

TOWN OF SOUTHLINGTON
BOARD OF FIRE COMMISSIONERS

Chairperson Bunko called the special meeting of the Board of Fire Commissioners, held at Headquarters on August 10, 2017, to order at 5:07 p.m. Commissioners Bunko, Baker, Stanforth, and Kanute were present. Commissioner Robertson arrived at 5:10 p.m. Also in attendance were Chief Heath and Asst. Chief Wisner.

Roll Call

Pledge of Allegiance

MOTION: by Stanforth, seconded by Baker, to adjourn to Executive Session, excluding the public and the press with the exception of the Chief and Asst. Chief, to conduct interviews for the positions of battalion chief and captain at 5:08 p.m. Motion carried unanimously.

EXECUTIVE SESSION:

Candidates were interviewed

MOTION: by Robertson, seconded by Stanforth, to return to open session at 6:47 p.m. Motion carried unanimously.

Chairperson Bunko told of how challenging a decision it was for the Board to decide on the promotions because all the candidates are of such high caliber. Bunko congratulated the candidates who will be promoted, and thanked the candidates who were not chosen.

NEW BUSINESS:

MOTION: by Kanute, seconded by Robertson, to promote James Paul, Jr. to battalion chief effective September 3, 2017. Motion carried unanimously.

MOTION: by Baker, seconded by Kanute, to promote Scott Lee to captain effective September 3, 2017. Motion carried unanimously.

Commissioner Robertson left the meeting at 6:52 p.m.

MOTION: by Baker, seconded by Kanute, to approve the minutes of the July 13, 2017, special meeting as circulated. Motion carried unanimously.

MOTION: by Kanute, seconded by Stanforth, to approve payment of bills for July 2017 for \$31,030.84. Motion carried unanimously.

Secretary's Report:

Memo from Chief Heath recommending requesting an appropriation of \$175,624 from the Contingency Fund for the Overtime Account.

CHIEF'S REPORT:

Chief Heath reported:

Apparatus and Equipment

- Chief Heath and the members of the Truck Committee will be going to Dublin, Ohio next week for the final Inspection of Sutphen Pumper.
- E12 passenger side storage compartment door was repaired from the damage it sustained during March snowstorm.
- E32 and E61 have been listed with an additional broker. Captain Paul showed E61 to a fire department from Pennsylvania last week who seemed interested. That department is scheduled to make a decision on whether or not to bid on the engine at their next meeting.
- Chief Heath is working with another fire department to donate older retired equipment, such as meters and SCBA racks, to a Vermont fire department that is less privileged.

Operations and Administration

- DC DiBattista and two members of the Apparatus Committee will hold pump and driver training Saturday, August 12, on the 2015 Sutphen.
- Training for Company 3 members on Rescue 2 is anticipated in order to relocate that apparatus to Station 3. Moving Rescue 2 to Station 3 would create a second location that mirrors the equipment of Headquarters.
- Chief Heath is working with Cheshire Fire Department Chief Casner on a Mutual Aid Agreement. The agreement that is spearheaded by Chief Casner may include defined staffing and a policy for automatic aid to be dispatched.
- Chief Heath thanked the Board for supporting his attendance to the IAFC/FRI Conference. At the conference, Chief Heath attended several lectures with topics on safety, succession planning, and fire department administration. The conference afforded Chief Heath with the opportunity to meet vendors as well as networking with chiefs locally and around the country.
- FF Andrew Phillips continues to develop the framework for a cadet program.
- FF Chris Fusco continues to work on a trail-marking program. FF Fusco is currently working with the Eagle Scouts to facilitate portions of it.
- Company 5 is a continual concern in terms of staffing and deployment. The concerns are an issue 24/7 and they are about to lose a member to Station 3's district, reducing their roster even more. The matter will be a subject in the next staff meeting.
- The Overtime budget line item will go into the red in the next few weeks. In the first three pay periods of the new fiscal year, 69% of the \$194,000 budget was expended. The request for an appropriation from the

contingency account is up for a vote tonight and the amount requested will bring our overtime expenditures to approximately 47% of the original requested amount.

