



COMMISSION MEETING

June 12, 2018

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on June 12, 2018. Chairman Amy opened the meeting at 6:31 p.m. with the following Commissioners present – White (Brenda), Scarrozzo, Zieller, Augeri, Peterson, White (Brian). Commissioner Alderman arrived at 6:42 pm; Commissioner Bysiewicz arrived at 6:48 pm.

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

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

-On a **MOTION** by Comm. Scarrozzo and seconded by Comm. Zieller it was approved to waive the reading of the May 8, 2018 regular meeting minutes and to accept the minutes as written, all in favor.

- The bills for May 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. Brenda White, all in favor.

Tax Collectors Report

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

-On a **MOTION** by Zieller 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 \$ 121.24, all in favor.

Fire Marshal's Report

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

Chief's Report

-The quote from Security Uniform for Class B's totaling \$2,590.10 was received. The Chief will proceed with the order.

-He is working on station coverage for Westfield's live burn scheduled for June 16th. Middletown Fire is willing to run all the fire and highway calls but they do not want to run the EMS calls. He is trying to find a EMS crew but has had no luck as of yet. The Chief may need to tell Middletown they need to put an engine in the District to handle the EMS calls.

-LT Coco will be attending the fit test training in Middlefield.

-The Department has a FedEx walk-thru scheduled for July 24th as part of their mandatory drill.

-Life Star is scheduled to be at the station on June 19th as part of the Department's mandatory drill.

-The Chief is getting a quote on large face wipes – the NFPA is now recommending after a structure fire firefighters wipe their face, hands & neck to keep the carcinogens off of them.

-The Chief would like to change the monthly car wash service on the Tahoe from Splash Car Wash to the new car wash on Route 372; it is his understanding Splash is being evicted.

-Comm. Scarrozzo asked if the mutual aid Departments will tour the FedEx facility. The Chief stated yes after Westfield has the lay of the land on how they will operate – things are continually changing.

-The status of training classes for members is as follows: EMT Initial - O. Andrew has passed the practical's and need to schedule the written; Kloc & Lemay are in the process of doing ride-along training as part of the their accelerated EMT Initial; FF1 – the five members have passed their practical's, and will take the written.

Telecommunication Committee

-Ross Andrew reported on the public service telecommunication; there have been weekly conference calls with Motorola and that is continuing on. They are working on sites; Cross Street – electricity will soon be on; Mile Lane, Middle Haddam and Long Hill the site work is complete. Radio work is next and the equipment is on site. Portland High School the reinforcement of the tower is complete, Preston Ave, Saybrook Road & Rocky Hill VA are all progressing. A lot of things in the works but everything is moving along.

Commissioner(s) Report

-It was reported to the Board via email on May 24th that the hiring committee made the recommendation to hire Karen Hebert for the Treasurer / Tax Clerk position at a rate of \$17.50 per hour; this was approved and she started on June 6, 2018.

-On a **MOTION** by Brenda White and seconded by Alderman it was approved to pay AR Mazzotta for their direct hire recruiting fee of \$1,456, all in favor.

-The Board welcomed Karen Hebert to the meeting. Commissioner Amy read an Oath of Office and swore Karen in as Treasurer of the Westfield Fire District effective June 12, 2018.

-DFM Kotowski's request 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) was tabled in May. After further discussion on the benefits a **MOTION** by Scarrozzo and seconded by Peterson it was approved for Kotowski to apply for these memberships, all in favor.

-DFM Kotowski applied for a grant thru Yale New Haven Health to outfit Westfield's car seat fitting station. Westfield will need to participate in Child Passenger Safety week in September as part of the grant requirements.

-Linda asked if the Board was ready to put a committee together to discuss schedule changes for the daytime employees. Bysiewicz suggested that this be revisited in August as the Board does not meet in July.

-The Board previously approved the change of flooring in the Officer's room & Commission office to laminated flooring. On a **MOTION** by Peterson & seconded by Brian White it was approved to put carpet tiles in the Commission office and put laminate flooring in the Officer's room, all in favor.

-On a **MOTION** by Bysiewicz and seconded by Amy it was approved to: 1) close out the 2015 Chevy Tahoe & Equinox projects and transfer the remaining .88 to the Fire Apparatus Replacement Fund in CNR; 2) transfer (.59) from the Rescue Fire Apparatus #3 to the Fire Apparatus Replacement Fund in CNR, all in favor.

-On a **MOTION** by Augeri and seconded by Scarrozzo it was approved to apply the \$10,801 received from the Municipal Revenue Sharing Grant to the UST Fuel Tank in the CNR fund for fiscal year 2017/2018, all in favor.

