

**BLUE HILLS FIRE DISTRICT
MEETING OF FIRE COMMISSIONERS
LOCATION: 1021 BLUE HILLS AVENUE
BLOOMFIELD, CT
WEDNESDAY, JANUARY 3, 2018
@ 7:00 PM**

DRAFT MINUTES

CALL TO ORDER: The monthly meeting of Fire Commissioners was called to order at 7:05 p.m. and a moment of silence was observed.

PRESENT: Present at the meeting was Chief Farmer, Chair Marzouca Jaunai, Vice Chair Jacqueline Massey Greene, Commissioner Tanya Farmer, Fire Marshal William Lewis, Interim Director of Finance and Administration Errol Bartley, Firefighter Vincent Jaunai, Firefighter Adrian Clarke and District Clerk Val Thompson.

Vice Chair Massey Greene made a motion to accept the minutes of December 6, 2017. The motion was seconded by Commissioner Farmer. The motion carried unanimously.

CHIEF'S REPORT: Chief Farmer stated there were 52 calls in the month of December. A down payment for installing the doors at Headquarters has been paid. Jordan Bell will be moving out of Station 3. For detailed information, please refer to the Chief's monthly report.

FIRE MARSHAL'S REPORT: Fire Marshal Lewis stated he has been very busy with inspections at 522 Cottage Grove Road and at Seabury. There is a new Chinese Baptist Church on Wintonbury Avenue where Beth Hillel Synagogue used to be. For detailed information, please refer to the Fire Marshal's monthly report.

INTERIM DIRECTOR OF FINANCE AND ADMINISTRATION REPORT: Mr. Errol Bartley stated the District's finances are in good standing, however, the vehicle maintenance is over budget. The reserve funds in the Money Market account will be used to cover the installation of the doors and the budgeted line item for building maintenance will be used to cover the purchase of the Air Condition unit.

TRAINING REPORT: Chief Farmer stated that he will be conducting a class with Company Officers along with Bloomfield Center and Windsor Fire Departments on the Fentanyl Epidemic.

CAPTAIN'S REPORT: none

SAFETY OFFICER'S REPORT: none

COMMUNITY OUTREACH REPORT: none

DEPARTMENT CONCERNS/GOOD WELFARE: Chair Marzouca Jaunai stated she is concerned about missing documents from the Finance and Administration office and wanted access to be limited to the Interim Director of Finance and Administration and the Clerk only. She also stated that request for

documents for said office must be in writing before the request can be granted. A motion was made by Vice Chair Massey Greene to secure the Finance and Administration Office and to give access to the Interim Director of Finance and Administration and Clerk only. The motion was seconded by Chair Marzouca Jaunai. The motion carried unanimously.

Vice Chair Massey-Greene made a motion for the District to lease the camera system for Station 1 and Station 4 through ADT Company. The motion was seconded by Chair Marzouca Jaunai. Commissioner Farmer opposed. Commissioner Farmer stated that Station 1 in the bay where the apparatuses are being housed needs the camera, but the other areas are not necessary.

CITIZEN STATEMENTS/COMMENTS:

Copies of performance reviews were given to attendees at the meeting
Commissioner Tanya Farmer stated that she did not write the evaluations, Commissioner Marzouca Jaunai did. She also states she was not saying that I would have changed anything on Errol' evaluations, however, I was not given a chance to go over the review ahead of time. Mr. Bartley's review was emailed to Commissioner Farmer the day of the review (10/25), so she does not feel as though she was given ample time to review. Commissioner Marzouca Jaunai stated a copy of each written performance review were emailed to the Commissioners, all three Commissioners participated in the performance reviews and gave their evaluation, therefore, Commissioner Farmer had the opportunity to make any changes as she sees fit to Fire Marshal William Lewis and Interim Director of Finance and Administration Errol Bartley performance reviews.

PAYMENT OF INVOICES AND VOUCHERS: A motion was made by Commissioner Farmer to pay all invoices and vouchers. The motion was seconded by Vice Chair Massey-Greene. The motion carried unanimously.

ADJOURNMENT: A motion was made by Chair Ariel Marzouca to adjourn the meeting at 7.37 P.M. The motion was seconded by Vice Chair Massey Greene. The motion carried unanimously.

Please note the next meeting is scheduled for February 7, 2018