



## COMMISSION MEETING

January 9, 2018

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on January 9, 2018. Chairman Jones opened the meeting at 6:31 p.m. with the following Commissioners present – Lockwood, Williams, Bysiewicz, Alderman, Scarrozzo and White. Commissioner Alderman arrived at 6:43 pm, Commissioner Bysiewicz arrived at 6:46 pm, and Commissioner Zieller & Augeri were absent.

Others present were: Chief William Balch, Deputy Chief (DC) Darrell Ponzio, FDA Linda DeManche, Fire Marshal (FM) Art Higgins, Mechanic Dana Andrew, Cynthia Augeri 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. Williams, all in favor.

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

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

-On a **MOTION** by Lockwood and seconded by Scarrozzo it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 212.72, all in favor.

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

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

### **Chief's Report**

-The status of training classes for members is as follows: EMT Initial - O. Andrew & A. Urcinas EMT class are currently in progress. For driver training they are trying to get all the new drivers done by July. The Chief took out 3 members last week for an hour each to get in their driving time. Once they can flow water they will work on pump training. The Chief reported Asst. Chief Lube can check if drivers and if Joe Passamano would like to still participate and they would welcome his involvement.

-They are still waiting on the racks from CT Lighting for the organization of the basement gym.

-The Chief reported they have spent approx. \$1,850 on EMS supplies thus far. They are working hard to conserve funds and are not stocking a lot of excess supplies. LT Coco instituted a system in tracking inventory and they order as needed so as not to have an excess stockpile.

-The truck committee met on Monday; their recommendation is for a Custom Fire apparatus and to purchase thru the HGACBuy Co-op program. Linda explained the information she has gathered regarding the co-op program and stated their fee of \$2,000 is paid thru the vendor and upon final delivery. Some of

the things the Board will need to consider is if they are going to require a performance bond, whether there will be any prepayment for the cab/chassis and whether they will finance any or all of the purchase. On a **MOTION** by Lockwood and seconded by Williams it was approved to move forward with Custom Fire as the vendor for the apparatus and to utilize the HGACBuy co-op program, all in favor. Dana will contact the salesman so the specifications can be finalized and they can work on a contract price. The plan is to have that information for the February meeting.

-The Chief is making the recommendation that Joseph Passamano be paid his 4<sup>th</sup> quarter Assistant Chief stipend for 2017. Passamano's 4<sup>th</sup> quarter participation percentage was 21.7% and his annual was 27.2%. The Board feels this meets the guideline set forth in the appointment letter; therefore Passamano will receive his stipend compensation.

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

-The Board welcomed Cynthia Augeri to the meeting. Commissioner Jones read an Oath of Office and swore Cindy in as Tax Collector of the Westfield Fire District effective January 1, 2018.

-The 2017 AFG application opened on December 26, 2017 and closes on February 2, 2018. The Chief has submitted his narrative on the cardiac compression device which Linda will forward to the grant writer along with the narratives she needs to prepare for his review and comment.

-Linda spoke to AR Mazzotta regarding the hiring status for the tax office. They have been getting applications of interest but they have not yet found a candidate that meets the requirements.

-On a **MOTION** by Williams and seconded by White it was approved to make the following changes to the Liberty bank accounts; 1) remove Jean Newman from the account ending in 1530; 2) remove Cynthia Augeri from the account ending in 1976 and 6959; 3) add Cynthia Augeri to the account ending in 1530, all in favor.

-On a **MOTION** by Lockwood and seconded by Scarrozzo it was approved for Josh Leary to attend a Machinery Rescue Operation training event on March 3<sup>rd</sup> & 4<sup>th</sup> for a cost of \$250, all in favor.

-An updated quotation from Telserv Networks was presented for adding an additional security camera to the north side of the building; the estimated amount is \$2,290. The increase in cost is a result of the new camera being spec'd to see a face and read a license plate at 150' but it also requires an upgrade to the present DVR to accommodate the new camera. On a **MOTION** by White and seconded by Scarrozzo it approved to not do the security camera install and leave everything the way it is, all in favor. It was suggested that we might look at this at budget time and get additional quotes from other vendors.

-The Service Awards Trust (SAT) committee met on January 3<sup>rd</sup> and reviewed the language of the plan specification document. We are waiting for Hometown Benefits to submit a final draft for the committee to review. The plan is to present it for final approval at the February meeting.

-Chairman Jones informed the Board he will not seek re-election in 2018. He stated it has been a great nine years but feels it is time to step down. Comm. Alderman stated it is definitely a loss to us but wished him well.

-At the annual meeting on February 6<sup>th</sup> Commission elections will take place. Linda stated there are only two seats available to members of the Westfield Fire Department (WFD). The Board reviewed the existing ballot and feels the notation at the bottom of the ballot tries to make that clear to the voters in the event there are more than two WFD candidates running for a seat on the Commission. The Board will be made aware of the final list of candidates after the January 19<sup>th</sup> submission deadline and if anyone has any questions or concerns on the ballot they can let Linda know so she can email the Board members.

-DC Ponzio passed along a request an invite from the Westfield Residents Association to their quarterly meeting being held on January 29<sup>th</sup> @ 7:00 pm – "the Fire Commission should come and do a presentation about the budget and the candidates running for the Commission could come and introduce themselves." The Board is now aware and Linda will email any additional candidates to inform them of the invite.

-In anticipation of the cost for the new engine being presented at the February meeting Linda will seek a quote for financing rates based on a 5 or 10 year term.

-The 2017 year end Service Recognition percentages was presented. It was reported that 17 members qualified for a year of credited service for the service recognition program.

-The 2017 pay-per-call bonus incentive participation & EMS stipend incentive calculations were presented. Comm. Jones noted there were a few members who did not make the bonus incentive because they missed just one or two drills. Comm. Scarrozzo asked the Chief if he has an open dialogue with most of the

members regarding their participation status as it affects these programs. The Chief stated yes; in the past he and DC Ponzio met with the members' one on one. This year they are going to meet with all the Officers and give them a list of members that they can meet with once or twice a year to go over the members' participation and drill attendance to try and stay on top of it.

-Comm. Williams asked the Chief what happens if there are several calls at the same time, does everyone sign-up for all the calls that are active. The Chief stated yes, if a member is here for one call you get credit for all of them if you sign-in and remain at the station.

**MOTION** to go into Executive Session by Comm. Lockwood, seconded by Comm. Williams at 7:28 pm, all in favor for discussions regarding: pay stipends for volunteers; 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, Alderman, Scarrozzo, White, Chief Balch and FDA Linda DeManche.

**MOTION** to come out of Executive Session by Comm. Lockwood seconded by Comm. White @ 7:41 pm, all in favor.

After a case by case review of the members participation in the 2017 EMS Annual Stipend Incentive program the following **MOTION** was made by Alderman and seconded by Lockwood: 1) any member that earned 13 to 23 shifts are eligible for half the incentive pay and; 2) any member that earned 24 or more shifts are eligible for the full stipend incentive. Commissioners Jones, Lockwood, Williams, Bysiewicz, Alderman, White in favor, Scarrozzo stated he was in favor of the concept but no in favor of the terms of the motion, therefore opposed; the motion passed on vote 6 for, 1 against.

The Chief thanked the Board for the new Wi-Fi; it is working much, much better. The new router is doing a much better job.

**MOTION** to adjourn @ 7:43 pm by Commissioner Alderman and seconded by Commissioner Williams. Unanimously approved.

Respectfully submitted,

Linda DeManche  
Fire District Administrator  
as Recording Secretary