

# Cromwell Fire District

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FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

## BOARD OF COMMISSIONERS

### Safety/Building Committee

Thursday, April 11, 2019

5:30 PM

1 West Street  
Cromwell, CT

Present: Commissioners Robert Donohue (Chairman), David Colligan, Jason Hinners and Roger Rukowicz. Also attending were Fire Chief Michael Terenzio, Water Department Manager Joseph Palmieri, Mechanic Chris Logan and Andrew Cooke, Union Pres. Local 1303-475, Council 4, AFSCME

- I. Call to Order. The meeting was called to order at 5:36 PM, by Chairman Donohue.
- II. Approval of Agenda. A motion was made by Commissioner Rukowicz, seconded by Mr. Logan and unanimously approved to accept the agenda as submitted with the following addition under Item IV. Old Business, adding Item B. Approval of Minutes of January 10, 2019.
- III. Public Comment. There were no public comments to report.
- IV. Old Business
  - A. Update All Buildings' Open (Pending) Items for Repairs or Replacement. The Executive Director began by stating after the last meeting there were three independent lists (one for each firehouse) of open items. Between the Maintainer, the Executive Director and others the lists have been updated. He wanted to get consensus to have the items reviewed and removed from those lists. Going forward items need to be identified by date when they were addressed and taken off the list. Items can also be added to the lists. These lists will become active, working documents.

In referencing the list for **West Street**, items discussed will be items listed as pending. The first was poor temperature control in the Exec. Director's Office. The Executive Director stated he could not speak about the issue from the previous ED, but temperature control has not been an issue in the last 6 months. Three months that Mr. Neto was a consultant or for the last three months that Mr. Neto has been an employee. He has not seen any issues of poor temperature control that he feels the District needs to spend money on in that Office. It was not thought that putting a heater in the bay area helped at all to correct the concern. He added that the District meets and exceeds all statutory requirements and standards related to work place air quality. Unless the temperature is

completely out of range of a normal temperature, not everyone in the same workplace environment will be happy.

A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved to remove from the repairs/replacement list the temperature control issue for the Executive Director's office on the 2<sup>nd</sup> floor of West Street. If Mr. Neto receives any complaints, he will monitor the data and report back to the Committee.

The next item on the list was the handicapped elevator-damaged. It was noted that this item had been taken care of and should have been noted on the list as done rather than pending. Apparently some copies that were distributed still had it noted as pending. The elevator was not functioning properly rather than stating it was damaged. A vendor was brought in and corrected the issues as well as making it ADA compliant.

The next item was the exhaust from the bay infiltrating the building on West Street. Mr. Logan stated that as long as the hose is on, it is fine. If a truck is on the ramp and the soffits are open, that is how the roof breathes, the air circulates and the heat dissipates. That cannot be changed. The process should be that when a truck is on the ramp, the doors need to be closed. This item can come off the list.

The next item pending is the third floor bathroom. This has to do with the cracking issue on the floor. Mr. Johnson has received quotes between \$3,000 and \$4,000. The price includes the same issue at other buildings besides West St. It was agreed to leave this item pending.

The next item was replacement of weather stripping. Although this was not noted, it has been completed. Mr. Neto agreed to investigate.

Parking lot stripes have been done by Mr. Johnson except for Coles Road.

Keypads at East and West Doors are still pending. They need replacement. Mr. Neto discussed the Repairs and Maintenance accounts. He noted that the key pad items are expensive. Chairman Donohue stated there is always an original line in the budget under Buildings and Maintenance that always had money in it. Mr. Neto explained that is no longer the case. They had reviewed the budget a while ago and took \$31,000 and divided it between all three firehouses. In 2017/2018 there was \$189,000 for repairs and maintenance for all the firehouses. \$158,000 was budgeted for last year. They budgeted less and are going to be paying for that mistake. That budget will be over by \$25,000 to \$35,000. It was decided to leave this item pending for Mr. Alvarado and Mr. Neto to address.

The next item was stepping up housekeeping. Chief Terenzio has spoken to Russ Johnson regarding housekeeping. He was asked to make sure doorways and stairwells are kept dusted and vacuumed. This will be removed from the list.

The next item pending was display boards. Jolie Hinnens has been managing these, and they have been updated.

The next item was evaluation maps which was noted as done. However, Commissioner Rukowicz noted that there is only one map on the first floor. The other two floors need

maps. Chief Terenzio will follow up with this item tomorrow. The item will be changed to a pending status.

The ramp issues will remain pending at this time.

The next list for repairs/replacement was **Coles Road**. The first item pending is the parking lot at Coles Road. The issue is repairing curbing caused by snow plows. There was a discussion regarding sharing resources between the Water and Fire Departments. Any kind of activity such as this should be documented so that the District can get a clearer picture of how the departments are able to work together and save money at the same time. Red Alert was discussed. Mr. Logan does enter all his activity/work into the system to be tracked and monitored. Commissioner Colligan asked if a category can be added to Red Alert having to do with maintenance or housekeeping or something that documents what Mr. Logan is doing.

The next item is the brick wall that needs attention. This has not been acted on yet. Quotes have been obtained, but funding was not immediately available for this project. There were other priorities. This item will remain pending.

It has come to Mr. Neto's attention this week that the District may not be fully compliant with the location of the propane tanks at both Court Street and Coles Road. Chief Terenzio noted that tanks cannot be within 5 feet of a window opening into a building. They should also be 10 feet or better away from any ignition sources. Commissioner Colligan noted that the reason the tanks are located where they are at Coles Rd. is because the ones that are in the ground need to come out. Mr. Logan disagreed and stated that the lines that run through the concrete are rotted because they never had sleeves put around them. Mr. Logan believes the tank is still good, it needs a new line brought up to the back. Mr. Neto noted that the District is trying to give its business to a local vendor which is Daniels Propane. Daniels is the one that alerted the District to possible violations. The Fire Marshal is reaching out to the building inspector. The building inspector is reaching out to Beamers to see if a permit was taken out. If a permit was not taken out, there is an issue no matter what. It most likely will have consequences for the District. Chief Terenzio suggested that the District have a conversation with Daniels to come up with an alternative solution since they will be the new propane vendor for the District. A new item will be added to the Coles Road list which is Propane positioning assessment.

Chairman Donohue moved on to the next item which was exterior needs cleaning, and it was assigned to Chief Terenzio for a work detail. The Chief explained that he spoke to Capt. Wolf and Russ Johnson. They were going to see if there was a solvent that could be used, and perhaps do it with one of the aerials. The Chief did not pursue this as a work detail. The vendor the District has used for masonry work has given Mr. Johnson some solution to try for cleaning. Chairman Donohue had a quote from Damiana (the mason) from Nov. 2018. Commissioner Colligan asked that a quote be obtained for a hot pressure wash to do the chimney and the sign by the entrance to the building.

There was a discussion regarding the AV equipment being outdated. The Commissioners have attended things in that room and do not feel there are any issues with the equipment being outdated. They took this item off the list.

The next item was the gutters needing heat tape. It was clarified that the gutters in the front of the building need attention. This will be a pending item.

The next item was the memorial/street sign. It was agreed that there are quotes for all the mason work from Sebastian Damiata, but they need to be updated. Mr. Neto added that there is a plan for all this work, but the issue is money. After doing next year's budget, there are no extra dollars for these projects. The Commissioners can make changes or requests for additional funding in the budget if necessary. This year's proposed budget did increase the repairs and maintenance account but only to the figure used for the 2017/2018 budget. Commissioner Colligan noted that the Committee needs to determine what the priorities are on the punch list. There was a discussion regarding moving money in the budget and to start taking action on long term solutions to the punch list.

The next item was the door jamb at Coles Road. Mr. Logan reported that is now repaired.

The next item was the 911 button for Chris Logan. There was a discussion regarding the need for Mr. Logan to have a button to alert someone if he is in trouble or needs someone's attention while at his workplace. Often he is alone, and no one is aware if there is a problem. This item will be taken off the list.

The next list was for **Court Street**. The first item being cracks in the foundation near the bay door north. Mr. Neto added that the cracks are cosmetic cracks not foundation cracks. This item is on Mr. Johnson's "to do" list. The same is true for the cracks in the ramp by the door in the north bay.

The next items for northwest and northeast door delay were completed, and can be taken off the list.

The next item was the standing water under water main and air compressor. Mr. Neto explained that he just processed a P.O. for three air dryers to be put in the compressors. It will prevent air from being liquefied and also removes the water from the floor. Commissioner Colligan also asked that a sales representative provide a quote for a new tank because it is rotting away on the bottom. They would like to submit this item into next year's budget. A "quiet" unit is being discussed. This item will remain pending until completed.

Enamel peeling is being discussed to be put under capital requests for next year. Chief Terenzio has done some research because epoxy is a 20 year old technology. Other Fire Departments are going to a high PVC polymer flow tiles. They come in colors or pre-painted lines for the apparatus. It is very professional looking. There is approximately 3,000 square feet at Court St. It can range from \$3 to \$7 per foot. The approximate cost is \$9,000 to \$21,000. There is only a verbal quote that was received to epoxy the whole floor. Mr. Neto suggested modifying the punch lists to include an estimated cost column.

The next item is the air pack locker that is missing an air pack by bay door/lobby entry. It was noted that this was taken care of.

Regarding the general cleaning needed, Chief Terenzio has spoken to the career firefighters about stepping up their game. This will be left on as an ongoing item.

The locker room item is being done.

The electrical issues item has to do with burning out motors. Commissioner Colligan suggested bringing in an electrical engineer to analyze what the needs are for Court St. He would also like to find out what the cost would be to do an upgrade on the building. The first step would be to find out the cost of an analysis to be done. The Executive Director will take care of this.

The last item on the list for Court Street is the retaining wall on the East Side. The caps are crumbling. Mr. Logan reported this is being worked on but the caps are still crumbling. This will remain on the list as pending, and it needs to be assigned.

- B. Approval of Meeting Minutes of January 10, 2019. A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and approved 3 to 0 to accept the Safety/Building Committee meeting minutes of January 10, 2019, as submitted.

V. New Business

- A. Evaluate/Discuss Districtwide Safety Inspection Process. The Executive Director stated there has been a lot of discussion at this meeting of evaluating buildings and facilities. Critical to this is the safety component which is one of the charges of this Committee. He believes there should be equal focus on the processes. He suggested that a part of this Committee start doing a flow assessment with safety as a priority looking for trip hazards or electrical issues and come up with a similar list of programs or items found to target. The Chairman noted it is the same principles that are being done now, but with safety in mind. Commissioner Colligan suggested using the VFIS program, but there are also other resources. Andrew Cooke discussed a representative of the Communication Center being a part of this committee to address safety issues or concerns. Commissioner Colligan noted that the Fire Department just certified two staff members as Fire Marshals. He suggested giving them each a checklist to evaluate each station and come back with a report including code violations that would be submitted to the Chief and the Executive Director. Chief Terenzio also suggested bringing in a consultant from OSHA and conducting inspections in two phases. The first phase will be an inspection done by District staff, and the second phase will be done by a consultant from OSHA. Mr. Neto suggested having a representative from Water, Fire and Communications as well as the Executive Director and perhaps a Commissioner.

A motion was made by Commissioner Colligan, seconded by Commissioner Rukowicz and unanimously approved that a subcommittee be formed to develop a Safety Inspection Process. The subcommittee shall include a representative from the Water Department, Fire Department, Communication Center, Executive Director and Commissioner to be determined.

There was a discussion about a health and safety issue which has come back which is the bird issue at Court Street, with birds taking shelter and making homes in the bay rafters. Commissioner Colligan suggested getting a price from Mr. Damiata to spray foam in the rafters so the birds cannot nest there. Chief Terenzio had obtained a quote before for this extermination and the price was over \$4,000. He added there are very few companies that take care of this issue. Mr. Neto suggested netting as a possible solution. This item will be added to Court St., and identified as the bird issue with a quote to be updated.

VI. Public Comment. There were no public comments to report.

VII. 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 6:49 PM.

Respectfully submitted,

Robert Donohue, Chairman

Nancy Deegan  
Recording Secretary  
5-8-19

DRAFT