

Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, February 15, 2018.

Present: Robert Hagemeister, Lynn Spencer, Sid Holbrook, Mike Jenkins, Bill Cusson, John Planas, Noel Bishop & Kim Bennett.

1. Call to Order: 7:00pm

- Motion made by Robert H./2nd Lynn S. to seat Sid H. to fill board vacancy. All approved.

2. Correspondence:

- Letters of resignation from Katie Kelemen, Sue Izzo and George Pytlik (board members) were read aloud. Motion made by Sid. H./2nd Lynn S. to accept letters of resignation. All approved.
- Letter of interest for seated board position was received from Sid Holbrook and read aloud.

3. New Business:

- Discussion regarding 2018 meeting dates and times. Agreed to keep regularly scheduled meetings/times as is and schedule special meetings as needed.
- Motion made by Robert H./2nd Lynn S. to appoint Kim B. as paid board secretary. All approved.
- Motion made by Lynn S./2nd Kim B. to appoint Sid H. as a full seated board member. All approved.
- Motion made by Lynn S./2nd Kim B. to appoint Bill Robbins as the Interim Acting Fire Marshall from 2/15/18 through 6/30/18. All approved. A letter of agreement will be drafted and Chief Jenkins will provide contact information for Bill R. to Valley Shore Communications.
- The Town Clerk was present at this meeting and swore in both Sid H. and Bill R. to their new positions. Letters will be sent to the Town Clerk formally documenting these new appointments.

4. Approval of Minutes:

- Motion made by Lynn S./2nd Kim B. to approve the 1/18/18 meeting minutes. All approved.

5. Finance Updates:

- Robert H. updated the board regarding the Board of Selectman's meeting outcome regarding the Fire Department/Fire Marshall Budget request(s).
- Capital Budget – no discussion at this time.

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

- **Fire call statistics** – highest volume continues to be medical services
- **Administrative matters/budget update** – 1 administrative suspension remains in place.

- **Training** - new SOP created for Training/Equipment Check as a result of an OSHA mandate. The Chief is also posting a traffic incident management class for Fire Police. Firefighter Dan Clark submitted a request to attend Fire Marshall training classes. The board agreed that he should attend the training and his application was signed by the Chairman. He plans to attend the next class which will be offered in the fall (which has no cost). The cost of text books for the class are approximately \$200. Motion made by Lynn S./2nd Kim B. to purchase the NFPA manuals required for training and keep them in the Fire Marshall's office, when not in use, for trainees or department use as needed. All approved.
- **Apparatus/equipment** – Review of recent equipment damage/loss during fire incident and length of time expected for necessary repairs. The Chief provided a summary of the insurance claim and reported that there were no procedural violations made by the Fire Department personnel at this latest fire incident. Lynn S. stressed the desire to see any insurance reports and detailed incident reports on any equipment/apparatus damage.
- **Inventory reports** – The Chief was asked to provide annual reports in January of each year in order to comply with the Town Ordinance for annual review. Don Izzo asked to be included in any discussions/issues related to town radio equipment.
- **Community relations** – Chief reported a WYFS grant that will be focusing on Opioid Misuse and the use of Narcan, as well as a WHS fundraiser that will be held next month that will be raising money for CPR masks.

7. Fire Marshall Report: Motion made by Kim B./2nd Robert H. to approve the Fire Marshall's report. All approved.

- **Inspections** – John P. will provide an updated list of the status of inspections on a flash drive in excel format to Bill R. (compiled as of January 2018). They will coordinate a time to review it together.
- **Investigations** – reviewed the Toby Hill Road fire from January 26th. Investigation remains in progress. John P. will continue to follow through on this investigation until it is completed. A recent vehicle fire was also reviewed, but was deemed by the FM to be a non-issue.
- **Plan reviews/Permits** – new urgent plan reviews will be addressed by Bill R. going forward.
- **Community Relations** – no discussion at this time.
- **Administrative matters/Budget Update** – John P. stated he would be available for an exit interview. Lynn S. and Sid H. volunteered to conduct the interview. John P. reports that all communication and vehicle emergency light equipment have been returned to Don Izzo, Emergency Management. Other town-issued equipment will be placed in a locked closet in the FM office and the Chairman will verify that these items have been returned.
- **Open positions** – FM and Deputy FM open positions to be discussed during executive session. John P. completed initial interviews for the Deputy FM position based on applications received and provided the board with a summary of the candidates.

8. Old Business:

WESTRBOOK BOARD OF FIRE COMMISSIONERS

866 BOSTON POST ROAD. WESTBROOK, CT 06498

- There are currently 2 open alternate positions for the board. Letters expressing interest in joining the board were received by Kristen Neely and Peter Schaumburg. They were both present to express their interest in person as well. Their letters will be forwarded to the First Selectman's office for consideration for the alternate positions before the next Board of Selectman meeting on 2/22/18.
- Lynn S. provided an update on SOP/SOG committee progress. A rough draft of the document was provided to the board members. The BOFC administrative guidelines will focus on seamless collaboration with the WFD SOP/SOGs to meet department needs. Lynn S. asked that Chief Jenkins join the SOP/SOG committee to facilitate this collaboration. He agreed. Don Izzo asked to be included in the discussion regarding any SOP/SOG development related to town radio equipment,
- Sid H. volunteered to act as a liaison from the BOFC to the Selectman's office as needed.
- Lynn S. volunteered to act as a liaison from the BOFC to the Town Finance Department as needed

9. Executive Session: Motion made by Lynn B./2nd Sid H. to go into executive session and invite Mike Jenkins and Noel Bishop to attend. All approved.

- Came out of executive session at 8:48pm.

10. Action items:

- Approval of bills – none at this time
- Motion made by Kim B./2nd Lynn S. to schedule a special meeting on Thursday, March 15, 2018 at 7pm for the purpose of conducting final interviews for the Deputy Fire Marshall position and any other necessary board/department business. All approved. Bill R. and Mike J. were asked to conduct first interviews for the position based on applications received and provide the board with a summary of the candidates.
- Motion made by Robert H./2nd Kim B. to appoint Lynn S. as designee for the Chairman for the purpose of signing timesheets or other administrative business in the Chairman's absence. All approved.

Meeting adjourned at 9:00 pm.

Sincerely submitted,

Kimberly Bennett, BOFC Secretary

CC: Board Members