**BOARD OF FIRE COMMISSION
Regular Meeting**

**November 18, 2013**

 **“MINUTES”**

**Present**: Chairman Brett Salafia, Richard Dufour, Eric Germain, Steve Palmer, Darin Hurne

**Others Present:** Chief Greg Voelker, Deputy Chief Peter Freund, Assistant Chief McGahee, Fire Marshal Rich Klotzbier, Jason Swan, Jim Burke, Dan Burdick, John Basso, Dawna Royce, Fred Royce, Greg Stanhope, Joe Guest, Jaime Owen, Rob Rainville, Lou Harris, Donovan Antalik, Peter Dombrowski, Brian Bochinski, Ted Hintz (Town Council), Bunny Simko, Phil Visintainer (Town Council), Marty Swan, Jerry Cloutier, Marty Voelker, Ken Royce and Rich Kelley.

Chairman Brett Salafia called the meeting to order at 7:00 p.m. at Company #1 on Barton Hill Road.

**Approval of Minutes:**

Chairman Salafia asked that a few spelling changes be made to and would like to include the text on the disposition of vehicles and that the motion was made to dispose of the bottles.

**A motion was made by Richard Dufour to approve the regular meeting minutes for October seconded by Steve Palmer with the corrections noted by Chairman Salafia. Vote 4-0 all in favor and 1 abstention.**

**Public Remarks:**

Dan Burdick opposes the use of Company 3 as the host of the Emergency Management Vehicle. (see attached letter)

**Approval of Bills/Budget Report:** None

**Fire Marshal Report:** Fire Marshal Klotzbier’s report is attached to these minutes

**Chiefs Report:** Chief Voelker’s report is attached to these minutes

**Communications:** None

**Unfinished Business:**

**Exhaust System:** Chairman Salafia asked that Dan Burdick give an update on the Exhaust System, which will be delivered to Company 2 in the next few weeks. Phase I has been paid for and Phase II will be the payment of the labor.

**New Engine:** Chairman Salafia with Chief Voelker met with Jeff Jylkka and the Town Manager regarding where the funding of the equipment will come from and is moving forward. The delivery is expected to be mid-December and if anyone would like to see what the Engine looks like please contact Mike Rich for website address to view actual truck being built. Chief Voelker stated that the town only wants one purchase order for the equipment.

**Old Business:**

**Awards Program Documentation and Review:** Chairman Salafia stated that the final report still has not yet been received by the Town. This item is tabled to the next meeting.

**Service of Tanks –** Chief Voelker drafted a letter that will be scanned and distributed to the Commission for discussion during the next meeting. Deputy Chief Freund distributed the hydrant testing and reviewed briefly what needs to be repaired or others that are out of service. A brief discussion was held regarding the hydrants.

**Status of Engine & Tanker –** Chairman Salafia stated he saw some emails from the company putting the items out to bid.

**Dedication of New Truck** – Commissioner Dufour mentioned that when the truck was first discussed it was mentioned dedicating it to past Commissioner Ida Erickson. Chief Voelker stated at the June department meeting it was discussed and the membership felt that it would better if the truck was dedicated to a few instead of one. Chief Voelker stated that he would bring this up at the next Department meeting in December.

**New Business**

**Emergency Management Vehicle** – Commissioner Germain stated that he would like to table this item to next meeting since hearing Dan Burdick’s letter.

**Fire Extinguisher Contract** – Commissioner Germain stated that he will be working on putting together this information with the three vendors from last year.

**Discussion on Former Members Request of BOFC** – Chairman Salafia stated that it was his understanding of the bylaws that the Commission is unable to assist with this matter. Dan Burdick supplied a copy of the Commission ordinance and it states that the Executive Board has the decision on this matter.

**Ladder Testing:** Chief Voelker stated that the ladder test is complete and the item that needed to be repaired has been taken care of.

**Fire Department Chief Job Review:** Commissioner Dufour stated that since the next election is coming shortly the job should be review and should be going back to the department. Commissioner Germain asked if it would be discussed among the Commission and relayed back to the membership.

Chairman Salfia asked for a motion on the procedure. Commissioner Palmer stated he is not sure how this would work. Chairman Salafia stated that there is a separation of duties and the membership can chose to not vote for the Chief. Commissioner Palmer stated he would be willing to look into it but not sure how it would happen. This is tabled for further discussion.

**Open Purchase Order –** Chief Voelker stated that all items that were up for purchase order from last meeting are out for purchase. Commissioner Dufour asked about the air bottles and Chief Voelker reminded that they were going to be done in the near future.

**Paperwork:** Chairman Salafia stated the Chief and Kristin have been making significant progress with getting paperwork in order.

**2014 Meeting Dates:**

**A motion was made by Steve Palmer and seconded by Eric Germain to approve the meeting dates as presented. Vote 5-0 all in favor.**

**Other Concerns:**

Darin Hurne, new Commissioner for the Board introduced himself.

**JLN Report** – Chairman Salafia stated a final report with revisions is expected to be returned to the Town by January and at that time the Commission, Town Council members and members of the administration of the department will review the report.

**A motion was made at 7:28 p.m. by Eric Germain and seconded by Steve Palmer to enter into executive session. Vote 5-0 in favor.**

Those invited into executive session: Martin Swan, Kristy Gardner (Council for M. Swan), James Burke, Joe Guest, Fire Marshal Richard Klotzbier.

**A motion was made by motion was made by Eric Germain and seconded by Darin Hurne to suspend Firefighter Swan pending a special meeting on December 3rd.Vote 4-0 in favor 1 abstention.**

**Adjournment**

**A motion was made by Rich Dufour and seconded by Steve Palmer to adjourn the meeting at 9:26 p.m Vote 5-0 all in favor.**

Respectfully submitted,

Kristin Olzacki