

**Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, September 17, 2020.**

Present: Robert Hagemeister, Lynn Spencer, Kim Bennett, Pete Schaumburg, Bill Cusson, and John Flaherty.

**1. Call to Order:** 6:04pm by a motion made by Kim B./2<sup>nd</sup> Lynn S. All approved.

**2. Approval of Minutes:** Motion made by Sid H./2<sup>nd</sup> Lynn S. to approve the minutes from meetings on 4/16/20, 8/24/20, and 8/31/20. All approved.

**3. Correspondence:** The town attorney was asked to collaborate with this board regarding creation/revision of rules and regulations for the Fire Department due to the absence of clear rules in the existing Town Ordinance. He notified the Chairman that he will not be able to attend BOFC meetings going forward until approved by the Board of Selectmen.

**4. Finance Updates:**

- a) Update regarding current fiscal year budget – Chief Cusson reports that he has just received a copy of the current budget status and reports that it appears on track. The question was raised whether an audit should be performed of the finances for the department in light of the recent change in leadership. After some discussion, it was determined that it was not necessary at this time. The new interim Chief reports that he declined an increase in stipend at this time. The Fire Marshall reported no significant issues with his current budget status. Comcast business account that was set-up by a previous Fire Marshall is exceeding the budgeted cost and John F. is working with Don Izzo to correct the issue.
- b) Capital budget – Discussion was had regarding the Fire Boat and long-term planning for power upgrades that will be needed in the future.
- c) Next fiscal year budget update – No discussion.

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

- Fire Call/Service Statistics – reviewed report with no discussion. Lynn S. expressed gratitude to the Interim Chief for providing the reports in advance of the meeting for board member's review.
- Administrative matters – no discussion
- Training – no discussion
- Apparatus/equipment – no discussion
- Inventory Reports – no discussion
- Community Relations –The Chief reported that at this time, only 1 firefighter will be in a person's home for calls unless additional staff is needed (with masks being worn). This is to minimize COVID-19 exposure to both members and the community.

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

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866 BOSTON POST ROAD. WESTBROOK, CT 06498

- Inspections – Reviewed with no discussion
- 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:**

- All Fire Department portable radios are upgraded with the new batteries, funded through the approved Capital Improvement Plan (CIP) for FY 20-21. Batteries required replacement as they reached their 'End of Life'. Next replacement is scheduled for 2024/2025.
- All Fire Department portable radios are upgraded to the new radio programming roster, as provided by the Valley Shore Mutual Aid Association / Fire Chiefs
- All radios were deep cleaned and replacement to any damaged parts (i.e. Antennas)
- The Fire Marshal radios are scheduled for completion (same as above) no later September 30th

### **8. Old Business:**

- BOFC SOP/SOGs – Motion made by Lynn S./2<sup>nd</sup> Kim B. to change the title of SOPs/SOGs to the Board of Fire Commissioner's Rules & Regulations based on the recommendation made by the town attorney to coincide with the Town Ordinance. All approved. Lynn will provide a copy of the most recent copy of the rules/regulations to the Interim Chief as requested.
- Truck Committee (#499)- Chief Cusson reports that the new 499 truck has been put into service. It was noted that the old 499 vehicle was provided to the previous Fire Chief as a Chief's vehicle for the department by the Board of Selectmen without the consultation or input of this board.
- WFD Points System –an updated schedule B with years of service was provided to the board for this meeting. Lynn S. expressed concern regarding current pension document/review by Board of Selectmen. Discussion was had as to why some members of the department aren't eligible with no explanation in the current document/no points listed. Lynn was permitted by the board to speak with the First Selectman. Vince Gentile, available on this call, will provide Lynn with the pension document for review/discussion. Motion by Lynn S./2<sup>nd</sup> Kim B. to table the Schedule B approval. All approved.

### **9. New Business:**

- Westbrook Fire Chief Michael Jenkins has resigned and Westbrook Chemical Engine Company #1 had an election per their bylaws and elected Bill Cusson as the Interim Fire Chief. Paul Campi, current Assistant Chief, will assume the Deputy Chief position at this time. Another election will be held at the next regular meeting of the membership to elect an interim Deputy Chief. Lynn S. asked Chief Cusson if he needs anything from

the Board at this time and he reported no. He confirmed that the previous Chief has been removed as an administrator of the department Facebook page.

**10. Executive Session:** not needed

**11. Action items:**

- a) Approval of bills – the Board Secretary submitted time sheets for approximately 4 hours. Motion made by Lynn S./2<sup>nd</sup> Sid H. to approve secretarial time sheets as submitted. All approved.
- b) Set date/time for next meeting – next regularly scheduled meeting is to be held on December 15, 2020 at 6pm.

**Meeting adjourned at 7:17pm by a motion made by Lynn S./2<sup>nd</sup> Pete S. All approved.**

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members