

TOWN OF SOUTHWINGTON
BOARD OF FIRE COMMISSIONERS

Chairperson Wilson called the regular meeting of the Board of Fire Commissioners, held at Headquarters on August 15, 2019, to order at 6:00 p.m. Commissioners Wilson, Bunko and Moise were present. Commissioner Robertson arrived at 7:05 p.m. Also, in attendance were Chief Butler and Assistant Chief Paul. Vice Chairperson Shanley-Buck was absent.

Roll Call

Pledge of Allegiance

A moment of silence was held in memory of Captain Rit Kowalec.

MOTION: by Bunko, seconded by Moise, to approve the June 20, 2019 special meeting minutes that include a revision to the executive session motion. Motion carried unanimously.

MOTION: by Bunko, seconded by Moise, to approve the June 20, 2019 regular meeting minutes as circulated. Motion carried unanimously.

MOTION: by Bunko, seconded by Moise, to approve the July 10, 2019 special meeting minutes as circulated. Motion carried unanimously.

MOTION: by Moise, seconded by Bunko, to approve payment of bills for June 2019 in the amount of \$167,565.35. Motion carried unanimously.

MOTION: by Moise, seconded by Bunko, to approve payment of bills for July 2019 in the amount of \$14,870.86. Motion carried unanimously.

Secretary's Report:

A memo from Chief Butler recommending the denial of FF Nicholas Rosario's request for a one-year leave of absence

A memo from Chief Butler recommending the denial of FF Emmitt Clark's request for a one-year leave of absence

A memo from Chief Butler recommending the approval of FF Derek Gracy's request for a six-month leave of absence

A memo from Chief Butler with recommendations for the company officer reappointments

A memo from Chief Butler recommending the request of a \$2,000 special appropriation to the CRR Program Supplies account received as a donation from the Calvanese Foundation

CHIEF'S REPORT:

Chief Butler discussed the following:

Training:

- Recommending a change to the program by incentivizing a maximum of three training drills a month to be added to a member's attendance numbers for the incentive plan formula and a reimbursement stipend at the member current per call rate

MOTION: by Moise, seconded by Bunko, to add item 14.F. to the agenda as action on by incentivizing a maximum of three training drills a month to be added to a member's attendance numbers for the incentive plan formula and a reimbursement stipend at the member current per call rate. Motion carried unanimously.

- The department is actively pursuing training in an active shooter program and plan to meet with the Police Department to coordinate training; the program will mirror a nationally recognized standard

Apparatus:

- Delivery of the new engine is expected in September and will be displayed at the Apple Harvest Festival
- E51 is up for sale and has a few interested buyers
- The Fleet Committee is working on the new engine/pumper with hopes to have it finalized by September
- The following will be the apparatus placement and radio designations:
 - HQ – Squad 1, Engine/Pumper 1, Ladder 1, Car 3
 - Company 2 – Engine 2, Brush 2, Tanker 2
 - Company 3 – Engine 3, Ladder 3, Rescue 3 (Currently Rescue 1)
 - Company 5 – Squad 5
- All engines will be designated by one number
- Soon the decon-trailer and the current Rescue 3 will be given to the State of Connecticut

Building Maintenance:

- The kitchen project at Headquarters is almost complete
- The air conditioning at Company 5 has been completed
- Work that will be done at Company 2 includes:
 - Dividing the office into two by adding a wall
 - Blinds
 - New television for training room
 - Clean carpets
 - Painting
- An estimate has been received for work on Company 1's kitchen
- The roof shingles have been repaired at Company 3 and the repairs on the window and electrical are pending

Administration:

- Chief Butler recommended the following volunteer officer reappointments
 - Company 1 – Matthew Wisniewski reappoint as captain

- Company 2 – Brian Badgley reappoint as lieutenant; Douglas Badgley reappoint as lieutenant and appoint as acting captain
- Company 3 – not to reappoint Joel Munson as captain due to his failure to comply with the application process
- Chief Butler recommends revising the qualifying incentive plan percentages to 25% for a full share and 12.5% for a half share after a reevaluation was done on the original recommendation of 30%, 15% that would disqualify many members who would have qualified in the old system, which is contrary to the intent of changing the formula

MOTION: by Moise, seconded by Bunko, to add item 14.G. to the agenda as action on revising the qualifying incentive plan percentages to 25% for a full share and 12.5% for a half share. Motion carried unanimously.

- Chief Butler will email the Board with his Rules and Regulation revision recommendations
- The Disciplinary Program will be implemented and included in the September newsletter
- The department will be focusing on outreach training for the public in the fall that will include:
 - Close the Door campaign
 - Stop the Bleed
 - Hands only CPR
- There will be updates to the response matrix for highway calls to be still alarms
- The annual report has been sent to the town manager; next year there is a revised format being considered
- The staffing for the department consists of:
 - Company 1 – 28 (23 interior firefighters, 1 exterior firefighter, 2 probationary, and 2 fire police)
 - Company 2 – 26 (16 interior firefighters, 1 exterior firefighter, 3 probationary and three fire police, three members are on leave of absences)
 - Company 3 – 15 (13 interior firefighters, 1 probationary, and 1 fire police)
 - Headquarters – 36 (28 assigned to four shifts of seven, three members of the Inspection Bureau, a deputy chief, assistant chief/fire marshal, and chief, along with the executive assistant and clerk/typist)
- An automated reporting process is being worked on that will send email reports to the company officers monthly of their members response percentages

ASSISTANT CHIEF'S REPORT:

Activities of the Southington Fire Department for the month of June 2019:

1. Fire Marshal's Inspections – 108
2. CRRS – 0
3. Reports to the State Fire Marshal – 158

4. Damage to property involved in fire - \$0.00
5. Damage to motor vehicles involved in fire - \$153,150.00
6. Other losses - \$1,850.00
7. Total -\$155,000.00

