

Chester Board of Fire Commissioners
Regular Meeting, March 18, 2015
Page 1 of 5

The Chester Board of Fire Commissioners held its regular meeting on Wednesday, March 18, 2015, at the Chester Fire House, 6 High Street, Chester, Connecticut. In attendance were Joel Severance, Rick Schreiber, John Divis and Peter Zanardi. Ex-officio members present included Fire Chief James Grzybowski, Deputy Chief James Schaefer, Fire Marshal Richard Leighton, Fire Investigator David Roberge and First Selectman Ed Meehan. Chairman Severance called the meeting to order at 7:30 PM.

Item 1: Approval of Minutes of January 21, 2015
Motion by Schreiber, second by Zanardi, to approve January 21, 2015 Minutes as written. Unanimously Approved. Motion Carried.

Item 2: Audience of Citizens - none.

Item 3: Report of Fire Marshal
Fire Marshal Leighton distributed Monthly Activity Report for January 2015. Fire Investigator Roberge reviewed issues with the sprinkler system at Chester Village West. The system is deteriorating due to its age. The owners at CVW have been very proactive in dealing with this matter and are in constant touch with Chief Grzybowski. Their cooperation has been excellent.

Fire Marshal Leighton reviewed a smoke incident at 314 West Main.

Fire Investigator Roberge noted he has been working with the local Churches regarding fire drills, etc.

The water main break at Norma Terris Theatre was reviewed. Chief Grzybowski noted this doesn't change any plan for fighting a fire.

Fire Marshal Leighton briefly reviewed an ash fire in a shed and a vehicle fire at Valero's.

First Selectman Meehan inquired about the status of 6 Main. Leighton noted the plans were okay and he has informed the Building Official he will do periodic inspections through the building process. One condition is that the fire escape be

taken off the building. There will be two apartments upstairs and restaurant downstairs.

Item 4: Report of Fire Chief
Chief Grzybowski reported on the following -

Carnivale is back on for April 12th along with the Chili Cookoff. A coordinating meeting will be held soon with all relevant parties.

Engine 3 has been repaired. The cost was \$10,977.73 with a \$500 deductible. A check has been received from VFIS in the amount of \$10,047. He will be resubmitting bills.

Administrative duties are a little behind due to the amount of snow received in the month of February.

Roof bid specs will be completed end of the week. Hope to send out end of next week. Hoping to schedule replacement beginning of May.

Draft Plan for the Volunteer Service Awards Program for 2015 was distributed. Chief reviewed changes. He noted the Hose Company will be voting on this next month and after that the Board of Fire Commissioners will vote on it. The full plan hasn't been revised since 1995. Chief emphasized this is a service award program and not a retirement plan. They did not touch the point system, but will address that in 2 years. That is done by the Chester Hose Company. Chief reviewed the process for approval which requires voting by the Chester Hose Company, Board of Fire Commissioners, Board of Selectmen, Retirement Board, Board of Finance and then the BOF recommendation to take to Town Meeting (in that order). He urged members to review the Plan over the next month and he would answer any questions at the next meeting. If there were any changes after the CHC meeting, he would email them to members.

Item 5: Report of First Selectman
First Selectman Meehan gave a status update on the Main Street Bridge Replacement. D.O.T. and DEEP are coordinating their efforts. Advertising will be done in April. They don't feel

it necessary to hold a public hearing, but anyone can submit a petition. Meehan noted he is trying to get reimbursement for Jacobon's office for their time in designing changes to the sewer system and inspections during construction. That would amount to \$30,000 in sewer work and \$40,000 in designing work.

First Selectman Meehan noted the Main Street East Project has gone out for advertising. The return date for bids is April 9th. The project was approved at Town Meeting for \$100,000 from the Capital account. There is \$985,000 in STEAP money. The intent is to rebuild from the old Town Hall to School Lane and mil and overlay from School Lane to Middlesex Avenue. The road is basically going back where it currently is located. It is hoped to start construction mid-May and finish mid-September. Shut downs will be coordinated with the Fire Department. One land will remain open as much as possible. Chief Grzybowski reviewed placement of new hydrants. Meehan noted the hydrant in front of Jacobson's office will be relocated and moved back. Meehan also noted he will be coordinating efforts with the Connecticut Water Company.

Item 6: Report of Emergency Management Director

Chairman Severance thanked the Chester Hose Company for hosting the drone conference attended by 30 people from around the State. Chief Grzybowski noted he is getting final prices for a drone to include infrared with realtime video. Estimates should be received shortly. As soon as the go ahead is received, the order will be placed. Chairman Severance reviewed the demo of the drone during the conference.

Chairman Severance reviewed the status of the State's Emergency Planning Grant. The paperwork had gotten lost, had to be resigned and sent in again.

Chairman Severance noted he is working on the Town of Chester Emergency Operations Plan which should be much more user friendly. He is also working on the CT River Emergency Response Plan.

It was noted the Banquet will be May 2nd. No alcohol will be served.

Item 7: Financial Report

(a) 2014-2015 Budget

Chief Grzybowski noted 70.59% of the current budget is expended. He reviewed equipment maintenance and regular payroll. Toward the end of May he will make a request to the Board of Finance for additional \$5,366 for the 300 hours that was unfunded. Chief Grzybowski reviewed Ambulance income noting it is anticipated to turn \$166,000 over to the Town.

(b) 2014-2015 Fire Marshal Budget

Fire Marshal Leighton noted the Fire Marshal budget looks good, no changes. They are holding off ordering new codes until the State decides what they are doing. Everything is pretty much the same.

(c) 2015-2016 Budget

Chief Grzybowski distributed the proposed 2015-2016 Chester Hose Company Operating and Capital Budgets for Fire Protection and Emergency Services. He reviewed each line item noting changes were based on auditors and IRS recommendations. He also reviewed Ambulance receivables, Part-time Employees and Outside Contractors in great detail. Chief also reviewed the new tiered system in terms of pay rate which takes effect July 1st. Capital items reviewed included Apparatus Replacement, Ambulance Replacement and Equipment Purchases. He also noted the department will start billing for motor vehicle accidents and downed power lines.

Motion by Divis, second by Schreiber, to approve 2015-2016 Operating Budget of the Chester Hose Company for Fire Protection and Emergency Services as presented in the amount of \$312,465.00. Unanimously Approved. Motion Carried.

Motion by Zanardi, second by Divis, to approve 2015-2016 Capital Budget of the Chester Hose Company for Fire Protection and Emergency Services for the four Capital Accounts as presented in the amount of \$130,000.00. Unanimously Approved. Motion Carried.

(d) 2015-2016 Fire Marshal Budget

Fire Marshal Leighton noted the budget was based on 4 years

activity. The only increases were in Mileage and Outside Contractor. Everything else remains the same. \$100 was included for Deputy. The budget went up \$50 from last year. He reminded everyone that the Town would have to pay for training once there is another Fire Marshal that is not an Outside Contractor.

Motion by Schreiber, second by Divis, to approve 2015-2016 Fire Marshal Budget as presented in the amount of \$13,740.00. Unanimously Approved. Motion Carried.

Item 8: Old Business - none.

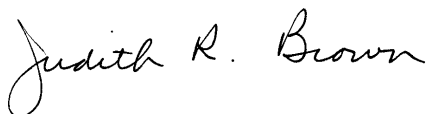
Item 9: New Business

Fire Marshal Leighton distributed copies of the NASFM GUIDANCE DOCUMENT School Security-Suggested Classroom Door Checklist dated March 17, 2015 from the Office of Education and Data Management-DPS. This document notes that some devices that will be put in schools don't meet the fire codes. Leighton briefly reviewed the Classroom Door Checklist. He indicated further information will be forthcoming which he will pass along to the Board of Fire Commissioners. First Selectman Meehan asked how long the schools will be given to correct these issues. Fire Investigator Roberge noted there will be a 15 day corrective requirement at which time the schools will respond. At that time there will be further discussion and a plan will be put in place.

Item 10: Adjournment

Motion by Divis, second by Schreiber, to adjourn at 9:55 PM. Unanimously Approved. Motion Carried.

Respectfully submitted,



Judith R. Brown, Recording Secretary