

Board of Fire Commissioners  
REGULAR MEETING MINUTES  
June 1, 2023

**Present:** Commissioner Dutton, Commissioner Quagliaroli, Commissioner Cavanaugh and Commissioner Cofiell

**Absent:** Commissioner Longo and Commissioner Caffazo

**Others:** Chief Michael Thurz, Assistant Chief David Thurz, Deputy Chief Motowidlak, Deputy Chief Cody, Executive Officer Bernard Dennler and Fire Marshal Michael Makuch

Commissioner Dutton called the meeting to order at 6:30 PM

**Public Comment:**

None.

**Approval of Minutes:**

Approval of the minutes from the April 6, 2023 Special meeting and May 4, 2023 were both tabled. Commissioner Dutton was not in attendance at the April 6, 2023 meeting and Commissioner Cavanaugh was not present at the May 4, 2023 meeting.

**Chief's Report:**

Chief Thurz reported the following:

- Introduction of Michael Makuch, Glastonbury's new Fire Marshal to the Fire Commission. Commissioner Cofiell discussed how Commissioner Cafazzo, former Town Manager Richard Johnson, and he interviewed Fire Marshal Makuch for the position. They were very impressed, and he is already working on things within the town. Commissioner Cofiell introduced Fire Marshal Makuch to the other members of the Fire Commission. Fire Marshal Makuch thanked everyone for their support during the hiring process, and he appreciates being given the chance to prove himself. Mr. Makuch commented that his goal is to take what is good and keep making it better.
- Building renovation are on-going at Station 4; tile work should commence shortly. Station 3's renovations will begin on July 10<sup>th</sup>.
- New lighting fixtures have been installed in all of the stations' apparatus bays. Facilities still needs to go through the stations to adjust some of the programing, as there are a few lights not working properly.
- The parts to fix the overhead door at Station 1, as stated at last month's meeting, were in, but incorrect. The tint of the frame was wrong. Overhead Door is working to get it corrected in order to expedited the repair.
- There will be a recruitment meeting on June 19, 2023. Executive Officer Dennler noted initially there were five candidates, but that has decreased to three. He noted that with the recent social media post hopefully there will be more candidates in the future.

- Deputy Chief Cody informed the Commissioners he created individual accounts for each in First Due. Commissioners now have the ability to look at the work orders and follow along with maintenance. Commissioner Quagliaroli asked if the work orders will be sent over to them? Deputy Chief Cody replied that if they are set up correctly they should receive a notification. Deputy Chief Cody will look into this matter further.
- Executive Officer Dennler noted that the internal training of the new recruits is coming to an end. There were a total of eight sessions that he felt went over extremely well. The class will end on June 17<sup>th</sup> with a live fire training exercise at Eastern Connecticut Fire School in Willimantic. Executive Officer Dennler recognized Deputy Chief Cody for his idea in developing the program. Moving forward the program will be used to introduce new members to the Department prior to enrollment into a Firefighter I class.
- Assistant Chief Thurz mentioned that clean-up at the training facility will be taking place over the coming weeks in preparation for the repairs to the training facility. Commissioner Cofiell asked if a contractor has already been hired? Chief Thurz replied that a contractor had not, but the material, through a letter of intent has been ordered. Assistant Chief Thurz and he will be working on putting together a proposal as to the scope of work that will need to take place, because it will be over \$25K. The Purchasing Department will send out bid requests. Fire Facilities has provided a list of eight preferred vendors who will receive invitations, one of which is based in Connecticut. Commissioner Dutton asked if the work requires special credentials? Chief Thurz answered no, but he would prefer that Purchasing includes language that states the contractor is either qualified by the manufacturer, or has prior experience in performing the required work. While the funds are not available until after July 1<sup>st</sup>, the letter of intent issued to the material supplier might expedite the getting the order in the que. The hope is to have the contractor in place and available to do the work sometime over the summer. Chief Thurz also noted the original contractor who erected the building is still in business. There is the possibility they too could bid the job, as well.
- Review of monthly operating expenses.
  - Commissioner Dutton asked what the bed liner spray purchase was for? Chief Thurz replied it was for Service 43's utility body repair.
  - Commissioner Quagliaroli asked if the purchase order was still open at Cofiells? Chief Thurz replied it was.
  - Commissioner Cofiell inquired if the balance in the Vehicle Maintenance account was sufficient? Chief Thurz advised that not all repair bills are up to date. Funds may need to be transferred to cover any short falls.

**Old Business:**

None

**New Business:**

None

**Committee Report:****Strategic Planning Committee:**

- Commissioner Quagliaroli noted the Strategic Planning committee met on May 22<sup>nd</sup>. The discussion focused on improvements to the performance review process. The Deputy Chiefs and Captains provided additional input regarding the evaluation forms and process. The thought is to implement some of these additional ideas into the next round of performance reviews.
- At the meeting, Chief Thurz informed the Commission that the Department will be participating in National Night Out, which will be held on August 1<sup>st</sup>. Chief Thurz noted that National Night Out is typically a police event. However, the Department, along with Glastonbury EMS and the Parks Department have been asked to participate in the event as well. Chief Thurz noted that there will be several moon bounces, fire apparatus, police vehicles, K9 unit, boat unit, as well as food. Members from Station 1 will be doing the cooking, and there will be ice cream. The event will be from 5:00 to 8:00 PM, and held at the Riverfront Community Center. The Department will also have on display the kid's safety trailer, as well as a recruitment table, so hopefully the event will attract new members. If it rains the event will be held inside at the Riverfront Community Center. The hope is that there will be approximately 300 to 500 people. Commissioner Quagliaroli suggested bringing a cross section of apparatus. Chief Thurz said they will have a ladder, engine, rescue and ATV.
- Commissioner Quagliaroli also discussed the Duty Crew program which will be extended thorough the end of the fiscal year. It seems to be working on a limited basis. There has been varying ranges of success within the four stations. The committee will continue to evaluate to see if it is worth continuing in the future.
- Commissioner Quagliaroli added there was a discussion of bringing the Fire Marshal's office formally back under the umbrella of the Fire Department as per the charter. The charter is pretty clear on that and somewhere along the line it was amended. It may have been a personnel issue higher than the Fire Commission at the time, but history had it split away from being governed by the Fire Department and Fire Commission. It may be time to reexamine that and reunite the Fire Marshal's office with the Fire Department. Commissioner Dutton mentioned that the town website has a graph showing the Fire Marshal's office under Community Development, which will need to be tweaked. Commissioner Quagliaroli mentioned that the Charter supersedes any graph.

**Meeting Schedule:**

Chief Thurz inquired if the Commission would consider cancelling the July meeting, which has been done in the past due to the holiday. The scheduling would not need to be amended, just a cancellation notice filed with the Town Clerk. Commissioner Cavanaugh made a motion to approve the cancellation of July's meeting, which was seconded by Commissioner Cofiell. The motion passed 3-1.

**Meeting Adjourned:** Commissioner Cofiell made the motion for adjournment, which was seconded by Commissioner Cavanaugh, and passed unanimously. The meeting adjourned at 6:58 PM.

**Next Regular Meeting:** August 3, 2023 at Company 1, 2825 Main Street, 6:30 PM.



Deborah Torres  
Recording Secretary

- c: Fire Commission (6)
- Fire Chiefs (4)
- Fire Captains (4)
- Jonathan Luiz, Town Manager
- Michael Makuch, Fire Marshal
- Gina Consiglio, Purchasing Agent
- Robert DiBella, Civil Preparedness