

**STRATEGIC FIRE PLAN IMPLEMENTATION COMMITTEE MEETING**  
**February 24, 2015**

Meeting called to order at 7:03 PM by Julie Blanchard, Committee Chair

**Members present:** Julie Blanchard, Committee Chair, Mike Griswold, Town Council member Ken Boutin, CVFA Chief, Ray Eldridge, NCFD Chief, Craig Ardel, CVFA Vice –President and Beth Mancini, NCFD member, John Twerdy and William Zenko.

**Members absent:** Wayne Post, Town Council member, Dave Rappe

**Additional attendees:** John Elsesser, Dennis Dittrich, Diane Boutin, Michael Dombkowski

**Approval of Minutes:** John Twerdy moved to approve the minutes of February 10. Seconded by Craig Ardel. Approved with Mike Griswold abstaining.

- **Review Final Wording of the Fire Administrator Position Job Description:**  
Craig Ardel moved to amend the adopted Job Description, to add under qualifications: “Connecticut Fire Service Instructor 1 or higher preferred.” Seconded by Beth Mancini. Discussion. Motion approved unanimously.
  
- **Consideration: Draft Ordinance, Unified Fire Department**  
There was extensive discussion on this topic as both Departments brought back feedback from their members. Concerns mentioned, but not limited to the following:
  - Title should be “Chapter 42 Prevention and Protection”.
  - Loss of autonomy.
  - There needs to be more delineation between Fire Chiefs and Fire Administrator.
  - Do by-laws need to be part of the ordinance? (no, it would intrude on Department autonomy).
  - Questions re: Section (3) F re: paid employees. Does this mean stipends, mileage reimbursement, etc. Also, concerns over assignments to fire companies. (John Elsesser did a re-write of section).
  - Craig Ardel pointed out some typos on page 1 and suggested a change to (3) A, last line add after Fire Chief, “/President of either organization.”
  - (3) C, concerns voiced over current department committees and their role under this clause
  - (4) minor changes suggested.
  - (5) concerns revolved around the Town receiving Federal funds for reimbursement since the Town does not hold the PSA (Primary Service Area) license. Concerns were also voiced over equitable distribution or recovery funds. There was extensive discussion on this topic.

The Ordinance will be re-worked and presented at our next meeting.

- **Review Final Wording of Adopted Action Plan: CROG Report recommendations:** There was no further comment on this adopted item.

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- **Discussion of Final Report to Town Council:** On hold pending our next meeting. In our Preliminary verbal report in December, we indicated that the Committee is recommending hiring a Fire Administrator. The Job Description has been adopted by the Committee.

**Correspondence:** None

**Other Business:** None

**Adjournment:** John Twerdy moved to adjourn at 9:14 PM, seconded by Beth Mancini. Approved unanimously. Next meeting scheduled for Tuesday March 24, 2015 @ 7:00 PM Town Hall Conference Room B.

Respectfully submitted,

William Zenko, Secretary