



## COMMISSION MEETING

September 12, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on September 12, 2017. Vice Chairman Lockwood opened the meeting at 6:30 p.m. with the following Commissioners present – Williams, Zieller, Bysiewicz, Alderman, Augeri and White. Commissioners Bysiewicz arrived at 6:48 pm and Alderman at 7:10 pm; Commissioners Jones and Scarrozzo were absent.

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

-Vice Chairman Lockwood asked all present to rise as he called for a moment of silence in honor of member Tom Flynn who passed away on August 30, 2017.

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

-On a **MOTION** by Comm. Zieller seconded by Comm. White it was approved to waive the reading of the August 8, 2017 regular meeting minutes and to accept the minutes with corrections, all in favor.

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

### **Tax Collectors Report**

-The Commission reviewed August Tax Collector report submitted by Tax Collector Jean Newman. On a **MOTION** by White and seconded by Augeri the report was approved, all in favor.

-On a **MOTION** by Zieller 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 \$ 177.10, all in favor.

### **Fire Marshal's Report**

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

### **Chief's Report**

-The Chief reported all the SCBA equipment has been ordered – the paks, the compressor and bail-out kits. -

-The training prop door will be delivered on Wednesday, September 13<sup>th</sup>

-The new ice machine has been installed and is working.

-The Department has an Open House scheduled for October 14<sup>th</sup> 10:00 am -2:00 pm. The Fire Marshal's office provided a list of participants confirmed for that day. The EVT testing will also take place on 10/14, the Chief will be proctoring.

-The Department will be participating as a vendor at the Westfield Community Carnival at Third Congregational Church on October 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>. Any vendors fees will be paid for the by the Department.

-The Chief would like to purchase and try out a new wood cutting rescue blade. On a **MOTION** by Augeri and seconded by White the \$419.99 from WL Construction Supply was approved, all in favor.

- The Department's Officer meeting minutes for September were presented.
- The status of training classes for members is as follows: EMT Initial - N. Davis has passed her EMT refresher and is scheduled to take the written; O. Andrew is currently in an EMT initial; FFI – Lemay was scheduled to retest on his Haz-Mat Ops; Pump Ops – Leary passed the class; Fire Instructor I – Balch passed the class.
- DC Ponzio reported the truck committee last met on September 11<sup>th</sup>. They have what they think is pretty close to a final set of specs. They have had the final meeting with vendors to make sure they have a correct understanding of what the Dept wants. They are expecting new drawings very soon. There is another option versus sending out a request for a proposal (RFP). There is an agency in Texas that handles the cooperative bidding process. The company is called HGAC Buy (helping governments across the country). It is a cooperative purchasing program that lists items (fire apparatus is one of them) that have already been competitively bid. You can join the co-op for free but once you enter into a contract there is a \$2,000 processing fee per purchase order. Additional consideration will be given to going this route when the specs are final to make sure the Departments specific specifications can be met.

