

**Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, January 20, 2022.**

Present: Robert Hagemeister, Lynn Spencer, Kim Bennett, Brittany Cusano, Sid Holbrook, Paul Beaulieu, Bill Cusson and John Flaherty.

**1. Call to Order:** 6:07pm. Welcomed new Alternate Member, Paul Beaulieu, to the Board of Fire Commissioners.

**2. Approval of Minutes:** Motion made by Lynn S./2<sup>nd</sup> Sid H. to approve meeting minutes from 10/28/21 & 12/14/21. All approved.

**3. Correspondence:** none

**4. Finance Updates:**

- a) Update regarding current fiscal year budget –no issues with current WFD or FM budget.
- b) Capital budget – Fire Marshall Flaherty continues to await the new FM vehicle. Chief Cusson reported that FD State Radios have been identified as a capital budget request for this upcoming budget season. These radios were briefly presented to the board during 2018/19 radio tower project discussions/meetings and were included in the consultant report at that time. They are dual-band radios and the estimated cost is \$575,000. These radios are expected to improve current dead zones within the town for the Fire Department, thus improving safety for emergency personnel.
- c) Next fiscal year budget update – FM presented his budget to the board, which has already been submitted to the Finance Department to meet their deadline. Motion made by Lynn S./2<sup>nd</sup> Sid H. to approve the Fire Marshall budget for FY 22/23 as submitted. All approved. WFD budget was received by the Finance Department and no budget meetings have been set as of yet.
- d) Other finance discussion –none

**5. Fire Chief's Report:** Motion made by Sid H./2<sup>nd</sup> Kim B. to accept the Fire Chief's report as presented pending receipt of the inventory reports. All approved.

- Fire Call/Service Statistics – medical calls continue to make up the vast majority of call types for the town. Discussion surrounded a trend in delayed responses to calls and the resulting poor public perception. One contributing factor is a somewhat recent change in dispatching practices by Valley Shore Communications. Motion made by Sid H./2<sup>nd</sup> Brittany C. to inform the First Selectmen of the issue. All approved. Kim will send an email to John Hall following the meeting.
- Administrative matters – no discussion
- Training – Junior firefighter update provided by Matt Canova including an interest in EMT/EMR training.

## WESTBROOK BOARD OF FIRE COMMISSIONERS

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- Apparatus/equipment – The 3 newest engines (453, 467, 462) have been having a recurrent issue with their DEF (diesel fluid sensor). The Chief has been communicating with the service provider and did not have any warranty information for the board. Lynn suggested that the department document the communication with the service provider via email since the communication thus far has been via phone.
- Inventory Reports – No reports were provided. The Chief stated that there has been a change in officer assignment to the trucks. The board requested that the reports be provided no later than the end of January. The Chief agreed to do so.
- Community Relations - the Santa parade was a success. A polar plunge sponsored by the Athletic Boosters will be held on 2/6/22 requiring WFD attendance.

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

- Inspections – Reviewed with no discussion.
- Investigations – Reviewed with no discussion.
- Plan Reviews/Permits – Reviewed with no discussion
- Community Relations – discussed a recent issue with Emergency Service response by FM complicated by social issues where there was no clear process for handling the resident's needs. Kim will reach out to Selectman Hall expressing the Board's concern with a need for clarification.
- Administrative Matters – FM has received no information on annual increases for his department.
- Inventory Reports – An inventory report was provided with excessive detail which resulted in discussion surrounding an appropriate cost threshold to be included in the report. Motion made by Kim B./2<sup>nd</sup> Lynn S. to set a minimum dollar amount of \$500 for the purpose of inventory tracking and reports for this board. All approved.
- Training – no discussion

### **7. Emergency Management Updates:**

- None

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

- BOFC Rules & Regulations – no updates and Ad Hoc Committee members have not been informed of any additional meetings or information related to changing the town ordinance.
- COVID19 Update – no discussion
- Pension status – no updates have been provided. Lynn will reach out to the Finance Director regarding a need for further discussion on verbiage regarding cost of living.

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

- A recent verbal approval by the board members to a request to utilize apparatus to leave town to pickup masks prompted discussion surrounding the vehicle use policy. Will plan to discuss at next meeting when all members have a copy of the policy for review.

- Chairman appointment – Kim nominated Robert H. as Chairman of the Board. No other nominations were received. All approved to elect Robert H. as Chairman.

**10. Executive Session:** None needed

**11. Action items:**

- a) Approval of bills – none submitted at this time.
- b) Set date/time for next meeting – next regularly scheduled meeting will be held on April 21<sup>st</sup> at 6pm. Motion made by Sid H./2<sup>nd</sup> Kim B. to change regular meeting times to 6:30pm. All approved. Kim will notify the Town Clerk of time change.

**Meeting adjourned at 7:38pm by a motion made by Robert H./2<sup>nd</sup> Lynn S. All approved.**

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members