

Town of Plymouth

Board of Fire Commissioners

80 Main Street

Telephone: (860)585-4001

Terryville, Connecticut 06786

Fax: (860)585-4015

Fire Commission Minutes

July 8, 2021

Call to Order: Chairman Martin Sandshaw called the scheduled July 8, 2021, Fire Commission Meeting to order at 7:02 p.m. at the Head Quarters Station of the Fire Department at 21 Harwinton Avenue, Terryville, Connecticut.

Roll Call: Chairman Martin Sandshaw, Commissioner Daniel Wollenberg, Commissioner Mark Redman, Vice-Chairman Gerard Wunsch. Also, in attendance were: Fire Chief Mark Sekorski, Deputy Chief Greg Cody, Deputy Chief Derek Freimuth, Fire Marshal Ray Kovaleski and Councilwoman Sue Murawski.

Pledge of Allegiance: Chairman Sandshaw led the group in the Pledge of Allegiance.

Approval of Minutes dated June 10, 2021:

A motion was made by Vice-Chairman Gerard Wunsch, seconded by Commissioner Daniel Wollenberg to approve the June 10, 2021 Minutes. This motion was approved unanimously.

Commissioners' Reports

Chief's Report:

Chief at Sekorski reported the following:

Waiting for concrete pad to be poured for the generator at the firehouse.

The Mayor signed lease for the ladder truck.

Scott Poulton is negotiating numbers on the air packs.

Training – being done outside (tower drills, pumping, ground ladders, etc).

Waterbury Area Chiefs Executive Board meeting - 7/1

Will be working on the Terryville fair with the Lions Club.

Litchfield Area County mtg - 6/14

Physicals were extended to 7/31.

A lot of routine calls – went to Thomaston for 2 structure fires.

Captain's meeting - 6/21.

Chairman Sandshaw stated The Lions Club meet on Tuesdays.

Treasurer's Report – Ledgers were printed for this year and last year's budget.

Fire Marshal's Report: Fire Marshal Raymond Kovaleski went over his Monthly Report, Monthly Budget Expenses and List of Incidents in detail for the month of June.

2021 JUL 12 AM 9:45
PLYMOUTH, CT
COMMISSIONER'S OFFICE
TERRYVILLE, CT 06786
Eric Collins
TOWN CLERK

Communications:

Radio Report: Deputy Chief Greg Cody reported everything is in good shape.

Chairman Sandshaw reported that the Mayor signed the agreement with Norcom.

Buildings and Grounds Report: Chief Sekorski reported that they are waiting for the work to begin at Headquarters. Schaffer was at headquarters today.

Equipment Report: Deputy Chief Derek Freimuth reported everything is good.

Training Report: Chief Sekorski reported being done outside.

Trucks Report: Deputy Chief Greg Cody reported the Tower had repairs done and passed the test. New tower has been ordered. Lease faxed. 6-8 weeks will have a construction meeting. 13-15 months should be delivered.

Old Business: Chairman Sandshaw reported that Walt Seaman talked to Commissioner Victor Mitchell and himself. The school wants to do something.

Chief Sekorski stated the following would need to be done before the fire department will participate:

- All the kids would have to join the Jr. Corp.
- They would need a town physical.
- A meeting with their parents.
- Need to sign a hold harmless agreement.

Chief Sekorski stated that the teacher is a not certified instructor.

After a brief discussion, it was decided that the Commission would wait for the school to come back and report to the fire department.

A motion was made by Commissioner Mark Redman, seconded by Vice-Chairman Gerard Wunsch to wait for the Board of Education to come back with a detailed plan and curriculum for the Firefighter I class. This motion was approved unanimously.

New Business:**Discussions regarding Administrative Assistant union position**

The Commission discussed having Linda Schnaars join the clerical union. The job description was discussed in detail as there were concerns of the secretary being pulled from the office to work at the other departments. The Commission does not want that to happen.

The secretary should continue with her years of working noted so she doesn't lose seniority.

A motion was made by Vice-Chairman Gerard Wunsch, seconded by Commissioner Daniel Wollenberg to accept the position of the Fire Marshal/Fire Department/ Fire Commissioner

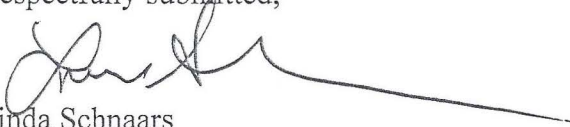
Clerical Secretary (22 flexible hours per week) as presented in the General Description sheet to join the clerical union. This motion was approved unanimously. (See job description attached).

Public Comment: None

Adjournment:

There being no further business of the Fire Commission, a motion was made by Commissioner Daniel Wollenberg, seconded by Vice-Chairman Gerard Wunsch to adjourn. This motion was approved unanimously. The meeting ended at 7:31 p.m.

Respectfully submitted,


Linda Schnaars
Recording Secretary

**TITLE: FIRE MARSHAL/FIRE DEPARTMENT/FIRE COMMISSION
CLERICAL SECRETARY (22 flexible hours per week)**

GENERAL DESCRIPTION:

This is a responsible clerical/secretarial/administrative work involving varied general office functions for the Fire Marshal, Fire Department and Fire Commission.

Work involves responsibility for carrying out office procedures requiring thorough knowledge of the work process and functions for the Fire Marshal's office and Fire Department.

Duties include typing, filing, receptionist, telephone answering, deposits, account and record keeping and other related duties.

This position also has the responsibility for making standard office clerical decisions regarding work methods and procedures. The work requires that the employee have considerable knowledge, skill and ability in general office procedures, secretarial techniques, and bookkeeping procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Marshal, Fire Chief and Fire Commission Chairman.

EXAMPLES OF DUTIES:

Assists the Fire Marshal and Deputy Fire Marshals with the daily operations of the office.

Prepare and issue purchase orders.

Open mail

Verify invoices for payment.

Compose general correspondence, memos and notices and office filing.

Coordinate the Fire Prevention poster contest with the elementary schools.

Prepare Monthly Fire Marshal reports.

Prepare local and state reports.

Submit required NFIRS reports to the State quarterly.

Submit monthly fire calls to local media.

Office payroll spreadsheet

Office deposits (grant money, fire hawk and general fund).

Prepare and manage yearly budget for the Fire Marshal's office.

Ability to establish and maintain effective working relationships with superiors, associates, representatives of outside organizations and the general public.

QUALIFICATIONS:

A high school diploma, or the equivalent, plus four years of progressively responsible clerical/secretarial/administrative work experience including technical record keeping work, or an equivalent combination of education and qualifying experience substituting on a year for year basis.

SPECIAL REQUIREMENTS:

None

7/2021