

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 15, 2016**

Members Present: Chairman Bob Hagemeister, Katie Kelemen, Kim Bennett, Lynn Spencer and Alternate Sid Holbrook.

Also Present: Fire Chief Mike Jenkins, Deputy Fire Chief Peter Krauss, Acting Fire Marshal Donn Dobson, Deputy Fire Marshal John Planas and Deputy Fire Marshal Bill Robbins.

1. Call to Order:

The meeting was called to order at 7:04 p.m. by Chairman Bob Hagemeister. Chairman Hagemeister seated Sid Holbrook as a voting member sitting for George Pytlik.

2. Approval of Minutes:

July 28, 2016:

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

VOTED: To approve the minutes of July 28, 2016, as amended. (Katie Kelemen abstained).

August 18, 2016:

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

VOTED: Unanimously to approve the minutes of August 18, 2016, as distributed.

3. Approval of Fire Chief's Report:

July 2016:

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

VOTED: Unanimously to approve the July 2016 Fire Chief Report, as amended.

August 2016:

Fire Chief Mike Jenkins distributed the August report to all Commission Members:

- The DMV check report was submitted to the Board.
- Members Steven Czenthe, Mark Leas and Lance Morrell have been dropped from the rolls for 3 consecutive unexcused absences from monthly meetings.
- There will be a wet-down for the new trucks on September 17, 2016 at 11:00 a.m.
- An insurance claim has been filed for fire gear that was damaged at a call.
- The department has not received notification from the Town as to whether ownership of the old 453 has been turned over to Westbrook Chemical Engine Company #1, as requested. Secretary Kelemen stated that she sent a letter to the Board of Selectman on August 14, 2016 requesting that this be done. She was asked to send a follow-up letter.

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

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

4. Approval of Acting Fire Marshal Report:

- Acting Fire Marshal Donn Dobson was present, as well as Deputy Fire Marshals John Planas and Bill Robbins. Mr. Dobson stated that he is drafting a "Fire Lane" Ordinance in order to be able to charge for fire lane violations. When completed he will be forwarding it to the Board of Selectmen for their review. Sometime in the near future, he would also like to draft an Ordinance for "Fire Alarms".
- Mr. Dobson stated that they are making good headway on inspections. They are having a problem with reporting because of information being in different buildings: some is at the Town Garage and some is at the Town Hall. He will submit a written report to Secretary Kelemen so she can forward it to all the members. There was 1 fire investigation handled

by Bill Robbins. They have done inspections, re-inspections, follow-ups, plan reviews and many investigations.

- Mr. Dobson stated that they have been approved for a Grant to purchase a camera. He has to send in some follow-up paperwork.
- Mr. Dobson stated that there may be a renewed interest in the VOECCI Software. All 3 Fire Marshals will speak to the necessary people and John Planas will contact VOECCI. At this time, the software will be for Fire only and we will need some equipment to run the software. A computer would be needed to run separate from Land Use because privacy will be needed. This will be on the next agenda for further discussion.
- The Fire Marshals are looking into possibly moving into a new space somewhere in the Town Hall instead of the Town Garage. They have been working with First Selectman Noel Bishop regarding this matter.
- Mr. Dobson met with Deputy Fire Marshal Dick Leighton and asked his intention for this position. He doesn't seem to be interested at this point to continue as a Deputy Fire Marshal. Chairman Hagemeister stated that he will talk to him regarding the matter.
- There are a lot of issue at 1525 Boston Post Road and they continue to work on them with the property owner.

Mr. Dobson will email a written report to Secretary Kelemen so that she can forward to all the Board Members.

Upon a motion by Katie Kelemen, seconded by Sid Holbrook, it was:

VOTED: Unanimously to approve the Acting Fire Marshals verbal report, with a hard copy to follow.

5. Old Business:

*** Update on DMV Check for Fire Department Members:**

The information was supplied by Fire Chief Mike Jenkins.

*** ISO/SOP's:**

There was discussion that we should possibly hold a special meeting just to discuss the ISO and SOP's. It was decided to set up a sub-committee to go over the information and present the pertinent information to the rest of the Board. Kim Bennett and Lynn Spencer volunteered to be on the sub-committee with George Pytlik. Fire Chief Mike Jenkins was asked to have Cathy Wininger send a copy of the SOP's to Kim Bennett.

Upon a motion by Katie Kelemen, seconded by Sid Holbrook, it was:

VOTED: Unanimously to table ISO and SOP's until a report is received from the sub-committee.

*** Town Vehicle Use:**

Chairman Hagemeister stated that he had been working with Director of Finance Andrew Urban regarding this matter, but now that Mr. Urban is no longer working for the Town, he will have to look further into the matter and see if he can find out what information Mr. Urban had put together. There was discussion of possibly buying Chief Mike Jenkins recommended that members log on to fetonfire.com and look up command vehicles, in order to get an idea of what's out there and the cost. Chief Jenkins will send a list to all members of the minimum needs for a chiefs vehicle.

*** Tax Abatement – Cost to the Town:**

Secretary Kelemen was asked to find out what the \$ amount is that the Town abates for the tax abatement. The following information was obtained for the 2015 (current grand list): 24

members received the abatement totaling \$24,000.00; Motor Vehicle was \$4,338.98 and last year's Supplemental was \$687.05 for a total of \$29,026.03.

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

There is no update at this point. Chairman Hagemeister still has to contact Attorney Jiran. He also wants to discuss "Stipend" vs "Pay" for the 3 chief positions.

*** Any other Old Business:**

None.

6. New Business:

*** Creation of Yearly Calendar:**

Kim Bennett suggested drafting a yearly calendar of events that the Commission does so that things don't get missed. Secretary Kelemen will go through old minutes and come up with a list to be reviewed at the next meeting.

*** Any Other New Business:**

It was stated that Westbrook is the only town in the immediate area that does not provide vehicles for the 3 chiefs and the Fire Marshal. Chief vehicles can be purchased used at a cost of \$18,000 to \$25,000. These types of vehicles can be found at fentonfire.com.

Upon a motion by Kim Bennett, seconded by Sid Holbrook, it was:

VOTED: Unanimously to send a letter to the Board of Selectmen regarding the information pertaining to Fire Chief/Fire Marshal vehicles.

7. Approval of Bills:

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

VOTED: Unanimously to approve payment of the following bills:

\$284.45 to NFPA for supplies; \$297.71 to Capital Uniforms & Supplies for Fire Marshal Uniforms; \$76.46 to Chief Michael Jenkins for mileage reimbursement; and \$107.96 and \$107.96 to Verizon for Fire Marshal Phones.

Upon a motion by Kim Bennett, seconded by Sid Holbrook, it was:

VOTED: To pay \$32.42 and \$10.81 to Katie Kelemen for Secretarial duties.

8. Correspondence:

Chairman Bob Hagemeister thanked the Fire Marshals for all of their hard work and professionalism.

9. Adjournment:

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

VOTED: Unanimously to adjourn the meeting at 8:42 p.m.

Respectfully submitted:

Kathleen H. Kelemen, Board Member/Secretary