

**TOWN OF SOMERS
BOARD OF SELECTMAN
SPECIAL MEETING MINUTES
Thursday, April 25, 2024, at 5:30 pm
Lower-Level Conference Room**

A.) CALL TO ORDER- First Selectman Tim Keeney called the meeting to order at 5:30pm.

1. Pledge of Allegiance – All members participated in the Pledge of Allegiance.
2. Roll Call: First Selectman Tim Keeney, Selectmen Bill Meier and Bob Schmidt. CFO Brian Wissinger, Assistant Treasurer Michael Marinaccio, Deputy Chief Keith Allard and many members of the Fire Department.

B.) PUBLIC COMMENT:

1. Public Comment: none

C.) PRESENTATIONS BY THE FIRST SELECTMAN

Selectman Bob Schmidt expressed his support for the Fire Department and his concerns about the departure of Chief Roache and others.

First Selectman Tim Keeney presented the following items:

- Saturday April 27, 2024, 6:30pm-9:30pm the Somers Education Foundation is hosting a Brewfest at Joanna's café.
- Drug Take Back Day will be held on April 27, 2024, from 10am-1pm at the Fire Department.
- Rotary is sponsoring the 52nd annual Kids Fishing Derby. The Derby will be held on April 27, 2024, from 9:30am – 12:30pm at the Blake Center, 732 Hall Hill Road.
- Town Wide Tag Sale is Saturday, May 4, 2024. Details can be found on Town website www.somersct.gov.

D.) CONSENT AGENDA

1. Boards and Commissions: Appointments/Resignations:

- a. Accept the resignation of Karl Walton, Chairman of the Zoning Commission with an effective date of 5/1/2024.

Mr. Meier made a motion to accept the resignation of Karl Walton, Chairman of the Zoning Commission with an effective date of 5/1/24, seconded by Mr. Schmidt. The motion unanimously passed.

- b. Appointment of Howie Coro to the Zoning Commission to fill the vacancy of Karl Walton with a term expiring on 12.22.24.

Mr. Schmidt made a motion to appoint Howie Coro to the Zoning Commission to fill the vacancy of Karl Walter with a term expiring on 12.22.24 effective on 5/1/24, seconded by Mr. Meier. The motion unanimously passed.

E.) FINANCE

- a) Presentation of Scheduled Payments

Mr. Schmidt made a motion to approve the scheduled payments in the amount of \$221,696.23, seconded by Mr. Meier. The motion unanimously passed.

F.) NEW BUSINESS

1. Accept the Resignation of Paramedic/FF, Robert Wheeler effective 5/3/24.

Mr. Schmidt made a motion to accept the resignation of Paramedic/FF, Robert Wheeler effective 5/3/24, seconded by Mr. Meier. The motion unanimously passed.

2. Accept the Resignation of Youth Clinician, Erin Gately effective 5/3/24.

Mr. Meier made a motion to accept the resignation of Youth Clinician, Erin Gately effective 5/3/24, seconded by Mr. Schmidt. The motion unanimously passed.

Mr. Keeney asked for public comment: The following individuals from the Somers Fire Department made remarks.

Greg Smith

Gary Schiessl

John Elkins

Pat Loftus

Bob Kozaska

Larry Felix

Keith Allard

Marybeth Marquardt

3. Discussion and Approval of the Memorandum of Agreement between the Town of Somers and the Fire Fighters, Local 4284, IAFF.

Mr. Meier made a motion to approve the Memorandum of Agreement between the Town of Somers and the Fire Fighters, Local 4284, IAFF for purposes of discussion, Seconded by Mr. Schmidt. The motion unanimously passed.

4. Discussion and Approval of Interim Fire Chief Job Description.

Mr. Meier made a motion to approve the Interim Fire Chief Job Description, seconded by Mr. Schmidt. The motion unanimously passed.

5. Appointment of Keith Allard as the Interim Fire Chief.

Mr. Meier made a motion to appoint Keith Allard as the Interim Fire Chief, seconded by Mr. Schmidt. The motion unanimously passed.

6. Discussion and Approval of the Interim Fire Deputy Chief/ Fire Marshal Job Description

Mr. Schmidt made a motion to approve the Interim Fire Deputy Chief/Fire Marshal Job Description, seconded by Mr. Meier. The motion unanimously passed.

7. Appointment of Ray Stovall as the Interim Deputy Fire Chief and Fire Marshal.

Mr. Schmidt made a motion to appoint Ray Stovall as the Interim Deputy Fire Chief and the Somers Fire Marshal, seconded by Mr. Meier. The motion unanimously passed.

8. Discussion and Approval of the Interim EMS Deputy Chief Job Description.

Mr. Meier made a motion to approve the Interim EMS Deputy Chief Job Description, seconded by Mr. Schmidt. The motion unanimously passed.

9. Appointment of Matthew Atwood as the Interim EMS Deputy Chief.

Mr. Schmidt made a motion to appoint Matthew Atwood as the Interim EMS Deputy Chief, seconded by Mr. Meier. The motion unanimously passed.

G.) Approval of Minutes of April 18, 2024, Regular Meeting of the Board of Selectmen.

The Board of Selectmen waives the reading of the minutes of the Regular Meeting from April 18, 2024, and that minutes of said meeting be approved.

Mr. Meier made a motion to approve the minutes of April 18, 2024, as presented, seconded by Mr. Schmidt. The motion unanimously passed.

H.) ADJOURNMENT

***Mr. Meier made a motion to adjourn the meeting at 6:22pm, seconded by Mr. Schmidt.
The motion unanimously passed.***

Respectfully Submitted,

Kim LaFleur-Recording

Minutes are not official until accepted at a subsequent meeting.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is entered into by and between the Town of Somers ("Town") and Somers Fire Fighters, Local 4284, IAFF ("Union").

WHEREAS, the Town and the Union are parties to a Collective Bargaining Agreement covering the period of July 1, 2022 – June 30, 2025 ("Collective Bargaining Agreement"); and

WHEREAS, under the terms of the Collective Bargaining Agreement the Union represents all full-time and part-time fire fighters and line officers employed by the Town of Somers excluding the Chief of the Department and all other employees excluded by the Municipal Employee Relations Act; and

WHEREAS, the Chief of the Somers Fire Department has recently notified the Town of his intention to resign from his position on Thursday, May 2, 2024, and the Town is presently in the process of seeking a new Fire Chief; and

WHEREAS, while the Town is in the process of seeking a new Fire Chief, it has decided to temporarily assign certain duties that had previously been performed by the Fire Chief to one or more members of the bargaining unit; and

WHEREAS, the Town has created a temporary Acting Deputy Chief/EMS assignment, the duties of which are set forth in Attachment A; and

WHEREAS, the Town has created a temporary Acting Deputy Chief/Fire Marshal assignment, the duties of which are set forth in Attachment B; and

WHEREAS, the Town and the Union have engaged in impact bargaining regarding the creation of these two temporary assignments and have resolved all impact bargaining issues; and

WHEREAS, the Town and the Union wish to set forth the terms of their agreement.

NOW, THEREFORE the Town and the Union hereby agree as follows:

1. The Town shall temporarily assign one or more bargaining unit employees to perform the duties of Acting Deputy Chief/EMS and/or Acting Deputy Chief/Fire Marshal.

2. While a bargaining unit member is assigned to perform the Acting Deputy Chief/EMS and/or Acting Deputy Chief/Fire Marshal duties, the employee shall be paid a stipend of Five Hundred Dollars (\$500) per month for each such assignment.
3. The Town shall have sole discretion to discontinue either or both of these temporary assignments or the assignment of these duties to bargaining unit members based on the needs of the Town.
4. This Agreement shall not be considered precedent setting and shall not establish a past practice for the assignment of the work set forth in the attached descriptions for the Acting Deputy Chief assignments to bargaining unit employees.

The parties have reached this Agreement as of this ____ day of April, 2024.

Town of Somers

Somers Fire Fighters, Local 4284, IAFF

Attachment A – Acting Deputy Chief/EMS

Attachment B – Acting Deputy Chief/Fire Marshal



**Town of Somers, CT
Acting Fire Chief**

- Responsible for the direction and control of the ongoing operations of the Town of Somers—Fire Department.
- Managing and administering the department, directing firefighting and EMS operations and prevention programs, managing department personnel and activities, budgeting, and other similar duties pertaining to the department's operations and function.
- Plans, organizes, and directs all department operations with respect to equipment, apparatus, and personnel.
- Monitors expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time; evaluates departmental equipment and apparatus needs.
- Directs and supervises the implementation of departmental policies and operating procedures.
- Respond to emergencies as needed; assume command when appropriate.
- This Position reports to the Somers Board of Selectmen.

POSITION DESCRIPTION ACKNOWLEDGEMENT	
POSITION TITLE: Acting Fire Chief	DATE RECEIVED:
I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons. I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.	
_____ Acting Fire Chief Keith Allard	_____ Date
_____ First Selectman	_____ Date
_____ Human Resources	_____ Date



**Town of Somers
Acting Deputy Chief/Fire Marshal**

- Supervises the day-to-day operations of the Town of Somers – Fire Department career staff, as well as the Fire Marshal program.
- Schedules personnel based on staffing guidelines set by the Fire Chief and the terms of the union contract.
- Oversees the maintenance of all fire department equipment and apparatus to ensure a state of readiness.
- Prepares recommendations to the Fire Chief for any large dollar repairs or new equipment purchases, including the development of specifications and cost estimates.
- Ensures that required fire and life safety inspections are appropriately scheduled and completed on time.
- Schedules staff and resources as appropriate to meet the Town of Somers commitments to Stafford as part of the shared services agreement.
- Coordinates with the Building Official to ensure appropriate plan review is completed on any commercial or solar construction projects in town.
- Investigate or appropriately delegate the origin and cause investigation of any fire.
- Ensure that all paid staff follow department policies and procedures, both at the station and during emergency response.
- Develop and implement training plans for the career staff.
- Maintain appropriate department documentation.
- Act as a senior member of the department's Officer core, and may be asked to supervise others both at the station and at an incident.

- Ensures other members of the department follow all standard operating guidelines.
- Oversee the Town's Open Burning program and inspections.

POSITION DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Acting Deputy Chief/Fire Marshal **DATE RECEIVED:**

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Department Head

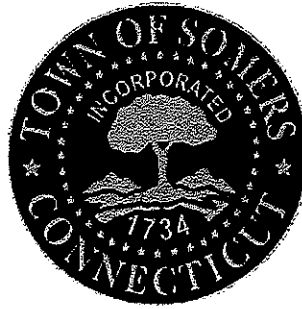
Date

First Selectman

Date

Human Resources

Date



**Town of Somers, CT
Acting Deputy Chief of EMS**

- Oversee the Town of Somers – Fire Department Advanced Life Support program. They shall closely coordinate with the Medical Director and EMS Coordinator at Johnson Memorial Hospital (our sponsor facility.)
- Reviewing and developing policies, procedures, and protocols as needed.
- Decide on the medications and medical equipment used and ensure it is routinely checked and ready for service.
- Ensure our service is appropriately adhering to CT OEMS, DEA, and DCP regulations and best practices.
- Oversee the department's-controlled substance and whole-blood tracking systems.
- They shall have the ability to pull up and review all aspects of patient care or the actions of our providers related to an incident or use of medical supplies. This may include patient care records, cardiac monitor files, and any digital logs (i.e., access controls or video systems.)
- Review or delegate calls to be appropriately reviewed through the department's Quality Assurance programs. If there are serious concerns about a provider's actions, they shall have the authority to suspend a provider's medical control until the medical director can thoroughly review it.
- Oversee any training programs related to advanced life support, including precepting, remedial training, continuing education, annual recertifications, and outside students.
- Act as a senior member of the department's Officer core and may be asked to supervise others both at the station and at an incident.
- Ensures other members of the department follow all standard operating guidelines.

POSITION DESCRIPTION ACKNOWLEDGEMENT**POSITION TITLE: Acting Deputy Chief of EMS****DATE RECEIVED:**

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Date

Department Head

Date

First Selectman

Date

Human Resources

Date