



COMMISSION MEETING

November 14, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on November 14, 2017. Chairman Jones opened the meeting at 6:31 p.m. with the following Commissioners present – Lockwood, Williams, Zieller, Bysiewicz, Alderman, Scarrozzo and White. Commissioners Bysiewicz arrived at 6:44 pm and Commissioner Augeri was absent.

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, with no public comment closed on a **MOTION** by Comm. Williams, all in favor.

-On a **MOTION** by Comm. Zieller seconded by Comm. Williams it was approved to waive the reading of the October 10, 2017 regular meeting minutes and to accept the minutes with corrections, all in favor.

- The bills for October 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. Lockwood, all in favor.

Tax Collectors Report

-The October Tax Collector report submitted by Tax Collector Jean Newman was reviewed. On a **MOTION** by Lockwood and seconded by Alderman the report was approved, all in favor.

-On a **MOTION** by Lockwood and seconded by Alderman it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 520.82, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly report for October was distributed and accepted on a **MOTION** by Zieller and seconded by White, all in favor. The Chief stated there was a gas purge at Fed-Ex last weekend and he wanted to acknowledge the Fire Marshal's office for doing a great job in making sure that it was well coordinated for the safety of all involved.

Chief's Report

-The Gary Sinise Foundation Grant has been submitted but hasn't heard anything yet and he is working on the 2017 AFG micro grant for a Lucas device.

-The Department Christmas party is December 8th @ 6:00 pm.

-The Chief would like to continue with the Holiday shift sign-up for members to cover the Christmas & New Year holiday. Like last year there will be 4 shifts with four members on each shift. The cost will remain the same at \$25 per member/per shift for a total cost of \$400 and will be paid out with the regular pay-pay-call. On a **MOTION** by Lockwood and seconded by Williams this was approved, all in favor.

-The Chiefs are proposing to add the Thanksgiving holiday for one shift coverage for a total cost of \$100. On a **MOTION** by White and seconded by Zieller it was approved, all in favor.

-All the hose has been tested except for the 5" on Westfield 6 which will be done tonight. At this point there is 11 lengths of 5" and 6 lengths of 3" which needs to be replaced due to age. On a **MOTION** by Lockwood and seconded by Zieller it was approved to replace, all in favor.

- Helmet shield have been ordered.
- With several new members on board the Chief is getting a quote for some used pagers.
- Additional Active 911 subscriptions are needed for new members. The cost is approx. \$6.64 per subscription which is prorated thru the renewal in May 2018. He should not need more than 10.
- As a result of the annual inspection it was found that the ground ladder on Westfield 6 needs to be replaced. On a **MOTION** by Williams and seconded by Zieller it was approved to purchase a new 35' ladder thru Shipman's Fire Equip. in the amount of \$1,575, all in favor.
- The status of training classes for members is as follows: EMT Initial - O. Andrew & A. Urcinas EMT class is currently in progress; FFI – Lemay passed and is Firefighter I certified.
- The Chief is waiting on shelving units for the basement gym. One of the businesses in the District is donating some unused shelving due to their relocation.
- The Chief was copied on a letter from the DOT that was sent to the City's Mayor regarding an upgrade to the traffic signal at the intersection of Rte 217 & Westlake Drive. It states the DOT will reinstall the existing emergency vehicle pre-emption system (EVPS) equipment. Some questions remain as to what it required of Westfield with respect to ownership & maintenance so the Chief has contacted the DOT representative and is waiting to hear back.
- Firefighter Lupone who was injured on an incident back on 9/5/2015 has now been cleared by the Orthopedic MD and the WC claim has been closed with a 12% disability rating. He is interested in returning to active duty in some capacity. The Chief is suggesting Lupone schedule an appointment with Occupational Medicine and let them supply us with the duties he would be cleared for. The Board supports this decision.
- DC Ponzio stated the Dept is going to schedule a walk-thru of the Fed-Ex facility. The building is now enclosed, they have some form of fire protection installed, etc. and they feel it is time to get in there as a Dept and to understand the layout, etc. The FMO will try and coordinate some dates.
- DC Ponzio stated LT Coco has a contact with a MD that is associated with Middlesex Hospital that does state-wide seminars on the opioid crisis. They are looking to arrange for him to do a discussion on this topic. They are also considering doing another community wide fire prevention, CPR training at the station.
- Chairman Jones asked when the tour of the Fed-Ex building was arranged would the Commissioners be invited – the Chief's stated they are welcome. The Chairman also stated that he has gotten some feedback from members that it would be nice to see some of the Commissioners presence at the mandatory drills to see what the members are doing. Linda could email the Board members the quarterly training schedule.
- The Chief stated all the air-paks are in service, they are just waiting on the individual bail-out kits.
- The Chiefs stated they responded to a structure fire as mutual aid to Portland on Thursday, November 9th. They were on scene an extended period of time and had two apparatus committed.
- The Department's Officer meeting minutes for November were presented.

