

**SIMSBURY FIRE DISTRICT  
MINUTES OF EXECUTIVE COMMITTEE  
MEETING July 9, 2012**

1. President North called the meeting to order at 7:00 pm.
2. Members present were: K. North; W. Ketchabaw; P. Pabich; D. Hayes; and G. Wilcox. Regrets D. Fagone and J. Fleming. Also attending were Fire Chief J. Baldis and Fire Marshal K. Kowalski.
3. It was moved; seconded; and carried that the minutes of the June 11, 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 June 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 June 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 reports be approved for invoices paid through June 30, 2012 and for the new fiscal year through July 9. Copies of the reports are on file.
8. District Commissioners Report – D. Hayes: Commissioner Wilcox reported that the carpeting for Tariffville and Bushy Hill stations is complete. Floor tile refinishing for four stations is complete. The project to capture electronic versions of the archived photos was restarted with 30,000 photos captured. Plans are to install a monitor in the window of the Dispatch Office and to create a slide show of the captured photos, along with periodic public service messages from the Fire Marshal's office. Commissioner Hayes reported that the exhaust piping and tree removal for the Tariffville station remain to be completed. HVAC documentation has been received from Crest Mechanical for the Bushy Hill station and will be reviewed prior to soliciting bids for remediation. The job description for the Plant Manager position is complete and approximately 13 applications from within the SVFC and the District have been received for review. The closing date for applications is 7/13/2012. Priority has been placed on internal candidates and will be extended to the outside if the review surfaces no viable candidates.
9. Personnel Committee – K. North: In the absence of VP Fleming, K. North informed the meeting that an unresolved issue has surfaced related to vacation policy. Review and modification will be addressed.

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10. Civil Preparedness: K. Kowalski: Kevin reported that the Town of Simsbury will participate in a statewide disaster drill on July 30<sup>th</sup> and 31st, at the Town Hall Operations Center.
  
11. Correspondence: There was no correspondence.
  
12. Old Business:  
  
Review and approval of the proposed SFD accounting manual was deferred to the August meeting to allow time for further discussion and possible modifications by the Treasurer and the Chief of Administration.
  
13. New Business:  
  
President North informed the meeting that he had appointed David Fagone to a new three year term as a Commissioner beginning July 1<sup>st</sup> 2012.
  
14. Executive Session: No Executive Session was required.
  
15. Adjournment: The meeting adjourned at 7:15 pm.

Respectfully submitted

William Ketchabaw, Clerk

**Next meeting: Monday August 13, 2012**