



COMMISSION MEETING

May 8, 2018

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on May 8, 2018. Chairman Amy opened the meeting at 6:37 p.m. with the following Commissioners present – White (Brenda), Bysiewicz, Zieller, Peterson, White (Brian). Commissioners Alderman, Scarrozzo and Augeri were absent.

Others present were: Chief William Balch, FDA Linda DeManche and Ross Andrew.

Telecommunication Committee

-Ross Andrew reported on the public service telecommunication; the towers, there are a couple of glitches in the contracts being signed, they are working on putting a microwave on the water tower in Rocky Hill at the Veterans Hospital to shoot back to Middletown because Cromwell wouldn't come on board. They are having some trouble on I-91 with the tower out there, Verizon is giving them a hard time about putting antennas up so they are going to have to reconfigure that. They figure some time between Thanksgiving and Christmas maybe they will be in line with the whole thing. A lot of work to be done. They are in budget.

-The Chairman made a **MOTION** to open the public session, with no additional public comment closed on a **MOTION** by Comm. Zieller, seconded by Brenda White, all in favor.

-On a **MOTION** by Comm. Zieller and seconded by Comm. Peterson it was approved to waive the reading of the April 10, 2018 regular meeting minutes and to accept the minutes as written, all in favor.

- The bills for April 2018, 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. Peterson, all in favor.

Tax Collectors Report

-The April Tax Collector report submitted by Tax Collector Cynthia Augeri was reviewed. On a **MOTION** by Brenda White and seconded by Zieller the report was approved, all in favor.

-On a **MOTION** by Brenda White and seconded by Zieller it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 180.38, all in favor.

-The Tax Collectors request to suspend the 2013 uncollectible motor vehicle and supplemental motor vehicle taxes in the amount of \$5,220.49 (total tax & interest as of 5/01/17 – subject to change if any accounts are paid prior to posting of the suspense list), was approved on a **MOTION** by Peterson and seconded by Brenda White, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly report for April was distributed and accepted on a **MOTION** by Zieller and seconded by Brian White, all in favor. FM Higgins is extending an invitation to any Commissioners that wish to do a FedEx walkthrough on a Tuesday or Saturday. Commissioner Amy is interested subject to his availability.

Chief's Report

-The Chief presented a quote for a Fisher Extreme V stainless plow in the amount of \$5,951.87. The plow will go on Westfield 9. On a **MOTION** by Brian White and Peterson it was approved to purchase and will come out of the Chief's current budget, all in favor. While the Jeep will still be used for plowing the V-plow will help with bigger storms and when access is needed on incidents during the winter.

-The Department is looking to replace their fit testing machine. The current one is outdated and the company no longer supports it. The company is offering \$2,000 for the trade-in on the old machine. Middlefield VFD has offered to split the total cost and use of the machine like was done with the last one. The total cost of the machine with the adapter kit less trade-in is \$7,706. On a **MOTION** by Peterson and seconded by Brian White it was approved to split the cost & use of the machine with Middlefield VFD; Westfield's cost would be \$3,853 and would come out of the Chief's budget, all in favor.

-It was reported the suction unit on Westfield 3 will be replaced for a cost of approx. \$500, this way all three will be the same (Westfield 3/7/9).

-The Chief estimates the cost for Class B's and uniform upgrades to be approx. \$5,000 to get all members outfitted. The order will be placed by the end of June and will come out of the Chief's current budget.

-Comm. Peterson stated there was a great showing of members for the Department BBQ. There were a lot compliments offered, it was good to see a lot of the newer members participating and it appeared everything went well. The Chief stated with all the participation they were ready early and it made the day go smooth.

Commissioner(s) Report

-All the information requested from FEMA for the desk-based financial monitoring on the 2016 AFG grant has been submitted. Just waiting to hear back.

- The final proposed budget was presented to all those in attendance.

- The Chairman stated the budget is not significantly different then the draft that was presented last month. There was an adjustment (reduction) to the contingency line item. The Chairman stated when the budget is presented to the public the primary thing he will state is the budgeting of current & future purchases of apparatus; approx. \$244,000 is budgeted for apparatus replacement in the proposal. The medical insurance carried are the hard renewal numbers. The physical plant category was increased because the training tower in the rear of the building needs to be replaced. The Fire Marshal's office expense was increased for books that need to be purchased due to the adoption of new fire codes. At the top of the last page of the budget proposal it presents an illustration showing that in effect the budget expenditures went up 1.78% but when you add in the lease payment for the newly ordered apparatus (#2) it was increased by 4.58% which totals an overall increase of 6.36% in expenditures. This results in a mill rate of 1.545 which is a decrease from last year.

