

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 20, 2016**

Members Present: Chairman Bob Hagemeister, Katie Kelemen, Kim Bennett, Lynn Spencer and George Pytlik.

Also Present: Acting Fire Marshal Donn Dobson, Deputy Fire Marshal Bill Robbins, Bill Cusson, Dan Clark and Paul Connelly.

1. Call to Order:

The meeting was called to order at 7:01 p.m. by Chairman Bob Hagemeister.

2. Approval of Minutes – September 15, 2016:

Upon a motion by Kim Bennett, seconded by Lynn Spencer, it was:

VOTED: To approve the minutes of September 15, 2016, as distributed. (Katie Kelemen abstained).

3. Approval of Fire Chief's Report:

- They still have not gotten any response from the Board of Selectmen regarding the transfer of ownership of 453. George Pytlik will follow up with First Selectman Noel Bishop.
- FF James Henry has been suspended from driving any fire apparatus because he has not given permission for driving history form.
- The insurance claim for the damaged fire gear is completed. There was discussion of how the claim will be paid (will probably go to the general fund) and how the Fire Department can receive the money to pay for the new gear purchased. A procedure for this type of thing should be part of the SOP's.
- Yearly preventative maintenance will start on all apparatus in November.
- There is a problem with the fire boat's radar and to replace it will cost approximately \$10,256.00 for equipment, labor and material. This may cause a shortfall at the end of the Fiscal Year.

Upon a motion by George Pytlik, seconded by Katie Kelemen, it was:

VOTED: Unanimously to approve the expenditure of \$10,256.00 to replace the radar system for the fire boat.

Upon a motion by Katie Kelemen, seconded by Kim Bennett, it was:

VOTED: Unanimously to approve the September 2016 Fire Chief Report.

4. Approval of Acting Fire Marshal Report:

- The following information was submitted by Acting Fire Marshal Donn Dobson: The following took place in the last month: 45 inspections; 32 re-inspections; 28 requests for inspections; scheduled inspections 18; plan reviews 10, underground storage tanks 2, fire investigation follow-up 2 and complaints/follow-up 3.
 - A draft copy of a proposed Fire Lane Ordinance was distributed.
 - A draft copy of a proposed Fire Alarm Ordinance was distributed.
- Members were asked to review the drafts and make any comments or recommendations that they feel are necessary.
- The camera grant has been approved and they are just waiting for the check for \$500.00.
 - The "Fire Act" grant is available so they may apply for it.

Upon a motion by George Pytlik, seconded by Kim Bennett, it was:

VOTED: Unanimously to authorize the Fire Marshal to apply for any grants to fulfill their needs in coordination with the Fire Department.

- Fire Marshal Training: Donn Dobson will put together something for the members and e-mail it to them. At the next meeting, members can ask questions.

Upon a motion by George Pytlik, seconded by Kim Bennett, it was:

VOTED: Unanimously to approve the Acting Fire Marshals Report.

5. Old Business:

*** VEOCCI Software:**

A quote of \$5,000.00 was received for the Fire Department and Fire Marshal. We could move forward to the Board of Selectman for an appropriation, but the Town really needs one department to take charge and move forward with finding the best fit for all town departments. The current IBS would be very expensive to upgrade. The Fire Marshals need computers because they currently do not have any. There supposedly are some laptops somewhere in the town hall. They should have an answer on Monday.

*** Report of ISO/SOP's Sub-Committee:**

The committee has not met yet. They will coordinate a date and have an update for the next meeting.

*** Town Vehicle Use:**

There has been no response from the Board of Selectmen. It was suggested to contact CCM to see if how other towns handle this situation. George Pytlik stated that First Selectman Noel Bishop has already contacted CCM and they do not have any information regarding this matter.

*** Fire Chief Vehicles:**

Upon research of other towns, Old Saybrook Fire Department has 3 Chief vehicles, Clinton has 2 or 3 and the Fire Marshal has 1, Essex Fire Chief has 1, Madison has 1, Haddam has 0. We need to do research and make a proposal to the Board of Selectmen that would be part of the next fiscal year budget. Bill Cusson recommended that Board Members look up Fentonfire.com for research. Also a full list of equipment that is mandated to be in Fire Chief vehicle's was distributed to all members.

*** Authority/Purview of the Board of Fire Commissioners:**

There is no update at this point. Chairman Hagemester still has not heard from Attorney Jiran.

*** Submitted Invoice Deputy Fire Chief Peter Krauss for Personal Vehicle Repair.**

No action taken.

*** Yearly Calendar:**

Upon a motion by Kim Bennett, seconded by George Pytlik, it was:

VOTED: Unanimously to approve the draft yearly calendar with minor changes.

*** Any Other New Business:**

None.

6. New Business:

*** 2017 Meeting Schedule:**

Upon a motion by George Pytlik, seconded by Kim Bennett, it was:

VOTED: Unanimously to hold the regular monthly meetings on the 3rd Thursday of each month.

*** Any Other New Business:**

None.

7. Approval of Bills:

Upon a motion by Kim Bennett, seconded by Lynn Spencer, it was:

VOTED: To pay \$75.64 to Katie Kelemen for Secretarial duties. (Katie Kelemen abstained from the vote).

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8. Correspondence:

A thank you card was received from Amy Katz at Tide Lawn Manor stating that Deputy Fire Marshal Bill Robbins did an excellent job and was very professional when inspecting their facility.

9. Adjournment:

Upon a motion by Katie Kelemen, seconded by Lynn Spencer, it was:

VOTED: Unanimously to adjourn the meeting at 8:41 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Board Member/Secretary