

**Chester Board of Fire Commissioners**  
**Special Meeting, September 10, 2014**  
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The Chester Board of Fire Commissioners held a Special Meeting on Wednesday, September 10, 2014, at the Chester Fire House, 6 High Street, Chester, Connecticut. In attendance were Joel Severance, John Divis, Charlene Janecek, Peter Zanardi. Ex-Officio members present included Fire Chief James Gryzbowski, Deputy Chief James Schaefer and Fire Marshal Richard Leighton. Chairman Severance called the meeting to order at 7:30 PM.

Item 1: Approval of Minutes of July 16, 2014

**Motion by Divis, second by Zanardi, to approve July 16, 2014 Minutes as presented. 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 July and August. He noted 48 Maple Street has been classified as a legal nonconforming 3 family in a because of the way permits were issued several years ago. It is now a 3 family and subject to Fire Marshal inspection every 5 years. It complies with current code.

Fire Marshal Leighton reviewed a small vehicle fire, a fish tank fire, the Church Bazaar and an incident at Norma Terris Theatre in the accessory storage barn out back which was determined to be vandalism.

Fire Marshal Leighton noted he is still working with Aaron Manor relative to their generator and laundry room move.

Fire Investigator Roberge is doing a plan review of the rebuild at Pattaconk Yacht Club.

Item 4: Report of Fire Chief

Chief Gryzbowski noted Deputy Chief Schaefer responded to the recent car fire as the Chief was out of town. Gryzbowski noted there has been a lot of support from the department over the last couple of months.

Chief Gryzbowski noted he received report from Jacobson & Associates

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regarding the roof. They recommend contacting a structural engineer regarding amount of insulation. Once that is received, the RFP will be written and sent out.

The Building Committee for the addition will officially be disbanded next month. Still a couple of minor things to finish up. Still talking about the condition of the furnace.

A new Parking Lot Committee has been formed. All approvals were received under the reign of Chief Greeney and John Divis. Jacobson & Associates are obtaining cost estimates. It is anticipated to be between \$50,000 and \$60,000 including drainage and electrical, etc. Chief Gryzbowski noted this is not going to be only for the Fire House. It makes a lot of sense community wise as it can also be used for other town events. They are looking at different avenues to keep the cost down.

Chief Gryzbowski noted he is in the process of updating the Mutual Aid Assignment Group. They will be doing combined training with mutual aid towns end of October and November.

Chief Gryzbowski introduced Brian Dumis, new hire for the ambulance. He is working out well.

Chief Gryzbowski noted he has rewritten the Part-Time Paid Staff Responsibilities. This is basically an update of the old job description with many more things. The Chief noted he was looking for the BOFC's stamp of approval for the document. He indicated he recently received approval from the Chester Hose Company to use the radio room as the ready room. Chief Gryzbowski reviewed the responsibilities including Standby Status, Uniform, Phones, Ambulances, Kitchen, Training/Activities, Events, Shift Scheduling. It was agreed to add "while on shift" to the Events paragraph. **Motion by Zanardi, second by Janecek, to approve Part-Time Paid Staff Responsibilities amended by adding "while on shift" to Events. Unanimously approved. Motion Carried.**

Charlene Janecek asked about VSAP. Chief Gryzbowski noted that is just about done. He is waiting to hear from the group making revisions, then it will go to the Chester Hose Company and then to the Board of Fire

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Commissioners.

Item 5: Report of First Selectman – no report, on vacation.

Item 6: Report of Emergency Management Director  
Chairman Severance noted John Divis will be covering for him this Friday at the Regional Planning meeting. He will give John his comments on the By-Laws prior to the meeting.

Chairman Severance noted he has been working on updating the Emergency Operations Plan for sometime. A major overhaul of the document is required. This will probably take about 6 months to finish. Severance noted he would send Chief Gryzbowski the fire section to review.

Chairman Severance noted he talked to the Department of Emergency Management to see how much money is available in the Emergency Management Grant. The bill for any purchases has to be paid by September 23<sup>rd</sup>. John Divis noted he ordered cones and barricades and they should be here end of the week. Chief Gryzbowski noted he hasn't ordered the drone yet. Needs to talk to Chairman Severance to see how much is in the budget. Gryzbowski noted the cost is about \$1000 including infra red. Severance noted there is \$1500 in the budget so advised the Chief to go ahead and order it. It has to be paid for this month.

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

Chief Gryzbowski noted they are about 20% spent to date. The budget is in fine shape.

(b) 2014-2015 Fire Marshal Budget

Fire Marshal Leighton noted nothing has been spent to date. Their invoices will go out October 1<sup>st</sup>.

Item 8: Old Business – none.

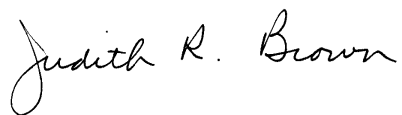
Item 9: New Business – none.

Item 10: Adjournment

**Motion by Zanardi, second by Janecek, to adjourn at 8:15 PM.  
Unanimously approved. Motion Carried.**

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Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Judith R. Brown, Recording Secretary