

**SIMSBURY FIRE DISTRICT
MINUTES OF EXECUTIVE COMMITTEE MEETING
November 12, 2013**

1. President North called the meeting to order at 7:00 pm.
2. Members present were: K. North; W. Ketchabaw; J. Solury; P. Pabich; D. Fagone; and G. Wilcox. Also attending were Fire Marshal K. Kowalski and Chief J. Baldis. Regrets D. Hayes.
3. It was moved; seconded; and carried that the minutes of the October 21, 2013 special meeting be approved as distributed earlier by email.
4. Public Audience: None.
5. Fire Marshal Report- K. Kowalski: The report for the month of October 2013 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 October 2013 as distributed earlier 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 November 12, 2013 be approved. A copy of the report is on file. Peter overviewed for the meeting that discussions are underway related to the pension funding actuarial interest assumptions to be used for both the full time employee and volunteer plans to assure we are fully funded for both plans.
8. District Commissioners Report – G. Wilcox: In the absence of Commissioner Hayes, Commissioner Wilcox reported that research continues on the review of the maintenance garage and operational services in preparation for the planned report to the January 2014 meeting of the District Executive. Additionally, Commissioner Wilcox commented on rust and corrosion experiences for emergency service vehicles across the valley, and at the State level, due to road treatment practices during the winter months.
9. District Maintenance Division Report - J. Baldis: The report for the month of October, as distributed by email, was accepted. A copy of the report is on file. The report highlighted that the installation of the newly approved hydraulic lift commenced on October 30th and should be completed by early December.
10. District Chief of Administration Report – K. Kowalski: The report for the month of October was accepted as distributed earlier by email. The report highlighted that the annual audit is scheduled for November 19th and 20th and that all requested information has been submitted to the auditors. As a follow-up from our last meeting, Kevin reported that, as a result of discussion with our auditors concerning District authority to use reserve funds for budget expense overruns, the District may use reserves up to an amount

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of \$25, 000, and that overrun amounts in excess of that amount will require ratepayer approval.

11. Personnel Committee – J. Solury: Kevin Kowalski commented that work has commenced on minor revisions necessary for the Fire District Personnel Manual and that upon completion it will be sent to the Executive Committee for review.
12. Civil Preparedness: K. Kowalski: Kevin reported that the application has been filed with the Connecticut Department of Emergency Services and Public Protection for the use of a fiber communication line to the Talcott Mountain repeater. The application was approved for content and use; now it will be reviewed for fiber availability and routing. The process could take several months. Kevin further commented that the application for the Simsbury FM radio private emergency broadcast system has been filed.
13. Correspondence: There was no correspondence.
14. Old Business:

K. Kowalski reported that the AT&T lease for the use of our Bushy Hill antenna for the installation of a cell repeater was returned to him and is not compatible with our expectations. The lease is now under legal review. Approval for the installation of Verizon cell repeaters on the Bushy Hill and Firetown antennas awaits approval from the Siting Council, with a December 15th decision expected. Verizon is anxious to proceed with the installation.

K. Kowalski reported that he has resolved insurance liability for the leather helmet service awards.
15. New Business:

Discussion occurred related to the annual District Officer nomination process. Various options were discussed related to the composition of the nominating committee and the timeline of the process. No decisions were reached and the topic will be discussed further at the December meeting of the District executive.

Clerk Ketchabaw was asked to send a letter of recognition and appreciation of his service to Rich Sawitze, Town Engineer, as he retires on November 30th.

As a result of discussion concerning longevity service awards for District employees, it was agreed that cash awards would be used for long term employee service awards.
16. Executive Session: There was no need for Executive Session.

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17. Adjournment: The meeting adjourned at 8:36 pm.

Respectfully submitted

W. C. Ketchabaw
Clerk

Next meeting: December 9, 2013