

Chester Board of Fire Commissioners
Regular Meeting, January 21, 2015
Page 1 of 5

The Chester Board of Fire Commissioners held its regular meeting on January 21, 2015 at the Chester Fire House, 6 High Street, Chester, Connecticut. In attendance were Joel Severance, Rick Schreiber, John Divis, Charlene Janecek, Peter Zanardi. Ex-Officio members present included Chief James Grzybowski, Deputy Chief James Schaefer, Fire Marshal Richard Leighton, Fire Investigator David Roberge. Chairman Severance called the meeting to order at 7:30 PM.

Item 1: Approval of Minutes of November 19, 2014
Schreiber moved, Zanardi seconded, to approve November 19, 2014 Minutes as written. Unanimously approved with Janecek abstaining. Motion Carried.

Item 2: Audience of Citizens - none.

Item 3: Report of Fire Marshal
Fire Marshal Leighton distributed and reviewed Monthly Activity Reports for October, November and December. He also reviewed the average monthly and annual averages for 2011, 2012, 2013 and 2014. It was noted this is a foundation for the Board to use for the number of hours required for a Fire Marshal. Leighton indicated they (Leighton and Roberge) don't charge the town for every little thing, but do keep track of major activities done for Chester. This information will be helpful for the upcoming Board of Finance meeting.

Fire Investigator Roberge noted this is a pretty good idea of what the anticipated hours would be for the liquor and commercial inspections. They haven't visited every single place in town yet. Leighton noted they do a little bit every year so as not to have a huge budget number in one year. They do the liquor licenses, restaurants and nursing homes every year. He also noted the Town should add an additional 30 hours for training. The bottom line would be about 400 hours annually.

Fire Investigator Roberge reviewed crowd control for a contested issue in town regarding fire arms discharging in a residential area. Before each meeting Leighton and Roberge

met with the selectmen and discussed their options. Overall this was a contested discussion on both sides of the fence. No further action is required at this time. The opposing party was reminded they have the right to petition for a referendum.

Item 4: Report of Fire Chief

Chief Grzybowski reviewed a potential new hydrant location at 6 Main that will be put in during the Main Street Bridge Replacement. There will be a 10 foot radius around the hydrant. The plan is to put the hydrant where the trough is now and not to lose a parking space.

Chief Grzybowski noted the generator at the Fire House had its normal inspection and servicing. The alternator is near failure and needs immediate replacement. Chief reviewed various options. They will replace it with a 40KW alternator at a price of \$10,816. The money will come from the Capital Building and Grounds line item rather than the Fire House Operating Budget. There will be a loaner while they are working on the generator which will take about two weeks.

Chief Grzybowski gave an update on Engine 3. There is an estimate of \$10,750 to repair damage from when the tire blew out. A check in the amount of \$10,047 has already been received. The only thing it didn't cover was the actual replacement of the tire. The \$500 deductible and cost of the tire will come out of the Operating Budget.

Chief Grzybowski noted there was an initial meeting last week with representatives for the Carnivale to be held February 15th. More barricades are being added to alleviate some past issues. He also recommended better communication. Extra radios will be on site and there will be an instant command system. There will be another meeting with key people to take care of miscellaneous things. Hopefully this will clear up some of the issues from last year.

Chief Grzybowski noted he is in the process of writing up the roof specs. This goes out to bid in February, to be awarded

in March and work to be done April and May.

Chief Grzybowski noted VSAP has been completed updated. First Selectman Meehan has been very supportive. The intent is to bring this to the Hose Company for a vote in March and then to bring it to the Board of Fire Commissioners. Once approved by the Hose Company and Board of Fire Commissioners, it goes to the Retirement Board and then the Town.

Chief Grzybowski noted they have received \$16,570 from the Hose Company letter drive. There is a Committee putting together a list of items to be purchased.

Item 5: Report of First Selectman - none.

Item 6: Report of Emergency Management Director
Chairman Severance noted the Emergency Management Plan has been submitted to the Department of Emergency Management for review. They are still working with the Coast Guard on the Operations Plan for Search and Rescue and in the process of updating the River Response Plan. Also working with Rick Darin in the event of a flood. They can use the CT Alert System (Everbridge).

Chairman Severance noted Revision #3 of the Emergency Management Plan Grant has been sent in relative to the drone and the transfer switch on West Main. It hasn't been approved yet.

Chairman Severance reviewed the Instant Management Team protocol.

Item 7: Financial Report
(a) 2014-2015 Budget

Chief Grzybowski noted the Fire Department Budget is about 60% spent overall. Biggest item is equipment maintenance. Don't see any major issues. He noted \$90,000 has been transferred to the Town from Ambulance collections. They are ahead of projections and doing very well. They average about 60 total calls per month.

Chief Grzybowski noted the regular payroll is up but reminded everyone there were 300 hours unfunded because it was never used. They will have to go back for that money if its used.

(b) 2014-2015 Fire Marshal Budget

Fire Marshal Leighton noted they are at about 50% of the budget for the year. They are waiting for the State to decide on code books and will probably purchase some this year and some next year. There are no surprises.

(c) 2015-2016 Budget

The upcoming budget should be finished next week. It will probably show a 2 ½ -3% increase outside of regular payroll. With regard to equipment, they need to start replacing Scot Air Packs, Bottles, extrication equipment, hose, etc. We will start to build a Capital Equipment Line Item for items such as these. Chief reviewed various items and potential costs. The Budget will be ready for approval at the BOFC's February meeting.

(d) 2015-2016 Fire Marshal Budget

Fire Marshal Leighton noted they will be going up on their rates. Everything else stays the same. There may be an increase in one line item for code books next year. The code books haven't been upgraded since 2005. Mileage will stay the same. No surprises.

Item 8: Old Business

Fire Investigator Roberge inquired of the status of the drone and funding. Chairman Severance noted he attended a recent conference and workshop. The drone operator and observer both must have pilot's license. He reviewed the certification process. The application for funding has been submitted, but hasn't been approved yet.

Fire Investigator Roberge noted they met with the Maintenance Manager at Chester Village West regarding repeated fire alarms. They are experiencing a degrading failure of the sprinkler pipes. Both the Fire Marshals and the Fire

Department have been working diligently with CVW on this matter. Roberge noted the main feeder lines are failing.

Fire Investigator Roberge reviewed the issue of hoarding. There have been a lot of collector issues in Old Lyme and Westbrook. He is also working with the statewide task force on hoarding issues. Every town has got them. The Fire Marshal's Office should be prepared to work with the Board of Selectmen, Fire Department and Board of Finance to react to these things. Fire Marshal Leighton noted this will be a classroom topic for the next meeting, Connecticut Statue 29-306 - Abatement of fire hazards, Order to remove or remedy; penalties; notification of officials; order to vacate; review by State Fire Marshal. The "5 broad strokes" will be reviewed. Roberge noted this is a team effort - Fire Department, EMS, Police Department, all need to know how to react and be prepared. Building Official, Sanitarian, Social Services, Animal Control, all must be educated in dealing with this issue.

Item 9: New Business

Chief Grzybowski also noted he is working on the School All Hazards Plan. The Fire Marshal, Fire Department, Emergency Management and Chief of Police all have to sign off on this Plan.

Item 10: Adjournment

Schreiber moved, Janecek seconded, to adjourn at 8:55 PM. Unanimously approved. Motion Carried.

Respectfully submitted,



Judith R. Brown, Recording Secretary