Enfield Fire District No. 1

Regular Commission Meeting Minutes

January 5th, 2023

The meeting was called to order at 7:30 p.m. by President Vincent Grady.

Attendees for the Board:

Paul Meunier

Gary Castle Patrick Droney

Sean McGuire Derek Chapin

Maureen Brennan Vincent Grady

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

President Vincent Grady presented three people with plaques of appreciation for years of service: Donald Hayward, William Higgins, and Paul Januszewski.

**1st Public Comment:**

Debbie Chapin of Old King Street states according to the FOI commission there are three types of meetings recognized by the state regulations including regular, special, and emergency meetings that require minutes to be published to the public no later than seven days and states this is not always done and requests this be done moving forward. She also advised that we should try to get people from the outside on committees when appropriate and even advertise these openings in the newspapers and social media.

Maureen Brennan read aloud the minutes from the December 8th, 2022 Commission meeting. Motion by Paul Benis and second by Vice President Patrick Droney to accept the minutes as amended and the motion passes with one abstention by President Vincent Grady.

The Treasurer’s Report was reviewed and discussed. Maureen Brennan asked if the budget for next year has been looked at and the Chief advised he will be doing this soon. Sean McGuire asked about the negative variance for construction study and the Chief advised that it was due to an estimate for services being off from what was expected. McGuire also asked about the fire hydrant negative variance and the Chief advises that due to a $14k grant this is actually a much smaller negative variance. The Chief also explains that the costs to replace hydrants is escalating and turnaround time to obtain them is increasing. Gary Castle inquired about getting refunded from responsible parties who damage hydrants and the Chief advises that we do often get reimbursed and can go through our own insurance if needed. Motion by Vice President Patrick Droney and second by Maureen Brennan to approve the report as presented. Motion passes with one abstention by President Vincent Grady.

The Fire Marshall report was reviewed and discussed. Paul Benis inquired about the dollar General approval and it is not approved as they have withdrawn their application. Motion by Gary Castle and second by Paul Benis to approve the report as presented. Motion passes by unanimous voice vote.

The Training Officer’s Report was reviewed and discussed. Deputy Chief William Higgins states that the Life Star familiarization drill was very successful. He also states that they are now focusing on new driver operator qualifications. Vice President Droney also complimented the Life Star drill. Motion by Derek Chapin and second by Gary Castle to approve the report as presented. Motion passes by unanimous voice vote.

The Chief’s Report was reviewed and discussed. The Chief mentioned that the report has an error and there are no vehicles out of service. The Chief also notes that the YTD is close to that of previous year which was a covid year. Motion by Maureen Brennan and second by Gary Castle to approve the report as presented. Motion passes by unanimous voice vote.

**Old Business** –

Maureen Brennan states that the recently hired HR company has been very useful and they have provided useful documents in a timely manner. Vice President Droney states he appreciates work done by Maureen Brennan to set up this service. Deputy Chief William Higgins advises that it should be rolled out by next week. Maureen Brennan states she recognizes and appreciates the work that has gone into getting this up and running.

**Committees:**

Review of committees:

Apparatus committee: will stay in place due to longer lead times with apparatus now.

Budget Committee: President Vincent Grady advise that he would like to begin budget meetings soon and the Chief Advises he will get a rough draft for us to start with.

By-Laws Committee: Gary Castle advises that the By-laws revision was reviewed by the attorney and was approved with some minor changes and sent to all commissioners. It is decided that in one week the commission will set a date for a public informational meeting and to move forward regardless of the status of the Strategic Plan.

Strategic Planning Committee (SPC): Maureen Brennan advised that the SPC met tonight before the regular meeting and we have made much progress on a framework for our document.

President Grady advised that he would like to review committees that newly elected commissioner, Paul Meunier, can be added to. He is added to the apparatus committee and the Policy and Procedure committee as well.

**New Business**

none

**2nd Public Comment**

Debbie Chapin of Old King St states she would like to give her condolence to Joe Ravalese’s family on passing and states that he was a great supporter of the cadet program. The Chief and Deputy Chief advise that a donation has been made in Joe’s name from the cadets ($300) and the department.

There is a motion to add executive session to the agenda for personnel issues by Vice President Patrick Droney and second by Maureen Brennan and the motion passes by unanimous voice vote.

Motion to enter into executive session at 8:10pm by Vice President Patrick Droney and second by Paul Meunier. Motion passes by unanimous voice vote.

Commission is out of executive session at 8:48pm with no votes taken.

Motion to adjourn at 8:48pm by Paul Benis and second by Maureen Brennan. Motion passes by unanimous voice vote.

Respectfully Submitted,

Maureen Brennan

Clerk/Treasurer