

TOWN OF SOUTHTON  
BOARD OF FIRE COMMISSIONERS

Chairman Daly called the regular meeting of the Board of Fire Commissioners, held at Headquarters on September 17, 2008, to order at 7:30 p.m. Commissioners Daly, Bedard, Kupec, Sherman and Longo were present. Also in attendance were Chief Clark and Asst. Chief Wisner.

Pledge of Allegiance.

A moment of silence was observed for the death of retired department photographer and honorary member, John Mikosz.

MOTION: by Kupec, seconded by Bedard, to approve the minutes of August 13, 2008, regular meeting as circulated. Motion carried with 4 ayes and one abstention.

MOTION: by Sherman, seconded by Bedard, to approve payment of bills for August 2008 in the amount of \$80,445.85. Motion carried unanimously.

CHIEF'S REPORT: (Copy attached to minutes)

- Chief Clark and Richard Lopatosky met with a representative from Firehouse Software to discuss the cost and requirements of changing over to their software. The presentation went well. Chief Clark is moving forward with looking at the costs of implementation and the phasing out of the AS400. He anticipates new budget requests for the next fiscal year.
- A request from a neighbor of Company 3 was received asking if the timing of the generator could be changed. The generator was timed to start at 10:00 a.m. on Sundays. Aszklar's has changed the setting to a weekday. Chief Clark asked the members of Company 3, which were in the audience, to confirm the change.
- The CERT program is up and running. There are currently 13 residents who have signed up.
- Chief Clark addressed the Rotary Club earlier in the day. Captain Zygmunt had put together a Power Point presentation that was used during his speech. The board was invited to view the presentation after the meeting.
- A request on the agenda is for a blood drive on October 6, 2008, to be held at Headquarters. Captain Saucier is in charge of the drive. The original date was to be held later in October to give the board more notice, but the Red Cross did not have the availability.
- During the oil/water separator installation at Company 5 it was found that the storm drain is ready to collapse. The location of the drain is right outside the bay of Engine 52 and should it collapse while the engine is on it, it would be

very expensive to repair. It was decided to have KGM add it to their original project because of the immediacy of the problem. The Highway Department did come out to see if they could fix the problem, but it was decided the best decision for the department was to have KGM repair it.

- Tilcon prepared estimates for replacing the asphalt at Company 2, 3, and 5, along with an expansion at Company 2. The estimate was based on the state bid and will be included in Chief Clark's long-term plan.
- The paving at Headquarters is close to completion. All that is left are a few minor spot repairs.
- A new driving SOP has been put into effect. The old policy was not clear on speed limits while responding to an emergency, which the new policy defines.
- The Apple Harvest parade will be on Sunday, September 28, 2008. Any of the board who wishes to march with the department was invited to meet at Headquarters that morning.
- Company 1 has given Chief Clark their revised bylaws which he has reviewed. There are no apparent conflicts to the department policies and copies will be given to the board.
- The oil/water separator has been completed at Company 2. The ramp in front of Engine 22 has been poured and will be out of use for two weeks. As reported in the above paragraph under the storm drain replacement, the oil/water separator project has begun at Company 5.
- Chief Clark attended the STEP program that promotes success in children through a 40 asset system. He is looking for 4-5 firefighters to get involved in the program.
- The volunteer application is being revised. An information packet is also being looked into so a new recruit would have more information of the process and expectations.
- Chief Clark and Asst. Chief Wisner are meeting with the volunteer captains and 1<sup>st</sup> lieutenants on Monday, September 22, 2008 at 6 p.m. He hopes to make these meetings regular occurrences.
- The fire prevention Home Safety Trailer is expected to be delivered next week. The unit will be available for Company 3's open house and the Apple Harvest Festival. During the festival, the tentative location will be at the top of Columbus Boulevard.
- The final acceptance of the Homeland Security Decon Trailer will be contingent on testing that will be conducted by the state and the manufacturer. They are scheduled to set up and test all the equipment.
- The possibility of the return of the old rescue truck is being discussed.
- There was a water leak in the Inspection Bureau offices, resulting in water damage to the ceiling tiles and rug. Crystal Restorations came in to access the damage and see if the repair costs would exceed the \$5,000 deductible in the town's insurance policy.
- Members from Headquarters volunteered their time to help renovate the old Company 3 firehouse. The firehouse will be used to house Family Services. An article has been run in the Record Journal about their efforts.

- Company 2 has cleared their property line of brush and overhanging limbs. Company 5 is in the process of cleaning up the bamboo on the border of the property.
- The Gamewell system is in the process of being eliminated. The target date for full retirement is January 1, 2009.
- Chief Clark attended the IAFC conference in Denver in August. A high priority in the topics was highway safety. To help address this concern, Chief Clark is having one engine retrofitted with chevrons for better visibility on the highways. In the future he would like to retrofit all the engines.
- Work duty shirts will be issued to all career and volunteer members for department work done in the public.
- The bids for mechanical services were opened at the Deputy Town Managers office for all town buildings. Our current provider was one of the low bidders, and Chief Clark is working on retaining their services.
- Chief Clark requested that the November meeting be changed to the 19<sup>th</sup>. The schedule for the 2009 Board of Fire Commissioners meetings will be presented at the next meeting.

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

#### COMMUNICATIONS:

Memo from Chief Clark recommending the approval of Company 2's request to hold a Christmas Tree Sale fundraiser from Friday, November 28, 2008 through Christmas in the company parking lot.

Memo from Chief Clark recommending the change in the vesting schedule of the Incentive Plan to a graded schedule of 20% after 2 years, 40% after 3 years, 60% after 4 years, 80% after 5 years and 100% after 6 years, and qualifications for vesting to be determined by years of qualifying for the allocation.

Memo from Chief Clark recommending the approval for a blood drive at Headquarters on Monday, October 6, 2008.

Memo from Chief Clark recommending the approval of Company 3's request to hold an open house on Saturday, October 11, 2008.

#### COMMUNICATIONS FROM THE PUBLIC:

Captain Alan Zygmunt reported that the state trailer will not be available for Company 3's open house on October 11, 2008.

UNFINISHED BUSINESS: None

NEW BUSINESS:

MOTION: by Kupec, seconded by Sherman, to approve Company 2's request to hold a Christmas Tree Sale fundraiser from Friday, November 28, 2008 through Christmas in the company parking lot. Motion carried unanimously.

MOTION: by Sherman, seconded by Longo, to approve changing the vesting schedule of the Incentive Plan to a graded schedule of 20% after 2 years, 40% after 3 years, 60% after 4 years, 80% after 5 years and 100% after 6 years, and qualifications for vesting to be determined by years of qualifying for the allocation. Motion carried unanimously.

MOTION: by Kupec, seconded by Bedard, to approve a blood drive at Headquarters on Monday, October 6, 2008. Motion carried unanimously.

MOTION: by Sherman, seconded by Kupec, to approve Company 3's request to hold an open house on Saturday, October 11, 2008. Motion carried unanimously.

MOTION: by Bedard, seconded by Longo, to adjourn to Executive Session, excluding the public and the press with the exception of Chief Clark and Asst. Chief Wisner to discuss personnel matters at 8:04 p.m. Motion carried unanimously.

EXECUTIVE SESSION:

Personnel issues were discussed.

Return to regular session at 9:28 p.m.

No action was taken.

Meeting adjourned at 9:29 p.m.

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Robert Sherman, Secretary  
Board of Fire Commissioners