

**Minutes of the Special Meeting of the Board of Fire Commissioners on Thursday, May 27, 2021.**

Present: Robert Hagemeister, Lynn Spencer, Kim Bennett, Brittany Cusano and Bill Cusson.

**1. Call to Order:** 6:05pm.

**2. Approval of Minutes:** Motion made by Lynn S./2<sup>nd</sup> Brittany C. to approve the minutes from the 4/15/21 meeting. All approved.

**3. Old Business - SOPs/SOGs for the Board of Fire Commissioners:** Lynn S. provided background information on the need for BOFC SOPs/SOGs due to a vague town statute with regards to this board and the WFD and previous conflict with department leadership over the roles and responsibilities of this board. Their initial creation began in the spring of 2019 with the goal of having a consistent set of rules in conjunction with the Fire Department's SOPs/SOGs. The goal going forward is to work collaboratively with the department and its new leadership.

Four areas were identified as "issue" areas for further focus and development:

- Inventory
- Qualifications
- Review of FD SOP/SOGs
- Tax Abatement/Points/Pension

Kim B. made a motion/2<sup>nd</sup> Brittany C. requesting that 2 fire department members, preferably one officer and one regular member, be asked to collaborate with this board's subcommittee to work on these issue areas and the completion of the document. All approved. The Chief will ask the membership and respond to Lynn S. with the names/volunteers. The board is hoping that someone that serves on the department's By-Law Committee will be available.

**4. New Business:**

- WFD Carnival is set to be held on July 7-10<sup>th</sup>.
- Sept. 25<sup>th</sup> marks the WFD's 100<sup>th</sup> anniversary celebration. There will be a parade, fireworks and food.
- The WFD fire boat will be supporting a private fireworks display off the Westbrook shore at the request of our Fire Marshall on June 5<sup>th</sup>. The Chief was directed to work with the Finance Department if any financial reimbursement is involved in this event to ensure all town policies/procedures are followed.

**5. Action Items:**

- a) Set date/time for next meeting – the next regular board meeting is scheduled to be held on July 15, 2021 at 6pm. Motion made by Lynn S./2<sup>nd</sup> Kim B. to cancel this meeting and schedule a special meeting on July 29<sup>th</sup> at 6pm. This will allow adequate time for the Chief to obtain volunteers for the SOP/SOG subcommittee. All approved.

**Meeting adjourned at 7:04pm by a motion made by Lynn S./2<sup>nd</sup> Kim B. All approved.**

WESTBROOK BOARD OF FIRE COMMISSIONERS  
866 BOSTON POST ROAD. WESTBROOK, CT 06498

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members