

# 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, June 19, 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, June 19, 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), Charles Epstein, David Colligan, Roger Rukowicz and Robert Donohue attended. Also attending were Executive Director Michael Dagostino, Fire Chief Michael Terenzio, Assistant Fire Chief EMS Robert McIntyre, Town Liaison Samantha Slade and Michael Alibrio from Premier Accounting. Commissioners Johnathon Hamlin, Lee Brow, Jason Hinnens and Julius Neto were absent.

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 Colligan, seconded by Commissioner Donohue and unanimously approved to accept the agenda as submitted.

### **PUBLIC COMMENT**

Nicole LaTerra, 13 Hicksville Road, had concerns regarding the Fire Chief postings that should have been posted at the beginning of June and still have not been posted. There were concerns that there are no postings and no interviews scheduled. Chief Terenzio stated that he did send an email out to the Personnel Committee indicating that it is an even year, and according to the Board's Bylaws letters of intent need to be requested by the Personnel Committee. President Murphy responded that the Board will make sure it is addressed.

### **APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF MAY 15, 2018**

The Board of Commissioners' Meeting minutes of May 15, 2018, had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Donohue and unanimously approved to accept the minutes of the Board of Commissioners' Meeting of May 15, 2018, as submitted.

APPROVAL OF THE ANNUAL DISTRICT BUDGET MEETING MINUTES OF  
MAY 22, 2018

The Annual District Budget Meeting minutes of May 22, 2018, had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Epstein, seconded by Commissioner Rukowicz and unanimously approved to accept the minutes of the Annual District Budget Meeting of May 22, 2018, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

Commissioner Epstein noted that there was one appeal to an ambulance bill that was received. Commissioner Epstein read the appeal. A copy is attached to the minutes on file in the Fire District Office. The amount of the bill is \$867.36. President Murphy suggested that this issue be tabled until the Board has had time to review it.

A motion was made by Commissioner Colligan, seconded by Commissioner Donohue and unanimously approved to table this item until the Executive Director has had time to review it. The Executive Director noted that he will review it, but the Board is the only entity that can make the final decision.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The President welcomed back Mr. Dagostino. The Executive Director elaborated on his report for those who did not have a chance to read it ahead of time. He stated that the analysis and report was received from Norcom regarding the radio system. The new frequencies were received from the FCC. Work will be done to submit a second request for a grant for the radio project that will be due to be submitted in September. The District is taking corrective actions to make the existing radio system work better with better coverage until we can implement a new system. The Public Safety Tower Committee met two weeks ago. The Tower will be inspected at the beginning of July by Northeast Towers. It is the annual inspection that is part of the preventative maintenance program. Any modifications that may result from that inspection will be taken up by the Tower Committee and paid for by the Tower Fund. Some of the tenants are looking to make modifications to their footprint on the tower based on new technology. They are all interested in going to 5G. There are a lot of requests from tenants. The District is trying to determine what its footprint will be before granting any modifications. Mr. Eric Roberts began employment with the District in the Water Division in early May and has been a positive addition to the staff. The union contract with Local 4662 will expire on July 1, 2018. Negotiations have started for their contract renewal. There will be some budget adjustments this month for the end of the fiscal year to finalize the fiscal year. They will be presented later in the agenda at this meeting. There are some contracts that need to be approved for preventative maintenance that expire on June 30, 2018. They need to be renewed for July 1, 2018.

A motion was made by Commissioner Epstein, seconded by Commissioner Donohue and unanimously approved to accept the Executive Director's report for May as submitted.

- B. Financial Report. The Financial Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Alibrio stated that there are a few accounts that are running over, but overall the budget is still on target. One issue he elaborated on was that \$200,000 was budgeted from the General Fund that had come from the Tower Fund. Mr. Alibrio reported that none of those funds have been used so there is a cushion there. Commissioner Donohue had a question on Pg. 20, regarding Coles Road, masonry repairs. Commissioner Donohue wanted to verify that the funds were still there to be spent. Mr. Alibrio clarified that the funds are still there.

A motion was made by Commissioner Colligan, seconded by Commissioner Donohue and unanimously approved to accept the Financial Report for May as submitted.

