



COMMISSION MEETING

June 10, 2025

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on June 10, 2025. Chairman Amy opened the meeting at 6:33 p.m. with the following Commissioners present – Peterson, Bysiewicz, Alderman, Scarrozzo, Balch, Turner and T. Bysiewicz. Commissioner Plummer was absent.

Others present were: Chief Ponzio, Deputy Chief Jason Lube, FDA Linda DeManche, and Ross Andrew.

Chairman Amy made a **MOTION** to open the public session, with no public comment closed on a **MOTION** by Comm. Peterson, all in favor.

-On a **MOTION** by Comm. Balch seconded by Comm. Alderman it was approved to accept the agenda as amended, all in favor.

-On a **MOTION** by Comm. Balch seconded by Comm. Peterson it was approved to waive the readings of the May 13, 2025 regular meeting minutes and accept as written; all in favor.

The bills for May 2025, including the detailed Liberty & Lowes statements were reviewed; after all questions were answered, the bills were approved on a **MOTION** by Comm. Balch and seconded by Comm. Alderman, all in favor.

Tax Collector's Report

-On a **MOTION** by Balch and seconded by Peterson the May tax collector report submitted by Tax Collector Leanna Harris was reviewed and approved, all in favor.

-On a **MOTION** by Balch and seconded by Peterson it was approved to issue tax refunds to the various taxpayers on the list provided by the Tax Collector in the amount of \$ 499.74, all in favor.

Fire Marshal's Report

-The Fire Marshal's (FM) monthly report for May was distributed and accepted on a **MOTION** by Scarrozzo and seconded by Balch, all in favor.

Chief's Report

-On a **MOTION** by Balch and seconded Scarrozzo it was approved to purchase one set of needed turn-out gear in the amount of \$5,143 and (4) structural firefighter helmets for new members in the amount of \$1,552 both from MES, Inc., all in favor. This will come out of the Chief's budget.

-The Chief would like to purchase 3 – one day passes for a total amount of \$825 for the EMS/Fire Expo that is being held at Mohegan Sun on Sept. 24-27th. This will allow a few Officers or members to attend. On a **MOTION** by Balch and seconded by Peterson it was approved to purchase out of the Chief's training budget, all in favor.

-On June 5, 2025 the Chief took delivery of the 2024 Chevrolet Tahoe. The Board approved via email that the 2015 Chevy Tahoe would be used as a trade-in for the amount of \$8,000 towards this purchase. The Chief would like to move forward outfitting the vehicle. On a **MOTION** by Balch and seconded by Scarrozzo it was approved for; 1) Scranton Communications to install the lighting, console, etc. for an amount of \$14,482.20; 2) funding for lettering not to exceed \$1,500; 3) funding would come from the CNR Apparatus Replacement fund; all in favor.

-DC Lube reported on the status of the public protection classification that is issued by Insurance Services Office (ISO) that was completed for 2025, it was last updated in 2018. ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC©) grade is assigned to the community. Based on all the data collected for Westfield the final community classification was 03/3x which is an improved rating over the 2018 review. Westfield is very close to obtaining class 2. They are waiting on the written data packet and the agent will sit down with the Chief to explain on the areas we could improve. The next review would be in five years. The ISO representative may come to a commission meeting to explain more about the process.

New Business

Chairman Amy called for a pause in the Chief's agenda so they could conduct new business at this time:

-A ceremony was held @ 6:46 pm for the swearing in for newly appointed Firefighter/EMT Matthew Connole.

-The regular monthly commission meeting reconvened at @ 7:00 pm after the conclusion of the swearing in ceremony.

-The Chief will be reviewing the pay-per-call (PPC) stipend program for the department members. PPC credit will be reviewed for members that are participating in department related activities when incidents occur during that time. The chief will come back with recommendations so clarity can be offered to members.

-The 2024-2025 weekend staffing program of member participation was reviewed in comparison to last year. The program appears to be working well and overall participation has increased.

-The status of training classes for members was reported as follows: Fire Service Instructor III – (1) member is in class; Fire Service Instructor I – (1) member is in class thru June; Q Endorsement – (1) member in starting class in June; Fire Officer I – (1) member is in class starting in June; Fire Officer III for AC Coco starts in June.

Commissioner(s) Report

-It was reported the FF King submitted his resignation and his last day of work was May 30, 2025.

-A job offer has been made to Andrew Gagne for the position of FF/EMT, who has accepted and is scheduled to start on June 23, 2025.

-The Board reviewed the renewal rates for the business insurance lines. The property & casualty (P&C) had an approx. increase of 12% overall. The increase was mostly attributed to the skyrocketing apparatus repair cost, increasing just that specific policy by 28%. The agreed values (AV) on the apparatus were reviewed, and the Board would like the AV's on the specified apparatus increased as presented. The cyber policy quote is a 30% increase over last year. There are still some contingency questions that need to be answered before the policy can be bound. On a **MOTION** by Amy and seconded by Balch it was approved to; 1) renew the P&C and A&S with ESIP thru Smith Brothers Insurance, Glastonbury; 2) accept the increase agreed values in the vehicle schedule; 3) accept the cyber policy as quoted from Coalition; 4) increase the deductible to \$5,000 offering a saving of \$1,497; all in favor.

-The District received group health insurance renewal rates for the 2025/2026 fiscal year. The existing plan under Anthem BCBS is still being offered, the overall benefits remained the same with an overall premium increase of 11.6%. On a **MOTION** by Alderman and seconded by Balch the following was approved; 1) the health insurance plan will remain with Anthem BCBS, the Gold Pathway CT PPO 2000 plan and; 2) the employees will contribute a cost share of 14% towards the premium which is a 1/2 percent increase over last year and; 3) employees can upgrade to the Platinum Pathway PPO if they wish but will pay 100% of the difference in additional premium between the Gold & the Platinum and; 4) the Health Reimbursement Arrangement (HRA) will remain at a \$1,000 total reimbursement rate towards the deductible of the employee or an insured family member, all in favor.

-On a **MOTION** by Balch and seconded by Alderman it was approved to reimburse retired FM Arthur Higgins the \$230 fees associated with Fire Marshal classes that count towards his certification renewal, all in favor.

-As the Board does not meet in July, on a **MOTION** by Balch and seconded by Peterson it was approved to pay the June bills, all in favor.

-The Board reviewed in depth the proposals from two vendors (CBTG, Cromwell & Founders Technology, Southington) that would provide network management and monitoring, both proposing increased cyber security enhancements for the District's IT systems. After careful consideration on a **MOTION** by Amy and seconded by Balch it was approved to; 1) stay with the current vendor, CBTG for IT service; move forward on the additional projects of firewall, switch and adding wireless access points for better coverage for a total of \$10,877, all in favor.

-The cost to install cat 6 cabling for a fiber connection for phone and internet for switching to Frontier was provided by Peterson Electric Bros. in the amount of \$1,555. Comm. Balch made a **MOTION** seconded by Amy to approve this install; Comm. Amy, Bysiewicz, Alderman, Scarrozzo, Balch, Turner and T. Bysiewicz in favor; Comm. Peterson abstained.

-On a **MOTION** by Balch and seconded by Peterson it was approved for; 1) installation of a concrete pad complete, including fencing, lighting, etc. located in the rear of the station for a total of \$31,778; this pad will benefit the department for drills, especially when performing extrication training on vehicles; 2) funds for this training pad will come from the LAHI claim income from the State of CT for the department responses to incidents on Interstate 91, all in favor.

Old Business – None

New Business (cont.) – Further consideration will be given for installing a shed for much needed storage space but details will need to be reviewed on size, location, etc. The Chief would also like to explore options for a training building.

MOTION to go into Executive Session by Comm. Amy seconded by Comm. Peterson at 8:17 pm, all in favor for discussions regarding: Personnel – New hires for FF/EMT and staff evaluations pursuant to Statutes Section 1-200(6)(A) and Section 1-225(a) of the Connecticut General Statutes, as amended. In attendance at the Executive Session were Commissioners Amy, Peterson, Bysiewicz, Alderman, Scarrozzo, T. Bysiewicz, Balch, Turner and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Amy seconded by Comm. Peterson @ 8:51 pm, all in favor.

-On a **MOTION** by Comm. Balch and seconded by Peterson it was approved or a salary increase of \$2.00 per hour to Joshua Arroyo for the added job title and duties of Fire Code Inspector in addition to his primary FF/EMT job description; this will become effective July 1, 2025, all in favor.

MOTION to adjourn @ 8:52 pm by Comm. Balch and seconded by Alderman. Unanimously approved.
Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary