

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS **Special Personnel Committee Meeting**

Monday, March 2, 2020

6:30 PM

**1 West Street
Cromwell, CT**

Present: Commissioners Jason Hinners (Vice Chairman), Mertie Terry and David Colligan. Also attending were Commissioners Roger Rukowicz (Acting President) and Robert Donohue, Executive Director Julius Neto, Fire Chief Michael Terenzio, Assistant Fire Chief Jason Brade, Career Firefighter Lieutenants Barry Wolmetz and Brett Hallden and Career Firefighter Nick Schenartz.

- I. Call to Order. The meeting was called to order at 6:33 PM, by Vice Chairman Hinners.
- II. Approval of Agenda. A motion was made by Commissioner Colligan, seconded by Commissioner Terry and unanimously approved to accept the Agenda as submitted.
- III. Public Comment. There were no public comments to report.
- IV. New Business
 - A. Review and Possible Decision on Firefighter Applicants Related to SAFER Grant. The Fire Chief began by summarizing that the Fire Department was successful in requesting four additional firefighter positions from the Federal Government. The Federal Government issued a deadline, and testing was done in accordance with the outline and requirements provided by the Personnel Committee. There was a list of candidates to choose from. In trying to stick with the new staffing model established by the Commission, they tried to give those that are already participants on the volunteer side, the opportunity to take advantage of the full-time positions. There are people at the top of the list who scored very well, but do not have all requirements. Those people do not have the CPAT requirement completed. Regarding the people that are on the list, there is one person who is no longer with the Department. One candidate does not have Firefighter II, another is scheduled to have Firefighter II by March 10. The deadline for hiring according to the Federal Government is March 8. Funding for the positions begins on Monday, March 9. It was agreed that as long as the candidates have their requirements fulfilled by date of hire, there isn't an issue. There was discussion about the Personnel Committee deciding or voting at their November meeting to allow potential firefighter candidates to receive their CPAT within 30 days of their job offer date. The Vice Chairman understood the requirement to be that a candidate must have their CPAT requirement by their date of hire. There will be some follow up to this issue. The

Committee took a brief recess at 6:38 PM, so that the Executive Director could look for Committee meeting minutes to support the CPAT requirement voted on by the Committee. The meeting resumed at 6:45 PM. According to the Personnel Committee meeting minutes of November 21, 2019, "...the new hiring procedure for Firefighters will include the requirement that a potential new hire has CPAT certification within one year prior to their start date. This requirement will be included in all firefighter job application requirements."

The Committee received copies of the testing results of the pool of candidates. A copy is attached to the minutes. The top six had been identified. The top five candidates had been identified as having all requirements in place. As Vice Chairman, Commissioner Hinnners was inclined to follow the Chief's recommendation because it seems like the appropriate direction. For the record the Chief identified the five candidates by name. For clarification the Chief asked if job offers are made what would be the CPAT standard requirement to advise someone. It was confirmed that all candidates need to have CPAT by date of hire. A conditional offer of employment can be made to potential candidates as long as they receive their CPAT by their date of hire. All potential candidates need to be identified by March 8. The Chief noted that they need to notify the Federal Government that they have identified 4 firefighters to fill the positions in order to get the funding. The Chief will get clarification from his liaison at the federal level if the individuals need to be identified on the floor. He wants to know what type of identification they need, i.e., name, date of birth, Social Security #, etc. The Chief also noted that if there are individuals that do not work out, he does have others that he could also make an offer to. He added that he also wanted to make sure he honored the President's wishes to give the first opportunity to past volunteer members, volunteer/part-time, part-time/unscheduled and part-time/scheduled. The Chief noted that candidate 1 is off the list. Candidate 2 does not have his CPAT and would fall under the grace period. This person would be considered candidate #1 if following the CPAT requirements. The next candidate was number 4. This person is on the list because they will be getting their CPAT during the next round. This person would be the Chief's third choice.

The candidates were identified by name. Candidate one is Dana Zordan. Candidate two is Chris Parker. Candidate 3 is Cory LaFontaine. Candidate 4 is John Nowick. Candidate 5 is Kyle Gentile. Candidate 6 is Brandon Butler. The Executive Director reminded everyone that the Federal Government does not care who the players are, and the Fire Department should be following the same protocol as they did six months ago. The Chief noted that he did not have any other back up candidates as a #7, but will work on it. The Executive Director noted that there will be candidates that have a start date past March 8. The Committee agreed that the hire dates should be staggered. It would make things clearer in terms of seniority. Exact hire dates will be determined by the Chief and the Executive Director. The Chief will contact the federal government tomorrow to get clarification. He will be advising that they have identified those that will be placed in the positions. He wants to make sure they will be guaranteed the funding.

A motion was made by Commissioner Colligan, seconded by Commissioner Terry and unanimously approved to offer the first four candidates on the list a contingent job offer for the first four names identified by the Chief; Dana Zordan, Christopher Parker, Cory LaFontaine and John Nowick contingent upon those candidates meeting all employment conditions within 30 days prior to their start date with start dates to be determined by the Fire Chief and the Executive Director.

- V. Commissioners' Comments. There were no Commissioners' Comments to report.
- 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 Terry and unanimously approved to adjourn the meeting at 7:10 PM.

Respectfully submitted,

Jason Hanners, Vice Chairman

Nancy Deegan
Recording Secretary
4-1-20

DRAFT