



COMMISSION MEETING

August 8, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on August 6, 2017. Chairman Jones opened the meeting at 6:32 p.m. with the following Commissioners present – Lockwood, Williams, Zieller, Bysiewicz, Alderman and White. Commissioners Bysiewicz arrived at 6:46 pm and Commissioners Scarrozzo and Augeri were absent.

Others present were: Chief William Balch, Deputy Chief (DC) Darrell Ponzio, Assistant Chief (AC) Joseph Passamano, FDA Linda DeManche and Ross Andrew.

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

-On a **MOTION** by Comm. Lockwood seconded by Comm. Zieller it was approved to waive the reading of the June 13, 2017 regular meeting minutes and to accept the minutes with corrections, all in favor.

- The bills for July 2017, including the detailed Liberty statement were reviewed; after all questions were answered the bills were approved on a **MOTION** by Comm. Lockwood and seconded by Comm. White, all in favor.

Tax Collectors Report

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

-On a **MOTION** by Lockwood and seconded by White it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 1,891.36, all in favor.

Fire Marshal's Report

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

Chief's Report

-The Chief is requesting to purchase the training prop door that was budgeted for under new equipment. On a **MOTION** by Lockwood and seconded by Zieller it was approved to purchase thru Firehouse Innovations Corp in the amount of \$6,845, all in favor.

-The Department is purchasing a new ice machine with a water filtration system for the approx. amount of \$3,500. The Chief is asking if the District would like to split the cost with the Department as was done with the stove. The existing machine has been leaking and the material is delaminating and coming off into the ice bin. Commission Lockwood feels the District should pay the entire amount because it will be equipment of the District and will be in the Firehouse. On a **MOTION** by Lockwood and seconded by White it was approved to have the District pay for the ice machine from Restaurant Depot, all in favor. The cost will be applied to Budget line item #7135 / Equipment.

-On a **MOTION** by Lockwood and seconded by Williams it was approved to move the excess funds of \$822 from the 2016/2017 Chief's budget, line item 8101/Fire Chief's Expense and move to the same line item in the 2017/2018 budget for the purchase of years of service pins and challenge coins that were approved but not purchased in June, all in favor.

-The Chief has been in touch with the grant writer regarding priority items for the anticipated opening of the 2017 AFG program. The Chief suggested an upgrade to Westfield 10 brush truck. The grant writer stated that it would be a medium priority item and the AFG no longer allows funds for refurbishment of vehicles; he suggested another avenue the Chief can explore for that project. The next item to consider is for an additional Lucas Device. This would be applied for under the micro grant program; the grant writer will forward the necessary information for the Chief's review.

-The Chief reported that he submitted a grant application to the Gary Sinise Foundation. The amount of the application was for \$20,000 to upgrade the tank, plumbing and the pump on Westfield 10. He received an email confirmation that it was received and they will be getting back to us as soon as they can.

-The Chief related that a prospective member has applied but is just outside of the District boundary lines. The Board suggests the Chief refer back to the Department by-laws and respond accordingly.

-The Chief would like the Board to consider re-carpeting the Chief and Commission offices. The estimated cost of the carpet tiles (similar to what was done in the tax office) totaled \$2,244. It was thought that carpet tile would not hold up. It was suggested that other products be priced and report back next month.

-The Chief presented the results of the three competitive bids received from the bid opening on August 4, 2017 for the replacement of the Compressed Breathing Air Compressor. The base bid was for a 15 HP compressor with an upgrade option to a 20 HP. The Chief explained the current compressor is a 20 HP and with further research the 15 HP would probably struggle at the top end for storage. He is suggesting only the bid numbers for the 20 HP be considered. Both the Chief and Dana reviewed the specifications on all three manufacturers. Linda reviewed the bid packages and the documentation required at bid opening. One vendor neglected to acknowledge an addendum and provide all the specific warranty information. Linda reported that the electrical hook-up was removed from the specification and will be completed by Peterson Electric for an estimate cost of \$250. Based on the information presented and on hand at the meeting a **MOTION** was made by Lockwood and seconded by White to purchase the following from the MidState Air Compressor, Inc.; (1) Mako 20 HP air compressor with the 5 year extended warranty, (3) training sessions and not to take the trade-in deduct for a total price of \$63,077, all in favor. The grant funding for the compressor is \$48,982.00. The District's share is \$14,095 – (10% cost share of \$4,898 plus the up-grade charge of \$9,197). A couple of Departments have expressed interest in Westfield's existing compressor so the Board would like to look into donating it.

-The Chief presented the pricing of the Scott Air-Paks prepared by Shipman's Fire Equipment off of the Massachusetts State Cooperative Bid contract. Scott is the manufacturer desired and needed by Westfield in order to maintain interoperability with mutual aid Departments. The Department has a total of 38 air paks. The AFG program only cover seated position therefore 26 paks was part of grant application and the remaining 12 would need to be funded by the District. Shipman is offering a 20% discount off the 2017 price list. The Chief also presented a price on 38 bailout harnesses from Strategic Safety Dynamics LLC off of the New York State HIRE award contract. The Officers met with Strategic Safety Dynamics and they found it to be the best kit that will do what the Dept. needs it to do. DC Ponzio stated the proposed bailout is significantly easier than the existing unit. AC Passamano stated the members have trained on these harnesses and found they work very well. After review of the quotations and on a **MOTION** by Lockwood and seconded by Zieller the following was approved to the purchase: (38) NFPA 2013-Edition 5500 psi Scott Air-Paks (includes backpack/harness, 2 cylinders, face mask and mask bags); (10) additional masks; (6) sight thermal imaging masks and (38) Bail-Out Harnesses from the vendors specified above, all in favor. The grant funding covers only a portion of the (26) air paks for a total of \$141,818.00. The District's share for the remainder of the air-pak replacement project is \$194,313. This amount breaks down as follows:

- \$14,182 – 10% District's grant cost share (on 26 paks only)
- \$51,324 – cost increase on the 26 paks not covered by the grant (grant allowed for \$6,000 per pak)
- \$107,638 – remainder of the Scott equipment (12 paks, 10 masks & 6 thermal imaging masks)
- \$21,769 – bailout harnesses

-The Board discussed the funding of the SCBA project how it will be budgeted. It was reported approx. \$45,000 is in reserve in the CNR account intended for SCBA's. On a **MOTION** by Jones and seconded by Bysiewicz it was approved to fund the SCBA project out of the CNR account and budget a payback to the CNR SCBA line item over the next 5 years at approx. \$33,000 per year, all in favor.

-The Departments annual picnic is scheduled for Saturday, September 9th starting at 4:30 pm this year.

-The Chief was asked if the Department intends to host an annual Open House year. It was determined the date will be scheduled for Saturday, October 14th. DC Ponzio has a list of the events from last year which will be provided to the Fire Marshal's office as they will assist in coordinating this year's events and will keep the Chief's informed on the status.

-The EMS Instructor job description was finalized. Any member qualified to teach such a class is eligible for the position benefits. At present Harold Holmes was interested in hosting future classes and has signed the agreement.

-DC Ponzio reported the truck committee met with Custom Fire Apparatus regarding with Westfield 5 replacement project. He feels the committee needs to meet with Pierce one more time to make sure they are certain what Westfield is looking for. The intent is to have specs and to starting bidding by the end of September.

-DC Ponzio reported fit testing is almost complete now that the machine is back in service.

-The Department's Officer meeting minutes for July & August were presented.

-The status of training classes for members is as follows: EMT Initial - N. Davis has paid & is enrolled in an EMT refresher so that she can retest for the EMT written when done; FFI - Lemay is scheduled on 8/10 to retest Haz-Mat Ops; FFII - O. Andrew passed and just waiting for his certificate; Pump Ops - Leary is retesting for the written on 8/10; Fire Instructor I - Balch has completed class is awaiting test results.

Commissioner(s) Report

-The District's procurement policy language was modified and a draft was presented. On a **MOTION** by Alderman and seconded by Zieller the accounting procurement procedure was approved, all in favor.

-On a **MOTION** by Lockwood and seconded by Williams it was approved for DFM Kotowski to attend a Vehicle Fire Investigation school for 4 days in September if accepted into the class for the cost of \$175, all in favor.

-Linda reported the changed in principal owners of Hometown Benefits who administer the District's Service Awards Trust (SAT) program. Sadly, Fred Stahl the agent that worked with Westfield passed away and it is now be handled by Gene Heeter. After the District's 2017 contribution to the SAT plan there were enough funds for Hometown to recommend an investment opportunity for an annuity purchase in the amount of \$88,000 thru American National Life. On a **MOTION** by Alderman and seconded by Williams it was approved to move forward with the investment and to name Fred T. Jones, Jr. the annuitant and to make Comm. Jones, Lockwood & Williams the trustees of this investment, all in favor.

-Linda reported the final purchase order written to Telserv for the server replacement project was \$11,945. A 50% deposit was provided and Telserv installed the server and are in the process of moving over the data. DC Balch has reported the wireless router located in the center room for the use of the members does not function properly when there are a lot of members in house and it is causing a problem when trying to connect to it for training exercises. Linda has been asked to explore a more powerful router that can handle the needed capacity.

-As a result of the recent acquisition of the property known as Lot 103 (retention pond) the District received a July real estate tax bill from the City & Westfield Fire. The Assessor's office was contacted and it was explained that it was proper procedure for the 2017 bill to generate as the parcel was owned by a taxable entity on 10/1/2016. At Linda's requested the Assessor wrote an email to the City Attorney asking them to look into this matter. As there was no response before the 1st installment was due the tax amount of \$111.53 was paid to the City of Middletown under protest. Linda is going to continue to follow thru and the Board has suggested a letter should be written to the Mayor. On a **MOTION** by Alderman and seconded by William it was approved to cancel the Westfield bill in the amount of \$10.20, all in favor. Linda will make sure the proper paperwork is on file with the Assessor's office for the upcoming 2017 GL.

-The Tax Assessor has made Westfield' Tax office aware the 124 Miner Street has been purchased by Third Congregation Church and they are seeking a partial refund for the 2015 G/L and a cancellation of the bill for the 2016 G/L pursuant to the exemption Statute 12-81(12). On a **MOTION** by Alderman and seconded by Bysiewicz it was approved to issue the refund of \$20.21 and cancel the bill amount of \$75.36, all in favor.

-It was reported that there has been no change with the CT ST Budget regarding the MV Mill rate cap July motor vehicle bill have not been sent and are on hold until the State budget has been settled.

-It was reported that Westfield received a member's equity distribution check from CIRMA in the amount \$1,974, this will be applied against the existing workers compensation budget.
-The Chairman stated he was asked by a member currently collecting a LOSAP pension for a change in their benefit amount (a reduction). The Board decided there should be no alteration to the existing plan benefits.
-It was reported the 1992 John Deere commercial mower was sold in June for \$700.
-On a **MOTION** by Lockwood and seconded by Williams it was approved to transfer \$4,697.59 from AC #7047/Rescue Fire Apparatus #3 to the Fire Apparatus Replacement line item in the CNR AC #2500, all in favor.

MOTION to adjourn @ 8:38 pm by Commissioner Williams and seconded by Commissioner Lockwood.
Unanimously approved.

Respectfully submitted,
Linda DeManche
Fire District Administrator
as Recording Secretary