### **Commissioner(s) Report**

- It was reported that DFM Kotowski was accepted into the Vehicle fire investigation school from September 19<sup>th</sup> thru 22<sup>nd</sup>.
- On a **MOTION** by Zieller and seconded by Augeri it was approved to send Treasurer Cindy Augeri to the CCMC II tax collector certification class that runs from Sept. 20<sup>th</sup> thru November 8<sup>th</sup>, all in favor.
- On a **MOTION** by Zieller and seconded Bysiewicz it was approved to pay the \$60 fee for Linda to renew her Notary Public license for five years, all in favor.
- Linda reported that Cardmember Services investigation did find the charge on the Liberty credit card was fraudulent and the charge remained credited and the card replaced.
- Linda received a call from the City's Tax Collector Lee Muscatello confirming that the taxes on Lot 103 will be waived. She indicated the District will be refunded the \$111.53 for the July installment and the January installment will go away. She was uncertain of the time frame but assured me it would be taken care of.
- As part of Shipman's Fire Equipment vendor profile on the Massachusetts State Cooperative Bid contract there is a Prompt Payment Discount Form. If payment issue date is within 10 days of the delivery date a 2% discount may be applied. On a **MOTION** by Zieller and seconded by Bysiewicz it was approved to apply the discount to the invoicing for the Scott air-pak purchase which amounts to a savings of approx. \$6,300, all in favor.
- It was reported that a fire department in Searsport, Maine may be interested in the Ingersoll Rand Compressor if Westfield is still interested in donating it. Linda will contact the District's insurance agent to see if they have any recommendations for proper documentation of a liability release. Linda could also contact the FEMA representative to get their feedback on the donation of the older paks and bottles that other departments have expressed interest in.
- It was reported that the Service Recognition Committee may need to meet to review the latest plan specification document for the length of service awards program. Hometown Benefits, the plan administrator says there needs to be some clarification on whether this benefit is to be calculated as a life annuity for the member or if it is a 25 year certain. The existing plan is still in effect until such time changes are made. Linda will contact Wilcox & Reynolds so see if they can attend the committee meeting.
- On a **MOTION** by Alderman and seconded by Zieller it was approved for the benefit of the members to purchase a new wireless router in the amount of \$364.95, it will be installed by Telserv, all in favor.
- The CT State budget has still not been passed therefore the mill rate cap for motor vehicles is still pending.
- Linda presented some other options and costs for replacing the flooring in the Officer's room and Commission office. Comm. Bysiewicz is suggesting a snap-lok solid vinyl which may be a more durable product for these rooms. He will bring a sample for the October meeting.
- A notice will be posted in the station to accept letters of interest for the 2018 Chief appointments with a return deadline of October 6<sup>th</sup>. The Board will vote on the appointments at the October 10<sup>th</sup> Commissioner meeting.

-A date needs to be set for the second Chief Evaluations. It will be set sometime in September prior to the Chief appointments. Comm. Jones, Lockwood, Bysiewicz, and White will be part of that committee. Linda will email the Board members when the date is set. Comm. Alderman asked why the Semi-Annual Chief Evaluations reports were emailed to all the Officers and he did not think that was done in the past. Comm. Lockwood stated he just replied to all and that it did not go to the Officers as he did not have their addresses. It was clarified that they were emailed to only the Chief Officers. Linda stated she had only sent the evaluations to the committee members and would not send each of the Chiefs. As this was a personnel matter any future discussion would be done in executive session.

-It was reported that the manufacturer no longer supports the existing foam system on Westfield 2. On a **MOTION** by Zieller and seconded by Augeri it was approved to upgrade the system, the parts from First Line are \$1,100 plus S&H and will be installed by Dana, all in favor.

-Comm. White wished to discuss the Accounting Procurement Procedure that was approved last month. Based on the language she wanted to confirm that the District Admin had the authority to approve purchases between \$1,000 and \$10,000 without Board approval and whether that amount should be lowered. Linda stated the typical process is to seek approval at a Comm. meeting for most purchases and to have purchase orders signed by Commissioners. When the policy was first drafted the thought was if an emergency purchase was needed it could be handled by the Administrator who would keep the Board informed as needed. After much discussion the policy will remain as written.

-Comm. White reported some members have related they have been using the gym more often and the area seems to be a little constricted and they are finding it a little difficult to use the equipment. She asked if the basement gym area could be re-configured a bit better. The Chief stated he would look at it.

**MOTION** to go into Executive Session by Comm. Alderman, seconded by Comm. Williams at 7:44 pm, all in favor for discussions regarding: Personnel – Chief Evaluations; 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 Lockwood, Williams, Zieller, Bysiewicz, Alderman, Augeri, White and FDA Linda DeManche.

**MOTION** to come out of Executive Session by Comm. Alderman seconded by Comm. White @ 7:51 p.m., all in favor.

**MOTION** to adjourn @ 7:51 pm by Commissioner Williams and seconded by Commissioner Zieller. Unanimously approved.

Respectfully submitted,  
Linda DeManche  
Fire District Administrator  
as Recording Secretary