2% towards the premium which is a 1/2% increase over last year, all in favor.

-The District solicited proposals on the Property & Casualty (P&C) and Accident & Sickness (A&S) policies for the 2017/2018 fiscal year. The existing carrier, VFIS came in with a renewal cost of \$32,401 for P&C and \$10,737 for the A&S plan. The quote from ESIP for P&C came in at \$30,468 and the A&S at \$8,118. On a **MOTION** by Zieller and seconded by Bysiewicz it was approved to renew with the ESIP carrier which is administered thru the agent Wilcox & Reynolds, all in favor.

-Linda reminded the Board of the Shredding event that is scheduled for Friday, June 23rd @ approx. 7:30 am in the event they wish to drop anything off.

-It was reported that the DVR seems to have taken a hit during the storm that affected the web filter and modem last month. Channel two is not functioning correctly. This was originally installed in May 2011. There are other available channels at this point so the cable will be switched but it may need to be replaced at some point.

-The existing John Deere lawn mower is approx. 25 years old and is in need of replacement. On a **MOTION** by Lockwood and seconded by White it was approved to; 1) purchase as Turf Tracer eXmark 52” Walk-Behind Mower from Cofield’s off of the State of CT bid in the amount of \$5,544; 2) add the catcher and striper in the amount of \$802; 3) funding will be appropriated from the unassigned fund balance left from FY 2015/16, all in favor.

-On a **MOTION** by Lockwood and seconded by Zieller it was approved to purchase and display a “thin blue/red line American flag” in support of police officers, firefighters and first responders, all in favor.

-As the Board does not meet in July, on a **MOTION** by Scarrozzo and seconded by Zieller it was approved to pay the June bills, all in favor.

-Treasurer, Cindy Augeri completed and passed her CCMC Class 1 and received a 101% grade, the next session in the course line up will be in the Fall.

-The State-Wide motor vehicle (MV) mill rate cap has still not been resolved at the State level. Based on information from the CCMC office, the City Assessor, local legislators and articles in the newspaper it does not appear it will be resolved before the District would be mailing MV bills in July. As of this meeting the District does not plan to bill MV taxes in July. Linda will keep the Board abreast of information that is received in the event something changes and a special meeting of the Board is required.

-Comm. Bysiewicz was looking for more information on the fire hydrant ordinance that was referenced in the May FM report. If the ordinance puts the responsibility of maintenance and repair of hydrants within private communities what is the certainty for Westfield that a fire hydrant works. The Chief stated the ordinance would benefit us; it would allow the City to go out and do the repairs and bill the responsible party, currently that does not happen.

MOTION to go into Executive Session by Comm. Lockwood, seconded by Comm. Bysiewicz at 8:33 pm, all in favor for discussions regarding: Personnel and EMS 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, Bysiewicz, Scarrozzo, White, Chief Balch and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Lockwood seconded by Comm. Williams @ 9:11 p.m., all in favor.

A **MOTION** was made by Lockwood and seconded by Williams is to approve the Westfield EMS Training Instructor job description with the addition of “reviewing the terms & conditions on an annual basis”, all in favor.

MOTION to adjourn @ 9:12 pm by Commissioner Williams and seconded by Commissioner Bysiewicz. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary