



COMMISSION MEETING

October 10, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on October 10, 2017. Chairman Jones opened the meeting at 6:30 p.m. with the following Commissioners present – Lockwood, Williams, Zieller, Bysiewicz, Alderman, Scarrozzo, Augeri and White.

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

-The Chairman opened the public session on a **MOTION** by Comm. Alderman; Comm. Williams wished to express their condolences to Linda DeManche on the passing of her father; with no additional public comment, closed on a **MOTION** by Comm. Williams.

-On a **MOTION** by Comm. Scarrozzo seconded by Comm. Zieller it was approved to waive the reading of the September 12, 2017 regular meeting minutes and to accept the minutes as written, all in favor.

- The bills for September 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 September Tax Collector report submitted by Tax Collector Jean Newman was reviewed. 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 \$ 40.26, all in favor.

Fire Marshal's Report

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

Chief's Report

-The air paks were delivered last Monday and AC Passamano was here Monday & Tuesday to label all the paks, masks and bottles. The compressor was installed last Thursday and is up and operational. The Department is training the rest of the month on the air paks and compressor.

-Bail-out kits are on order and there will be a special train-the-trainer event once those come in.

-The Dept. participated at the Westfield Carnival this past weekend. The church did a really nice job and the Dept. made about \$500.

-EVT testing is this Saturday from 10 am – 2 pm.

-The Department will be placing a Hero 24/7 order if anyone wants to order a WFD sweatshirt, etc.

-At an incident on Sept. 26th the Department found it necessary to force a door open at 363 Ballfall Road. A claim was filed with the District's insurance company. The Chief was asked if he would sign a waiver to have it covered; the Chief stated we don't typically do that when they are responding to a medical alert activation. The District's insurance company has denied the claim under CT General State Ann § 52-557b and suggests the homeowner set up a claim with their homeowners insurance, the Board supports that decision.

-The Dept. participated in the Independent Day School's raffle and will offer the "ride to school" on November 7th – Phil Coco will take them in Westfield 5.

- The manufacturer of the Departments Porta-Count machine which is used for fit testing will be out of service in September 2018. This will have to be scheduled for replacement in the next budget year. The Chief wants to know if he should approach Middlefield FD to see if they wish to split the cost of the machine like they did the last time. The Board encourages cost sharing, the Chief will check with Middlefield FD.
- The Chief discussed Command Officer Boot Camp at the Officers meeting; LT's Dan Lube & Phil Coco have expressed interest in attending the seminar in 2018. They will check their schedules.
- The Dept. is looking to purchase a chain saw for the Polaris. The budget is approx. \$350-\$400. The Chief will purchase this under his new equipment budget.
- The Chief is looking into shelving for the basement gym and they will work on tidying up the area.
- The Chief stated that the last he remembered the policy about signing the sign-in sheets was – if you were at a Westfield function and a call came in you were able to come back and sign the sign-up sheets. The Board stated nothing has changed; therefore the policy will remain the same.
- The Department's Officer meeting minutes for October were presented.
- The status of training classes for members is as follows: EMT Initial - O. Andrew's class is currently in progress; FFI – Lemay was retesting on his Haz-Mat Ops on 10/10 & waiting results.
- DC Ponzio reported the Dept.'s open house is scheduled for Saturday, October 14th from 10am – 2pm. Linda stated that FM Higgins wanted to know if his attendance was mandatory at this event. The Board would like the Fire Marshal's office to participate and suggests the full-time and part-time Fire Marshal's split their time to cover the event.
- Another round of hose testing is scheduled for October 21st.
- The live burn on September 30th was well attended and was a good drill for everyone.
- The truck committee is waiting on drawings to come back from one of the manufacturers. When they compared the last set of drawings they were not apples to apples. Once they come back they are ready to go out to bid or look into the HGAC Buy Co-Op program. Linda will look into joining the co-op which is free.
- The Chief stated that the Dept. made it to the second round of the Gary Sinise Foundation Grant for the replacement of the tank and pump on Westfield 10. They are working on a quote which will be submitted.
- The Chief is working on the 2017 AFG micro grant – they are pursuing a Lucas device.
- While it was a Dept. event DC Ponzio just wanted to recognize the small group of members that took the lead on the Westfield Carnival. It was a lot of hours – the members covered open to close from Friday night to Sunday night. The community was very supportive and enjoyed seeing the Dept. there.

