

**SIMSBURY FIRE DISTRICT
MINUTES OF EXECUTIVE COMMITTEE
MEETING June 11, 2012**

1. President North called the meeting to order at 7:00 pm.
2. Members present were: K. North; J. Fleming; W. Ketchabaw; P. Pabich; and G. Wilcox. Regrets D. Fagone and D. Hayes. Also attending were Fire Chief J. Baldis and Fire Marshal K. Kowalski.
3. It was moved; seconded; and carried that the minutes of the May 14, 2012 meeting distributed via email be accepted as presented.
4. Public Audience: None.
5. Fire Marshal Report- K. Kowalski: The report for the month of May 2012 as distributed earlier by email was accepted. A copy of the report is on file. .
6. Fire Chief Report – J. Baldis: The report for the month of May 2012 as distributed via email was accepted. A copy of the report is on file.
7. District Treasurer Report – P. Pabich: It was moved, seconded, and carried that the financial report for invoices paid through June 11, 2012 be approved. A copy of the report is on file.
8. District Commissioners Report – G. Wilcox: Commissioner Wilcox reported that the carpeting for Tariffville and Bushy Hill stations and the refrigerator for Bushy Hill, are underway. Additional renovation plans are under review for possible funding in the 2011/2012 fiscal year. It was noted that a commitment (purchase order) for specific renovations must be completed by June 30th to be charged in this fiscal year.
9. Personnel Committee – J. Fleming: VP Fleming noted that he has launched activity related to the announced retirement of John Coons, tentatively in July. The position description will be updated and a salary survey will be done before the position is posted for internal candidates.
10. Civil Preparedness: K. Kowalski: Kevin reported that the Town of Simsbury will participate in a statewide disaster drill, with plans to conduct the Simsbury drill on a Monday/Tuesday to avoid any overtime expense on the part of the participants. Kevin further reported that no state funds are currently available beyond July to fund the EPMG grant to underwrite the cost of the Director of Emergency Planning.
11. Correspondence: There was no correspondence.

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12. Old Business:

Fire Marshal Kowalski reported that FEMA funds have been received for the 2011 storms and that bids have been received or are in process. Chief Baldis reported that he expects the ATV purchase award will occur before month end. Kevin informed the meeting that he is seeking our auditor's opinion on how to account for the FEMA funds beyond the end of the current fiscal period. It was noted that we should avoid the use of a reserve account due to our accounting practices and the potential transfer of the funds to our general reserve account.

13. New Business:

It was agreed to defer the approval of the proposed SFD accounting manual to the July meeting. The manual had been distributed by Kevin Kowalski earlier for review and comment. He requested that any feedback be directed to him in advance of the July meeting.

It was moved; seconded; and carried that the District approves single source funding for the installation of security cameras for the Weatogue Station at a cost of \$6,291. Installation will be done by the same vendor used for camera installation at the Main Station and Town Hall, based on pricing and service. The cost to install cameras at the Firetown Station remains open.

It was moved; seconded; and carried that the District approves single source funding for the installation of protective coating at the Weatogue burn building at a cost of \$9,979. The single source recommendation was based on satisfactory installation in the past by the approved vendor.

It was moved; seconded; and carried that the District approves the movement of uncollectible taxes, as presented by the Town Tax Collector in her report of May 23rd 2012, to the Suspense Tax Book.

14. Executive Session: No Executive Session was required.

15. Adjournment: The meeting adjourned at 7:26 pm.

Respectfully submitted

William Ketchabaw, Clerk

Next meeting: Monday July 9th, 2012