

Regular Meeting of the
Board of TFD Fire Commissioners

DRAFT -- Meeting Minutes – January 13, 2016
Thompsonville Fire Station, 35 N. Main Street, Enfield, CT

1. Call to Order: by Sec/Treasurer Commissioner Gaskell at 7:11 pm.

2. Roll Call: present was Chairperson Comm. Reidy, Comm. Stone, Comm. Magistri, Comm. Brouillette, and Comm. Gaskell. Also present was Acting Chief Provencher and Dept. Secy. Wawer

3. Secretary / Treasurer's Report:

Comm. Gaskell read the balance of all accounts: Fire Marshal's Fees is \$5,210.56, Fire Hydrants Maintenance is \$29,956.68, Bridge Fund is \$210,114.30, 7799 Operating Account is \$11,778.06, IT Maintenance/Dispatch is \$73,322.53, New Hires Expenses is \$13,992.07, Municipal Reserve is \$189,119.20, Apparatus Replacement Fund is \$1,001.04, Municipal Investment Account is \$1,710,508.15, Debt Service Account is \$164,206.09, Construction Contingency Fund is \$86,047.51, and LT Building Maintenance Fund is \$1,001.04.

MOTION to add to the agenda January 6, 2016 special meeting minutes made by Comm. Gaskell, seconded by Comm. Brouillette. Discussion: Comm. Gaskell said I have hard copies if anyone needs it. Roll Call- Motion passes 5-0.

4. Commissioners' Communications:

Comm. Reidy said the agenda is shorter because we were busy due to the holidays. The public can asked about items that are normally on the agenda.

MOTION to move Chief's Report after Item 12 on the agenda made by Comm. Reidy, seconded by Comm. Stone. Discussion: none. Roll Call- Motion passes 5-0.

Comm. Gaskell said the fees have been corrected for the two new accounts. Kellie spoke with our representative at United Bank and we will not be charged those fees.

Comm. Magistri said I spoke with Sean Grady from our auditing firm today. There are a few changes that he would like us to make. Bill should be removed as signatory from all our bank accounts. Since he approves the invoices he should not sign any checks. A log should be created and maintained for petty cash. Bill should review and sign the payroll reports to make sure the reports are correct.

Comm. Reidy asked if we need to add someone else as signatory. Secy. Wawer said we can have up to 4 signatories but I don't know if we are required to. Comm. Reidy said we have 3 if we take Bill off. Comm. Stone said we just need to have more than 2 in case someone isn't available.

MOTION to remove Acting Chief Provencher as signatory for all accounts, to instruct that a log be made and maintained for petty cash and for Acting Chief or Chief to review payroll hours coming back from CheckWriters made by Comm. Reidy, seconded by Comm. Stone. Discussion: none. Roll Call- Motion passes 5-0.

Comm. Stone said I spoke with Bill this afternoon and we have officially clarified the Worker's Comp policy. The Commission requested to put all policies on the website.

6. Fire Marshal's Report: none

7. Public Communications: 10 Minute Q & A:

Steve Cogtella, 2 S. River St., asked how the firefighters' hours are calculated. Comm. Reidy said the Chief tallies it. Comm. Stone said there is not a time clock because it would be considered a change in Union conditions. We checked with our attorney. There is a formal sign in system for callbacks. Mr. Cogtella asked how long the Asst. Chief's contract for is. Comm. Stone said the contract is up in 2018. He could sign a contract for Chief before the charter is adopted. Mr. Cogtella asked when the charter will be adopted. Comm. Stone said we hope by our annual meeting in May.

Jeff Cross, 1116 Enfield St., said the public hearing is for the Charter Commission to listen to comments. There will not be back and forth discussions. Comm. Reidy asked when the next meeting is. Mr. Cross said a week from tomorrow night. We will discuss the public's comments, review the charter, and make our final decisions. The Board will receive the charter by January 28. Mr. Cross explained the remaining steps for adopting the charter. Comm. Gaskell asked how the charter will be presented. Mr. Cross said Mr. Helechu will be in charge of that. We will have hard copies available. It's on our website and we've put out a press release so the word's out.

Comm. Reidy said there will be a public hearing at the station tomorrow at 6:30 pm. That is step 4 in a 13 step process. Then the charter will be presented to the Board. The Board will have 45 days to hold another public hearing. We will have 15 days after the public hearing to make changes. The Charter Commission has 30 days to accept or reject our recommendations.

8. Old Business: a) Discussion and possible action of Fire Hydrants, b) Discussion and possible action of Ordinances:

Fire Hydrants: Comm. Magistri said I spoke with Paul Lowry of CWC today. He said all white hydrants are reported as being completed. Bill and I also met with Mr. Lowry at the end of December. Comm. Magistri explained what was discussed during the meeting. Comm. Stone asked would our maintenance contract be reduced if we took over the maintenance of the hydrants. Comm. Magistri said no because all CWC customers pay the same rate.

Ordinances: Comm. Stone said I haven't gotten any recommendations from the Fire Marshal yet. But we need to draft something in order to be voted on in May. Comm. Stone agreed to follow up on it.

9. New Business: a) Discussion and possible action of 2016-2017 FY Budget:

2016-2017 FY Budget: Comm. Reidy asked about scheduling budget meeting for next year's budget. Comm. Magistri said the Acting Chief and I were going to begin working on it next Tuesday. We could discuss the topic at the next regular meeting. Last year I basically did the budget on my own. This year I am asking Bill to help me. Once we have put something together then we can have a workshop.

10. Public Communications: 10 Minute Q & A:

Jeff Cross, 1116 Enfield St., said I believe that it wouldn't cost that much money for a private organization to maintain the hydrants. Is it required that they tie into the water line? Comm. Magistri replied no. Mr. Cross said so we could bid that job out to somebody. Comm. Magistri said maybe I am speaking prematurely. I will find out the answer to that. If we pay for the parts then we own it. All you are doing is paying somebody to install it. Our maintenance fees would drop drastically. Mr. Cross asked are we locked into this contract. Comm. Stone said we do not own the hydrants. Comm. Reidy said they will not sell them back to us. Comm. Magistri, Comm. Stone, and Mr. Cross discussed new hydrants. Mr. Cross said I just want to verify that the number of hydrants is correct.

11. Approval of Minutes from April 25 special meeting, September 15 special meeting, October 14 regular meeting, November 11, 2015 regular meeting, and December 9 regular meeting:

MOTION to approve April 25 special meeting minutes and September 15 special meeting minutes made by Comm. Gaskell, seconded by Comm. Reidy. Discussion: Comm. Magistri said I am not sure it is in our best interest to make the April 25 minutes

available. Comm. Gaskell said it has to be available because it is a public meeting. Comm. Magistri said I don't see this as minutes. It's more of a transcript. Comm. Reidy said this is what we did for the December 16, 2014 meeting. Roll Call- Motion passes 4-0-1 with Comm. Brouillette abstaining.

MOTION to approve October 14 and December 9 regular meeting minutes and January 6, 2016 special meeting minutes made by Comm. Gaskell, seconded by Comm. Reidy. Discussion: none. Roll Call- Motion passes 5-0.

MOTION to table November 11 regular meeting minutes made by Comm. Gaskell, seconded by Comm. Reidy. Discussion: Comm. Gaskell said they are not ready yet. Roll Call- Motion passes 5-0.

12. Discussion and Approval of Invoices/Bills:

Commissioners reviewed, discussed and approved checks for invoices/bills.

Comm. Stone left the meeting at 8:14 pm.

5. Chief's Report:

Acting Chief Provencher said I received a plan and contract from Verizon regarding placing an antenna on our tower. They will pay \$6,000 a year for antenna rights and \$600 a year for electric use. I will email the contract to the Board.

Acting Chief Provencher said there is a person who is interested in buying the horn for a fire department in New Jersey.

Acting Chief Provencher asked did Kellie have an opportunity to report the latest Fire Marshal Ordinance Fees. Comm. Reidy said yes. Comm. Reidy asked about a specific building permit. Acting Chief Provencher said the Fire Marshal hasn't said anything about it but I will double check with him.

MOTION to have Acting Chief Provencher move forward with the sale of the horn from the old firehouse made by Comm. Gaskell, seconded by Comm. Brouillette. Discussion: none. Roll Call- Motion passes 3-1 with Comms. Magistri, Brouillette and Gaskell voting for and Comm. Reidy voting against.

Acting Chief Provencher said we're continuing the warranty work on the station. All the seams on the gutters have been repaired.

Acting Chief Provencher said one of our firefighters had an injury today at work. He will not be out for very long. Comm. Gaskell asked where the injury occurred. Acting Chief Provencher explained what happened.

Comm. Magistri asked if Acting Chief Provencher received a response back from CWC regarding a bill. Acting Chief Provencher replied I have not.

Comm. Reidy asked have we received a written agreement from the Union regarding Tier 3 & 4 drug reimbursements budget transfer. Acting Chief Provencher replied we have not. Comm. Reidy said that was in the October minutes.

Comm. Magistri explained to Acting Chief Provencher the motion made earlier in the meeting regarding the suggestions from the auditor.

13. Anticipated Executive Session: a) Personnel Issues, b) Pending Claims and Litigation CGS 7433c Heart and Hypertension Claims, c) Pending Claims and Litigation:

MOTION to enter into Executive Session made by Comm. Reidy, seconded by Comm. Gaskell. Discussion: none. Roll Call- Motion passes 4-0. All Commissioners present and Acting Chief Provencher entered into Executive Session at 8:27 pm.

14. Possible Action regarding Executive Session:

Returned from Executive Session at 9:03pm. No action taken.

15. Adjourn:

MOTION to adjourn made by Comm. Reidy, seconded by Comm. Gaskell. All in favor by ayes at 9:03pm.

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