

TOWN OF SOUTHTON
BOARD OF FIRE COMMISSIONERS

Chairman Daly called the regular meeting of the Board of Fire Commissioners, held at Headquarters on July 16, 2008, to order at 7:30 p.m. Commissioners Daly, Bedard, and Sherman were present. Also in attendance were Chief Clark and Asst. Chief Wisner. Commissioner Longo arrived at 8:09 p.m. Commissioner Kupec was absent.

Pledge of Allegiance.

MOTION: by Bedard, seconded by Sherman, to approve the minutes of the June 25, 2008 special meeting as circulated. Motion carried unanimously.

MOTION: by Bedard, seconded by Sherman, to approve payment of bills for May and June 2008 in the amount of \$57,873.25. Motion carried unanimously.

CHIEF'S REPORT: (Copy attached to minutes)

Lt. Peter Kurtz introduced the board to the CERT (Community Emergency Response Team) program. Lt. Kurtz got involved with the program while trying to find an avenue to promote the relationship between the department and the town residents. The CERT program is a group with a minimum of 10 people from the town who train in emergency preparedness. The members can be dispatched anywhere in the state to aid in disasters and may choose to specialize in a specific area. Lt. Kurtz has met with Health Director Charles Motes who is enthusiastically supportive of the program. Director Motes had tried to form a committee in the past but did not get enough of a response to go forward with it. The program is paid for by the federal government with no cost to the town. Lt. Kurtz thanked Asst. Chief Wisner and Lt. Higgins for their help. Chief Clark recommended that the board to approve Lt. Kurtz's continuation with the project.

Chief Clark reported:

- The annual departmental report was handed out in the meeting. He asked the commission to review and make any changes or additions to it before the end of July so it can be submitted to the Town Manager. The noted decrease in inspections was addressed, and Chief Clark has requested Captain Inspector Casarella to compile a report detailing the decrease.
- There is a request under Communications to raise the departmental bill signature requirement by commissioners to \$1,000.
- Chief Clark met with Board of Finance Chairman John Moise earlier in the week. Chairman Moise requested more information into the increase in

diesel fuel used in the past fiscal year. Chief Clark is investigating different possible causes including additional driver training that was done.

- A request for the purchase of the IBM AS400 mainframe was also presented as a request to the commission. Chief Clark is exploring other software packages on the Windows platform. If a change is made the earliest it would go live would be two years. At this time all options are being looked at.
- Chief Clark recommends the retirement of the Gamewell system. The system is hardwired on telephone poles and monitors box alarms. The current condition of the system is very poor and presents a possible liability to the town. There have been recent incidents that the alarm did not ring into dispatch, and the Fire Department was not sent until the resident called in the alarm. The cost to repair and update the system is estimated over \$100,000. The current users of the system would be notified of the discontinuation and given the opportunity to change to a phone dialer. The department would still offer monitoring services, but the cost would be raised from the current rate of \$50.00 per year. Town Attorney Sciota would be contacted to see if there is any ordinance that the change will effect. There will be a cost to remove the system from the telephone poles. Chief Clark would like the system retired in six-months.

Commissioner Longo arrived.

- Chief Clark met with a representative from Tilcon to get an accurate estimate to repave the old section of Headquarters. The original phone estimate was to cap the existing asphalt. After his onsite inspection, he determined that the capping would only last for up to two years, due to the extensive asphalt deterioration. Tilcon gave an estimate of \$61,765.76 to repave the old section. Chief Clark made a recommendation that the board request from the Board of Finance a transfer from various accounts, along with the carryover of \$35,000 from 07-08 and a special appropriation of \$13,300 to have the project completed this fall.

MOTION: by Bedard, seconded by Sherman, to add the request to the Board of Finance to transfer money from various accounts along with the carryover of \$35,000 from 07-08 and a special appropriation of \$13,300 for the repaving of the old section of Fire Headquarters. Motion carried unanimously.

MOTION: by Bedard, seconded by Sherman, to accept the Chief's Report. Motion carried unanimously.

COMMUNICATIONS:

Memo from Chief Clark recommending the Incentive Plan shares for 07-08 as \$542 full share and \$271 for a half share.

Memo from Chief Clark recommending the transfers of various payroll accounts for the 07-08 fiscal year.

Memo from Chief Clark recommending the change in policy for the requirement of bill signatures by a commissioner to \$1,000 or more.

Memo from Chief Clark recommending the purchase of the IBM AS400 for \$6,500.

COMMUNICATIONS FROM THE PUBLIC: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

MOTION: by Bedard, seconded by Sherman, to approve the Incentive Plan shares for 07-08 as \$542 full share and \$271 for a half share. Motion carried unanimously.

MOTION: by Sherman, seconded by Bedard, to approve transfers of various payroll accounts for the 07-08 fiscal year. Motion carried unanimously.

MOTION: by Sherman, seconded by Bedard, to approve the change in policy for the requirement of bill signatures by a commissioner to \$1,000 or more. Motion carried unanimously.

MOTION: by Sherman, seconded by Bedard, to table the purchase of the IBM AS400 for \$6,500. Motion carried unanimously.

MOTION: by Bedard, seconded by Sherman, to transfer money from various accounts along with the carryover of \$35,000 from 07-08 and a special appropriation of \$13,300 for the repaving of the old section of Fire Headquarters. Motion carried unanimously.

MOTION: by Bedard, seconded by Longo, to adjourn to Executive Session, excluding the public and the press with the exception of Assistant Chief Wisner and the officers of Company 3, to discuss personnel matters at 8:45 p.m. Motion carried unanimously

EXECUTIVE SESSION:

Personnel matters were discussed.

Chief Clark and Assistant Chief Wisner left Executive Session at 9:25 p.m.

Returned to regular session at 9:50 p.m.

No action was taken.
Meeting adjourned at 9:51 p.m.

Robert Sherman, Secretary
Board of Fire Commissioners