

**TOWN OF WOODBRIDGE
BOARD OF FIRE COMMISSIONERS**

DRAFT MINUTES OF REGULAR MEETING

Monday August 21, 2006 - 7:30 p.m.

Woodbridge Town Hall Main Meeting Room

Attendance:

Present: Fire Commissioners: Chair Beth Heller, Vice Chair Chris Laydon (7:35), Commissioner Peter Hershman, and Commissioner Bob Sorensen

Fire Marshal Michael Cavanagh, Fire Chief Andrew Esposito, Assistant Fire Chief Sean Rowland, George Lee (WVFA Executive Board Liaison), Nate Case (WVFA Executive Board Liaison), Chief Engineer Gary McCrum, Captain Chris Parietti, George Dingwall (WVFA), and Clerk Suzi Mizzoni

Absent: Commissioner Bill Burt, Dr. James Sabshin (BOS Liaison), Janet Barillari (BOF Liaison)

Call to Order:

Commissioner Heller called the meeting to order at 7:30 pm.

Public Comments:

George Lee brought to the attention of the Commission the fact that the televised Board of Finance meetings include discussions pertaining to the Fire Department, the Fire Commission and the Fire Station Building Committee. He stated that he believes that these discussions have included a great deal of misinformation, which Fire Department officials are not able to respond to. Several items were discussed at the July Board of Finance meeting under Liaison Reports. Mr. Lee is concerned this information may result in a reduction of contributions to the Woodbridge Volunteer Fire Association.

Commissioner Heller suggested these concerns be brought to both the Board of Finance and the Board of Selectmen, at their next meetings, as both liaisons were not in attendance this evening.

Approval of Minutes:

MOTION (Hershman--Sorenson) to approve minutes of July 17, 2006 BOFC Regular Meeting. The motion was unanimously approved.

Chair's Report:

Commissioner Heller reported Lieutenant Ted Pocwierz attended the recent Board of Selectmen meeting regarding the Statewide Fire Disaster Response Plan Memorandum of Understanding. The document was reviewed by the Town Attorney. The BOS voted unanimously to approve Woodbridge's participation in the agreement. The First Selectmen has signed the MOU. It must now be signed by the Fire Chief, and then be submitted to the State.

Vice Chair's Report /Financial Report:

Commissioner Laydon distributed copies of the FY06 year to date operating budget (as of June 30, 2006), both the FY06 and FY07 capital non-recurring budgets (as of August 21, 2006) and the FY07 year to date operating budget (as of August 21, 2006).

Chief Esposito has reported FY06 should be closed out by the end of August.

It was also reported both Gas and Oil line items are over-budget for FY06 as the Town's supplemented funds have not yet been applied; the Town is expected to supplement these line items due to the sharp increase in fuel costs.

Commissioner Heller reported funds have been transferred within the capital and non-recurring budget to cover the cost of the new light bar and lettering on the Chief's vehicle, and reminded the Fire Chief that he can now order these items.

Thus far FY07 looks fine; expected encumbrances for the year have been submitted.

A FY07 capital and non-recurring budget line appears to have an error under Capital Machinery (2300-54710). \$37,715.00 has been encumbered while there appears to have been no funds appropriated. Commissioner Laydon will speak with Finance Director Tony Genovese about this issue to try to resolve the matter.

Secretary's Report:

Correspondence – none

Fire Marshal's Report:

The Fire Marshal distributed copies of his monthly written report (*attached*).

Fire Marshal Cavanagh reported the Church of Latter Day Saints will hold their state conference at their church on Racebrook Road, and because the church is expecting attendance to be between 1000 to 1500 people, the Department will probably be required to provide a fire watch standby for the event. The church will cover the costs associated with the standby.

