



COMMISSION MEETING

December 12, 2017

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on December 12, 2017. Chairman Jones opened the meeting at 6:31 p.m. with the following Commissioners present – Lockwood, Williams, Bysiewicz, Scarrozzo, Augeri and White. Commissioner Bysiewicz arrived at 6:38 pm and Commissioner Alderman & Zieller were absent.

Others present were: Chief William Balch, Deputy Chief (DC) Darrell Ponzio, FDA Linda DeManche, Fire Marshal (FM) Art Higgins, Mechanic Dana Andrew and Ross Andrew.

-The Board invited FM Higgins and Mechanic Andrew to the monthly meeting. Both gentlemen have 25 years of employment with the District. On behalf of the Board, Chairman Jones presented both Higgins and Andrew with a commemorative clock for their years of dedicated service to the Westfield Fire District. Higgins thanked and acknowledged both past and present Commissioners and Chiefs. Andrew stated he appreciates everything the Board & Chiefs do for him as well, it makes his job a lot easier.

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

-On a **MOTION** by Comm. Scarrozzo seconded by Comm. Augeri it was approved to waive the reading of the November 14, 2017 regular meeting minutes and to accept the minutes as written, all in favor.

- The bills for November 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. White, all in favor.

Tax Collectors Report

-The November 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 \$ 1,506.74, all in favor.

Fire Marshal's Report

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

Chiefs Report

-The Chief shared with the Board a letter he received from the Town of Searsport, Maine thanking the Department and District for the donation for the air compressor fill station and SCBA equipment. The help was greatly appreciated and the equipment will aid their community as well as surrounding communities.

-The ladder is on order for Westfield 6.

-A bill was submitted for the New Haven Fire Academy for \$275 for the training tower for the live burn.

-After talking to the Vice Chairman of the truck committee they would like to move forward on the purchase of the new fire truck. They have still not heard back from Pierce and after several phone calls, they have still

not responded. They would like to move forward on the specs with Custom Fire and purchase thru the HGAC Buy Cooperative. DC Ponzio & Mechanic Andrew are co-chairman of the truck committee. Comm. Augeri wanted to know what other Departments have a Custom Fire Truck and were there any in CT. Ponzio was not exactly sure which Dept.'s but there are some in CT. Linda has prepared the application to join the HGAC Cooperative which is a free membership. They only collect fees at the time a purchase order is issued. DC Ponzio stated there are very specific things listed in the design of this piece of apparatus. The Co-op lists base models and then the additional requirements are added on. The Board wants to make sure the Department can get what they are looking for. On a **MOTION** by White and seconded by Augeri it was approved to submit the application, all in favor. Linda will need to speak with the Co-op and get specifics on exactly how the program works before committing to purchase the truck thru these means.

- DC Ponzio stated the Fed-Ex walk-thru is now scheduled for Saturday, January 20th. Fed-Ex could not accommodate a Tuesday drill as they felt they needed daylight. They don't have enough lighting in or around the facility to accommodate a night time walk-thru. The plan is to work with the FMO to get some pretty thorough pre-plans for the entire facility, but they wanted to walk the building first.
- They are still waiting on their bail-out kits, the swivel was back-ordered but should be in shortly.
- The Chief stated the annual banquet is set for Saturday, March 24th at The Falcons Pavilion, all are invited.
- The status of training classes for members is as follows: EMT Initial - O. Andrew & A. Urcinas EMT class are currently in progress.
- The Department's Officer meeting minutes for December were presented.

Commissioner(s) Report

- The 2017 AFG should open in the next week or so. The Chief is working on the grant application language.
- AR Mazzotta has not forwarded any resumes for the Treasurer position. Linda has spoken to their office and they are working on getting the right candidate for the position.
- On a **MOTION** by Scarrozzo and seconded by Jones it was approved to follow the past practice of giving the employees a holiday bonus in the amount of \$200 for the 9 permanent employees and \$100 for the 2 part-time employees, all in favor.
- Commissioner elections are coming up in February at the annual meeting. Commissioner's Jones, Williams and Lockwood are up for re-election. Legal notices were put in the Press & Courant with a return date of January 19th for letters of interest.
- The audit report for fiscal year end June 30, 2017 has been completed. Reports are currently available in electronic version and hard copies will be available at the January meeting. A copy is on file with State of CT OPM's office and on file with the City of Middletown Town Clerk's office.
- A quote from Telserv to install an additional security camera on the north side of the building was presented. The estimate is for \$535. There is concern that the spec'd camera may not be adequate enough. Linda will contact Telserv to make sure the camera has the ability to see a face and read a license plate at 150' and have the quote modified as necessary. On a **MOTION** by Lockwood and seconded by White it was approved to spend up to \$1,000 for this project, all in favor. The cost will be split between Equipment and Building repairs.
- Linda spoke with Mike @ Wilcox & Reynolds regarding the status of the SAT plan specification document. Hometown Benefits should have a draft for the committee, then a meeting will be set-up to review.
- Linda reported that the November bill from Comcast has gone up by \$100.17. When the Westfield account was originally set-up the cable (with premium channels) and internet was put under one bill. Comcast stated they have audited of all their accounts and this is no longer acceptable and that we are not eligible for a courtesy municipal account. After numerous phone calls explaining we were a municipality, Comcast stated Fire Departments are not eligible. Linda contact South Fire and Middletown Fire and they are both getting the courtesy discount. Linda will contact Comcast again with this additional information; she will see about getting the basic cable covered by the discount and the Board stated we can continue to keep the premium channels.

MOTION to go into Executive Session by Comm. Lockwood, seconded by Comm. White at 7:12 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, Bysiewicz, Scarrozzo, Augeri, White, Chief Balch, Deputy Chief Ponzio and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. White seconded by Comm. Augeri @ 7:46 pm, all in favor.

On a **MOTION** by Lockwood and seconded by White it was approved to pay fire personnel the 90-minute call back even if it overlaps into the start of shift, all in favor.

On a **MOTION** Augeri and seconded by Bysiewicz it was approved to; 1) offer the Tax Collector position to Cindy Augeri; 2) there will be pay increase of \$1.00 per hour, both would take effect on 1/1/2018, all in favor.

On a **MOTION** by Lockwood and seconded by White it was approved to: 1) hire temporary part-time help in the tax office; 2) for the month of January; 3) the pay rate would be at minimum wage, all in favor.

MOTION to adjourn @ 7:48 pm by Commissioner Scarrozzo and seconded by Commissioner Lockwood. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary