

**Blue Hills Fire District**  
**Board of Commissioner Meeting**  
**Date: Wednesday, May 1, 2019**  
**Where: Blue Hills Fire Department**  
**Time: 7pm**

**Call to Order**

The meeting was called to order by Commissioner Ariel Marzouca-Jaunai at 7:05pm. A moment of Silence was observed.

**Roll Call:**

Commissioner Ariel Marzouca-Jaunai, Commissioner Jacqueline Massey-Greene, Commissioner Mark Manson. Also present were: Fire Chief Willie Jones, Fire Marshal Bill Lewis, Errol Bartley Director of Finance and Administration and Acting Clerk Donna Banks

**Approval of Minutes**

A motion to approve meeting minutes held on March 6, 2019, March 13, 2019, April 3, 2019 District Annual meeting and April 24, 2019 Special Meeting of Budget Workshop was made by Commissioner Jacqueline Massey Greene and was seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote with no discussion.

**Chief Report**

Fire Chief Willie Jones reported that since the last meeting a month ago, there were 39 incidents, nothing major, a small fire at 1094 Blue Hills Avenue and it was put out on arrival by the Police, other than that nothing serious. There were several false alarms and service calls. Fire Chief Jones also stated that there are potentially 5-6 new volunteers that are interested in signing up with the department and he's doing follow-ups and backgrounds checks, trying to get them on board as soon as possible. Commissioner Mark Manson asked how long it will take for the volunteers to come on board. Fire Chief Jones stated that there is a process that they must follow and that takes approximately 6 weeks, they have to attend fire school and also show interested before spending money on them.

**Fire Marshal Report**

Fire Marshal Bill Lewis stated that it has been extremely busy with the Public Work project at the Human Services Building at 330 Park Avenue. It is anticipated that the project will be completed by the end of the month. He also stated that he inspected Hooker Brewery on Toby Road, Active Day Care, there's a new Church at 730 Blue Hills Avenue, the old VFW. He also stated that a new hydrant put in by the Board of Education on Blue Hills Avenue, we approved it, but MDC called and said it was illegally put in by a non-certified person, so they had to shut it off. Fire Marshal Lewis also stated that for the past two months the office have completed 13 Inspections, completed 5 Plan Reviews and 1 Fire Investigation.

### **Director of Finance and Administration Report**

Director of Finance Errol Bartley stated that there are two months left in the FY ending June 30, 2019. He also stated that now is the time to communicate before spending as bulk of the collections comes in August.

### **Salary Increases for Non-Union Staff**

Commissioner Ariel Marzouca-Jaunai stated that no raises have been given to Fire Marshals and the Volunteer Fill-ins in over 3 years, so it's well deserved. It was discussed with Finance Director Errol Bartley and agreed to give a suggested raise of \$2.75 more to the Fire Marshal and \$1.50 cents more per hour to the Deputy Fire Marshals. Commissioner Ariel Marzouca-Jaunai asked for discussion and there was clarification on the Fire Marshal raise, and a motion was made to amend the salary of the Fire Marshal from \$2.75 to \$3.75 more per hour, after discussion a motion was made by Jacqueline Massey-Greene, seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote with a motion also made by Jacqueline Massey-Green to increase the Deputy Fire Marshal salary by \$2.00 more per hour, motion seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote with no further discussion.

### **Volunteer Fill-Ins**

Commissioner Ariel Marzouca stated that the Volunteer Fill-Ins also haven't received a raise in over 3 years and stated that she is proposing a \$1.00 increase for the volunteers and opened this up for discussion. After much discussion it was agreed upon to give the Volunteer Fill-ins \$2.00 more per hour. A motion was made by Commissioner Jacqueline Massey-Greene and seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote with no further discussion.

### **Training**

Fire Chief Willie Jones stated that they are finalizing the company that will be doing the on-line training that the department will be participating in. Also, there will be some extensive training drills that will be held over at 330 Park Avenue when the building is ready, it's possible we'll get some people coming in for various drills that will be done. Nelson Carter, Sr. stated that Blue Hills Fire is doing a great job with the training and he heard the feedback from other towns stated that the fire fighters are trained well in Bloomfield.

### **House Captain Report**

No Report

### **Community Outreach Report**

Lt Vincent Jaunai stated that they hosted the Cub Scout and Boys Scout troops along with their leaders and parents and did a presentation on safety. Hosted the Brown Street Magnet School Kids, parents and teachers to discuss upcoming programs. Hosted the Laurel Street Family Resource Center Fire trip. Hosted the B.E.L.C field trip to the Fire House. Participated in the Bloomfield Police Department Kids Academy at 330 Park Avenue. Participated in a Youth

Program Hosted by Bloomfield Ambulance. On June 8<sup>th</sup> will be participating in Celebrate Bloomfield as well as Bethel AME Church Health Fair – a fire truck will be at each location. On June 15<sup>th</sup>, The Blue Hill Fire Department will host their 6<sup>th</sup> Annual Educational Fun Day. We also will be participating in an event at the True Disciples of Christ, the old VFW at 730 Blue Hills Avenue with the Bloomfield Police Department. Lt. Jaunai also stated that the Back to School Fair is anticipating holding their event at the new Community Center assuming it will be ready and if not it will be held here at the Fire House.

### **Department Concerns/Good and Welfare**

Commissioner Ariel Marzouca stated that the following items need to be discussed.

- **Job Description for District Clerk:** Commissioner Ariel Marzouca-Jaunai asked if there were any changes or questions regarding the Job Description duties of the Clerk. The job description duties were shared with the Commissioners. After no discussion a motion was made by Jacqueline Massey-Greene and seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote.
- **Additional Hours for Clerk:** Commissioner Ariel Marzouca-Jaunai stated that due to the additional work load of the District Clerk, instead of the 3 hours an additional 2 hours will be added to the position, where it will be 5 hours per day for a total of 25 hours per week. Commissioner Ariel Marzouca-Jaunai ask for discussion, there were no discussion or questions. A motion was made by Commissioner Jacqueline Massey-Greene, seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote.
- **Performance Reviews:** Commissioner Ariel Marzouca-Jaunai stated performances reviews for staff haven't been done in a while and she wants to bring it back. We also should start getting some goals together for the upcoming Fiscal Year. In addition (up to Commissioners) after the performance reviews, we normally give a monetary incentive of one week's salary for the paid staff. After a brief discussion, a motion was made by Commissioner Jacqueline Massey-Greene to give paid staff monetary incentive of a week's salary to paid staff pending the outcome on their review. The motion was seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote.
- **Rental of Hall:** Commissioner Ariel Marzouca-Jaunai stated that this items was tabled, therefore, a motion was needed to take it off the table. A motion was made by Commissioner Jacqueline Massey-Greene, Commissioner Mark Manson abstain (not to vote). Commissioner Ariel Marzouca-Jaunai stated that she thinks we need additional funds for projects that need to be done at the fire houses, painting the hall; fixing the bay, purchasing an outdoor signage, we are sitting on a very good asset by renting out this Hall. The insurance Company gave guidelines for requests on renting the hall. There will be no Liabilities on the Blue Hills Fire side, all Liabilities will be on the person that's renting the Hall. Commissioner Ariel Marzouca-Jaunai open this topic up for discussion. After a lengthy discussion it was agreed that the Blue Hills Fire House located at 1021 Blue Hills Avenue will **NOT** be rented to outside groups, however, members of the Blue

Hills Fire Department will be able to use the hall with the approval of the Board of Fire Commissioners.

- **Campaign Appeal** - Commissioner Ariel Marzouca stated that we need a Campaign Appeal. We need to select project or an item that we would like funded at a certain amount (i.e.) \$5,000, \$10,000, in order to meet that goal, we would solicit businesses and residents in the district for donations to fund the specific project. After a brief discussion, a motion was made by Commissioner Jacqueline Massey-Greene, seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote.
- **Commissioner's Operating Standard Procedures** - Commissioner Ariel Marzouca stated that we need to set Standard Procedures for the Commissioners and should start in June and meet the last Wednesday of each month if that is feasible for everyone. in June, July, September, October and November. After discussion, it was decided that the meetings will be the last Wednesday of each Month and should start at 6:30pm and end approximately by 8:30pm and for the November meeting, attendance will be determined as we get closer to that date.

#### **Citizens Statements/Comments**

**Citizens in Attendance:** Nelson K. Carter, Sr., Edith Fein, Joan Gamble, Jonathan Antoine and Lt. Vincent Jaunai

Numerous questions were asked.

#### **Payment of Invoices and Voucher's**

Commissioner Jacqueline Massey-Greene, seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote.

#### **Adjournment**

Commissioner Ariel Marzouca-Jaunai entertained a motion to adjourn. Motion made by Commissioner Jacqueline Massey-Greene and seconded by Commissioner Mark Manson. Motion carried by unanimous voice vote.

Meeting adjourned at 8:30pm

Respectfully Submitted

Donna Banks  
Acting District Clerk