

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS

Fire and Water Divisions

Tuesday, January 16, 2018

7:00 PM

Coles Road Firehouse

105 Coles Road

Cromwell, CT

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' Meeting on Tuesday, January 16, 2018, at 7:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Craig Murphy (President), Johnathon Hamlin, Charles Epstein, Julius Neto, Roger Rukowicz, Robert Donohue, Jason Hinnners and David Colligan attended. Also attending were Executive Director Michael Dagostino, Operations Director S. William Jarzavek, Fire Chief Michael Terenzio and from Premier Accounting Michael Alibrio and Robert Davis. Commissioner Lee Brow had an excused absence.

The meeting was called to order at 7:00 PM, by President Murphy. The Pledge of Allegiance was led by President Murphy.

APPROVAL OF AGENDA

A motion was made by Commissioner Donohue, seconded by Commissioner Hinnners and unanimously approved to accept the agenda as submitted.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF DECEMBER 19, 2017

A motion was made by Commissioner Neto, seconded by Commissioner Rukowicz and unanimously approved to accept the Board of Commissioners' Meeting minutes of December 19, 2017, as submitted.

APPROVAL OF THE SPECIAL DISTRICT MEETING MINUTES OF
DECEMBER 19, 2017

A motion was made by Commissioner Neto, seconded by Commissioner Donohue and unanimously approved to accept the Special District Meeting minutes of December 19, 2017, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were no communications or appeals to report.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for December had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Dagostino gave some highlights of his report for those in attendance that were not able to review it ahead of time. He reported that contract negotiations with the Union for Dispatch is progressing. They are getting to some of the crucial details at this point. He reported the discussions are being productive. Norcom has come in and done their analysis of the radio system. The system has been evaluated to be overhauled. The Fire Department and Chief have been working on the language for the grant application. The grant will be for the purpose of funding the system overhaul. He has been communicating with land owners for voting areas around Town. Under the new building codes for towers, the Public Safety Communications Tower is at load capacity. The District is looking to do work to reinforce it or minimize the load on it. Mr. Dagostino has been working with Attorney Kevin Dineen to reach out to existing tenants to make sure everything currently on the Tower belongs there. All the current tenants are looking to modify their footprint on the Tower due to their desire to promote the new and latest technology which is 5G. The new Dispatch Supervisor was given a conditional offer after passing his background check and being approved by the Board of Commissioners. He will begin his employment tomorrow, January 17. Mr. Dagostino asked everyone to reach out and welcome him back. The Water Division still has a vacancy. There were no strong applicants through A.R. Mazzotta. The District plans to market the position and run a display ad in the Middletown Press. It was advertised today. There will also be a 30 day posting on Monster.com. It will be picked up by Indeed.com. If there are other opportunities to advertise the position, the District will take advantage of that. The Fire Chief's replacement vehicle was received. It was recently put in service and both registered and insured. The lights and safety striping is in the process of being installed. The striping will be done on Thursday and Friday of this week. The lights will be following that. A check was received from the insurance company for \$25,178.30. This will offset the purchase cost. The budget process for FY 18/19 has begun. Mr. Dagostino has met with all the managers and asked them to provide him with their needs. He has asked all the managers to create zero-based budgets for their departments as well as creating sub-general ledger accounts so that there is more specificity in the budget. Local contract 4662 is due to expire in June 2018. Contract negotiations are anticipated to begin in the next month or so. Commissioner Epstein inquired about the reimbursement from Mattabassett for turnout gear. Mr. Dagostino reported that he is working with Attorney Dineen who has reached out to Mattabassett's insurance company (Traveler's) two or three times and has not gotten a response. Mr. Dagostino asked Attorney Dineen to advise the Executive Director of Mattabassett, Art Simoneon, that the District is attempting to resolve this issue because Mattabassett is under the impression that the Fire District is dropping the ball on this issue.

The District has been proceeding according to the instructions they were given regarding the procedures to follow.

A motion was made by Commissioner Neto, seconded by Commissioner Hinners and unanimously approved to accept the Executive Director's report for December as submitted.

- B. Financial Report. The Financial Report for December had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio reported that the General Fund is on target. The Water revenue is a little behind but that is due to the fact that there has only been one billing. Everything else is in order. EMS billing has remained the same in terms of collections. Commissioner Donohue discussed the account for repairs and maintenance for the Coles Road station. The deficit has grown to 80%. Mr. Alibrio and Mr. Dagostino will look into it.

A motion was made by Commissioner Neto, seconded by Commissioner Hinners and unanimously approved to accept the Financial Report as submitted.

- C. Fire Department Chief. The Chief's Report for December had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief added that his vehicle is getting ready to be striped on Thursday. He had no other highlights to add.

A motion was made by Commissioner Neto, seconded by Commissioner Rukowicz and unanimously approved to accept the Fire Chief's Report for December as submitted.

- D. Water Operations. The Operations Report for December had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. With the cold weather, Mr. Jarzavek reported that there have been two service leaks. One will be addressed next week when Mr. Palmieri returns from vacation. One will be looked at tomorrow.

A motion was made by Commissioner Neto, seconded by Commissioner Epstein and unanimously approved to accept the Operations Report for December as submitted.

REPORTS OF STANDING COMMITTEES

- A. District Operations Committee. President Murphy reported the Committee had a workshop so there are no minutes. The workshop was held on a Saturday.
- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. There was a meeting on December 19, 2017. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

The minutes were tabled because there was no quorum at the Fire Operations Meeting held tonight before this meeting. Therefore the Committee did not vote to approve them and forward to the Board of Commissioners.

1. Communications Subcommittee. Commissioner Colligan noted that the Fire Chief and Executive Director will be working on the language for the grant application. It is due to

be submitted on February 2. The amount is \$2.8 million. The Chief is working hard to get that accomplished. He is approximately 75% completed.

- D. Pension Committee. There was no meeting.
- E. Personnel Committee. There was no meeting.
- F. Water Operations Committee. There was no meeting. The next meeting is scheduled for February 6, 2018, at 5:30 PM, at 1 West Street.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. The Town Council Liaison was not present. There was no report.
- B. Reports of the Special Committees
 - 1. Public Safety Tower Committee. There was no report. The next meeting is March 2, 2018.
 - 2. Safety/Building Committee. Commissioner Hinnars reported that a meeting was held on Thursday, January 11, 2018. There was a lengthy discussion regarding issues found in all of the District buildings. The issues found were assigned to specific Committee members that were going to address them. The list of issues and assignments will be distributed once they are finalized from draft form.
 - 3. Bylaws Committee. Commissioner Epstein reported that the next meeting will be February 6, 2018, following the Water Operations Committee meeting.

NEW BUSINESS

- A. Commissioners' Comments. President Murphy complimented the Fire Chief and his staff on their handling of the fire yesterday. The Board asked to extend its appreciation to the Fire Department for another job well done. The structure fire protocol in place was utilized. The Task Force did not need to be used.
- B. Budgetary Adjustments. There were no budgetary adjustments to report.
- C. Approval of Contracts/Contractors. There were no contracts or contractors to report.

PUBLIC COMMENT

There were no public comments to report.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Neto, seconded by Commissioner Donohue and unanimously approved to adjourn the meeting at 7:22 PM.

ATTEST:

Charles Epstein, Secretary

Nancy Deegan
Recording Secretary
2-13-18