- The impact of the state budget issues on the department is still unknown. Town Manager Brumback has requested a review of our budget and services be done and to submit items that could absorb any additional budget cuts.
- A combined Staff Meeting will be held on September 14, 2017, at 1900. An education component will be done in the beginning of the meeting, by CIRMA on Workers Compensation.

Personnel

- Mark Jurgilewicz began working for the department as a Firefighter/EMT, on Monday August 7, 2017. FF Jurgilewicz is assigned to the Monday – Friday day shift.

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

ASSISTANT CHIEF'S REPORT:

Activities of the Southington Fire Department for the month of July 2017:

- Fire Marshal's Inspections – 59
- CRRS - 4
- Reports to the State Fire Marshal – 193
- Damage to property involved in fire - \$100,000
- Damage to motor vehicles involved in fire - \$5,200
- Other losses - \$67,000
- Total - \$172,200

Assistant Chief Wisner reported significant incidents:

- July 24 – Structure fire at Townline Pizza.
- July 25 – Cooking fire on Shweky La.

Assistant Chief Wisner reported the following Fire Marshals Bureau's activities:

- As of August 6, John Solury is the deputy fire marshal and is currently shadowing Assistant Chief Wisner
- The annual school inspections have begun and will be completed by the end of next week
- Pepsi on Corporate Dr. has submitted plans for an addition that is being reviewed
- Site plans for an area on West Queen St. was submitted
- Progress on the buildings at the new plaza on Queen St. is being monitored
- The new Calendar House site is regularly visited to monitor its progress

MOTION: by Kanute, seconded by Baker, to accept the Assistant Chief's Report. Motion carried unanimously.

COMMISSIONS COMMENTS AND COMMUNICATIONS:

Vice Chairperson Baker spoke to the promotional candidates and thanked them for their service.

Commissioner Stanforth asked about the status of the Annual Report. Chief Heath reported that it was submitted to Town Manager Brumback and a copy will be emailed to the Board. It was an oversight that it had not been included in the meeting packet.

Commissioner Stanforth asked for more information on Mutual Aid Agreement with Cheshire. Chief Heath discussed that the current agreements that are in place are informal and that what is being purposed would better define staffing needs and possibly include automatic aid.

Chairperson Bunko discussed the status of the chief's position being that a job description is being put together and that the town's Human Resource Department is looking into advertising options. Once the job description is drafted, the selection committee will either meet in person or correspond through email, to finalize the document. Commissioner Stanforth asked how the expenses would be paid, through the department budget or the Human Resource's budget. Chairperson Bunko stated that there are funds available through Human Resources but is unsure if all the expenses will be covered.

COMMUNICATIONS FROM THE PUBLIC: None

UNFINISHED BUSINESS: None

OLD BUSINESS: None

NEW BUSINESS:

MOTION: by Baker, seconded by Stanforth, to approve requesting an appropriation of \$175,624 from the Contingency Fund for the Overtime Account. Motion carried unanimously.

Commissioner Stanforth discussed the Board of Finance's decision to portion out the money requested for the overtime account and that Chief Heath will need to give detailed information to justify the request. Vice Chairperson Baker discussed that the new format that is being used does help in understanding the request. Discussion on various overtime drivers was held and how these drivers will affect future overtime budget requests.

MOTION: by Baker, seconded by Stanforth, to adjourn to Executive Session, excluding the public and the press with the exception of Chief Heath and Assistant Chief Wisner, to discuss personnel and contractual matters at 7:15 p.m. Motion carried unanimously.

EXECUTIVE SESSION:

No action was taken.

Meeting was adjourned at 7:32 p.m.

Wayne Stanforth, Secretary
Board of Fire Commissioners