With summer coming to an end (and classes scheduled to begin in the very near future) the high school construction project has required an exorbitant amount of the Fire Marshal's time for inspections and re-inspections. In addition, the Fire Department provided 3 days of fire watch standbys (paid for by the Amity School District) while the alarms were tested, the alarm panel was changed, various structures and firewalls were inspected, and inspections due to changes in egress patterns were done. Due to inspections related to the construction at Amity High School, multiple licensing inspection requirements, and investigations of recent fires, the Marshals have not been able to keep up with the yearly occupancy inspections, and we continue to fall further behind.

Commissioner Heller reported she has spoken with both Tony Genovese and First Selectman Sheehy regarding the necessity of over-time for the Fire Marshal in facilitation of completing the high school project on schedule so that school can begin on time.

Fire Chief's Report:

Fire Chief Esposito reported on two fires over the past weeks including a furnace backfire in a private residence and another fire at a country club.

Fire Fighter II training class will begin in September at the fire house. Chief Esposito distributed a schedule of classes.

There have been a number of accidents on the Fire Department property at 4 Newton Road; a 4 inch splinter of wood broke from the shower trailer ramp and lodged into the arm of a Department members' wife. Last week, two people tripped and were injured due to the sink holes in the parking lot of the fire house. Chief Esposito stated that he has submitted incident reports to Gerri Shaw and has spoken with Administrative Officer Joe Hellauer regarding the holes in the parking lot of the fire house. According to the Chief, the Town has agreed to pay for the medical costs associated with these accidents. Chair Heller suggested that the Chief report these incidents to the First Selectman.

The Homeland security tow vehicle has had the lettering completed and is ready to go out for a light bar; the homeland security trailer equipment has been ordered.

Chief Esposito reported both Fire Marshal Cavanagh and Captain Parietti have completed the Incident Safety Officer course.

It was brought to the attention of Chief Esposito by the clerk, that while MUNIS is currently working at the fire house, one is unable to check email or research on the Internet while connected. This decreases productivity and efficiency; Chief has contacted the Finance Department and requested that this issue be resolved and is still waiting a return call.

The Firehouse software program has arrived and will be installed—the current software has failed.

WFD Activity Report:

The computer systems at the Department have failed and reports are unavailable. After the new software has been installed, it will require approximately a month's worth of data entry to be able to acquire activity reports.

Fire Station Building Committee Report:

Commissioner Hershman stated there has been nothing to note since the last Board of Fire Commissioners meeting. He did report that the Board of Selectmen voted unanimously to send the RFQ out for a Construction Manager for the project. There is a FSBC meeting scheduled for next week.

Apparatus Report:

Chief Engineer McCrum noted that the annual apparatus inspections have already begun.

Also noted, Engine 6 responded to a recent Fire Call last week (following the very expensive repairs to the ladder).

Rescue Vehicle Committee Report:

Assistant Chief Rowland reported a meeting had been held a few weeks ago; the representative from Marion trucks came to discuss the vehicle with the Committee.

It has been difficult getting the Committee together due to vacations. The committee will meet again in the next few weeks. It is expected a recommendation will be brought to the BOFC prior to meeting with the Board of Selectmen. Commissioner Heller noted that if necessary, the BOFC may need to call a Special Meeting to discuss Committee's recommendations regarding the rescue vehicle.

Old Business:

The Fire Marshal's salary/compensation will be reviewed and data gathered in preparation for the next budget preparation cycle.

Performance reviews for the Fire Department (Chief, Fire Marshal, and Clerk) will be done in September.

New Business:

Commissioner Heller distributed a Draft list of meeting dates for 2007 Fire Commission meetings. It was requested the Commission review these dates for approval at the next meeting.

Executive Session as permitted under Section 1-210(b) of the Connecticut General Statutes:

None

Action on matters heard in Executive Session:

None

Adjournment:

Motion (Laydon--Hershman) to adjourn the meeting at 8:25p. Motion passed unanimously. The meeting was adjourned at 8:25p.

Respectfully submitted,

Beth Heller, Secretary Pro Tem
Board of Fire Commissioners

Suzi Mizzoni, Clerk
Board of Fire Commissioners