

WESTBROOK BOARD OF FIRE COMMISSIONERS

866 BOSTON POST ROAD. WESTBROOK, CT 06498

**Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, April 16, 2020.**

Present: Robert Hagemeister, Lynn Spencer, Kim Bennett, Pete Schaumburg, Kristyn Bartlett, Mike Jenkins, and John Flaherty.

**1. Call to Order:** 6:07pm. Motion made by Lynn S./2<sup>nd</sup> Kim B. to seat alternate member Kristyn Bartlett for Sid Holbrook (regular member) who is absent. All approved.

**2. Approval of Minutes:** Motion made by Lynn S./2<sup>nd</sup> Kristyn B. to approve the minutes from the 1/16/20 meeting. All approved.

**3. Correspondence:** no OEM report available per email from Don Izzo EM Director

**4. Finance Updates:**

- a) Update regarding current fiscal year budget – on hold due to COVID-19. Each department will address with the Finance Board once the situation stabilizes.
- b) Capital budget – FM reported that a Fire Marshall vehicle was turned down by the Board of Finance/BOS at this time. No reported changes by the Fire Department.
- c) Next fiscal year budget update – The Board of Selectmen and Board of Finance are looking for additional cuts related to COVID-19 impact on the town and budget process. WFD made cuts at request of the Finance Department and the FM budget has had no requested changes at this time.

**5. Fire Chief's Report:** Motion made by Kim B./2<sup>nd</sup> Kristyn B. to accept the Chief's Report. All approved.

- Fire Call/Service Statistics – reviewed with no discussion. The Chief reports that the department has adequate PPE at this time. There has been a change in call dispatching related to COVID-19 pandemic which will now include screening for +/- COVID testing or indication of possible illness and WFD will no longer be dispatched to all medical calls. They will be dispatched based on established criteria and if an ambulance crew is unavailable. The mutual aid system is also in place if needed.
- Administrative matters – no discussion
- Training – no discussion
- Apparatus/equipment – 45 new Scott packs and 90 bottles are now in place. .
- Inventory Reports – no discussion
- Community Relations –. WFD has been participating in birthday parades in town upon request with previous email approval by the board. This service has provided good community relations during this time of crisis in our country and town. Motion made by Kim B./2<sup>nd</sup> Lynn S. to continue to utilize apparatus in town for birthday parades during COVID-19 social distancing order upon request when the department is able to do so. All approved. The Chief will continue to notify the board as requests are received to obtain board consensus for continued participation.

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

- Inspections – End of year inspection summary reviewed for 2019. All 2019 annual inspections have been completed. The department will begin 3 year inspections and letters have been sent out for upcoming inspections and these in-person inspections are currently on hold due to COBID-19. The State Department of FM has directed local FM departments to hold all residential visits for now and to ensure that sprinkler systems/fire alarm systems are in good working order.
- Investigations – Reviewed with no discussion.
- Plan Reviews/Permits – Reviewed with no discussion.
- Community Relations – no discussion.
- Administrative Matters – no discussion.
- Training – no discussion

**7. Emergency Management Updates:** see correspondence section above.

**8. Old Business:**

- BOFC SOP/SOGs – no discussion.
- Truck Committee (#499)- Chief Jenkins reported that the new 499 is at Whelan having the lights and radios installed.
- WFD Points System – The Chief reported that Cathy Wininger and the Finance Director have been working together to improve points tracking, including tracking hours with member email notification. The board will invite both to attend a future meeting to discuss in more detail.

**9. New Business:**

- Covid-19 updates/new policies- see above under department reports. The Chief and FM were asked to notify the board if any staff become ill related to COVID-19.
- ISO completed with 44Y rating per Chief Jenkins (same as previous review). Items identified for improvement included improved tracking of training records. There were no reported major recommendations related to equipment.

**10. Executive Session:** not needed

**11. Action items:**

- a) Approval of bills – none at this time
- b) Set date/time for next meeting – next regularly scheduled meeting is to be held on September 17, 2020 at 6pm.

**Meeting adjourned at 6:52pm.**

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members