

Board of Fire Commissioners

**SPECIAL MEETING MINUTES**

October 10, 2018

Present: Commissioner Charles Longo  
Commissioner Richard Quagliaroli  
Commissioner James Dutton  
Commissioner Arnold Higgins  
Commissioner Gilbert Spencer

Absent: Commissioner John Cafazzo

Others: Deputy Chief Bruce Motowidlak  
Deputy Chief David Thurz

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

**Approval of Minutes:** A motion to approve the minutes from the September 6, 2018 Regular Meeting was made by Commissioner Longo and seconded by Commissioner Dutton. Motion passed unanimously.

**Public Comment:** None

**Chief's Report:**

Chief Thurz reported on the following items:

- Captain Cody recommended FF Rodrigo Cabellero be placed on permanent status. The Commissioners agreed unanimously to accept Captain Cody's recommendation.
- Engine 41 sustained minor damage to its windshield when a tree branch fell and cracked it. The windshield needed to be replaced.
- A new recruit was transported to the hospital for a medical evaluation while participating at the Hartford County Fire School. The recruit was evaluated as a precaution for possible dehydration due to the hot weather and practical skills evolution that were being taught that day. The recruit was released from the hospital that same day.
- Department provided a fire watch at the Town's 325<sup>th</sup> Anniversary celebration, which included fireworks and activity on the Connecticut River.
- Department provided a safety patrol for a Friends of Glastonbury Rowing event on the Connecticut River.
- A structure fire at 138 Naubuc Avenue was discussed. An incident review was held on 10/03/18 that was led by Captains Cofiell and Kessler.

- Chief Thurz and Deputy Chief Motowidlak attended a FEMA Grant Workshop in Lebanon, CT. The Department will be applying for SCBA replacement. The grant application is due October 26, 2018. This is the same grant opportunity that was applied for last year.
- Preventative maintenance has been performed on Engine 32 and 42 with necessary repairs made. Engine 22 is currently having its preventative maintenance completed. There was a crack in the radiator's expansion tank causing an antifreeze leak. Once placed back in service Engine 21 will go to Northeastern Fire for its repairs.
- Firefighter of the Year dinner was held on 10/04/18 for Engineer Norman Higgins. There will be a statewide dinner at the Aqua Turf on 10/18/18.
- Department has 7 potential recruits that will be completing their physicals and agility test. The Department would like to have the physical and agility tests completed by October 19<sup>th</sup>. Chief Thurz advised the Commission that he completed the physical agility test himself and feels that it is fair based on the requirements to be a firefighter.
- Purchase order has been processed with Marion Body Works for the new engine. Committee members met with the manufacturer's representative. A pre-construction meeting will be scheduled in the coming weeks with the hopes of finalizing the truck by November 15<sup>th</sup>. The pre-construction meeting will be held by video conference with the manufacturer.
- Department annual meeting will be held November 5<sup>th</sup> at the Riverfront Community Center.
- As a follow up to Commissioner Higgins' request for a fire hydrant ordinance regarding clearing snow, the Town Manager advised Chief Thurz that discussion had come up on this matter in the past and did not receive a favorable response from the Town Council to implement such an ordinance. Chief Thurz advised that clearing fire hydrants from snow is an issue many cities and towns face each year. As winter months approach the Department will do its best to remind citizens of the importance to clear hydrants from snow through both print and social media.
- Chief Thurz will be out of state from November 7<sup>th</sup> until November 12<sup>th</sup>, attending the International Fire Chiefs Association's "Symposium in the Sun".
- Reviewed the Department's expenditures for the month of September.

**Old Business:**

- Chief Thurz and Deputy Chief Motowidlak met with Dave Sacchitella regarding the proposed improvements at Stations 1 and 2 for the upcoming year. A purchase order with the architect has been issued. In addition, Facilities will be meeting with a contractor to upgrade the heating system at Station 4. Discussion was had about converting to one fuel source at both Stations 3 and 4. Currently different appliances at both stations are served by natural gas, oil or propane.

- Discussion was held on the proposed Capital Improvements and Capital Outlay budgets in preparation for the upcoming FY' 2019-20 fiscal year.
- Chief Thurz reported that he is concerned about the ongoing water leaks at Station 2. Chief Thurz feels this should be a priority for the upcoming budget year. Chief Thurz reported that mold has been observed in the station. In speaking with facilities staff the roof and siding may need to be replaced.
- Other Capital Improvement budget items include:
  - Replacement of the Department's boat
  - Replacement of the rescue truck at Station 1
  - Upgrading the Department's training facility
  - Purchasing an engine tanker for Station 2
- Proposed Capital Outlay items included:
  - 12 sets of Personal Protective Equipment
  - Replacement of the 2003 staff vehicle
- Commissioner Dutton questioned the training received to operate the boat. Deputy Chief Thurz advised that in July training was conducted at the high school pool to ensure members could first swim. That training was followed up with a rescue drill on the Connecticut River, which included operation of boat. In November, 16 members have signed up to take a safe boaters and personal watercraft class that will be put on by the State of Connecticut's DEEP
- Commissioner Longo handed out revised copies of the By-Laws for the Commissioners to review. Commissioner Longo suggested that everyone review the By-Laws and to be prepared to discuss at the November meeting.
- Discussion was had on the proposed job posting to fill the vacant Assistant Chief's position. Based on the description as written Commissioner Dutton questioned the number of eligible members. After reviewing the proposed requirements it was agreed to expand the eligibility to include officers that have at least 12 years with the Department and are currently an officer with a minimum of 5 years in the officer rank. Chief Thurz will finalize the posting, review with Commissioner Longo and posted by October 17<sup>th</sup> with a closing date for some time in November.

**New Business:** None

**Committee Reports:** None

**Correspondences:** None

**Next Regular Meeting:** The next scheduled regular meeting will be held on November 1, 2018 at Company 1, 2825 Main Street, 6:30 PM.

**Meeting Adjourned:** Commissioner Longo made a motion to adjourn, which was seconded by Commissioner Spencer and approved unanimously.

The meeting was adjourned at 8:00 PM.

Deborah Torres  
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