Commissioner(s) Report

- Linda contacted the FEMA representative and he stated there are no restrictions regarding disposal of equipment that is replaced by the grant. Searsport and Linneus (Maine) and Grand Isle (Vermont) Volunteer Fire Department(s) have expressed interest in Westfield's old paks & compressor. A general liability release of claims was drafted for signature by these Departments when accepting this equipment.
- Cindy passed the second CCMC tax collector's certification class; the third class will be in the Spring.
- Tax Collector, Jean Newman has given notice that she has accepted a job offer and will be leaving her position. She is uncertain of her exact start date and will keep us informed when she knows specifics. Comm. Scarrozzo would like to see a letter sent to Jean from the Board of Commissioners thanking her for her years of service.
- On a **MOTION** by Scarrozzo and seconded by Zieller it was approved to transfer \$3,000 from the 2016/2017 budget, line item #8105 – Uniform & Badges to the same category in the 2017/2018 budget for the purchase of Class A uniforms for new members, all in favor.
- With the passing of the State budget it has been determined the Fire District will be mailing out motor vehicle (MV) tax bills for the 2016 Grand List. The mailing will be in the next week or so and will coincide with the City's mailing. The District set the budget with the expectation of a State grant to offset the mill rate cap therefore no monies were budgeted for the printing and processing these MV bills. On a **MOTION** by Williams and seconded by Zieller it was approved to appropriate \$7,000 from the unassigned fund

balance to AC #5033 Printing/Processing service – Tax Collectors Expense, all in favor. This amount represents the estimated cost for the expense of MV & MV Supplemental tax bills that was not carried in the 2017/2018 budget.

-FM Higgins has inquired about a membership to Splash Car Wash for the Equinox. The Board feels the vehicle can be cleaned in station and to make use of the undercarriage device made by the mechanic.

-Linda spoke with Mike @ Wilcox & Reynolds regarding the current language for the Service Awards Trust (SAT) plan specification document. He will review this with Hometown Benefits and a meeting will be set-up with the committee some time in December.

-Comm. White has suggested the Board consider having an additional camera installed on the north wall of the building for monitoring the side parking lot. There was recent incident resulting in damage to a member's car that was in the parking lot. The current camera does not have enough range to see clearly and does not cover the entire lot. Linda will contact Telserv to get a quote on the installation of an infrared camera.

-Comm. Lockwood made a recommendation for a 25 year recognition gift for employees Andrew & Higgins. On a **MOTION** by Lockwood and seconded by Zieller it was approved to proceed with the purchase thru Home Team Supply for \$270, all in favor.

-In October the Chief stated a couple of members expressed interest in the 2018 Command Boot Camp. The dates are May 15th thru May 17th, 2018. Linda stated it was not too early to think about securing reservations if the Board approved their attendance. On a **MOTION** by Lockwood and seconded by Zieller it was approved to send two members to this conference, all in favor. The Chief will confirm with the members if they are still interested. The funding for this conference will come out of the Chief's training budget like in years past.

-Comm. Scarozzo asked the Chief why we are still using the siren given everyone carries pagers. The Chief stated it only goes off for structure fires and during the day. The siren still works and is an available tool; it may be somewhat of a redundant back-up for members they may be outside and don't have their pager but may still hear the siren.

Committee Report – Telecommunications

-Ross Andrew reported they are still trying to get leases signed for the towers. There is an environmental issue on Mile Lane for the tower that is going up there and they are waiting for Eversource to come thru for the site on River Road. It is his understanding the equipment has already been delivered according to Mr. Bartolotta. Comm. Williams stated the unication pagers still don't work on Phase II.

MOTION to go into Executive Session by Comm. Lockwood, seconded by Comm. Williams at 7:27 pm, all in favor for discussions regarding: Personnel and Tax office staffing; 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, Scarozzo, White, Chief Balch and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Lockwood seconded by Comm. Williams @ 8:07 p.m., all in favor.

MOTION to adjourn @ 8:08 pm by Commissioner Alderman and seconded by Commissioner Lockwood. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary