

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

Via Conference Call

Tuesday, July 21, 2020

5:30 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, July 21, 2020, at 5:30 PM, via conference call, at the Coles Road Firehouse, 105 Coles Road, Cromwell CT to discuss and act upon Fire and Water Division business.

Per Executive Order No. 7B, Governor Lamont has ordered and directed that in-person open meeting requirements be suspended. Therefore, the Board of Commissioners' Meeting will be held via conference call. Members of the public may send questions or comments to meetings@cromwellfd.com on any agenda items.

Commissioners Lee Brow (President), Jason Hinners, Roger Rukowicz, Allan Spotts, Charles Epstein, Robert Donohue and David Colligan were in attendance. Also attending were Executive Director Julius Neto, Fire Chief Michael Terenzio, Water Operations Manager Joseph Palmieri and Michael Alibrio from BlumShapiro. Commissioners Mertie Terry and Johnathon Hamlin had excused absences.

The meeting was called to order at 5:30 PM, by President Brow. The Pledge of Allegiance was led by President Brow.

APPROVAL OF AGENDA

A motion was made by Commissioner Hinners, seconded by Commissioner Rukowicz and unanimously approved to accept the Agenda as submitted with the following additions: under New Business, Item G. Chief Terenzio 2018-2019 Back Pay. Also under New Business, Item E. should read, "Discussion Regarding the Line of Duty Death for the Former Fire Marshal." The word "duty" had been left out on the original Agenda. It was also noted that the Pledge of Allegiance had also been omitted from the Agenda as part of Item I.

PUBLIC COMMENT

The Executive Director did not receive any public comments to report at this meeting.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF
JUNE 16, 2020

A motion was made by Commissioner Rukowicz, seconded by Commissioner Spotts and unanimously approved to accept the Board of Commissioners' Meeting minutes of June 16, 2020, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

Commissioner Hinners read a Thank You note from Sydney Dana who was the recipient of this year's scholarship. A copy of the note is attached to the minutes on file in the Fire District Office.

Commissioner Hinners also read a memo from Chief Terenzio recognizing members of the Fire Department. The subject of the memo was Commendation for Actions at CFD Incident #2020-000940; Structure Fire – 7 Hunter's Run. Those acknowledged were Ass't Chief Brade, Capt. Eric Roberts, FF Kyle Gentile, SO David Colligan, FF Kyle Engle, FF Emily Crocker, Lt. Brett Hallden, FF Jeremy Petersen and FF Marcie Kolasinski. A copy is attached to the minutes on file in the Fire District Office.

REPORTS OF THE STAFF

- A. Executive Director. The Executive Director's Report for June had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Neto added that they are moving at a decent pace with the Communications Project. A meeting has been scheduled for tomorrow afternoon led by Commissioner Colligan to get a full update for the rest of the Subcommittee and all involved.

Regarding the pension, Mr. Neto reported that the District is working with its legal counsel for future planning to be compliant with IRS rules. Regulations were changed in 2016/2017 regarding pensions. The District is working to get where it needs to be. Legal counsel has been helping to define what the solutions are. Commissioner Colligan asked if there would be a meeting of the Pension Committee soon to discuss the status of the pension. Mr. Neto explained that the reason there has not been a meeting with the Pension administrators is because of COVID. There was a meeting scheduled in March, but due to the virus that meeting was canceled. A lot of work has been done over the last few months during the pandemic behind the scenes. The pension administrators are taking virus precautions and not meeting with clients in person. Some issues are to evaluate and discuss the long term pension plan. Should the District keep it or cash it out. President Brow explained that he was aware of the compliance with IRS, but did not feel the need to notify the Pension Committee to have a meeting. It was an issue that was IRS driven. It was a legal issue that had to be taken care of so the President asked the Executive Director to take care of it. There are things with the pension that need to be reviewed, but they are not critical. The Chairman of the Committee can call a meeting to discuss any pension issues of concern at which time Mr. Neto can bring everyone up to date on pension-related activities. It was noted that the pension company is out of Providence, RI, and they still are not traveling to meet customers. Meetings can be done with either Zoom or teams.

It was thought that the District could duplicate what the Pension Committee did about a year and a half ago in terms of having the pension administrators meet with the Committee, but

due to the virus the District was not able to duplicate what they had done in the past. The pension has been frozen so there is less work to be done but it still needs to be managed.

Regarding the Water Department, Joe Palmieri has been doing a good job with Chuck Adelsburger of Environmental Partners. Mr. Neto explained that the Water Operations Committee met to finalize the MOU with the Berlin Water Control Commission. It should be finalized within the next week or so. The water rates have been determined by the Water Operations Committee.

The document to be reviewed by the Pension Committee is called Governmental Defined Benefit Volume Submitter Plan and Trust. It needs to be adopted before July 31, but the full Board does not have to vote on it. If there are any questions that come out of that for the administrator then perhaps a team meeting or Zoom can be set up with the Pension Committee. The document now is managed by the pension administrators. The District is having legal counsel validate full compliance because it is a vendor creating a document that is very technical. There is no one in the District that Mr. Neto is aware of that can understand the IRS requirements surrounding pensions. The intent is to get legal counsel to focus on these matters to say that all the IRS and State pension guidelines and laws have been met. As a group the Pension Committee can either accept it or reject it. If it is rejected, the District will be non-compliant with the document. Commissioner Colligan thought that a special Board meeting would be required so as a group the signed document can be accepted or rejected. If the date becomes an issue, the document can be filed without acceptance if it cannot be signed by July 31. There will need to be a special meeting to vote on it. It is up to the Board if they just want the Pension Committee to accept this or the full Board. This document would solidify any actions that may want to be done. This will be a requirement to be filed every 6 years.

A motion was made by Commissioner Epstein, seconded by Commissioner Spotts and unanimously approved to accept the Executive Director's Report for June as presented.

- B. Financial Report. The Financial Report for June had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. The Executive Director explained that the numbers are not the final numbers even though it is the last month of the fiscal year. There are still some outstanding bills and invoices. The true year end will be the actual audit. President Brow asked about the progress on the EMS billing. Mr. Alibrio responded that they have made a lot of progress with QuickMed resolving the problem of missing signatures or insurance. There has been over a 70% success rate with getting the needed information. He feels that with getting more accurate information on calls, we will be able to submit things in a more timely manner which will allow a better assessment of the collection situation. Decisions can't be made if the billing company isn't able to bill in a timely manner.

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

- C. Fire Department Chief. The Chief's Report for June had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Rukowicz had a couple of questions. He wanted to know why there were 63 turnovers during the first half of the year. The Chief stated the specific reason for that rate is a lack of participation by previous people who preferred to be unscheduled part-timers and people coming from home. The Department is working on getting more volunteer applicants. They

have interviewed one and another one is coming in. The Chief has had some discussions with the Executive Director and the only other thing he can do is allow certain part-time scheduled staff who live within a 5 or 10 minute response time to be called back. That needs to be monitored because of overtime hours. They are reaching out for more volunteers or unscheduled part-timers. Regarding the Fire Marshal's report/office, Commissioner Rukowicz wanted to know if the list of inspections, etc. done can be itemized so that the Board knows which inspections the four part-time Fire Marshals did. The Chief pointed out that on his report there is a new line item. Career Firefighter and Fire Marshal Office Report. That will include their activities because it will have to do with the Collective Bargaining Agreement and their activities. Due to the untimely passing of the Fire Marshal they are in a state of flux. They are reaching out to the part-time staff trying to determine what their commitment is going to continue to be. Commissioner Rukowicz also asked if there is any progress being made regarding the dumpster fires at Cromwell Hills. The Chief reported that the Police Department is working closely with the Fire Marshal Investigators, and they do have someone of interest where they can narrow down their search. It was noted that the Department has been letting some of them burn a little bit until they can get the Arson dog there to investigate the scents that might be there. The Chief has not had any new information in 2 ½ to 3 weeks.

In addition to his report the Chief wanted to add that they have been looking at a few available units as possible choices for the rescue/pumper. A few of the Commissioners have been available to also come out and look at various models. The Chief thanked the Board for establishing the committee to review apparatus. The Department is continuing their preparation for the ISO review. They interviewed three new part-time people today. They are interviewing another person tomorrow. There is also another one interested who is a battalion chief in West Haven. Commissioner Epstein discussed the turnovers. He wanted to look back at the percentages of calls and review the OEMS regulations because according to the regulations you must make 80% of your calls a certain percent of the time (90%). If Cromwell falls below, they risk being in violation of their permits for service. They have an obligation whether it is contractual, volunteer or paid. They have to perform at a minimum of 80%. Commissioner Epstein offered to assist with compliance. President Brow asked for some hard numbers on that which would be helpful for everyone. Commissioner Colligan explained that they have been making the first ambulance call, but if they cannot get a crew for the second one, they are stilling making the call by responding with an engine. But now they are starting to get those second calls where people are not coming out to fulfill the second call so it becomes a turnover. This issue needs to be discussed so that the Chief can move forward with his plan.

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

- D. Water Operations. The Operations Report for June had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. President Brow asked about the tie-ins with MDC or Middletown. Mr. Palmieri stated that the Executive Director is following up with that, but there have been no updates. Mr. Neto added that they are waiting to hear from the Department of Health to see whether or not Cromwell will receive funding for the project. Commissioner Epstein who is Chairman of the Water Operations Committee, explained some of the upcoming projects of the Water Department. There are a lot of important issues going on in the Water Department.

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

REPORTS OF THE STANDING COMMITTEES

- A. District Operations Committee. A meeting was held on June 18, 2020. Minutes 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 Hinners and unanimously approved to accept the District Operations Committee meeting of June 18, 2020, as submitted.

- B. Executive Committee. A meeting was held on April 23, 2020. Minutes had been previously distributed for review. A copy is attached to the minutes on file in the Fire District Office.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Spotts and unanimously approved to accept the Executive Committee Meeting minutes of April 23, 2020, as submitted. These minutes had been tabled from last month.

- C. Fire Operations Committee. There was no meeting this month.

1. Communications Subcommittee. Commissioner Colligan noted there will be a meeting tomorrow night with the Clerk of the Works, Paul Zito. He will be inspecting all the sites and bringing everyone up to date on what is happening. This week the District had to give Norcom a layout of what they will be calling each of the channels. They will put together how they are operated. Things are moving along pretty well, and things are looking pretty good with the Nike site. Tomorrow's meeting will be a combination of inspection and planning for fiber at each site. Utilities and supporting equipment will also be discussed. They are close to the end result. Planning and zoning will also play a role in the planning of the sites.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Epstein and unanimously approved to accept the verbal report of the Communications Subcommittee.

- D. Pension Committee. There was no meeting.

- E. Personnel Committee. A meeting was held on June 30, 2020. Minutes were not available for this meeting.

A motion was made by Commissioner Epstein, seconded by Commissioner Hinners and unanimously approved to table the minutes until the next meeting.

- F. Water Operations Committee. A meeting was held on July 7, 2020. Minutes were not available for this meeting.

A motion was made by Commissioner Hinners, seconded by Commissioner Rukowicz and unanimously approved to table the minutes until the next meeting.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

A. Report of the Town Council Liaison. Mrs. Jennifer Donohue reported the biggest thing the Council is working on is its new committee for diversity and inclusion. They have held a couple of workshops and gotten some feedback from the community. At the last Council meeting they had decided to take a pause so they can get it right and create something lasting with a diverse committee as well. They have asked Katelyn from youth services, who is a social worker, to take charge of the situation and help the Town organize it. Before the march happened Katelyn was already working with the school district after an incident that happened last fall. She is already halfway there in terms of what the Town's objectives are for the Committee. The Council has challenged her to find additional representation. They don't want the Committee to be too large. They are more interested in a Core committee with some subgroups that can deal with issues that are relevant now. There will be more to come on that. She reported that taxes seem to be flowing in. The Town is cautious because people are not paying their mortgages now so it will be interesting to see what happens in January in terms of escrow. The Council is considering holding some things back on the table. One of which is a \$30,000 study on job descriptions and policies and procedures. The new Committee can help with that in making sure the Town is being inclusive in policies and procedures. The Town is not sure if they can afford it at this point. She also had a question about the By-Laws Committee meeting minutes of June 18. The stipend and the legal opinion are in conflict. The Executive Director explained that the President of the Board has always received a stipend but it has never been a part of the By-Laws. The Committee is making sure it is in the By-Laws. The legal opinion of two or three years ago was when Commissioners were serving multiple roles, there was compensation even though it wasn't called compensation. The Department of Labor identified it to be compensation. Attorney Deneen had written a letter stating that it would be in the best interest of the District not to have that become part of the process, so it was determined there would be no compensation. The President receives a stipend for all the work he or she does. The President is being excluded from the legal opinion as long as the By-Laws stipulate it. There is only a problem when there is a practice and the By-Laws don't support it.

B. Reports of the Special Committees

1. Public Safety Tower Committee. Commissioner Rukowicz reported that the next meeting is scheduled for Friday, September 4, 2020.
2. Safety/Building Committee. Commissioner Donohue stated there was no meeting and no business to discuss.
3. By-Laws Committee. Meetings were held on June 4, 2020, June 18, 2020, July 2, 2020 and July 16, 2020. Minutes for the meetings on June 4 and June 18 had been previously distributed and reviewed. Copies are attached to the minutes on file in the Fire District Office. Commissioner Epstein is the Chairman of this Committee. He reported they have had four meetings so far. The Committee is diligently working on the By-Laws. They have reached certain points where the Committee has agreed with the wording. Once they have completed reviewing the whole document with suggested changes, the draft will be brought before the full Board of Commissioners for review and approval. If approved it will go before the Town for approval.

A motion was made by Commissioner Rukowicz, seconded by Commissioner Hinners and unanimously approved to accept the By-Law Committee meeting minutes of June 4, 2020, as submitted.

Commissioner Epstein discussed the By-Laws Committee meeting minutes of June 18, 2020. This was the second meeting. Meetings are only allowed to be 1 ½ hours. The committee works until that time limit most of the time.

A motion was made by Commissioner Hinners, seconded by Commissioner Rukowicz and unanimously approved to accept the By-Laws Committee meeting minutes of June 18, 2020, as submitted.

The minutes for the By-laws Committee Meetings of July 2 and July 16, 2020, were not available for this meeting. A motion was made by Commissioner Hinners, seconded by Commissioner Spotts and unanimously approved to table the By-Laws Committee Meeting minutes of July 2 and July 16, 2020, until the next Board meeting.

NEW BUSINESS

- A. Commissioners' Comments. Commissioner Colligan expressed concern over not having a Fire Operations Committee meeting recently. He feels that especially because of the COVID pandemic, there needs to be some post pandemic debriefing through a Fire Operations Committee meeting as soon as possible. There should also be some discussions in the meeting to prepare for a second wave of the virus. These meetings should include all those that were involved and helped with planning and did the work. It should involve management, firefighters and all other District workers involved. The meeting should include anyone that participated in the whole pandemic initiative.

Commissioner Spotts thanked Chief Terenzio for the apparatus demonstrations. They have been helpful to Commissioners and others who have no fire apparatus background.

President Brow addressed Commissioner Colligan's concerns regarding a Fire Operations Committee meeting. The President will bring this issue up at the next By-Laws meeting and find the appropriate Article that will address the fact that if Commissioners have concerns they would like to see addressed in a committee meeting forum, they may contact the Vice Chairman of a Committee if the Chairman is not available to call a meeting. If a Chairman knows they are going to be out of town or unavailable, they should contact their Vice Chairman to run the meeting. The President can also attend any Committee meeting as an ex-officio member of the Committee. The President feels this is an appropriate issue to include in the By-Laws.

Another item the President discussed was the time the Board meetings are being held. Recently, the scheduled meeting times have not been kept due to COVID and making accommodations for social distancing. He asked the Commissioners how they felt about changing the Board meeting times for next year from 7:00 PM to 6:00 PM. Some Commissioners were in favor of an earlier time.

- B. Budgetary Adjustments -- Water Enterprise Fund. A motion was made by Commissioner Epstein, seconded by Commissioner Hinners 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 amendments to the Water Enterprise Fund budget for the fiscal year

ending June 30, 2020, as reflected in the worksheet provided by BlumShapiro at the Board of Commissioners' Meeting of July 21, 2020. To re-allocate from accounts with excess funds to accounts with current or projected deficits: \$15,000 from Transmission & Distribution – Maintenance of Reservoir (05904-5436); with \$7,500 going to General Administration – Professional Fees (05907-5320) and \$7,500 going to Other Operating Expenses – Truck & Garage Expense (05908-5880). Also, \$2,300 from Power and Pumping – Other Expenditures (05902-5800) to Power and Pumping – Maintenance of Structures & Improvements (05902-5434). Account information is attached to the minutes on file in the Fire District Office.

- C. Approval of Contracts/Contractors -- Hartford Sprinkler. The Executive Director explained that this is the recommended vendor for Fire Protection, specifically annual fire alarm inspections. The District can save \$1,300 a year using them. There is a need to have Coles Road, the Well and Chemfeed under a separate contract. They are different than the other 2 firehouses. If the Board approves Hartford Sprinkler, the District will put all their facilities under this contract. It is cost containment. Richard Thomas is known to the District. The intent is to save money. These are annual inspections. They occur based on the requirements of the Fire Marshal and State Code. There were no issues with the current vendor. The District will get the same service for less money.

A motion was made by Commissioner Donohue, seconded by Commissioner Hinners and unanimously approved to accept Hartford Sprinkler of Bloomfield, CT to be the new vendor for Fire alarm inspections.

- D. Approval of MOUs between Local 4662 and CFD Recommended by Personnel Committee. The President noted that these MOU's were part of the Personnel Committee meeting of June 30. Those minutes were not available at this meeting. The Executive Director noted that it is the Board's decision on what action to take. They could table because there are no minutes, or the Executive Director and Fire Chief were both present to address any questions or concerns of the Board. The drafts of the agreements had been previously distributed to the Commissioners in their meeting packets.

A motion was made by Commissioner Donohue, seconded by Commissioner Spotts and unanimously approved to table the MOU's until next month.

Commissioner Colligan asked for clarification and discussion.

The first MOU was Fire Inspection Duties and CEU's. The Chief has been working with the Union because he has two trained firefighters that are Lieutenants that went through the fire inspection process. They were trained with the District's support and the Chief's coordinating schedules and has provided this flexibility to fire operations in the Fire Marshal's office for inspections by having these two individuals doing fire inspection duties. The CBA stipulates specifically the firefighter/EMS as job descriptions. These duties are associated with the Fire Marshal. This allows two of the firefighters to perform fire inspections when the Chief feels it is appropriate or there is a need. It is in the best interest of Fire Department operations to enter into this agreement because it provides the Chief with more flexibility. The Chief added that we would be one of the very few fire departments in CT that would be allowing line division suppression personnel during the normal course of duties while they are out and about doing a pre-fire plan. They are an extra tool to the Fire Marshal's Office. They can go in and do an actual St of Ct certified fire code inspection. This makes the Fire Department a little more safe and efficient. It

provides the staff with extra career development. This will assist the Fire Marshal to start focusing more of identifying the target audiences and target populations to start developing more fire prevention code inspections. The Chief explained the role of the Fire Marshal is somewhat different than the Fire Marshal staff. The Fire Marshal in addition to inspections, etc., needs to be a public presence. There is one more lieutenant that has requested to attend training, and the Chief has approved it. If the individual gives the District 30 hours of Fire Marshal work, the District will pay for their CEU's. There will be no additional compensation when they perform these duties.

Mandatory Overtime. This is to provide coverage in the event that someone's relief is unable to come in. The Chief can tell them they need to stay. It is an order in.

Seniority. The Executive Director explained that this is to clarify in the contract what we define as seniority. There was some concern that if someone was employed by the District as a water operations person for a number of years and then switched his position to a firefighter, his seniority in the Fire Department would not include his time working in the Water Department. His seniority with the District in terms of pension would include time worked in both the Fire and Water Departments.

Career Call Backs. The Chief explained that currently if the Department had a major operation of any type or a need to do an "all hands on deck" type of situation, the Chief would not be able to call back off duty firefighters who are full-time career. This goes back to the previous administration and contract. As the Fire Chief, he may need to call them back, and it would only be to call them to go to the scene of a fire. He needs to have the ability to do so. He added there is a rotation so he is not calling someone back that just came off shift. If they are called back, they will be paid for a minimum of 4 hours per the CBA.

Commissioner Colligan suggested that since there needs to be a special meeting to go over the pension documents, now that these MOU's have been explained and the fact that the minutes from the June 30 Personnel meeting are completed, perhaps these MOU's can get on the agenda of the Special meeting.

A motion was made by Commissioner Donohue, seconded by Commissioner Spotts and approved 5 to 2 to table the approval of the MOU's until the next Board of Commissioners' meeting.

- E. Discussion Regarding the Line of Duty Death for the Former Fire Marshal. President Brow was hoping to have a representative from the Union here because the International Firefighters District 3 out of Boston recognized it as a line of duty death and presented Margie Gagnon and her family with a medal. Next year in September when COVID restrictions are gone, Todd's name will be added to the International Association of Firefighters Monument in Colorado Springs recognizing it as a line of duty death. It is a big deal. If the Board/District recognizes this as a line of duty death it will help open up the greater potential that Margie Gagnon will be successfully added and paid the public safety officer's benefit which is a Federal benefit. It would be a benefit of \$250,000. President Brow explained the experiences of fire fighters over the years and things they have been exposed to at fire scenes such as chemicals. Over the years it has been determined that exposure to various materials in fire services is cancer causing. However, in 1996, that has changed so that now a person needs to prove that the job gave someone cancer. Now it has been changed back because it has been presumed because of

the exposures. President Brow's request was that the Board officially recognizes that Todd Gagnon lost his life to cancer caused by years of exposure especially as a Fire Marshal. He was going into scenes after the fires have been put out. There are still things in the air that he was exposed to including things that can be smelled that are toxic. Standards have changed and now respirators are being issued and used.

A motion was made by Commissioner Hinnners, seconded by Commissioner Rukowicz and unanimously approved to recognize Todd Gagnon's death as a line of duty death. This motion was rescinded by Commissioner Hinnners, and the second rescinded by Commissioner Rukowicz.

A motion was made by Commissioner Hinnners, seconded by Commissioner Rukowicz and unanimously approved that the Board of Commissioners of the Cromwell Fire District recognize without prejudice, without bias and with no admission of wrong doing, and acknowledge that all proper protocols, training requirements and safety procedures were followed, the Board recognizes Todd Gagnon's death as a line of duty death. The President discussed vetting this through the District's legal counsel or perhaps making this a resolution.

- F. Discussion and Possible Decision on Cromwell Volunteer Pension Benefit Volume Submitter & Adoption Agreement 0-001. The Executive Director changed his strategy with this item because the suggestion was to have a special meeting to review and discuss this item.

A motion was made by Commissioner Hinnners, seconded by Commissioner Rukowicz and unanimously approved to table this item until the Special Board of Commissioners' meeting.

- G. Chief Terenzio's 2018 – 2019 Back Pay. The Executive Director explained that this issue is an old one. The Personnel Committee meeting minutes where this issue was brought up are not available to review. Mr. Neto explained the circumstances. This was brought up at the last Personnel Committee meeting. The background is that during the year 2018/2019, the Chief had an employment contract that stipulated a review of performance and possible raise based on the review up to 5%. He stated that 2018 was a rough year as it related to the Executive Director. The former Executive Director got sick in April of that year. He was out for 6 -7 weeks with a severe medical condition. He came back in a very limited role for another 6 – 7 weeks. At that point in time no review was performed on Chief Terenzio. In October of 2019 the former Executive Director left his position at the Fire District. No review was done on Chief Terenzio and no merit raise was assessed. The Personnel Committee had been asked by the Chief to evaluate that situation and make a correction on that environment. The Personnel Committee decided at their last meeting on a 2% increase crediting the Chief's service for that year. A 2% assessment was given based on not having good data to support anything other than the Chief has been here doing his job and performing his duties. The amount creating the 2% is roughly \$2,100. This will be a lump sum payment covering the outstanding item of the Chief's contract. Once this has been settled, the Chief and the District will be negotiating a new contract.

A motion was made by Commissioner Hinnners, seconded by Commissioner Epstein and approved 5 to 2 to recognize the decision that was made by the Personnel Committee for

a one- time 2% raise for the back pay of the 2018/2019 calendar year for Chief Terenzio. There were two abstentions.

The Executive Director took this opportunity to distribute copies of a notice that will be published in the Rare Reminder and Cromwell Chronicle regarding individuals that may be seeking the Office of Commissioner of the Cromwell Fire District. The District will also be planning to have absentee ballots for this election. The District does not know what the state's position will be, but they will be prepared with the three options that have been discussed. There was a lengthy discussion regarding the ballots and elections.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Hinners, seconded by Commissioner Rukowicz and unanimously approved to adjourn the meeting at 7:43 PM.

ATTEST:

Jason Hinners, Secretary

Nancy Deegan
Recording Secretary
8-13-20