

**Board of Fire Commissioners
Regular Meeting Minutes
Wednesday, December 12, 2018
7:30 pm East Brooklyn Fire Department**

1. Call to Order Acting Chair, Jeff Otto called the meeting to order at 7:30p.m. (19:30 hours).

Attendance: Jeff Otto; Lou Brodeur; Patrick Gauthier; Felix Ramos.
James Soler and Rick Ives were absent with notice.

Others Present – Sandra Brodeur: Jim Warren, East Brooklyn Fire Chief; S. Breen, Mortlake Fire Chief; Donald Schumacher, Superintendent of Operations, Connecticut Water; Melissa Wilcox, Connecticut Water; Todd LePine, Connecticut Water; Jon Livernoche; Phyllis Brown; Stephen Williams.

Motion was made by F. Ramos to move/add items to the Agenda:

- Move Item 7.a. **Discussion with Representatives from Connecticut Water** up on the Agenda to Item 3.a.
- Add Item 7.c. Mortlake Discussion regarding Medical Calls.
- Add Item 7.d. Mortlake Discussion regarding Maintenance Issues.

Second by L. Brodeur. Motion carried unanimously (4-0-0).

**2. Approve Minutes of
a. Regular Meeting of October 10, 2018**

Motion was made by L. Brodeur to approve the minutes of the Regular Meeting of October 10, 2018, as presented. Second by F. Ramos. Motion carried unanimously (4-0-0).

3. Public Comment

- a. **Discussion with Representatives from Connecticut Water:** Donald Schumacher, Melissa Wilcox and Todd LePine.

Mr. Schumacher spoke of how critical it is, for tactical planning, for firefighters to know where the strengths and weaknesses in the hydrant system.

Six copies of a Distribution Map were provided showing locations and classes of the hydrants.

Mr. LePine explained that Killingly is included on the Map because it is all one system with mutual aid.

Mr. Schumacher explained that the data is available to the Town and could be incorporated into GIS or other systems.

Much of the Town is not covered by public water, so they could add draft points and underground tanks onto the Map so that it would include all of the water supplies.

Mr. Schumacher would like to hear of any complaints or problems that the Town may have with Connecticut Water so that they can have the opportunity to correct the problem.

Training and Accountability – They are an investor-owned, water utility and are heavily regulated by the State of Connecticut. Mr. Schumacher explained that they are heavily judged

on water accountability. Therefore, when there is a drill, a fire, or an event where water is used, he asked that Melissa Wilcox be contacted with the approximate number of gallons of water used. Mr. LePine explained that it is helpful if they can be notified ahead of time, so that they will know what is causing their alarms to go off. Mr. Schumacher spoke about unauthorized use and the possibility of cross-contamination. He offered training and he, again, stressed the importance of informing them (in dispatch plan) of big events where a lot of water will be used. They will dispatch someone to assist in controlling the water system. There was discussion. Private hydrants that they do not own, but are on their system, are also shown on the Map.

Mr. Otto suggested that the Fire Chiefs could plan for the training. Mr. LePine stated that Randy Burchard, Killingly Fire Marshal, has set training in January and suggested that Brooklyn could join in on that night. S. Breen offered to contact Mr. Burchard. The training session lasts approximately 1-2 hours (depending on interaction).

4. Equipment Discussion

Jeff Warren stated that the Cascade is out of their Rescue and they are waiting for the truck to be picked up.

5. Department Discussion

a. Recruitment

S. Breen stated Pat Boyd had sent an e-mail IAFC Report regarding volunteer fire service and gaining and retaining volunteers. He will forward it to the other Members of the Board.

b. Retention – No Discussion.

c. Paid Staff

J. Otto stated concern for getting a list of topics to be ready for next budget season. It needs to be looked into in more depth. He stated that Rick Ives should be present for discussion. Mr. Otto provided copies of the following information and asked that the Members be prepared for discussion at the January meeting:

- An informal list of concerns/other topics that need to be discussed.
- A letter from Metzger Lazarek & Plumb (dated June 5, 2018) regarding the Town of Scotland, and other documents from the U.S. Department of Labor (dated December 18, 2018).
- A sheet containing sample schedules.
Mr. Otto explained the different examples and there was discussion.
- An example of an Employment Notice (Manchester) listing necessary qualifications to hire a part-time firefighter.

Mr. Otto explained that the Federal Labor Laws changed in 2008 and would allow members of volunteer fire departments to be paid to provide the same service that they volunteer for in their own town so long as they are paid by a different agency. In October, S. Breen had suggested hiring three people with firefighting capabilities. Those in attendance at that meeting agreed with Mr. Breen.

P. Gauthier asked if Scotland was doing more mutual aide since they have had paid staff. Mr. Otter will find out. There was discussion.

L. Brodeur provided copies of information regarding time of day of calls. He said that this could also be discussed next month.

6. Financial Reports Discussion

Mr. Otto thanked the Fire Departments for getting their quarterly reports in to last Board of Finance meeting. No questions were raised, but they have questions at the December meeting.

a. Budget Discussion

P. Gauthier suggested that draft budgets reports be submitted at February meeting, make adjustments in March, final reports to be ready for the April meeting. Everyone was in agreement.

7. Other Business

a. Discussion with Representative from Connecticut Water – See Agenda Item 3.a. (above).

b. Review/approve 2019 Schedule of Regular Meetings

Motion was made by L. Brodeur to approve the 2019 Schedule of Regular Meetings as presented:

Brooklyn Fire Commissioners 2019 Regular Meeting Dates

January 9, 2019 (Mortlake)
February 13, 2019 (East Brooklyn)
March 13, 2019 (Mortlake)
April 10, 2019 (East Brooklyn)
May 8, 2019 (Mortlake)
June 12, 2019 (East Brooklyn)
July 10, 2019 (Mortlake)
August 14, 2019 (East Brooklyn)
September 11, 2019 (Mortlake)
October 9, 2019 (East Brooklyn)
November 13, 2019 (Mortlake)
December 11, 2019 (East Brooklyn)

All meetings are at 7:30 pm and rotate between East Brooklyn Fire Department and Mortlake Fire Department. It was decided that meetings on odd numbered months would be held at Mortlake Fire Department and meetings on even numbered months would be held at East Brooklyn Fire Department.

Second by F. Ramos. Motion carried unanimously (4-0-0).

c. Mortlake Discussion regarding Medical Calls – See above under Item 5.c. Paid Staff.

d. Mortlake Discussion regarding Maintenance

L. Brodeur provided copies of a memo from Mortlake Fire Department (dated December 12, 2018), Subject: Emergency Appropriation.

Mr. Brodeur explained that they had been quoted approximately \$13,000 to repair ET290, however, since some of the repairs were covered under warranty, the price was reduced to \$10,081. They are asking for approval from the Board of Fire Commissioners and, then, would to bring it before the Board of Finance. He explained that they are already over budget by more than \$19,000. He had contacted Rick Ives who suggested that, if it is under \$20,000, the money could be appropriated or they also have money in Capital for emergencies.

Mr. Otto suggested making the Board of Finance aware of this unexpected expense and he feels that maybe the Board of Finance would suggest bringing it up again in May because, then, they would have a better idea of other Town expenditures. He suggested that endorsement from the Board of Fire Commissioners would be helpful at the time that they will be asking for money. He suggested that the Board of Finance could be notified at their meeting next Wednesday and it can be taken up again later in the year.

There was discussion regarding the repairs that were done.

8. Public Comment – None.

9. Next Meeting – January 9, 2019, at Mortlake Fire Department

F. Ramos thanked East Brooklyn Fire Department for the Santa Run last weekend.

10. Adjourn

Motion was made by L. Brodeur to adjourn at 8:29 p.m. Second by F. Ramos. Motion carried unanimously (4-0-0).

Respectfully submitted,

J.S. Perreault
Recording Secretary