-The Chairman asked if there were any further questions regarding the budget proposal; otherwise he would enter a motion of acceptance. On a **MOTION** by Peterson seconded by Brian White it was approved to accept the proposed budget of \$1,655,254 and set a mill rate of 1.545, all in favor - none opposed.

-DFM Kotowski would like to test to become a Fire Investigation Technician (IAAI-FIT) thru the International Assoc. of Arson Investigators and also join National Assoc. of Fire Investigator (NAFI). Both organizations require an annual membership fee and application testing fees. Comm. Brian White requested that this be tabled until next month when Comm. Scarozzo may be able to offer more benefit information on these memberships.

-It was reported AR Mazzotta is still pursuing candidates for the opening in the tax office. They move the ad to different employment sites and continue to screen potential candidates that will work for our schedule.

-When a State Fire Marshal's in-service class falls on the evening of a mandatory drill the Board sees no issue with the Fire Marshal's attending that class in lieu of the drill and still receive credit for attendance.

-The Board was presented with the Length of Service Awards Program (LOSAP) plan specification document. The LOSAP committee recommends the document after meeting with Wilcox & Reynolds for a final review. On a **MOTION** by Peterson and seconded by Zieller the document was approved and will govern the service recognition plan for the volunteer members, all in favor.

-On a **MOTION** by Brenda White and seconded by Peterson it was approved to renew the employee's assistance program with The Lexington Group in the amount of \$1,068.48, all in favor.

-As previously reported the broker that handled the District's investment account at Morgan Stanley has left and went to Raymond James. Brokers from both firms are interested in meeting with the Board to explain their strategies. Comm. Amy, Bysiewicz & Peterson are interested in attending that meeting.

-Dana is requesting to replace the 20+ year old small refrigerator in the kitchen. He has a quote from Home Depot for \$550 and Portland Electric for \$499. It was suggested to get a price from Gene's TV & Appliance. On a **MOTION** by Bysiewicz and seconded by Peterson it was approved to purchase the refrigeration at price not to exceed \$499, all in favor.

-Command Officer Boot (COB) Camp is scheduled for next week. LT. Lube is not able to attend therefore only LT Coco will attend the conference in Pensacola, Florida. Unfortunately, there will be no refunded for Lube's airfare. On a **MOTION** by Peterson and seconded by Zieller the following was approved; 1) meal allowance is not to exceed \$75 per day (no alcohol); 2) Linda will complete a credit card authorization form for the cost of the hotel and meals while he is there, all in favor.

-The Active 911 subscription (55 devices) is up for renewal. On a **MOTION** by Brian White and seconded by Brenda White it was approved to renew the subscription and up the devices to 65 to cover new members, all in favor.

-The status of the pumper ordered thru Custom Fire; the chassis has been uploaded to Spartan, they need a build schedule from Spartan – it will go through their engineering department prior to that move and is typically 5-6 months dependent on lead time for major items. Dana is proposing a pre-conference sometime the last week of July depending on Custom's availability. The truck committee would like to see no more than 4 members attend the inspection visits. The Board recommends 2 members from the truck committee travel to Wisconsin for this first meeting one of which will be Dana. A direct flight out of Bradley to Minneapolis, St. Paul is approx. \$500+. Once the travel dates are confirmed flights/accommodations can be scheduled for two members. More members may be approved to attend future inspections (mid & final).

On a **MOTION** by Brenda White and seconded by Peterson the monthly meeting was suspended @ 7:47 pm to attend the Budget Meeting scheduled for 8:00 pm.

On a **MOTION** by Peterson and seconded by Zieller the Board reconvened @ 8:24 pm after the conclusion of the Budget Meeting.

-The Department's Officer meeting minutes for May was presented.

-The status of training classes for members is as follows: EMT Initial – O. Andrew passed the practical and has scheduled his written, Kloc & Lemay are still in their accelerated class; FFI class is still in progress for 6 members; Pump Operator Class for 5 members is over, they all learned a lot. They would like to come out with Dana or someone to get checked off on W5 & W2.

-It is time to perform the semi-annual Chief evaluations'. Comm. Amy, Bysiewicz, Peterson and Brian White would like to be part of that committee. Linda will let them know when a date is set.

MOTION to go into Executive Session by Comm. Peterson, seconded by Comm. Brenda White at 8:26 pm, all in favor for discussions regarding: Personnel matter; 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 Amy, Brenda White, Bysiewicz, Zieller, Peterson, Brian White, Chief Balch and FDA Linda DeManche

MOTION to come out of Executive Session by Comm. Zieller seconded by Comm. Peterson @ 8:38 pm, all in favor.

The Board was made aware that Chief Balch will be out on medical leave effective May 14, 2018, he has made arrangements for his duties to be covered.

MOTION to adjourn @ 8:39 pm by Commissioner Peterson and seconded by Commissioner Brenda White. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary