

Board of Fire Commissioners  
February 6, 2018  
Company # 1 Firehouse  
Regular Meeting

Commissioners Present: Howard Bogue, Bruce Dutch, Jennifer Spencer  
Guests: Brian Auld, Mike Davis

1. Call to order: at 6:01pm by Chairman Howard Bogue.
2. Acceptance of Minutes for January 2, 2018: Brian Auld noted correction to be made to budget for fire boat - should read \$60,000.
  - a. Motion by Bruce Dutch to accept minutes with changes. Seconded by Howie Bogue. Motion passed.
3. Bill Approval: Invoices reviewed. Jennifer Spencer reviewed her process for retrieving/reviewing/submitting bills and invoices. Noted Chief Auld request more consistent follow through leaving invoices from Shagbark with request to have purchaser print name below signature for improved accountability.

Motion by Bruce Dutch to approve all invoices. Seconded by Howard Bogue. Motion passed.

4. Budget Recap: Line items reviewed. Current grand total at 54.5%. Training budget is \$12,000 therefore changing % used. Jennifer Spencer to discuss with Dawn Snow for appropriate corrections. Repairs at 46.7%. Howie Bogue noted that First Line is working with the FD and making road calls to assess concerns and do repairs if he has proper equipment. This has reduced time needed to have any truck OOS for extended periods. Building at 119.91%. Fire Dept at 227.8%. Bottled gas at 495.9%.
  - a. Discussion took place regarding budget changes for career staff. Bruce Dutch notes review of cost factors, budget it will be planning to change to 2 FTE/no PT employees. Vacant hours including PTO days can be covered by per diem staff. Goal is to improve scheduling coverage and reduce budget by approximately \$10,000/yr per financial advisor.
  - b. Discussion regarding need to meet with First Selectman Emmett Lyman to review various aspects of career staff expectations. Bruce requesting a letter of intent be drafted and ready for review before Town meeting February 12, 2018.
  - c. It is expected a meeting with career staff will be held by Emmett Lyman to review changes that will be coming.
  - d. Fire Commissioners to be link between career staff and Fire Chief.
5. Old Business:
  - a. Fire boat budget noted to be \$60,000. Currently the information is with Linda for the bid spec to be completed. Brian Auld to follow up with Linda as to status. Goal is for bids to go out by spring.
6. Visitors Participation: Mike Davis in attendance noted to assist in meeting needs of the residents regarding career staff issues. He noted he had recent discussion with Emmett Lyman.
  - a. Several items discussed as concern from Mr. Davis. He would like to clarify actual hours/ shifts of career staff. Do they work 8 hours or 10 hours.
  - b. If there are paid staff in town and an issue arises where they could be utilized to meet needs such as structure fire/storm conditions, what are parameters; such as who calls them in; do they receive overtime pay or regular pay. Discussion noted that they could be called if budget allows/needs indicated – determination jointly by Emmett Lyman, Fire Commissioners and Fire Chief.

- c. Mike Davis noted he has requested information from Valley Shore as to response times of the career staff when there is an EMS call. Concerned that response is delayed therefore resident is waiting longer than we originally expected as they are expected to R-1 on initial tone. He will be compiling this information as soon as he receives it.
  - d. Discussion took place attempting to determine best way to proceed when EMS tone goes out.
  - e. Mike Davis asking if there is a better way to assure appropriate accounting of hours worked by career staff. He did offer two approaches from a time clock or a system where only they can sign in to computer and sign out. He recommended Zohls as an option.
  - f. Mike noting importance of determining Union status of any paid staff. Chief Auld will monitor. Currently the union staff get 2.5% pay increase yearly per contract that expires June 2019. We have one paid staff member that is union.
  - g. Mike Davis asking if the EMS duties have interfered with response to fire calls and delaying that response. Per Chief Auld it has not affected response up to this point.
  - h. Are performance reviews done on regular basis. If not this should be considered.
  - i. Mike Davis asking what can EMS do to improve current situation. Discussion took place.
  - j. Commissioner Bogue thanked Mr Davis for his input and interest. Invited him to join us as an ambulance representative to work on addressing needs of town and discuss expectations of career staff.
7. Fire Chief's Report:
    - a. None
  8. Fire Marshal's Report:
    - a. None
  9. Building Report:
    - a. Diversity says they have completed renovations. There will be a meeting of the renovation committee on Wednesday, February 7<sup>th</sup> as several committee members feel there may be remaining items to complete. Full review and report to be discussed at next meeting.
  10. Equipment Report:
    - a. All trucks are up to date. Engine #4 again having issues at most recent structure fire on the pumping side of truck. First Line has already checked the truck.
  11. Correspondence:
    - a. None
  12. New Business:
    - a. Secretary will make binder for Tanker 2-15 following set up for Tanker #1.
    - b. Secretary will obtain a collared shirt with name/logo and will obtain badges with holders for all 3 Commissioners. Motion made by Howard Bogue with second by Bruce Dutch. Motion passed.
    - c. Howard Bogue will set up with vendors, so Jennifer Spencer can do charges as needed. He will also give office key to her.
  13. Adjournment: at 6:55pm
    - a. Motion by Bruce Dutch, seconded by Jennifer Spencer to adjourn the meeting at 6:55pm. Motion passed.

Respectfully Submitted,  
Jennifer Spencer, Secretary