- C. Fire Chief's Report. The Chief's Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Chief reported that regarding the disposition of Rescue 1, the President of the Board of Commissioners had signed a final disposition for the apparatus to be sold. It has been sold to a broker company in Jonesville, South Carolina. They are guaranteeing the District \$20,000. They will be coming to Connecticut on July 7. The Chief has requested that the Mechanic be available that day so that the unit can be fully inspected so that they can make a decision whether or not to take the apparatus. The Chief stated that they should be arriving with a payment. Commissioner Colligan asked if all the paperwork was in place for the broker to take it. The Chief reported that a Bill of Sale will be drawn up and the broker will be handling all the paperwork. They are aware of all the equipment that goes along with the vehicle. The Chief added that the TPC is underway. Tomorrow will be the celebrity Pro-Am. They are expecting a lot of people and traffic coming into the Town of Cromwell, between 50,000 and 80,000 people. The Chief has staffed 3 ambulances and located them at different stations so that the additional traffic congestion can be addressed. The weather is expected to be hot so the Chief has issued a Heat Stress Reduction Protocol in addition to communications. The Communications Director has purchased a small weather system/station so the parent temperature can be monitored which is a combination of the heat and humidity. The Chief added that he has spoken with Motorola solutions. He will be giving his sign-on onto the AFG, and they will be looking at the entire grant application prior to the District being able to submit. He has much more confidence in the District being able to get it through this time.

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

- D. Water Operations. The Operations Report for May had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek was not in attendance. The Executive Director read the Operations Report for those that did not have an opportunity to read it ahead of time. There was 53,249,000 gallons of water pumped for the month of May. The Water Division is flushing hydrants throughout Town. The vendor Prime A/C is collecting data to do the engineering work to convert Wells 3 & 4 to the VFD's. There was seeding, topsoil and paving completed on work done over the winter months.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Colligan and unanimously approved to accept the Operations Report for May as submitted.

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. There was no meeting.
- B. Executive Committee. There was no meeting.
- C. Fire Operations Committee. The meeting scheduled for May 15, 2018, was canceled due to the weather.
  - 1. Communications Subcommittee Meetings May 14, 2018 & June 14, 2018. Minutes were available from June 14, 2018. A copy is attached to the minutes on file in the Fire District Office. Commissioner Colligan reported that at this meeting the maintenance contract for Norcom was discussed and reviewed. There was also a discussion of the voting sites. Everyone was brought up to date on the sites. The Executive Director and Chief Terenzio have been working very hard on securing all the sites. The two gentlemen have each taken a different role in handling them. Chief Terenzio discussed the sites he was responsible for which was Pilgrim Manor/Covenant Village. It has been modified from an exterior installation. They have offered the interior of their building to house the equipment which is temperature controlled, secure, 24 hour access and emergency generator powered. They meet all our requirements plus they are allowing us to install an antenna on the building. This will make the height higher than what was originally proposed. They have been very cooperative and are excited to help the Fire District. The Chief was also responsible for the Marriott. He has spoken with John Delgrosso from Waterford Hotels. They confirmed a meeting date of Thursday, June 21, 2018, at 10:00 AM. They were amicable to the District using their location also. When it comes time to draft documents such as a lease to have equipment there, the Chief will be looking for someone to assist with expertise in that area.

Mr. Dagostino reported that he is responsible for the old Nike site. He spoke with Mr. Jay Polke who is the land owner, and he has a business partner. They do not have any issues with the District using that site. The question is where the equipment will be located on that site. It will either be located by the front gate or at the top of the hill. The property owners have given an option to a developer. The developer will have site control. The developer will be going before the Town with their plan. Once the plan is approved by the Town, they will be adding an amendment to their plan to include the District's antenna. The equipment will consist of a telephone poll with a whip on top of it and a cabinet on the bottom. They do not foresee any problems. They are amicable to it, and have offered another site with the Town if one is needed. The Verizon tower that is to go up by Holy Apostle's will not be occurring any time soon. Verizon has indefinitely postponed the development of that. The District has reached out to Holy Apostle's to attach something to one of the abandoned water tanks. That is in process. Commissioner Colligan asked about the water tanks. Mr. Dagostino reported that the District has site control of those. That is the District's Chemfeed building. It is anticipated that there will not be any issues getting approval for that.

Commissioner Colligan added that he would like to see the Board give permission to the Executive Director to move forward on the bonding. Once the bonding is in place, the District can give a tentative commitment to Motorola and Norcom to start constructing

the system. The sooner that happens, the faster the system can get up and running, making the community and those who protect it safer.

