

Minutes of the Regular Meeting of the Board of Fire Commissioners on Thursday, January 19, 2023.

Present: Lynn Spencer, Kim Bennett, Brittany Cusano (via phone), Bill Cummings, Paul Beaulieu, John Giannini, Bill Cusson, John Flaherty, Matt Canova and Cliff Spencer. Also in attendance was John Palermo EM.

- 1) **Call to Order:** 6:32pm. Seated alternate member, John Giannini, for absent regular member Sid Holbrook by motion from Lynn S./2nd Kim B. All approved.
- 2) **Approval of Minutes:** Motion made by Bill C./2nd John G. to approve meeting minutes from 1/9/23. All approved.
- 3) **Correspondence:** none
- 4) **Finance Updates:**
 - a) Update regarding current fiscal year budget –no issues with current WFD or FM budget.
 - b) Capital budget – The Finance Dept. has provided the outline for capital budget requests and department heads are working on completing the packets.
 - c) Next fiscal year budget update – Budgets have all been submitted to the Finance Department and will be sent for Board of Selectmen and Board of Finance review. No meeting dates have been set at this time.
- 5) **Fire Chief's Report:**
 - a) Fire Call/Service Statistics – Written report of call stats were provided year to date.
 - b) Administrative matters – The newly appointed slate of officers was presented by Chief Cusson as follows: 403 Pete Krauss, 404 Mike Lecza, 405 Ralph Buck, 406 Pete Thomas, 407 Travis Jenkins, 408 Morgan Barrett, and 409 Tyler Masterson. The board extended congratulations to the new officers.
 - c) Training – Deputy Chief Canova will be in charge of training and announced that 2 firefighters passed FF1 training. An incident review of a recent complex MVA was conducted and included mutual aid department personnel for which the department was commended by the board. The department is actively recruiting for membership.
 - d) Apparatus/equipment – 466 repairs are on hold (back up piece), as the department is focusing on primary apparatus maintenance first. WFD will be receiving a new radio system through a town contract with the State of CT which will improve service and interface with surrounding towns. The Chief will be meeting with a vendor next week followed by a meeting with the state as this project moves forward.
 - e) Inventory Reports – North end station inventory was provided to the board for review consisting of only a few items. Updating and reviewing inventory lists will continue to be a focus for the department. The board was invited to attend a walk-through at HQ to identify current status of the building and any future repair needs. It was suggested that Lester Scott be invited as the most knowledgeable member regarding the building.
 - f) Community Relations – no discussion

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6) **Fire Marshall's Report:**

- a) Inspections – Reviewed schedule and current focus.
- b) Investigations – Reviewed with no discussion.
- c) Plan Reviews/Permits – Reviewed with no discussion.
- d) Community Relations – no discussion
- e) Administrative Matters – FM reported that 1 DFM has resigned. Discussion surrounded current department needs and work volume. The Fire Marshall plans to increase his current hours, as well as those for the other DFM to meet those needs.
- f) Inventory Reports – in progress of compiling to include new vehicle.

7) **Old Business:**

- a) Town Ordinance Ad Hoc Committee Update –. No update available awaiting attorney feedback.
- b) BOFC/Membership meeting –The board members were invited by WFD to attend a membership meeting, as well as to come down any Wednesday night 7-9pm to attend a Weekly Clean-Up.
- c) WFD Points System Update – The Deputy Chief reviewed the proposed points system for pension vesting that was recently approved by the membership. Activities were simplified to 1 point each regardless of category, will remain 100 points per year and will now require that 50% of points consist of response to calls. Motion made by Kim B./2nd Bill C. to accept the 2023 proposed WFD point system as presented. All approved.
- d) WFD Software Update – WFD is still awaiting completion of new software installation as the town's IT department is overwhelmed with multiple department needs. The Deputy Chief reported that Fire Headquarters is having issues with wifi service and computers.

8) **New Business:**

- a) Elect Chairman – Motion made by Kim B./2nd Bill C. to nominate Lynn S. as Board Chairman. All approved.
- b) Elect Secretary – Motion made by Lynn S./2nd John G. to nominate Kim B. as Board Secretary. All approved.
- c) FM Hours – With a DFM vacancy, the current Fire Marshall's office is in need of position review and best steps to take to meet town needs. The remaining part time employees will increase work hours as permitted by contract and budgetary restraints.
 - i) Motion made by Kim B./2nd Bill C. to amend the Fire Marshall's current contract to increase weekly work hours up to <32hours/week through the end of the current fiscal year. All approved.
 - ii) Motion made by Kim B./2nd Bill C. to amend the previously approved Fire Marshall budget for FY23/24 to include adjustment to payroll lines to accommodate changing the FM position from part time to full time pending a discussion with the Board of Selectmen. All approved.

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9) **Action items:**

- a) Approval of bills – Kim B. submitted bills for secretarial duties totaling 6.5 hours between September 2022 and present. Motion made by Lynn S./2nd John G. to approve these bills as submitted. All approved.
- b) Confirm date/time for next meeting – next regularly scheduled meeting will be held on April 20th at 6:30pm.

10) Meeting adjourned by unanimous vote at 8:22pm by a motion made by Kim B./2nd John G.

Sincerely submitted by Kimberly Bennett, BOFC Secretary

CC: Board Members