



## ***City of Bristol***

**BRISTOL, CONNECTICUT 06010**

### **MEETING MINUTES**

**City of Bristol, Board of Fire Commissioners**

**Meeting Minutes – Thursday, January 28, 2021 at 6:00 p.m.  
Council Chambers, City Hall, 111 North Main Street, Bristol, CT**

Attendees: Hon. Ellen Zoppo-Sassu – Chairwoman  
Harold Kilby, Commissioner  
Dennis Crispino, Commissioner  
Dana Jandreau, Commissioner  
Sean Moore, Commissioner  
Anthony Benvenuto, Commissioner  
Ronald Burns, Board of Finance Liaison

Absent: Commissioner Brittany Barney

#### **1. CALL TO ORDER**

The meeting was called to order at 6:00 pm by Mayor Zoppo-Sassu.

#### **2. EMPLOYEE RECOGNITION:**

Justin Miller was sworn in by Mayor Ellen Zoppo-Sassu. Commissioner Jandreau shared Mr. Miller's background and credentials.

Chadd Richardson was sworn in by Mayor Ellen Zoppo-Sassu. Commissioner Jandreau shared Mr. Richardson's background and credentials.

Motion was made by Commissioner Moore to take a five (5) minute recess. Seconded by Commissioner Jandreau. All in favor. Motion passed.

Motion made by Commissioner Moore to resume the meeting. Seconded by Commissioner Jandreau. All in favor. Motion passed.

#### **3. PUBLIC PARTICIPATION:**

None

#### **4. COMMUNICATIONS:**

A request for retirement from Fire Marshal D. VanWie on April 9, 2021

Motion made by Commissioner Moore to accept the request from D. VanWie. Seconded by Commissioner Crispino. All in favor. Motion passed.

**5. APPROVAL OF MEETING MINUTES:**

A motion was made by Commissioner Moore to approve the meeting minutes from December 17, 2020. Seconded by Commissioner Crispino and unanimously approved. All in favor. Motion passed.

A motion was made by Commissioner Crispino to approve the meeting minutes from January 6, 2021. Seconded by Commissioner Kilby. All in favor. Motion passed.

**6. ADMINISTRATIVE STATUS UPDATE:**

For Information Only: The Charter Revision Commission has been asked to review the requirements for the hiring of the Fire Chief.

Main Street Foundation submitted a letter that includes the 2020 balance for the fund that was implemented by Hap Barnes for the Fire Safety Trailer Fund. The beginning balance was \$81,375. The amount available for grant distribution is \$2,160.00.

A motion was made by Commissioner Moore to take the 2021 distribution amount of \$2,160.00 and ask the Main Street Foundation to invest it for future use. Seconded by Commissioner Kilby. All in favor. Motion passed.

Mayor Zoppo-Sassu explained the OSHA inspection at the BFD. This was for information purposes only. No motion made.

Mayor Zoppo-Sassu explained the budget and would like to combine some of the accounts. This is for information only. No motion made.

Motion made by Commissioner Moore to refer to the Personnel Committee to explore procedures in order to establish an "On Call Status" within the Fire Marshal's office. Seconded by Commissioner Jandreau. All in favor. Motion passed.

**7. REVIEW AND DISCUSSION OF THE VARIOUS REPORTS:**

November Reports:

Engine 1- December 2020 and the annual report for 2020

Tower 1 December 2020 and the annual report for 2020

Engine 2 December 2020 and the annual report for 2020

Engine 3 December 2020 and the annual report for 2020

Engine 4 December 2020 and the annual report for 2020

Engine 5 December 2020 and the annual report for 2020

Mechanical Division for December 2020

Chairwoman will communicate to the Deputy Chiefs to request the call volume percentages to be included in the annual reports.

A motion was made by Commissioner Moore to accept the reports and place on file; seconded by Commissioner Jandreau and unanimously approved. All in favor. Motion passed.

## **8. REVIEW AND DISCUSSION OF THE INCIDENT SUMMARY REPORT:**

A motion was made by Commissioner Moore to accept the report and place on file; Seconded by Commissioner Kilby and unanimously approved. All in favor. Motion passed

## **9. COMMITTEE REPORTS:**

- Apparatus
- Budget
- Building & Grounds
- Health and Safety
- Personnel
  - A. One of the three applicants did not qualify the CPAT test.
  - B. Commissioner Jandreau informed the Board that the City of Bristol is no longer involved with the Consortium.
  - C. The Police Department and Fire Department will share some advertising initiatives to attract more diversification.
  - D. Embroidered name and rank on the shirts should be modified to an embroidered name tape with ranking in order to save money.

Motion by Commissioner Jandreau to make a policy change to the shirts to include an embroidered name tape instead to include ranking. Seconded by Commissioner Kilby. All in favor. Motion passed.

- Strategic and Long Term Planning
  - At the end of March, it should be known as to whether the preferred side for E-3 is available.
- City Council Liaison Report
  - None

A motion was made by Commissioner Jandreau to accept the report and place on file; Seconded by Commissioner Crispino and unanimously approved. All in favor. Motion passed

## **10. OLD BUSINESS:**

None

## **11. NEW BUSINESS:**

Commissioner Harold Kilby has been officially been reappointed as a member of the Board of Fire Commissioners for a term until January 2024.

Commissioner Anthony Benvenuto has been officially been reappointed as a member of the Board of Fire Commissioners for a term until January 2024.

Motion by Commissioner Moore to include the proposed revised burn ordinance that Fire Marshal Lambert has prepared. Seconded by Commissioner Kilby. All in favor. Motion passed.

A motion was made by Commissioner Jandreau to approve the draft proposed burn policy and send to the City Council Committee. Seconded by Commissioner Moore. All in favor. Motion passed.

## **12. ADJOURN:**

A motion was made by Commissioner Moore to adjourn the meeting at Moore. Seconded by Commissioner Kilby and unanimously approved. All in favor. Motion passed.

Respectfully submitted by:  
Lisa Wilson