



**BOARD OF FIRE COMMISSIONERS OF THE
WAREHOUSE POINT FIRE DISTRICT**

Meeting Minutes

Monday May 6, 2019

Station 138, 89 Bridge Street East Windsor

Time: 7pm

Call to Order 7pm, Louis Flynn

Attendance: Louis Flynn, Charlie Miller, Charlie Nordell, Kirk Montstream, Kevin1 Clynch,
Rachal Safford Absent

Added Agenda Items: None

Treasurers Report: Motion to approve the treasurer report as presented Charlie Nordell,
Kirk Montstream second. All in favor, Abstention Kevin Clynch

Discussion of starting the night shift, callback for the volunteers, which lines of the budget
are over/under. The volunteers should be paid on the same scale as the paid FSM. Kevin,
there are some line items in the budget that are over, that should not be overspent. Some
lines have to be paid regardless of the item like insurance, equipment testing. Kirk we
should make this know that this is what we would like to do. Jim Barton, we need to add
this to next years budget. Chief, I believe BB is still at 12.00 per hour. I think adding the
volunteer rate to 17 more member would respond and would be equal to the paid FSM
employees. This would change the budget for the next fiscal year pending the number of
volunteers that respond to calls. Kevin, I think that \$10,000 is a really small number in
the whole budget. I think this is a necessary amount. Charlie Nordell, I am worried that
we really cut the budget to make all this happen, we might come up short. Charlie how
many FSM are on the list? Chief 7-8 currently. The 2 months left in this budget is covered
by the incentive line. Motion to raise the volunteer incentive stipend rate to from 12.00 to
17.00 for the remaining fiscal year. Charlie Miller, Kevin Clynch second.

All in favor 4 yes, Charlie NO

Clerks Report:

-Review meeting minutes: Motion to approve the meeting minutes budget
meeting April 22 Charlie Miller, Kevin Clynch second. All in favor

Motion to approve the meeting minutes from April 1, 2019 Kevin Clynch, Charlie Miller,
Abstention Charlie Nordell, All in favor.

Chairperson's Report

-Town Communication: WHPFD in town budget for \$232,000.00 pending
town vote. J Barton, they need to know that it is the responsibility of the town to
provide fire protection for the ENTIRE town. The bof said that it is not fair to have

half the town to pay double tax for fire protect. We need to encourage the dept, family members and friends to talk to the town and VOTE.

New Business:

-Other sources of funds: We need to look to try to find a source of funds other than the tax base for income. Example would be the casino. Jim Barton, there is no other sources of income, we currently have FM fees, taxes and line in the town budget. We need to be the squeaky wheel; we should not sit around and wait for them. Rich, I don't think we should say too much to them until we get a set of plans. Charlie Nordell, Dearborn just spoke about this at the last BOS meeting, we need to talk to them about a piece of the 3 million. Chief, the commission should draft a letter to the BOS about the 3 million. Kevin, we should start a committee to talk about a new building, renovation of current buildings. This would be a few years in the making but something to consider, we need to plan for the future. Louis, we need to talk to the town about the pilot money, payment in leu of taxes money.

Old Business:

-District Bid Procedures: NA

-Casino: NA

-Expansion of District: Draft of the agreement with WHPFD, BBFD. BBFD has 30 days to look it over and present it to the membership.

Fire Marshal Report: I might need to serve some people who are not responding. My last step is to get the state involved. Louis, can you ask surrounding towns what they do when people don't respond. What action can be taken. United auto sales of East Windsor, Rich inspected them, found errors and the business was sent a bill. Letter will be attached to the meeting minutes. Rich, he does not think he should have to pay a FM fee. Motion to approve the FM report as presented Charlie Miller, Charlie Nordell second. All in favor

Fire Chief's Report: Boiler needs to be replaced; bid is 29,000 we have the money in CIP. 65 calls in the month of April, 216 call for the year. We need to act on the mitigation money. Charlie Nordell, a year ago you received a donation to the department and used the money for an electric sign. When will the sign be installed? Chief, soon we are all approved. Motion to approve the chief report as presented Charlie Nordell, Charlie Miller second. All in favor

Correspondence: NA

Public Session: Mike Balf: The mitigation money is coming fast, you should be ready to go after to them, tie that money up. We are going to need to think about the money sitting in the bank. Expenses are going to go up being on track to do over 700 calls.

Andy Heath, I have been following what is going on in the town, money in the town budget is a start, what is going to happen next year??? I am glad the two department are talking, what is the likelihood that this is resolved before next year?

Louis, we are working on it with BBFD, you can get a copy of the draft proposal, they have two corporations. There was a lot of meeting over the winter. Chief, we would like a town wide vote around September/October for the 2020-2021 fiscal year.

Rich, I see a ton of people every day, I always ask if they want to hear the story about the tax issue, most of them have not heard the history. They need to understand what this all mean.

Charlie, we all need to vote for the upcoming budget May 14 6AM-8PM, if you are following the charter revision committee it is really scary. The changes would make the BOS the end all be all for the town with no checks and balances. Please follow the process, the changes will go to the BOS in the next few weeks.

Executive Session: NA

Adjournment: Motion to adjourn the meeting 8:52 Charlie Nordell, Kirk Montstream second. All in favor

Warehouse Point Fire District

P.O. Box 738
89 Bridge Street
East Windsor, CT 06088-2098

James P. Barton
Fire Chief

Incorporated by General Assembly 1911

Warehouse Point Fire District Board of Fire Commissioners

James P Barton Fire Chief

May 5, 2019

April 2019 Report

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year Total
Mutual Aid	7	7	5	9									28
Vehicle Accidents	7	9	6	5									27
Medical Calls	14	17	27	29									87
Vehicle Fires	0	0	0	2									2
Wires Down	1	1	1	0									3
Smoke in Bldg	1	2	0	2									5
Structure Fire	2	0	3	1									6
Gas Leak	0	4	1	1									6
Outside Fire	2	2	1	3									8
Fluid Spills	0	0	0	0									0
Water Problems	3	0	0	2									5
CO Detector	2	0	1	1									4
Service Calls	4	1	4	3									12
Bomb Scare	0	0	0	0									0
Police Matters	0	0	0	0									0
River Incidents	0	0	0	0									0
Fire Alarms	6	5	5	7									23
Plane Emergency	0	0	0										0
Monthly Totals	49	48	54	65	0	0	0	0	0	0	0	0	216

Training

All mandatory training has begun for the year.

Policy Manual

All policies are continuously under review. New Policies 17.0 Take Home Vehicle Policy 17.0, Junior Firefighter Policy 18.0, and Motor Vehicle Report Policy. 2018 Policy was emailed for your review.

Staffing Assignments

Volunteers needed See attachment revised incentive program.

Fire Personnel:

FSM shifts have been changed to cover hours from 07:00 hours to 17:00 hours.

Night Shift FSM estimated cost

\$1,360.00 per week

\$5,440.00 per month

This figure does not include any payroll or workers' compensation cost.

Apparatus Report: None

Equipment: None

Station Report:

- Replacement of boiler station1 and installation of A/C unit in the fire marshal office Capital Improvement money is available
- Projected projects with Building Maintenance line
- Cameras both Stations
- Key System upgrade both stations
- Painting
- Lighting

Communication System: None

Budget:

Mitigation money for Casino

Activities:

Attended Monthly Tolland County meeting

Capital Region Fire Chief Association meeting

Review Board:

None

Correspondence:

Summons pertaining to vehicle accident submitted to insurance company.

Respectfully Submitted,



James P Barton, Fire Chief



Warehouse Point Fire District

Volunteer Firefighter Incentive Program

Revised July 2019
Effective July 2019



Section I Administration

Mission Statement

The purpose of the Warehouse Point Fire District Volunteer Firefighters Incentive Program is to recognize the tremendous time commitment made by the Volunteers who serve in our local Fire Districts.

The Program shall be run on an annual fiscal year basis from July 1 through June 30 of respective year.

The Program shall be administered as follows:

- A. A Firefighter shall be eligible to participate in the Program if she / he is in good standing according to the Department's and District's applicable rules and regulations.
- B. The Fire Chief or his designee shall be responsible for administrating the program.
- C. The Fire Chief shall maintain records and submit forms for payment of compensation to the District Administrative Assistant. The forms would be clearly classified, by individual, as to the type of incentive being paid.
- D. Compensation will be paid quarterly to each recipient.
- E. Recipients of compensation will receive a W-2 as determined by the District Treasurer to be compliant with state and federal tax regulations.

Section II Compensation

Funding distribution shall be documented in (4) distinct categories.

The categories shall be as follows:

- A. Fire Officers shall receive the following annual compensation. The total compensation will be paid on a quarterly basis. Compensation payments to Fire Officer shall only be paid if the Fire Officer has completed his / her quarterly attendance requirements as stated in each department's policy.

Deputy Fire Chief - Annual \$1,000.00 Quarterly \$250.00

Fire Captains - Annual \$700.00 Quarterly \$175.00

Fire Lieutenants - Annual \$500.00 Quarterly \$125.00

- B. Emergency Call

All personnel shall receive \$17.00 per emergency call out.

One call out will be estimated at one hour. Volunteers will only be paid for additional calls 1 hour after the initial emergency dispatch.

- C. Emergency Stand-by shall be paid at \$17.00 per hour.



Warehouse Point Fire District Volunteer Firefighter Incentive Program

Revised July 2019
Effective July 2019



D. Training Courses

The following incentive will apply:

Firefighter I	\$750.00
Firefighter II	\$1,000.00
Fire Instructor I	\$750.00
Fire Instructor II	\$1,000.00
EMR	\$750.00
EMT	\$1,000.00

All other training courses and training sessions, excluding department drills shall be compensated at \$50.00 per half day and \$100.00 per full day upon submission of proof of attendance and successful course of session completion.

Firefighters are responsible for submitting the training reimbursement form along with the certification upon completion of course. These documents shall be submitted to the fire chief for approval.

Because (FSM) Fire Service Maintainers are considered Warehouse Point Fire District employees they are not eligible to redeem payments stated within the incentive program.

Section III Definition of a Volunteer

A Fire Volunteer is a trained individual who responds to an East Windsor fire emergency call out and remains for the duration of the emergency. Said individual responds under his/her free will, at their own choice, without pay, for the primary reason to undertake such services as may reasonably be required by the fire commanders

This Document shall become effective on July 1, 2019 and will supersede all previous documents pertaining to compensation under the Volunteer Firefighters Incentive Program.



Warehouse Point Fire District

Volunteer Firefighter Incentive Program

Revised July 2019
Effective July 2019



Training Reimbursement Form

Last Name _____ First Name _____

Date Submitted _____ Date of Certification _____

Course Name _____

Course Number of Hours _____

Course Location _____

The District currently pays to following incentive payments as follows:

4 Hour Course = \$50.00	8 Hour Course = \$100.00
Firefighter I = \$750.00	Firefighter II = \$1,000.00
Fire Instructor I = \$750.00	Fire Instructor II = \$1,000.00
Emergency Medical Responder EMR = \$750.00	Emergency Medical Technician EMT = \$1,000.00

Amount of Reimbursement Approved _____

Fire Chief Approval _____

Approval Date _____

Attach Documents:
Course Certificate



UNITED AUTO SALES OF EAST WINDSOR

DISTINCTIVE USED CARS AND TRUCKS
262 South Main Street • Rt. 5 • East Windsor, CT 06088
(860) 623-3301 • FAX 623-3304

To: Lewis Flynn, Chairman of the Fire Commission

From: James Del Piano, Owner/Taxpayer

Re: \$50.00 Bill

Date: 4/27/2019

Enclosed please find a copy of the bill from an inspection on 4/25/2019. I have replaced the light bulbs and had the fire extinguisher inspected. Last time I was inspected taxpayers got a week to remedy a problem. In speaking to Richard Austin, Fire Marshal I learned you are the person to write to. Please waive this fee and respond to this. Thank you

Warehouse Point Fire Department
89 Bridge ST
P.O. Box 738
East Windsor, CT 06088

Inspection Performed At

United Auto Sales
262 South Main ST
WAREHOUSE POINT, CT 06088

Inspection Type	Date	Fee/Fine
200 INSPECTION - General	04/25/2019	\$50.00
Violations Discovered:		<hr/> \$50.00

**Warehouse Point Fire District
Fire Marshal**

Inspection Date:
04/25/2019

Occupancy:
United Auto

Address:
262 South Main St.

Violation #	Reg/Ref/ Stad	Sel # Ref. Stad	Violation Location	Description Of Violation	Compliance Time Limit	Date Violation Corrected	Comments
1	Part V	4.6.3.1		Emergency lights not working. Repair	Immediately		Replace Batteries
2	CT State Fire Safety Code	7.1		Exit signs need repair	Immediately		Replace Batteries
3	CT State Fire Prevention Code	13.6.9.1.1		Extinguishers not inspected	Have extinguishers inspected immediately		