

Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, June 28, 2018.

Present: Robert Hagemeister, Lynn Spencer, Sid Holbrook, Kim Bennett, Kristyn Neely, Pete Schaumburg, Mike Jenkins, Pete Krauss, Bill Cusson, Bill Robbins, John Flaherty and Don Izzo.

1. Call to Order: 7:04pm

2. Correspondence: none

3. New Business:

- Don Page, Firefighter brought forth a concern regarding accuracy of years of service in department records. Discussion was had regarding record keeping and practice used by the department to notify members of yearly vested status / requirements for retirement.
- Motion made by Kim B./2nd Lynn S. to request Don Page's file from the Fire Department, the department policy regarding retirement requirements and a copy of the letter sent to Mr. Page in 2015 notifying him of his incomplete requirements for that year of service so that the information can be reviewed by the board in executive session at a future meeting to be arranged. All approved.

4. Approval of Minutes:

- Motion made by Lynn S./2nd Pete S. to approve the 5/17/18 meeting minutes. All approved.

5. Finance Updates:

- **WFD budget** - Received updated copy of the current budget which was reviewed. It was noted that the WFD budget does not yet reflect the addition of funds (as voted at Town Meeting) for vehicle/equipment maintenance and repair.
- **Fire Marshall budget** – apparel has been ordered for DFMs and fire gear will be ordered soon.
- Motion made by Sid H./2nd Pete S. to approve the Fire Department bids as written for the Capital Budget for the Zodiac (42Z) and the 2 outboard engines for the Fire Boat (42). All approved.

6. Fire Chief's report: No written report was made available. Chief provided a verbal review.

- **Fire Call Statistics** – none provided.
- **Administrative Matters/Budget Update** – see budget update above.
- **Training** - none reviewed.
- **Apparatus/Equipment** – 457 out of service for “check engine light” to be investigated.
- **Inventory Reports** – none
- **Community Relations** – no discussion.

7. Fire Marshall Report: Motion made by Kim B./2nd Sid H. to approve the Fire Marshall's report for May and June as submitted. All approved.

- **Inspections** – records have been organized and a free trial is being initiated with an appropriate software to be utilized by the department that will interface with the Fire Department.
- **Investigations** – none
- **Plan reviews/Permits** – no updates
- **Community Relations** – no updates
- **Administrative Matters/Budget Update** –see above for budget update. Reviewed time logs for DFMs. Sid H. expressed, for the record, a heartfelt thank you to Bill Robbins, Acting Fire Marshall, for his outstanding work during the transition period. All board members agreed and expressed their gratitude.
- Chairman will discuss with the Finance Director a promotional gift that was received from Comcast and how it may be utilized by the department.
- **Open positions** –The new DFMs continue to work well together to meet the needs of the town. The Fire Marshall position has been posted and resumes received.

8. Old Business:

- A scanner has been installed in the Fire Marshall's office and a portable radio will be obtained through Westbrook EM for FM use.
- SOP/SOGs – no discussion.
- **Emergency Management update** – Don Izzo reviewed a new Workplace Violence prevention initiative - new blue lights in Town Hall as part of a new panic alarm system and the direction to shelter in place should the system be triggered.
- Chiefs have been notified of the loss of a portable marine radio. Pete S. met with EM regarding proposed radio project.
- Motion made by Bob H./2nd Sid H. to appoint Pete S. as liaison to Emergency Management Department. All approved.

9. Executive Session: Motion made by Bob H./2nd Kim B. to go into executive session at 8:15pm and invite Bill C. to join - to discuss Fire Marshall position, review candidate resumes and review DFM contracts.

- Came out of executive session at 8:55pm.

10. Action items:

- Motion made by Lynn S./2nd Kim B. for Chairman to reach out to top 3 candidates for the Fire Marshall position to set up interviews for July 9, 2018 to begin at 5pm. Reference checks to be requested at that time. All approved.
- Motion made by Lynn S./2nd Pete S. to renew Deputy Fire Marshall contracts for 7/1/18-6/30/19. All approved.
- Motion made by Sid H./2nd Lynn S. to appoint John Flaherty as Acting Fire Marshall effective immediately through August 1, 2018. All approved.

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

- Approval of bills – Motion made by Bob H./2nd Lynn S. to approve reimbursement of board secretary for 2.5 hrs as submitted. All approved.

Meeting adjourned at 9:12 pm.

Sincerely submitted,
Kimberly Bennett, BOFC Secretary
CC: Board Members