The President asked the Fire Chief if the bonding process was dependent on the grant. Although the Chief responded in the negative, the Executive Director disagreed. He replied that the District needs to know how much it needs to go out to bond. When making an agreement with bonding, it is a contract. If the District does not live up to the contract, there are consequences. It is better to have a firm number that is needed. There are some strategies that can be considered such as notes instead of bonds, bond anticipation notes to float a note. Then when you prepare the bonding, the bonding takes out the note. It refinances the note. It is just an additional step. Bonding is not a quick process. It takes months to complete. The bonding counsel needs to get involved. Commissioner Colligan asked the Executive Director if it can be in the contract, that if the District gets the grant, the bonding can be paid down at any time. Mr. Dagostino explained that as a call option which is called part of the bond. It is defined as calling all of it rather than calling a portion of it. Investors do not like to see that. There would be a higher percentage rate for that because they do not have the security that they are going to get a guaranteed return on their money for a period of time. Mr. Dagostino stated that it can all be figured out and discussed with the Bond Counsel. To have that type of option will cost money or deter, and looked upon unfavorably by the financial markets. President Murphy asked the Fire Chief about the timeline. He stated that if everything is successful in the application process, the District should hear something by December. President Murphy added that the Commission needs to have a discussion regarding a letter of commitment to Norcom/Motorola. Mr. Dagostino suggested that Attorney Deneen be involved in drafting the commitment letter. Commissioner Colligan requested that Mr. Dagostino email Mr. Ambrosino from Norcom to determine what needs to be included in the commitment letter. Commissioner Colligan requested that the information be communicated to Attorney Deneen so that the District can move forward.

A motion was made by Commissioner Epstein, seconded by Commissioner Donohue and unanimously approved to accept the minutes from the Communications Subcommittee meeting of June 14, 2018, as submitted.

- D. Pension Committee. There was no meeting held.
- E. Personnel Committee. A Special meeting was held on May 31, 2018. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District office. The President reported that the main discussion point was the hiring of a new Firefighter, Seth Zepka.

A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to accept the Special Personnel Committee meeting minutes of May 31, 2018, as submitted.

- F. Water Operations. Commissioner Rukowicz stated that the next meeting is August 7, 2018.

#### BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

- A. Report of the Town Council Liaison. Samantha Slade reported that their last meeting was held the other night. It was both a lengthy meeting and lengthy agenda. They approved a new score board for Pierson Park. This issue is going before the Board of Finance at their next meeting. This was one of the more notable items on the agenda. They approved a score board that not only is in working condition, but also has a screen on it so that it can be utilized by high school students for AV programs and doing video at games. It can also be used for movies. Other towns have used it for movie nights. It would be something to attract people to Pierson Park instead of just for football games. The Board of Education is on board for paying for a portion of it, since it could be utilized for Educational purposes. A Shred-It day has been scheduled for June 30, 2018, at Town Hall, from 9:00 AM to 12 Noon. They will go until the truck is full. Ms. Slade announced that the Splash Pad is open. The Fire Department was acknowledged for the call on Memorial Day during the parade. Chief LaMontagne presented one of the Fire Officers with a citation for their work during the call. Dispatch was acknowledged as well. The Library expansion is moving forward. There is a possible startup date in August. Pride's Corner donated rose bushes that were planted in front of the Welcome to Cromwell signs in Town. The Town is being investigated by the Department of Justice over the Gilead Home matter. It is an ongoing process. The issue is that the Gilead Home felt they were discriminated against.
- B. Reports of the Special Committees
1. Public Safety Tower Committee. A meeting was held on June 8, 2018. Minutes were not available for this meeting.
  2. Safety/Building Committee. A meeting was held on April 12, 2018. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Lists had been done for each building, and assignments were given to various committee and staff members. Commissioner Donohue had brought up the masonry work that needs to be done. That information was forwarded to Russ Johnson, and it was forwarded to the Fire Chief and the Executive Director. It was unclear if there are funds to complete the masonry work at Coles Road and Court Street. Because it was unclear if there are funds available, a Purchase Order was forwarded to the Executive Director's Office. There were two purchase orders submitted that are related to Masonry work. Mr. Dagostino stated that the \$900 Purchase Order was approved, but the \$16,000 Purchase Order is above the limit that the Executive Director is allowed to approve. The President asked if the amount was in the budget. Commissioner Colligan noted that the funds had been in the last budget, but the money was used for other items in a budget adjustment. Commissioner Colligan brought this up as a discussion to revisit this item. It was noted that the smaller amount is for the Court Street firehouse. The larger amount is for the Coles Road Firehouse. It was agreed that there needs to be a discussion regarding this issue. Commissioner Donohue reminded everyone that in this year's budget there is \$5,000 that can be used towards the total amount.
  3. Bylaws Committee. A meeting was held on May 10, 2018. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Epstein stated that the meeting was the first one

this year to work on upgrades to the Bylaws. The next meeting will be July 12, 2018, after the Building/Safety Committee meeting.

