

**Chester Board of Fire Commissioners**  
**Minutes of re-scheduled meeting, June 8, 2022**  
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The Chester Board of Fire Commissioners held its meeting on Wednesday, June 8, 2022 (re-scheduled from the regular meeting date of June 15, 2022) at the Fire House, 6 High Street. In attendance were Bob Bandzes, Bob Quale, Rick Schreiber and Bettie Perreault. Ex-officio members attending were Fire Chief James Grzybowski and Fire Marshal Dick Leighton. (First Selectman Charlene Janecek was unavailable to attend due to a scheduling conflict.) Also present was Assistant Chief Charlie Greeney.

Item 1: Call to Order

Chair Bettie Perreault called the meeting to order at 7:02 P.M. followed by roll call of those present.

Item 2: Audience of Citizens – there was no audience of citizens.

Item 3. Report of Board of Selectmen

There was no Selectmen's report as First Selectman Janecek was attending the VRHS Graduation ceremony.

Item 4. Report of Fire Chief

Chief Grzybowski distributed the Incident Report for May. The report showed that additional EMT staffing has provided better responses and coverage of scheduled times. The need for mutual aid responders is also diminishing as more coverage is available.

Pump testing of vehicles has been completed with all vehicles reported as being "good" in the Chief's opinion. Construction of the new marine boat continues, with upper deck installation currently underway. (The present boat recently responded to an incident to rescue a victim in the Connecticut River following a fall from the cliffs at Gillette Castle Park. Vessels from other responding departments did not arrive until rescue had been completed.)

Valley Shore Communications is conducting testing of communication as part of expansion of UHF through eight towers to area departments. Information regarding Chester communications, local towers and answers to questions were covered by members and officers. Information regarding Chester communications, local towers and answers to questions were covered by members and officers.

Hose Company meetings will be held on the first Monday of each month going forward. Upcoming events include emergency responder coverage for Triathlon events on June 9 and June 23; selling food at the Beer & Wine Tasting at the Fair Grounds on June 18; EMS coverage for the July 4 Rotary Road Race with Deep River Ambulance providing coverage with a third vehicle. Training activities will include water rescue, driver training and search and rescue activities in cooperation with State Police several canine officers.

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Item 5: Report of Fire Marshal:

Fire Marshal Leighton distributed activity reports for May, and answered a number of questions from Board members about recent activities. Projects under the direction of the Board of Selectmen include update of the Town's driveway regulations to bring them into compliance with current Code requirements and coordination with local regulations, with the assistance of Town Engineer Jeff Jacobson. There was considerable discussion of how allocation of cost for this and similar projects is determined to ensure the proper line item(s) in appropriate budget categories are charged.

Item 6: Report of Resident State Trooper

TFC Warren was providing support at the VRHS graduation ceremony with Officer DeCrosta and was unable to attend this meeting.

***At approximately 7:40 P.M. ambulance service tone sounded for response to motor vehicle versus pedestrian accident at intersection of South Wig Hill/Wig Hill Road. The Chief and Assistant Chief left the meeting to respond and meeting activity was paused to await their return. Officers and responders returned to the Fire House shortly before 8:00 P.M.***

Item 7: Financial Reports

Chief Grzybowski will provide year-end financial reports at the July meeting.

Fire Marshal Leighton distributed budgets for both the Fire Marshal and Building Official, pointing out the interaction between the two functions and that some Code books would probably be purchased, while others would be deferred until an effective date is established.

Item 8. Old Business: There was nothing brought up.

Item 9. Approval of Minutes of May 25, 2022 Meeting.

**On motions by Rick Schreiber, seconded by Bob Quale, the minutes of the May 25, 2022 meeting were approved.**

Item 10. Reports: There was nothing to report at this time.

Item 11. New Business:

A **Full-Time Paid Ambulance Staff Job Description Duties** document had been distributed to members for review. Questions raised by members included the number of uniform(s) to be provided to employee; whether employee or employer pays for license fee(s). (New employee must already be certified at own expense and must maintain certification at their expense; Town/Chief determines all training/testing requirements and providers).

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Publication of employment advertisement by the town of Colchester was read, in which note was made concerning the relationship between paid and volunteer staff members. The subject was discussed in some detail, with strong note made by both officers and Board members of the manner in which the Chester Hose Company promotes, encourages and, if needed, enforces a positive and cooperative relationship between all department personnel, whether volunteer, paid staff or guests/visitors.

Following modifications to the document,

**On motion by Rich Schreiber, seconded by Bob Quale, the Board of Fire Commissioners approved the Full-Time Paid Ambulance Staff Job Description Duties document, as revised, subject to the approval of the Board of Selectmen and inclusion in the Town of Chester Personnel Manual.** The motion passed unanimously.

Item 12. Correspondence: None received.

Item 13. Adjournment: there being no further business brought up,

**Motion by Rick Schreiber, seconded by Bob Quale, to adjourn at 8:15 P.M. was unanimously approved.**

Respectfully submitted,

*Bettie Perreault*, Chair