



COMMISSION MEETING

August 12, 2025

The Westfield Fire Commission met at the East Street Firehouse, Middletown, CT on August 12, 2025. Chairman Amy opened the meeting at 6:30 p.m. with the following Commissioners present – Peterson, Plummer, Balch, Turner and T. Bysiewicz. Commissioner Bysiewicz joined at 6:34 pm; Commissioners Alderman & Scarrozzo were 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. Plummer it was approved to accept the agenda as presented, all in favor.

-On a **MOTION** by Comm. Balch seconded by Comm. Peterson it was approved to waive the readings of the June 10, 2025 regular meeting minutes and accept as written; all in favor.

The bills for July 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. Turner, all in favor.

Tax Collector's Report

-On a **MOTION** by Balch and seconded by Peterson the July 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 \$ 7,967.82, all in favor. The refund amount total that was listed on the agenda was erroneously reported.

Fire Marshal's Report

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

New Business

Chairman Amy called for a change in the agenda schedule so they could conduct new business at this time:

-A ceremony was held for the swearing in for newly appointed Firefighter/EMT Andrew Gagne. The Board members and Chief welcome FF Gagne aboard.

Chief's Report

-The Chief reviewed the pay-per-call (PPC) stipend program guidelines for the department members. He did not have the updated language available tonight so it will be emailed to the Board for their review and will be on the September agenda to discuss it further.

- The Chief provided an update from the truck committee for W6. They have met with both E1 & Pierce manufacturers, both vendors anticipate a 3-to-4-year delivery timeframe from the time of order. There are differences between the two manufacturers so the committee has to review those specs before they can move forward to obtain pricing. The goal is to have this accomplished by year end.
- The 2024 Chevy Tahoe has been delivered to Scranton for the installation of the communication & lighting equipment. It should be ready for pick up next week. All that remains is lettering of the vehicle.
- The previously approved collaborative purchase of a Haz/Mat trailer with Middlefield & Durham fire departments has been purchased & delivered. The three departments are meeting soon to discuss the inventory that will be stocked in the trailer. Currently the third share from Westfield is \$3,000 but there will be additional costs for stocking the trailer, these costs were budgeted in the Chief's budget. The trailer will be housed in Middlefield and will be insured by Middlefield Fire.
- The weekend staffing program for July was reviewed. Participation for the summer months is much improved over last summer.
- Dates for the annual fire equipment testing were reported as follows; hose testing is scheduled for 9/5, ladder testing for 9/3, SCBA flow testing is to be determined.
- The Chief shared that W5 will be out of district for the day on Saturday, August 23rd as it will be on scene in Farmington for a charity.
- On a **MOTION** by Balch and seconded by Peterson it was approved to purchase the Honda powered pump to replace on W8 in the amount of \$6,200 from First Line Emergency Service, all in favor. The cost will come out of the Chief's new equipment budget.
- The status of training classes for members was reported as follows: Fire Service Instructor III – J. Powers passed the class; Fire Service Instructor I – LT Phenicie passed class; Q Endorsement – (1) member finished the classroom portion and is working on their driving hours to complete the course; Fire Officer I – (1) member is in class June-July; Fire Officer III – AC Coco passed the class; Rescue-Rope – (1) member is starting class in August; FFI – (2) members are in class Sept-Nov; EMS-I – (1) member is in class Aug-Sept.
- At the all-hands drill on August 19th Life Star scheduled to be at the station as part of the drill.
- The department is hosting an EMT class starting in September with 1st Approach EMS Staffing.
- The live burn is scheduled for October 11th in Old Saybrook.
- EVT testing is scheduled for October 18th.
- The department open house for fire prevention week will be on a Saturday in October.
- An ISO representative is scheduled to attend the September Commission meeting to explain the process and the departments final rating.

Commissioner(s) Report

- Linda reported that the cyber renewal policy was originally quoted at \$3,090. After completing the contingency questionnaire with the recent protocols the District put in place, Coalition updated the risk assessment and the policy was endorsed with a premium of \$2,529.
- It was reported that the reimbursement for the department's participation at the Hawthorne Fire in Berlin was received from CT DEEP. The full-costs were ineligible thru FEMA but were reimbursed by DEEP.
- A homeowner with property bordering the District's is looking to have some tree removal work completed this Fall. The tree company feels it would be necessary to do this work entering from the District property. Dana will talk to the homeowner to get more details, and it will be reported back to the Board.
- It was reported that W5 sustained some minor damage to the exhaust pipe and chrome trim of the apparatus while in use for driver training. Dana will make the repairs in-house to the extent he is able; no insurance claim will be filed.
- It was reported FF Lemay was injured during response to an extrication incident on July 3rd, he is currently out of work. The Board approved light-duty to the extent Lemay is able to perform the assignments the Chief has for him.
- It was reported the security camera located on the north bay has failed, a replacement has been ordered.
- The cost to install cat 6 cabling for the new wireless access points throughout the station was provided by Peterson Electric Bros. in the amount of \$2,206. Comm. Balch made a **MOTION** seconded by Amy to approve this install; Comm. Amy, Bysiewicz, Plummer, Balch, Turner and T. Bysiewicz in favor; Comm. Peterson abstained.

-In the short term it was decided to leave the Comcast (internet & entertainment) service in place until the IT wireless upgrades have been made. In anticipation of dropping the Comcast service Linda will order fire sticks for the television and look into the cost of a YouTube streaming service for access to local channels.
-The concrete pad installation is complete and the remaining blocks on the lawn can be removed; the next project being considered is a shed for the rear of the station. The size and location of the shed needs to be determined. Quotes will be obtained for the September meeting.

Old Business – None

MOTION to go into Executive Session by Comm. Amy seconded by Comm. Peterson at 7:21 pm, all in favor for discussions regarding: Personnel – 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, Plummer, Bysiewicz, T. Bysiewicz, Balch, Turner and FDA Linda DeManche.

MOTION to come out of Executive Session by Comm. Amy seconded by Comm. Peterson 8:22 pm, all in favor.

MOTION to adjourn @ 8:23 pm by Comm. Balch and seconded by Turner. Unanimously approved.
Respectfully submitted,

Linda DeManche
Fire District Administrator
as Recording Secretary