**Thompson Fire Advisory Committee**

**Wednesday, January 29, 2014 at 7 p.m.**

**Community Fire Station**

**MINUTES OF MEETING**

* COMMITTEE MEMBERS PRESENT: Kerstin Forrester, Chair; Steve Bodreau, Hogan Krohn, Jeff Sheldon, Mike Rivers, Todd Montford, Rocky Navarro
* OTHERS PRESENT: Costantino Galasso, Celeste Fifield, Scott A. Clifford, Paul Baer
* Meeting called to order by Kerstin Forrester at 7 p.m.
* Request to approve Minutes of December 18, 2013 meeting; motion made by Steve Bodreau; 2nd by Rocky Navarro; approval unanimous
* Citizens Comments:
  + Paul Baer: reminder that all departments need to file schedule of meetings for coming year; agenda must be filed prior to each meeting (cannot file one generic agenda for the year); in anything substantive, please note, especially for New and Old business items. Reminder that budgets are coming up and to please be very cognizant of spending. Feels that Incident Analysis is not complete enough. Need to discuss call cards – agenda item.
  + Celeste Fifield mentioned that they are working on a 2Q license training class with Putnam. (She followed up with an email to me regarding the age limit – “as long as the driver holds a valid license they are able to drive to the vehicle that they are operating.”
* Committee Member Comments:
  + Mike Rivers stated that he has worked on call card – discussion will be during agenda item.
* Correspondence:
  + Kerstin noted that she had received a response from the CT State Police regarding the status of their report on the Feb 20, 2013, fire – the investigation is complete and report will be issued soon. I will call and request a copy.
  + Mike Rivers read the email that he had sent to Housing Authority, D Flanagan and noted that he has not received any response. Kerstin suggested that as many of the Chiefs as possible attend the next Housing Authority meeting on February 13, at 5:15 p.m. in the community room at Gladys Green facility. Kerstin also noted that she would contact Joanne Baker re this issue. (Note – I did talk to Joanne and voiced the concerns; she called Debby Flanagan and let her know that we will be at the meeting on February 13th. Debby also agreed to contact Paul Baer for help in using the town email.)
  + Steve Bodreau received an email from Steve Benoit that he want to schedule a MCI drill. Steve Bodreau also wants to host a defensive driving class for firefighters; the class is done by CERMA on a Tuesday; Steve will send emails to chiefs with suggested dates.
* We held a lengthy discussion regarding changes to West Thompson’s call cards for Gladys Green/Pineview Court; consensus was that Community should be called along with West Thompson, since there is no coverage from Thompson Hill during the day. Also discussed coverage for Susan Wayne Center and church by the dam. We agreed to discuss redistricting issues at our next meeting for the following roads: Hagstrom, Norman Hill, Lowell Davis, Linehouse. There may be some other roads/areas that we should review as we go through this process to make sure that the focus is on the tactical priorities of Life safety; Incident stabilization, and Property conservation. Please be prepared to discuss and make recommendations.
* Discuss upcoming budget reviews: Kerstin provided a spreadsheet with FD data from 2013/2014 Budget sessions (missing East Thompson). We briefly reviewed both income and expense areas, and Kerstin made recommendations that data be presented in logical groupings with detail – Heating oil, CL&P, Propane, trash removal, telephone, etc. Asked that Community present separate P&Ls for Ambulance and FD so that the combination of all 5 FDs will make better sense. Kerstin also asked that each department be ready to explain their expense requirements and that everyone be very conservative with their requests.
* Kerstin also prepared a list of apparatus for the FDs – East Thompson missing (Paul Baer has emailed this information and it will be added to complete the listing.)
* Kerstin stated that we will begin discussing how to approach a different management paradigm for the fire departments, one of the charges for the committee at its inception.
* Adjourn at approximately 8:50.

**Next Meeting is on February 26, 2014 at 7 p.m. at West Thompson Fire Department.**

Respectfully submitted,

Kerstin Forrester, Chair