Committee Report – Telecommunications

-Ross Andrew reported the latest on the Telecommunication meeting. He stated there were two lease agreements that were looked at by the committee and both were voted in favor. There were some concerns where the City would wind up as far as liability but the City's counsel has looked everything over. The biggest issue was the tower at Cross Street. Verizon wants to put equipment on that and will pay the City \$24,000 a year. The upgrade is approx. \$90,000 and Verizon has agreed to upgrade that tower. They tried to get Cromwell to put equipment on their tower but it also needs an upgrade. Portland is going to upgrade their tower and will put new equipment on it. The placement of the tower at Pratt & Whitney has fallen thru because of the property it is on. Eversource may step in and help out the City putting up a new tower on whatever piece of property they come up with. There is coax cable that needs to be run from the tower off of I-91 (Preston Ave) back to Cross Street. There is approx. \$2 mil in contingency that will cover the incidentals that come up for this project. Things are in the works and they are looking at completion in another year. The plan is to put up another building at Cross Street to house some of the equipment as there is not enough room in the existing structure.

Commissioner(s) Report

- FM Higgins is scheduled for a two week vacation in October. DFM Kotowski will make use of the Fire Marshal vehicle in his absence.
- There will be a Scot air-pak service training event scheduled on a future Saturday. The daytime staff are able to attend if they are available.
- The IAAI Conference is scheduled for November 16th & 17th. FM's Higgins, Kotowski & Coco will attend.

- Linda reported that she needs to still connect with Wilcox & Reynolds regarding the Service Awards Trust (SAT) – a meeting with the SAT committee will be set up in the future.
- The CT State budget has still not been passed therefore the mill rate cap for motor vehicles is still pending.
- A vinyl plank flooring sample for the Officer's & Commission office was looked at. The area of the rooms is approx. 660 s.f.; the cost per square foot is approx. \$2.39, and would be installed by the daytime staff. On a **MOTION** by Lockwood and seconded by White it was approved to install, all in favor. This would be applied to the building repairs line item.
- The 3rd quarter pay-per-call percentages were presented for review.
- The general liability release of claims form was reviewed. This release will be required if the paks or air compressor is transferred to the Departments that have expressed interest. Linda will contact the FEMA representative to confirm there are no issues with the used paks.
- Comm. Lockwood will look into gift ideas for acknowledging 25 years of service for the District employees.

MOTION to go into Executive Session by Comm. Lockwood, seconded by Comm. White at 7:24 pm, all in favor for discussions regarding: Personnel – 2018 Chief Appointments; 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, Alderman, Scarrozzo, Augeri, White and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Lockwood seconded by Comm. Williams @ 8:45 p.m., all in favor.

-Letters of interest for Chief Appointments were received from the following members: William Balch for Fire Chief; Darrell Ponzio for Deputy Chief or Fire Chief; Joseph Passamano for Chief or Deputy Chief; Jason Lube for Assistant Chief and Michael Trevisan for Assistant Chief.

A **MOTION** by Williams and seconded by Bysiewicz calls for William Balch for Fire Chief; Comm. Jones, Williams, Bysiewicz, Zieller and Alderman in favor; Comm. Lockwood, Augeri, Scarrozzo and White against: the motion passed

A **MOTION** by Lockwood and seconded by Alderman calls for Darrell Ponzio for Deputy Chief; Comm. Jones, Williams, Bysiewicz, Zieller, Alderman, Lockwood, Augeri, Scarrozzo and White in favor: the motion passed

A **MOTION** by Lockwood and seconded by White calls for Jason Lube for Assistant Chief pending additional information before appointment; Comm. Jones, Williams, Zieller, Lockwood, Augeri, Scarrozzo and White in favor; Comm. Bysiewicz and Alderman against: the motion passed. Linda will get the necessary information to the Board via email.

MOTION to adjourn @ 8:47 pm by Commissioner Scarrozzo and seconded by Commissioner Williams. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary