

**Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, April 15, 2021.**

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

**1. Call to Order:** 6:04pm.

**2. Approval of Minutes:** Motion made by Lynn S./2<sup>nd</sup> Sid H. to approve the minutes from the 1/21/21 meeting. All approved.

**3. Correspondence:** Pete Schaumburg submitted his resignation from the Board of Fire Commissioners to the Board of Selectman and expressed concerns regarding emergency response times from both the Fire Department and Ambulance services. The Chairman had sent him a letter thanking him for his service to the board. This board will be looking for guidance from the Board of Selectman regarding his concerns and any necessary follow-up.

**4. Finance Updates:**

- a) Update regarding current fiscal year budget – no discussion.
- b) Capital budget -The Capital Budget meeting for the town will be held on Monday, April 19<sup>th</sup>.
- c) Next fiscal year budget update – awaiting town budget approval
- d) Other finance discussion – 2020 tax benefits documents have been received allowing for an increase to the tax abatement amount for 2021 followed by another for 2022 and the taxation of the abatement will cease after recent federal changes. Sid H. suggested the board support the firefighters and be involved in the process in the hopes that the town adopts the changes. There will need to be a thorough review of the document and the board will ask to be included in this process.

**5. Fire Chief's Report:** Motion made by Lynn S/2<sup>nd</sup> Sid H. to accept the Fire Chief's report. All approved.

- Fire Call/Service Statistics – reviewed incident reports, which did not include dates. The board asked that the department secretary include the date range for these incidents on future reports. It would be helpful to show a year-over-year comparison in evaluation of department needs.
- Administrative matters – no discussion
- Training – Approximately 20 firefighters will be going to Torrington on 4/18/21 for live fire training. The Chief requested use of fire apparatus to transport members to this event. Motion made by Sid H./2<sup>nd</sup> Lynn S. to approve the use of 1 engine and the Chief's vehicle for transport out of town for this event. All approved. Old Saybrook FD and Clinton FD will cover the town of Westbrook for fire service needs while these firefighters are out of town.
- Apparatus/equipment – no discussion
- Inventory Reports – the board again requested an updated report be provided by the Chief to reflect changes in inventory over the past year. The board has not received

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updated inventory reports since 2019. Chief Cusson requested clarification on what details are needed within these reports. The board will send an email to the secretary and the Chief with the details needed for the annual reports before the next regular meeting.

- Community Relations – the annual food drive will take place on April 24<sup>th</sup>. The Chief requested the use of fire apparatus on that date for transporting food. Motion made by Kim B./2<sup>nd</sup> Sid H. to approve the use of 1 engine for the food drive on 4/24/21. All approved.

**6. Fire Marshall's Report:** Motion made by Lynn S./2<sup>nd</sup> Sid H. to accept the Fire Marshall's Report as submitted. All approved.

- Inspections – Reviewed with no discussion.
- Investigations – Reviewed with no discussion.
- Plan Reviews/Permits – Reviewed with no discussion.
- Inventory – The detailed inventory report needs noted above will also be sent to the Fire Marshall, to streamline reports from both departments and ensure consistency.
- Community Relations – no discussion
- Administrative Matters – no discussion.
- Training – no discussion

**7. Emergency Management Updates:**

- Don I. reported that there have been no 2-way radio issues and they are being cleaned on a regular basis per guidelines.

**8. Old Business:**

- BOFC SOP/SOGs – see Action items below regarding upcoming meeting.
- COVID19 Update – no issues reported

**9. New Business:**

- The board welcomed Brittany Cusano as its newest board member.

**10. Executive Session:** not needed

**11. Action items:**

- a) Approval of bills – Kim B. submitted timesheets for a total of 4.5 hours of secretarial work for this board. Motion made by Sid H./2<sup>nd</sup> Lynn S. to approve secretarial timesheets as submitted. All approved.
- b) Set date/time for next meeting – next regularly scheduled meeting is to be held on July 15, 2021 at 6pm. Motion made by Kim B./2<sup>nd</sup> Sid H. to schedule a special meeting to be held on May 20<sup>th</sup> at 6pm to discuss BOFC SOP/SOGs. No department heads or reports will be required for this meeting, but anyone who would like to attend should do so. All approved.

**Meeting adjourned at 6:55pm by a motion made by Lynn S./2<sup>nd</sup> Sid H. All approved.**

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members