

Board of Fire Commissioners
SPECIAL MEETING MINUTES

April 6, 2023

Present: Commissioner Longo, Commissioner Quagliaroli, Commissioner Cavanaugh and Commissioner Cofiell

Others: Chief Michael Thurz

Absent: Commissioner Cafazzo and Commissioner Dutton

Commissioner Longo called the meeting to order at 6:15 PM

Public Comment: None

Approval of Minutes: Commissioner Longo asked for a motion to approve the minutes from the Regular Meeting held on March 2, 2023. Commissioner Cofiell made a motion to accept with Commissioner Cavanaugh seconding the motion. There was no discussion. The motion passed unanimously.

Commissioner Longo asked for a motion to approve the minutes from the Special Meeting held on March 24, 2023 pertaining to the Fire Marshal's position. Commissioner Cavanaugh made the motion to accept with Commissioner Cofiell seconding the motion. There was no discussion. The motion passed unanimously.

Commissioner Longo asked Commissioner Quagliaroli to read a letter, which was provided at the March meeting, from former Deputy Chief Bernard Dennler, Jr. Commissioner Longo noted that the letter was intended to have been read at the previous month's meeting. Deputy Chief Dennler's letter thank the Fire Commission, the officers and members for their support during his tenure as Deputy Chief.

Chief's Report:

Chief Thurz reported the following:

- Lieutenant Paul Kehoe submitted a letter of his intention in stepping down from his position as Lieutenant, but would remain a member of the Department. Chief Thurz acknowledged Lieutenant Kehoe for his seven years of leadership at Station 2.
- Promotions which took effect on April 1st:
 - Captain Paul Cody was promoted to Deputy Chief
 - Lt. Matthew Accornero was promoted to Captain
 - Firefighter Tyler Zaches was promoted to Lieutenant
- Promotions which took effect on April 6th:
 - Firefighter Brendan Lawlor was promoted to Lieutenant

- Posted for the open Captain's position at Station 1. The closing date for this position is April 11th.
- Commissioner Quagliaroli inquired how long an eligibility list was good for? Chief Thurz stated customarily it is one-year. Chief Thurz noted that it was not in the By-Laws. Commissioner Quagliaroli questioned if it should be referenced in the Standard Operating Guidelines? Chief Thurz replied it would be more appropriate in the By-Laws as that is where the testing procedure is outlined.
- Renovation work at Station 4 has started. The contractor has been on-site for three weeks. The contractor anticipates to begin work at Station 3 within six weeks. Some of the long lead items are readily available and should be on-site earlier than originally anticipated.
- Facilities will begin installing a new ceiling at Station 3 on April 10th.
- A purchase order has been issued for the new lighting fixtures in the apparatus bays at all stations.
- The FY2023-24 budget was approved. A meeting with a representative from Fire Facilities was held to review the work that needs to be completed in the burn building. The Department will continue to use the building until the end of May, and then shut it down so repairs can be made. The intent is to have the contractor begin work in July so that live fire training can resume in the fall. The goal is not to have to conduct live fire training out of town at either Eastern Connecticut Fire School or the Connecticut Fire Academy in the fall.
- Commissioner Cavanaugh inquired as to the status of restroom facilities while Station 4 is being renovated? Chief Thurz replied a port-o-let was recently delivered. The contractor was able to get one on site. Initially the Parks Department was going to arrange for one to be delivered, but the vendor was unable to fulfill the request.
- Department's new records management system went live on April 1st. The Department's officer have been trained on the new system. Department is experimenting with the system's work order platform as a tool to report vehicle, building and air pack issues, with email notifications sent to those that are responsible.
- Participated with Deputy Fire Marshal Giantonio and a few other department members at the Town's wellness fair recently held at the Riverfront Community Center. The Department utilized the fire extinguisher prop and kid's safety trailer as demonstrations.
- Attended career day at Glastonbury High School with Deputy Fire Marshal Giantonio. Interacted with approximately 50 students, of which one student, a sophomore, reached out to express an interest in the cadet program.
- The second installment of unit payout is currently in process.

- Awards Dinner – April 15th at the Villa Louisa in Bolton
- Shared with the Commission a tri-fold recruitment flyer that was created by Firefighter Clint Williams and passed out at career day, and during the companies upcoming Easter Plant sales. Commissioner Quagliaroli noted the flyer is something, which came out of the strategic planning meetings. He further stated that for a small investment, it's a way to get information out to the public about the organization, whether its career day, the health fair or during the plant sales. Chief Thurz also shared with the Commission the door hanger that was created by Lieutenant Hannon in the event the Department response to a resident or business and no one is there.
- Brian Hollister and Gary Esak have retired from the Department as of March 31st.
- Commissioner Longo inquired about the testing and timing for the Captain's position at Station 1. Chief Thurz replied that an outside oral panel would be used, as there are only three candidates eligible. If there is only one candidate, then it would only be an interview with the Fire Chief and a Commissioner. As for the Lieutenant position, if there are more than three candidates a written exam will be required. Chief Thurz will contract with the Connecticut Fire Academy to facilitate the written exam. If there are three or less candidates it will only be an outside oral panel interview, in which a Commissioner will serve as a moderator.
- Review of monthly operating expenses

Old Business:

- None

New Business:

- None

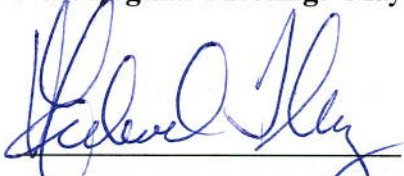
Committee Report:

- Planning Committee – Commissioner Quagliaroli informed Commission members that the committee continues to discuss staffing and investigating hiring full-time employees. The consensus was to look at a hybrid staffing model, and to gather information from departments that operate with a combination of career and volunteer personnel. In the meantime, the Chief will be gathering data as to the critical times of days when current staffing is minimal. He further stated that when the department implements a full-time staffing model it would replace the current per diem program with those funds used to offset the cost of full-time personnel. Conversation continues to be on-going, and needs to be based on the data that the committee is able to gather. The idea of evolving into a combination department will need to take some thought as to what is best. Commissioner Longo did inquire about the officer evaluation, which Chief Thurz replied that he is still waiting for Company 3's to be completed. Chief Thurz noted that some officers appreciated the feedback, and that they provide a metric to measure each individual.

- Fire Marshal's Position - Commissioner Cofiell reported the Commission made its recommendation to the Town Council, and to the best of his knowledge the matter has been tabled. Commissioner Cofiell spoke with Commissioner Cafazzo, as well, and he did not have any additional information on the matter either.

Meeting Adjourned: Commissioner Cavanaugh made the motion for adjournment, which was seconded by Commissioner Longo, and passed unanimously. The meeting adjourned at 6:45 PM.

Next Regular Meeting: May 4, 2023 at Company 1, 2825 Main Street, 6:30 PM.



Michael Thurz – Fire Chief
Recording Secretary

- c: Fire Commission (6)
Fire Chiefs (4)
Fire Captains (4)
Jonathan Luiz, Town Manager
Chris Siwy, Fire Marshal
Gina Consiglio, Purchasing Agent