Activities of the Southington Fire Department for the month of July 2019:

1. Fire Marshal's Inspections – 80
 1. CRRS - 3
 2. Reports to the State Fire Marshal – 230
 3. Damage to property involved in fire - \$112,000.00
 4. Damage to motor vehicles involved in fire - \$8,050.00
 5. Other losses - \$4,500.00
 6. Total - \$124,550.00

General Information

- Assistant Chief Paul has successfully graduated from both fire investigator and code enforcement classes and has been appointed the fire marshal for the Town on Southington
- The Inspection Bureau is extremely busy with the inspection of schools
- Assistant Chief Paul attended the Fire Rescue International Conference in Atlanta, August 6-10, and thanked Chief Butler for supporting him attending the conference
- Assistant Chief Paul, Battalion Chief Heath, Captain Glabau and Lieutenant Molleur attended the mid-inspection build for the 2019 Sutphen engine
- Tanker 2 continuing in the process, possible mid-inspection in January 2020
- Lieutenant Molleur, the Fleet Committee chair for the Rescue-Engine, expects a contract sometime in October
- Squad 1 has been equipped with battery ERTs that have been used several times with no issues
- E-31 is now equipped with an HRT

Apparatus

- The new Car 3 is expected to be completed in the fall
- L-1 had front end work that included replacing its tie rods
- Squad 1 had an issue with the Federal Q, that was repaired by FF Comen

Building Maintenance

- BC Eric D'Arcy will be assisting the administration in station maintenance/issues
- The contractor for the key fob system has been contacted to begin scheduling installation
- Sav-Mor's work on the boiler at Station 5 will be completed after the boiler chamber parts are received

Chief Butler added to his report that he has been in touch with the Human Resources department to discuss the changes in the department's harassment and discrimination policies to reflect the recent changes in the state laws. Chief Butler will be working closely with Human Resources as the policy is being

updated for all town employees. CIRMA, the town's insurer, will conduct the training.

COMMITTEE REPORT:

Recruitment and Retention Committee – Commissioner Moise reported that the committee met on July 16, 2019 and due to a lack of attendance, put all decisions on hold until the next meeting. The next meeting is scheduled for September 12, 2019, and all members have been contacted.

Chairperson Wilson thanked Commissioner Moise for his work on the committee and discussed that no decisions will be made without them being reviewed by the administration. Chairperson Wilson stated that if a volunteer committee member cannot attend the company can appoint an alternate in their place. Chairperson Wilson told of concerns within the Board of social media posting that may hinder recruitment of females to the department. Chairperson Wilson also clarified that all recruitment messages by members must be first cleared by Chief Butler before they are used. All messages must be positive.

COMMISSIONS COMMENTS AND COMMUNICATIONS:

Commissioner Moise thanked Chief Butler on his work with last year's budget and he had hoped it would demonstrate to town decision makers such as the Board of Finance that the department is fiscally responsible. Chief Butler told of it being a group effort. Chairperson Wilson also thanked Chief Butler for his work.

COMMUNICATIONS FROM THE PUBLIC:

Past member Nicholas Cutler told of his disappointment of the change in the use of the fire police members since Chief Butler has been in charge.

Nelson DeAngelo of 151 Rosalyn Dr., Southington, discussed how the board members encouraged everyone to contact them directly and he knows of at least two occasions that they were contacted and did not respond. Chairperson Wilson said that he did not recall not returning calls to anyone who had reached out to him, but he would look further into any missed messages and encouraged anyone with questions to contact him.

Dave Jeffery of 15 Kingswood Dr., asked why the fire department would have a separate harassment and discrimination policy from the town. Chief Butler told of the need to have a separate policy due to the volunteers not being town employees.

UNFINISHED BUSINESS: None

OLD BUSINESS: None

NEW BUSINESS:

MOTION: by Bunko, seconded by Moise, to deny FF Nicholas Rosario's one-year leave of absence request due to relocation out of town making him ineligible for membership. Motion carried unanimously.

- MOTION: by Bunko, seconded by Moise, to deny FF Emmitt Clark's one-year leave of absence request due to relocation out of town making him ineligible for membership. Motion carried unanimously.
- MOTION: by Bunko, seconded by Moise, to approve FF Derek Gracy's six-month leave of absence. Motion carried unanimously.
- MOTION: by Bunko, seconded by Moise, to approve Chief Butler's volunteer officer reappoints as Matthew Wisniewski as captain of Company 1; Brian Badgley as lieutenant and Douglas Badgley as lieutenant with the appointment as acting captain for Company 2. Motion carried unanimously.
- MOTION: by Bunko, seconded by Moise, to approve requesting a \$2,000 special appropriation to the CRR Program Supplies account received as a donation from the Calvanese Foundation. Motion carried unanimously.
- MOTION: by Bunko, seconded by Moise, to approve incentivizing a maximum of three training drills a month to a member's attendance numbers for the incentive plan formula and reimburse the member at their current per call rate. Motion carried unanimously.
- MOTION: by Bunko, seconded by Moise, to approve revising the qualifying incentive plan percentages to 25% for a full share and 12.5% for a half share. Motion carried unanimously.
- MOTION: by Moise, seconded by Bunko, to adjourn to Executive Session, excluding the public and the press with the exception of Chief Butler and Assistant Chief Paul, to discuss personnel and contractual matters at 7:05 p.m. Motion carried unanimously.

Commissioner Robertson arrived.

EXECUTIVE SESSION:

Personnel matters were discussed. No action was taken.

Chief Butler and Assistant Chief Paul left executive session at 7:40 p.m.

Meeting was adjourned at 7:50 p.m.

Nathan Wilson, Chairperson
Board of Fire Commissioners