Commissioner Epstein stated that May 10 was a workshop, therefore, no vote was taken to approve the minutes/notes.

#### NEW BUSINESS

- A. Commissioners' Comments. Commissioner Epstein stated that he discussed something at the Fire Operations Committee meeting before this meeting this evening. The meeting actually was a workshop because there was no quorum, but he would like to get tourniquets and cases for all of the Fire Department members. He attended a training session last evening that was done by one of the Lieutenants for many fire and EMS staff. Bleeding control is vitally important in any emergency. It will cost approximately \$3,000 for all the members, but it should be put on the agenda for next month to discuss.

Commissioner Colligan thanked Capt. Anderson from EMS for explaining the EMS program that was developed based on feedback from their staff. He presented it to the Fire Operations Committee for those that attended this evening. It will be discussed further by the Fire Operations Committee, and they will be reviewing it with more of the Committee members.

- B. Budgetary Adjustments. There were two adjustments to be voted on.

1. A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the Equipment Reserve Fund budget for fiscal year ending June 30, 2018, as reflected in the worksheet provided by Premier Accounting at the Board of Commissioners' Meeting of June 19, 2018, to re-allocate available funds for the purchase of one Stryker Stair-PRO chair as requested by the Fire Department and approved by Commissioner Neto. \$3,897.95 from Vehicles & Apparatus – Major Repairs (31751-5710) to Stryker Stair-PRO Chair (31804-5740).
2. A motion was made by Commissioner Epstein, seconded by Commissioner Rukowicz and unanimously approved to be it resolved that the Board of Commissioners of the Cromwell Fire District consider and act upon a resolution to approve budgetary adjustments to the Equipment Reserve Fund budget for fiscal year ending June 30, 2018, as reflected in the worksheet provided by Premier Accounting at the Board of Commissioners' Meeting of June 19, 2018. To record the appropriation of funds for costs associated with the acquisition of a replacement vehicle & related equipment for the Fire Chief as approved by the Board of Commissioners on December 19, 2017. \$36,548.82 from General Fund Available Fund Balance – No Account Number to Vehicle Replacement – Fire Chief (31800-5710).

- C. Approval of Contracts/Contractors

1. Cromwell Energy, Inc. A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to accept the 2018 Maintenance Contract for the Court Street and Coles Road Firehouses for Cromwell Energy, Inc., 308 Main St., Cromwell, CT 06416, effective July 1, 2018 through June 30, 2019, at a cost of \$980.

2. A motion was made by Commissioner Rukowicz, seconded by Commissioner Colligan and unanimously approved to accept the Maintenance Services Agreement from SNE Building Systems, Inc., 29H Kripes Rd., P.O. Box 575, East Granby, CT 06026, for the West Street and Court Street Firehouses, specifically the programs for the HVAC systems at a cost of \$3,278.

PUBLIC COMMENT

Samantha Slade, 128 Nooks Hill Road, commented on the conversation earlier in the meeting regarding the Communications System and the grant. She would not encourage anyone to build a budget with the thought of obtaining a grant. Federal grants are very difficult to obtain. When it is the first time applying for one, the chances of obtaining it on the first try is even more difficult. The President noted that the District did not base its budget on obtaining a grant, which was understood by the Councilwoman. The conversation held this evening was to have an understanding from the Executive Director on how to proceed. It was made clear that the system is needed for the safety of the citizens and Fire/EMS personnel.

Nicole LaTerra added that regarding the TPC this week, she wanted the Board to consider for the future the Fire Department getting a mobile command trailer. It was noted that the Police Department has one as well as the medical responders (St. Francis Hospital).

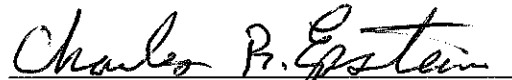
EXECUTIVE SESSION

The President did not call an Executive Session.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to adjourn the meeting at 7:50 PM.

ATTEST:

  
Charles R. Epstein, Secretary

Nancy Deegan  
Recording Secretary  
6-29-18