

Board of Fire Commissioners

**REGULAR MEETING MINUTES**

February 7, 2019

Present: Commissioner Charles Longo - Chairman  
Commissioner John Cafazzo – Vice Chairman  
Commissioner Richard Quagliaroli - Secretary  
Commissioner James Dutton  
Commissioner Arnold Higgins  
Commissioner Gilbert Spencer

Others: Assistant Chief David Thurz  
Deputy Chief Bruce Motowidlak

Commissioner Longo called the meeting to order at 6:30 PM.

**Public Comment:** None

**Approval of Minutes:** Commissioner Dutton made a motion to approve the minutes from the January 3, 2018 meeting. Commissioner Higgins seconded the motion. The motion passed unanimously.

**Chief's Report:**

Chief Thurz reported on the following items:

- A meeting with the Architect, John Scrib from Middletown, CT took place on January 8, 2019. At the meeting were Chief Thurz, Deputy Chief Motowidlak, Captains Cody and Yacka, as well as David Sacchitella with Facilities. To date the architect provided a preliminary drawing for Station 1's kitchen. Still awaiting drawings for the bathrooms at Stations 1 and 2.
- The floor, ceiling and painting of Station 1's training room was completed. Painting will continue in the hallway and outside the administrative offices.
- CIP Workshop meeting, held in January in which the Department has presented \$220K for continued building improvements to Stations 3 and 4, and deferred maintenance to the training facility, a new rescue boat and repairs to Station 2's roof. Facilities has identified where the leaks are occurring on the roof. Final approval of the budget will not occur until March 26, 2019.
- The truck committee met on January 29, 2019 to finalize the specs for new engine proposed for Station 4. Once the committee finalizes the changes Chief Thurz will meet with the Purchasing Director to finalize the purchase. The vendor is anticipating an October to November timeframe for delivery.

- The new service truck for Station 2 is back from having the emergency lights installed. The vehicle is partially lettered and is now at the Highway Garage for some additional lights and storage boxes installation.
- Advised that he will be on vacation from February 10<sup>th</sup> to the 17<sup>th</sup>, followed by being out of state from 18<sup>th</sup> to the 21<sup>st</sup> for work. Assistant Chief David Thurz will also be on vacation from the 10<sup>th</sup> until the 19<sup>th</sup>. Deputy Chief Motowidlak will assume the Chief's obligations while he is out of state.
- Reviewed the Department's monthly expenditures. Commissioner Cafazzo asked what the town charged for fire watch services and if the funds came back to the Department. Chief Thurz advised that the administrative charge is \$30 per hour, per firefighter, and that it goes to the general fund. Each firefighter receives \$20 per hour. Commissioner Dutton inquired about the Vehicle Maintenance charge for parts and if it included outside repair. Chief Thurz explained that parts purchased in-house were separate from the outside charges. Commissioner Longo felt an invoice, from an outside vendor should be with the apparatus when returned to town. Chief Thurz explained that was not the process. The vendor mails the invoice directly to Vehicle Maintenance for payment.
- Advised that the Department's annual awards dinner is Saturday, April 27, 2019 at The Gallery.

#### **Committee Reports:**

- Commissioner Longo was present at the recent truck committee meeting, and wanted to acknowledge the fine work that the committee had done.

#### **Old Business:**

- By-Laws - the annual requirements (calls/training) for all Department members is now in a Standard Operating Guideline (SOG). The Captains received a copy of the new SOG at a recent officer's meeting. There is a minor change that Chief Thurz needs to make and will reissue a revised SOG later in the month. As for the job descriptions for each position, that remains a work in progress. A motion to approve, and adopt the By-Laws was made by Commissioner Dutton, and seconded by Commissioner Cafazzo. The motion passed unanimously.
- Review of the Deputy Chief's job description – Commissioner Quagliaroli asked the Chief to condense the job description to two pages. He felt that there were a number of repetitive comments in the description. Chief Thurz advised he would review before posting. The Commission approved the posting of the job description, pending a review and consolidation.

#### **New Business:**

- None. However, there was discussion if someone wanted to bring up a new business item, provided no action taken, if that was acceptable? Commissioner Dutton felt that it was acceptable, as the Fire Commission does not conduct any business that would require public discussion. He was going to research the matter further. Chief Thurz asked if there

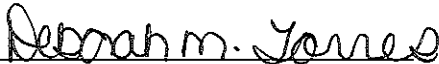
was new business to be discussed that Commissioner Longo be notified so that the Chief could incorporate the item into the agenda.

**Correspondences:**

- Commissioner Quagliaroli read a thank you card from the Pagliughi Family for their contributions and support during the time of their loss.

**Next Regular Meeting:** The next scheduled regular meeting will be held on March 7, 2019 at Company 1, 2825 Main Street, 6:30 PM.

**Meeting Adjourned:** A motion to adjourn the meeting was made by Commissioner Caffazo and seconded by Commissioner Dutton. The meeting was adjourned at 7:10 PM.

  
Deborah Torres  
Recording Secretary

c: Fire Commission (6)  
Fire Chiefs (3)  
Fire Captains (4)  
Richard J. Johnson, Town Manager  
Chris Siwy, Fire Marshal  
Mary Visone, Purchasing Agent  
Robert DiBella, Civil Preparedness