

Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, May 17, 2018.

Present: Robert Hagemeister, Lynn Spencer, Sid Holbrook, Kim Bennett, Mike Jenkins, Bill Cusson, John Flaherty, Kristyn Neely & Pete Schaumburg.

1. Call to Order: 7:07pm

2. Correspondence: none

3. New Business:

- Locksmith needed to fix the Fire Marshall's office door locks. Bill will be submitted to the Town Hall once received.
- DFM Flaherty brought forward concern regarding water reduction to Old Saybrook area during Tobey Hill incident. Will work with Chief to obtain additional information which will determine next steps.

4. Approval of Minutes:

- Motion made by Lynn S./2nd Bob H. to approve the 3/15/18 meeting minutes. All approved.

5. Finance Updates:

- **Update regarding next fiscal year budgets** – no concerns at this time.
- **Capital budgets** – next 5-year plan has been submitted. Light rescue request on hold until next year's budget review/capital requests.

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

- **Fire call statistics** – awaiting updated information from Valley Shore Communications to have accurate data from the recent storms.
- **Administrative matters/budget update** – The Chief has not yet received an updated current budget form the Department of Finance for review. Reviewed process for DMV checks and qualified driver status/review process. All but 2 firefighters have current valid driver's licenses on file. A new SOP is under development for apparatus driving qualifications.
- **Training** - 2 new instructors available. Chief is going through a train-the-trainer program for driver training for apparatus.
- **Apparatus/equipment** – Approval received for checks to pay for truck/radio damage. 453 is back in service.
- **Inventory reports** – 11 sets of pet O2 masks were donated from a High School fundraiser.
- **Community relations** – no discussion.

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

- **Inspections** – reorganization of record keeping underway and proceeding with new staff to perform inspections. Reviewed each DFM report – inspections completed and findings.
- **Investigations** – none
- **Plan reviews/Permits** – DFM Flaherty working with the Building Department to perform necessary plan reviews.
- **Community Relations** – DFM Flaherty provided a fire safety program to Ambleside.
- **Administrative matters/Budget Update** –no current budget update has been received from the Department of Finance.
- **Open positions** –The new DFMs have been working well together to meet the needs of the town.

8. Old Business:

- New alternate board members (Kristyn N. and Pete S.) were welcomed to this board.
- Points tracking for WFD membership was briefly discussed and will be added as an agenda item for next meeting.

9. Executive Session: Motion made by Lynn S./2nd Kim B. to go into executive session at 8:50pm and invite Bill C. to join to discuss a personnel matter.

- Came out of executive session at 9:05pm. No action taken.

10. Action items:

- Approval of bills – Motion made by Sid H./2nd Lynn S. to approve reimbursement of board secretary for 4.5 hrs as submitted. All approved.
- Motion made by Kim B./2nd Lynn S. to schedule a special meeting on Thursday, May17, 2018 at 7pm. All approved.

Meeting adjourned at 9:12 pm.

Sincerely submitted,

Kimberly Bennett, BOFC Secretary
CC: Board Members