



City of Bristol

BRISTOL, CONNECTICUT 06010

MEETING MINUTES

City of Bristol, Board of Fire Commissioners

Meeting Minutes – Thursday, February 25 2021 at 6:000 p.m.

First Floor Meeting Room, 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
Deputy Chief J. Ziogas
Deputy Chief R. Poggio
City Council Member, Brittany Barney

Absent: Ronald Burns, Board of Finance Liaison

1. CALL TO ORDER

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

2. EMPLOYEE RECOGNITION:

None

3. PUBLIC PARTICIPATION:

None

4. COMMUNICATIONS:

None

5. APPROVAL OF MEETING MINUTES:

A motion was made by Commissioner Moore to approve the meeting minutes from January 28, 2021. Seconded by Commissioner Crispino and unanimously approved. All in favor. Motion passed.

6. ADMINISTRATIVE STATUS UPDATE:

7. REVIEW AND DISCUSSION OF THE VARIOUS REPORTS:

January 2021 Reports:

- Engine 1
- Tower 1
- Engine 2
- Engine 3
- Engine 4
- Engine 5
- Mechanical Division
- Fire Marshal's Office
- Training Division

Deputy Chief Ziogas commented that the payroll for the Fire Department was running smoothly. Deputy Chief Poggio stated that communications among the other Deputy Chiefs has been clear and precise along with the other towns. He explained the punch list items that need to be completed at headquarters. Captain Blaschke has been working with all employees to provide training on MSDS on line and on paper in order to meet the requirements of OSHA.

Mayor Zoppo-Sassu provided a draft of the Fire Chief Promotion exam requirements. The Deputy Chief test will also be within the next few weeks.

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.

Tower 1 responded to 786 calls with a 10% increase from previous year.
Engine 1 responded to 1246 calls for a 9.5% increase from the previous year.
Engine 2 responded to 465 calls for a 14.5% increase from the previous year.
Engine 3 responded to 550 calls for a 1% decrease from the previous year.
Engine 4 responded to 696 calls for a 4% decrease from the previous year.
Engine 5 responded to 758 calls for a 6.6% increase from the previous year.

9. COMMITTEE REPORTS:

- Apparatus – No report. Engine 3 is scheduled to be replaced at a cost of \$655,500 from this year's equipment sinking fund line item.

- Budget
- Building & Grounds
- Health and Safety
- Personnel
 - Commissioner Jandreau explained that he had conversations with the union pertaining to an “On Call Fire Marshal”. He would like to outfit one of the vehicles and provide a cell phone so the On Call Fire Marshal may report to the scene in a timely manner.
- One of the three (3) candidates, did not qualify for the CPAT test.
- Commissioner Jandreau informed the Board that the City of Bristol is no longer involved with the Consortium. We will conduct our own hiring process.
- The Police Department and Fire Department will share some advertising initiatives to attract more diversification. There will be a total of five (5) static billboards installed throughout the City.
- A discussion was held on uniform purchasing policies and one needed to be more cost effective.

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

- Strategic and Long Term Planning
 - There is an additional 30 day extension for the property of interest.
- City Council Liaison Report
 - Commissioner Barney shared that Van Zelm has been selected to complete studies at several firehouses which will include HVAC, electrical and generator inspections.

MOTION: Made by Commissioner Jandreau to accept the reports and place on file; seconded by Commissioner Crispino and unanimously approved. All in favor. Motion passed.

10. OLD BUSINESS:

None

11. NEW BUSINESS:

Mayor Zoppo-Sassu shared a proposed budget packet for the year 2021 – 2022. She explained the collapsing of accounts that will be implemented to create more efficiency and reduce the potential of error. The third page in the packet describes the

consolidated budget for 2021/2022 and what goes into each account. A salary chart was distributed along with the part time salary page. Capital outlay describes what the Fire Department is requesting for the upcoming fiscal year, which includes a new pickup truck.

The House Captions reported to the Mayor the items needed for the upcoming year for their firehouses.

Motion made by Commissioner Jandreau to approve the proposed 2021-2022 budget as presented and will go to the Board of Finance next. Seconded by Commissioner Crispino. All in favor. Motion passed.

12. ADJOURN:

Motion made by Commissioner Moore to adjourn the meeting at Moore. Seconded by Commissioner Jandreau and unanimously approved. All in favor. Motion passed.

Respectfully submitted by:
Lisa Wilson