

Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, January 21, 2021.

Present: Robert Hagemeister, Lynn Spencer, Kim Bennett, Sid Holbrook, Bill Cusson, John Flaherty and Don Izzo.

1. Call to Order: 6:02pm.

2. Approval of Minutes: Motion made by Sid H./2nd Bob H. to approve the minutes from the 12/15/20 meeting with a correction to the WFD budget amount for new software to be changed to \$9,000. All approved. Board Secretary will adjust previous minutes and repost on the town website.

3. Correspondence: none

4. Finance Updates:

- a) Update regarding current fiscal year budget – no discussion.
- b) Capital budget
 - o The capital request for \$36,000 for a Fire Marshall vehicle was submitted.
- c) Next fiscal year budget update –
 - o The Fire Marshall and Fire Chief presented their proposed budgets to the Board of Selectmen. Further budget meetings are planned. No issues were noted during the initial presentation for FM. The Selectmen did have questions regarding the WFD technology budget request for tracking software and the Chief was told that the project/software would have to go out to bid. The department prefers a company called ESO which interfaces smoothly with Valley Shore and surrounding towns. Lynn S. requested notification of upcoming budget meetings with the Board of Finance.

5. Fire Chief's Report: No written reports were provided. Chief Cusson states he will forward the reports when available.

- Fire Call/Service Statistics – none provided.
- Administrative matters – no discussion
- Training – has been resumed under guidance from the Health Director in compliance with COVID19 restrictions.
- Apparatus/equipment – Engine 3 failed its scheduled pump test due to a leak from a bad seal. Repairs were made and the engine is back in service.
- Inventory Reports – the board requested an updated report be provided by the Chief to reflect changes in inventory over the past year.
- Community Relations – no discussion

6. Fire Marshall's Report: Motion made by Kim B./2nd Lynn S. to accept the Fire Marshall's Report. All approved.

WESTBROOK BOARD OF FIRE COMMISSIONERS

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- Inspections – Reviewed noting some limitations on inspections due to COVID19 restrictions. The department is finishing up inspections for liquor permits and notices have gone out for 2021 inspections of multi-family inspections. Zoom is being utilized for some larger building projects like Vista due to the increased risk of entering congregate settings.
- Investigations – Reviewed including a local multi-family home in violation of safety codes where tenants had to be relocated in conjunction with the building department and health department.
- Plan Reviews/Permits – Reviewed with no discussion.
- Inventory – discussed records needed to track FM Department inventory and replacement schedule. John F. has been compiling the information needed and will put together an annual report for the board.
- Community Relations – There have been an increase in community complaints reported to the FM office involving blasting and other residential fire safety concerns.
- Administrative Matters – all staff have returned to work with appropriate documentation.
- Training – no discussion

7. Emergency Management Updates: no updates provided

8. Old Business:

- BOFC SOP/SOGs – tabled at this time per the town attorney’s guidance pending the review/revision of the town statute that will hopefully clarify the BOFC duties in oversight of the WFD.
- COVID19 Update – The Fire Marshall and both deputies have received their first covid19 vaccine. All WFD members except for 3 individuals (who declined) have received their first vaccine as well. The Chief continues to encourage vaccination.

9. New Business:

- Kim B. nominated Bob H. as Board Chairman/2nd by Pete S. All approved.
- Board member, Pete Schaumburg, expressed his concern over the lack of EMS response to a call at his home which had a negative impact on the health of his wife. Discussion was had regarding a frequent need to utilize mutual aid from other towns to cover Westbrook’s EMS needs. This subject will require further discussion.

10. Executive Session: not needed

11. Action items:

- a) Approval of bills – none submitted at this time.
- b) Set date/time for next meeting – next regularly scheduled meeting is to be held on April 15, 2021 at 6pm.

Meeting adjourned at 6:56pm by a motion made by Lynn S./2nd Sid H. All approved.

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members