

Minutes of the Special Meeting of the Board of Fire Commissioners on Thursday, July 29, 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 Lynn S./2nd Sid H. to approve the minutes from the 5/27/21 meeting. All approved.

3. Correspondence:

- EM Director Izzo sent his annual Radio & Pager Accountability Report.
- Email correspondence with the Finance Director was discussed and she is planning to attend an upcoming BOFC meeting to review the WFD points list and pension document. The Board will request that the department points list be provided prior to this discussion for the Board's review. Kim will send this request in writing to the WFD secretary.

4. Finance Updates:

- a) Update regarding current fiscal year budget – no discussion.
- b) Capital budget – obtaining the Fire Marshall vehicle is in progress.
- c) Next fiscal year budget update – no discussion
- d) Other finance discussion –WFD has limited use for COVID funding at this time, having adequate PPE which does expire preventing stocking up for the future.

5. Fire Chief's Report: Motion made by Sid H./2nd Kim B. to accept the Fire Chief's report. All approved.

- Fire Call/Service Statistics – reviewed with no discussion.
- Administrative matters – a past fire department member with 16 yrs of service has died unexpectedly.
- Training – no discussion
- Apparatus/equipment – Westbrook Chemical Engine Co. purchased 3 gas meters and the town purchased 2 more meters for the department.
- Inventory Reports – the reports have been started as the department is in progress transitioning to a new software system, but no materials are available for the board at this time. There was discussion about what type of reports are requested by the board and what should be included (cost threshold), as the Chief expressed the difficulties surrounding putting the data/reports together. He is hopeful to have reports ready for the September meeting.
- Community Relations – The 100th celebration which will be held on Sept. 25th, will include a parade and fireworks display. The carnival was a successful event.

6. Fire Marshall's Report: Motion made by Kim B./2nd Sid H. to accept the Fire Marshall's Report as submitted. All approved.

WESTBROOK BOARD OF FIRE COMMISSIONERS

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- Inspections – Reviewed with no discussion.
- Investigations – Reviewed with no discussion.
- Plan Reviews/Permits – Reviewed with no discussion.
- Inventory – FM requested clarification on the expectations for the reports and discussion followed. Lynn S. directed John F. to the Finance Department for clarification on the threshold dollar amount appropriate for the reports.
- Community Relations – no discussion
- Administrative Matters – no discussion.
- Training – no discussion

7. Emergency Management Updates: see Correspondence.

8. Old Business:

- BOFC SOP/SOGs – Lynn S. and the subcommittee requested input from the board and the Chief on prioritizing the completion of the SOP/SOG document. Discussion followed, focusing on the need to complete missing topics first (Power and Duties, Tax Abatement Program & Inventory) and then an overall review of the entire document. The document is expected to change in the future as well if/when the town ordinance is changed or further clarifies the department and expectations/roles for this board.
- COVID19 Update – no issues reported

9. New Business:

- The pension document and points report from WFD was discussed further. The Chief reports that only 1 member is currently contesting their points calculations and the concerns are being addressed by the chiefs. Lynn S. requested that the Chief review the points document that is prepared by the secretary and sign off verifying accuracy and completeness, thus presenting the document to the board as complete for the board's review.

10. Executive Session: not needed

11. Action items:

- a) Approval of bills – none submitted.
- b) Set date/time for next meeting – next regularly scheduled meeting is to be held on Sept. 16th at 6pm. A special meeting was proposed for the review of points document and pension document to accommodate the Finance Director's schedule. All board members agreed on the need. This special meeting will be held on Oct. 28th at 6pm and the Director of Finance will be invited. The points document will be required for preview prior to this meeting,

Meeting adjourned at 7:16pm by a motion made by Lynn S./2nd Kim B. All approved.

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members