

Minutes of the Special Meeting of the Board of Fire Commissioners on Wednesday, May 4, 2022.

Present: Lynn Spencer, Kim Bennett, Brittany Cusano, Sid Holbrook (via phone), Paul Beaulieu, Bill Cummings, Bill Cusson, John Flaherty and John Hall.

1. Call to Order: 6:34pm. Welcomed new regular member, Bill Cummings, to the Board of Fire Commissioners.

2. Approval of Minutes: Motion made by Lynn S./2nd Bill C. to approve meeting minutes from 1/20/22. All approved.

3. Correspondence: The board received notification that the board chairman was not re-elected at the recent town meeting. Motion made by Brittany C./2nd Kim B. to appoint Lynn Spencer as new board chairman. All approved. Motion made by Lynn S. / 2nd Sid H. to appoint Kim Bennett as board secretary. All approved.

4. Finance Updates:

- a) Update regarding current fiscal year budget –no issues with current WFD or FM budget. Awaiting up-to-date breakdown from the Finance Department, but no anticipated issues.
- b) Capital budget – Fire Marshall Flaherty continues to await the new FM vehicle.
- c) Next fiscal year budget update – WFD and FM budgets approved by BOS and BOF.
- d) Other finance discussion –none

5. Fire Chief's Report: Written report of call stats provided year to date.

- Fire Call/Service Statistics – the Chief reports that the department had a busy month. Per WFD incident report summary as of April 2022, the department has responded to 140 incidents so far this year.
- Administrative matters – none
- Training – no discussion
- Apparatus/equipment – Fire HQ lights are in the process of being changed over to LED lights and the department has changed the service company used for truck maintenance and service. The DEF sensors have been replaced on the trucks, which fell outside of the warranty period.
 - The Chief requested approval to donate the old SCBA packs (recently replaced with new equipment) and expired turnout gear to Ukraine. Questions were posed by the board regarding details on the status of the old packs, number of units and whether they were able to be used by or sold to other departments in our area. The packs are currently unusable (approximately 26-28 packs) by the department because they have not been recertified, as the department is now using new packs and the cost of recertifying would be unnecessary. Motion made by Kim B./2nd Sid H. to suggest to the Board of Selectmen that the old SCBA packs no longer being used by the Westbrook Fire Department and any expired turnout gear be donated to Ukraine pending a full written inventory of all donated property. All approved.

WESTBROOK BOARD OF FIRE COMMISSIONERS

866 BOSTON POST ROAD. WESTBROOK, CT 06498

- The chief requested that an old hazmat trailer (1994 12-14ft and needs a lot of work worth approximately \$1000) be donated to the Westbrook Chemical Engine Company for annual carnival use and that various expired equipment on that trailer (worth approximately <\$500) be donated to the Guilford Hazmat team (assists our department with hazmat services). Motion made by Kim B./2nd Lynn S. to recommend to the Board of Selectmen that the old hazmat trailer be donated to Westbrook Chemical Engine Co. and that the expired hazmat equipment valued less than \$500 be donated to Guilford Hazmat. All approved with 1 abstain (Brittany C.)
- Inventory Reports – An incomplete report was received. Discussion continued about the expectations of a full inventory report. Brittany C. volunteered to meet with the chief and the department's administrative assistant to assist in putting the inventory reports together. The chief agreed and will coordinate a date/time.
- Community Relations – no discussion

6. Fire Marshall's Report: Written report provided by FM.

- Inspections – Reviewed with no discussion.
- Investigations – Reviewed with no discussion.
- Plan Reviews/Permits – Reviewed with no discussion
- Community Relations – no discussion
- Administrative Matters – Paul B. proposed information on a Fire Marshall service fee schedule to offset expenses. Further discussion will continue at next board meeting after board members are able to review the provided materials. Lynn S. requested that John F. obtain a summary of income already received for FM services from the Finance Department. FM reported that DFM will be on LOA x 3 weeks for training for another job.
- Inventory Reports – Inventory report provided by FM was very detailed and discussion was had regarding the dollar threshold set for these reports. Sid H. suggested that the board revisit the set value for inventory items at our next meeting.
- Training – no discussion

7. Emergency Management Updates:

- None

8. Old Business:

- BOFC Rules & Regulations – Lynn S. reported that there has been no movement at this time. Brittany C. provided an update regarding the Town Ordinance Ad Hoc Committee whose goal is to clarify rules and responsibilities of the Board of Fire Commissioners, Board of Selectmen and Westbrook Fire Department Chiefs. The committee will have their next meeting on 5/24/22 at 4pm.
- COVID19 Update – N95 masks and COVID test kits are available free of charge for town residents in the Selectman's office.
- Pension status – Lynn S. reported that there has been no movement on the pension. No updated document has been received since the last presentation/meeting. Lynn S. will

WESTBROOK BOARD OF FIRE COMMISSIONERS

866 BOSTON POST ROAD. WESTBROOK, CT 06498

speak with the Finance Director regarding status which appears to have been awaiting updates/clarification on the WFD points tracking system and various categories. Kim B. requested that Chief Cusson arrange for the administrative assistant to attend a meeting to assist the board in understanding the current tracking system and points categories.

9. New Business:

- Sid H. reported that CT legislators passed a new truck emissions law that will likely impact fire apparatus. He will attempt to get a copy of the law for our next meeting and directed members to the CT General Assembly website.

10. Executive Session: None needed. John Hall informed the board that an executive session agenda item should not be included unless a specific topic/issue has been identified requiring the session.

11. Action items:

- a) Approval of bills – Kim B. submitted bills for secretarial duties totaling 5.5 hours between October 2021 and present. Motion made by Sid H./2nd Lynn S. to approve these bills as submitted. All approved.
- b) Set date/time for next meeting – next regularly scheduled meeting will be held on Sept. 15th. The Chairman will be unavailable for this meeting. The idea was proposed for the need for a Vice Chairman to assist when the Chairman is unavailable. John H. will speak with the town attorney on whether this is allowable. Motion made by Kim B./2nd Sid H. to cancel the regular meeting on 9/15/22 and schedule a special meeting on 9/22/22 at 6:30pm to allow for a quorum. All approved. Kim will notify the Town Clerk of the meeting change.
- c) Motion was made by Sid H./2nd Bill C. to send a letter to former Chairman Hagemeister thanking him for his extensive service to this board. All approved.

Meeting adjourned by unanimous vote at 7:58pm by a motion made by Kim B./2nd Brittany C.

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members