-On a **MOTION** by Alderman and seconded by Brenda White it was approved to transfer \$9,000 in the 2017/2018 Fiscal year budget from AC # 5046/Pre 89 LOSAP to AC # 5047/Post 89 LOSAP. This amount of \$9,000 will be sent to Hometown Benefits as an additional contribution to the annual LOSAP benefit.

-Chairman Amy updated the Board members on the committee meetings with representatives from both Morgan Stanley & Raymond James where proposal on managing the District's investments were presented. Subsequent to those meetings Morgan Stanley called stating there was a new regulatory requirement that states only a brick and mortar company can manage municipal money. Raymond James has no knowledge of this requirement. Chairman Amy feels there is no rush to move the investments out of Morgan Stanley until this requirement is clarified. Comm. Peterson attended the investment meetings; he feels that the committee was happy with both companies' proposals and if Morgan Stanley is saying they cannot handle the funds then there is no reason to wait to transfer them out; Bysiewicz who was also at the investment meetings is in agreement. On a **MOTION** by Peterson and seconded by Bysiewicz it was approved to move the District's investment portfolio from Morgan Stanley to Raymond James & Associates, Inc. and to require two signers on the account; the authorized signers will be Comm. Amy & Brenda White and FDA Linda DeManche, all in favor. Chairman Amy also stated they are looking to move monies from the Districts

overnight investment account with Liberty Bank into the Raymond James account; this way it can earn significant more interest but can be ACH transferred back to Liberty as needed for cash flow.

-The District received group health insurance renewal rates for the 2018/2019 fiscal year. The expiring plan under Anthem BCBS was being replaced with a plan of similar benefit with a 12% premium increase. After reviewing rates and benefits on alternative plans on a **MOTION** by Zieller seconded by Peterson the following was approved; 1) the health insurance plan will remain with Anthem BCBS, the Gold Century Pref PPO 1000 plan which is an approx. 12% increase over the expiring policy and; 2) the employees will contribute a cost share of 11% towards the premium which is a ½% increase over last year, all in favor.

-As the Board does not meet in July, on a **MOTION** by Peterson and seconded by Augeri it was approved to pay the June bills, all in favor.

-The first inspection visit to Wisconsin for a pre-build conference on the 2018 Custom Pumper is scheduled for June 26th & 27th – Dana Andrew & Joe Passamano will attend. On a **MOTION** by Brian White and seconded by Peterson it was approved to put the expenses for this trip and future inspection trips (flights & accommodations, etc.) in the CNR – Fire Apparatus Replacement fund.

-On a **MOTION** by Brian White and seconded by Zieller it was approved to pay the expenses for the Memorial Day Parade, the slight overrun is more then covered by the remaining funds left from the Department picnic, all in favor.

-The Chief evaluations will be set for some time in July. Commissioners Amy, Brian White, Peterson & Bysiewicz are part of this committee, Linda will let them know when the date is set.

-The Chief stated that LT Coco felt the 2018 Command Officer Boot (COB) conference was very beneficial, he recommends continuing to send Officer team members to attend future COB's. To take advantage of the significant discount offered in May, spots were reserved for two (2) WFD members to attend the 2019 COB.

-A thank you note was received from the Fire Chief of Searsport, Maine – they wanted to thank the Department/District for the air compressor, air packs & extra bottles. Everything is up and running and the donation saved their town a ton of money.

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

-Comm. Augeri asked why the snow plow was being funded out of the Chief's budget. Comm. Amy stated that during budget discussions they looked at what was anticipated to left in the 2017/2018 Chief's budget and they felt there would be funds left to cover the plow installation.

-Comm. Bysiewicz knows there is already going to be two Commissioner sub-committees set up in August for evaluations & daytime schedule but he wants to suggest possibly a committee to look into a Deputy Chief's vehicle. Bysiewicz is a strong supporter of Officer Participation incentives and feels this might be a helpful and financial motivation for future officer candidates in addition to having another vehicle around for responding to calls. The Chief stated some time ago there was discussions of a duty vehicle being available for the on-duty officer. Bysiewicz stated that is another reason to form a committee so all these angles can be explored.

MOTION to go into Executive Session by Comm. Augeri, seconded by Comm. Brenda White at 7:49 pm, all in favor for discussions regarding: Legal opinion on tax matters; 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, Scarrozzo, Brenda White, Bysiewicz, Zieller, Alderman, Augeri, Peterson, Brian White, Chief Balch and FDA Linda DeManche

MOTION to come out of Executive Session by Comm. Peterson seconded by Comm. Augeri @ 8:08 pm, all in favor.

Comm. Alderman made the following **MOTION**, seconded by Peterson; at the direction of the Fire Commission the Tax Collector is to send a bill to 1125 Middle Street based on the 2017 GL Assessment, all in favor.

MOTION to adjourn @ 8:10 pm by Commissioner Alderman and seconded by Commissioner Augeri. Unanimously approved.

Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary