

Enfield Fire District No. 1
Regular Commission Meeting Minutes
February 4, 2021

The meeting was called to order at 7:33 p.m. by President Vincent Grady.

Attendees for the Board: Zoom online also available

Vincent Grady	Scott Prentiss
Paul Benis	Maureen Brennan
Sean McGuire	Patrick Droney
Donald Hayward	

Also, in attendance was Chief Edward Richards and Deputy Chief William Higgins.

No public comment (when first offered)

Motion by Maureen Brennan and second by Paul Benis to suspend the regular order of business to allow auditors to present their report. Motion passes by unanimous voice vote.

Brian Kelleher and Katie Collamore, of Viola, Chrabascz, Reynolds/A Division of FML, reviewed three documents: Audited Financial Statements, Required Communication Letter and Letter on Internal Controls. Scott Prentiss asks what can we do to be doing our best. Brian states having Management look at bank reconciliation and entering the journal entries as part of year-end close process in preparation for the audit.

Motion to go into regular order of business by Patrick Droney and second by Paul Benis. Motion passes by unanimous voice vote.

Public Comment: (offered again now that members of the public have joined)

Debra Chapin requests that we let the public back into meetings after executive session. President Vincent Grady advises this is the common practice and will be done. Ms. Chapin asks for clarification on the process for filling vacancies and the duration of term and this is reviewed and explained, an appointed commissioner would be need to be elected at the next annual meeting to finish out the term of the commissioner they are replacing. Ms. Chapin also requests that all meetings including special meetings be posted to webpage and President Grady advises this is the practice and he will confirm this is done.

John Alexander inquires about the status of the reply to his letter and President Vincent Grady states that he will receive a reply and it is going to be addressed.

The minutes of the Regular Commission meeting held on January 7th, 2021 were read aloud by Maureen Brennan. Motion by Scott Prentiss second by Paul Benis to approve as amended. Motion passes by unanimous voice vote.

The Treasurer's Report was reviewed. Vice President Donald Hayward asked about line 987 and Chief Edward Richards explains it is related to a grant. Motion by Vice President Donald Hayward, 2nd by Paul Benis to approve report as presented. Motion passes by unanimous voice vote.

The Training Officer Report was discussed. Deputy Chief William Higgins provides update that OSHA will be visiting for the onsite consultation on February 11th, 2021. Deputy Chief William Higgins congratulates Matthew Mucci on obtaining his Fire Marshall Certification. Cadets had Zoom meeting and some online training and will be back on Monday February 8th, 2021. Motion by Paul Benis, second by Patrick Droney to approve as presented. Motion passes by unanimous voice vote.

Fire Marshall's report was reviewed. Motion by Patrick Droney, second by Paul Benis to accept the report as presented. Motion passes by unanimous voice vote.

Chief's Report was reviewed and discussed. Patrick Droney inquires about where in East Windsor a recent fire was and also asks about the Equipment Report not being submitted. Chief Edward Richards states he will look into it. Motion by Patrick Droney, second by Scott Prentiss to approve as presented. Motion passes by unanimous voice vote.

Committee Reports:

Truck Committee: There more recent progress photos of the pumper up on the website. Chief Edward Richards states the final inspection may have to be virtual due to pandemic. Tower ladder paperwork and down payment being processed. Vice President Donald Hayward asks about the frequency of website updates and Chief Edward Richards states he is doing so as information becomes available from Firematic.

Bylaws: President Vincent Grady states he will send out the Town Ethics policy so that we may use it as a point of reference when revising our ethics portion of by-laws and anticipates meeting in the next week or two.

Station Two: Vice President Donald Hayward states that the architect and contractor are conferring to propose a revised number for us. Chief Edward Richards states at the Chief's meeting a financing lead was discussed and this may be of interest for this renovation.

Old Business:

Training site: Discussion on if this is something we want to be a part of. Scott Prentiss asks if this site will be useful to us and Deputy Chief Higgins states the site will have benefits such as training shifts on duty and will help meet requirements. Patrick Droney asks for confirmation on location and it is on Shaker Road. President Vincent Grady states that if another district absconds financial responsibility, it will not affect our district in any way. Scott Prentiss asks the costs and President Vincent Grady states for a ten-year loan, it would be approximately \$44k per year but this is only an estimate and rates and term will be a factor. There is a consensus that this is a useful endeavor for the department.

Thank you: President Vincent Grady inquired about the thank you plaque for The Yarde Tavern which Patrick Droney mentioned at last meeting as a thank you for their generous gift. Chief Edward Richards will have this completed.

Motion by Patrick Droney, second by Sean McGuire to add agenda item to go into executive session at 8:58pm to discuss litigation. Motion passes by unanimous voice vote.

Motion by Patrick Droney, second by Sean McGuire to go into regular session after executive session where no votes were taken. Motion passes by unanimous voice vote.

Motion to adjourn at 9:07pm by Scott Prentiss and second by Patrick Droney. Motion passes by unanimous voice vote.

Respectfully Submitted,

Maureen Brennan

Clerk/Treasurer