

***Special Meeting of Blue Hills Fire Commission***

***Date: Wednesday, June 26, 2019***

***Where: 1021 Blue Hills Fire Department***

***Time: 6:30pm***

**Call to Order**

The meeting was called to order by Commissioner Ariel Marzouca-Jaunai at 6:40pm.

**Roll Call:**

Commissioner Ariel Marzouca-Jaunai, Commissioner Jacqueline Massey-Greene and Commissioner Mark Manson. Also present were: Errol Bartley Director of Finance and Administration, Lieutenant Vincent Jaunai, Nelson Carter, Sr. and Edith Fein.

**Discussion with Committee on Commissioner's Rules and Procedures**

Commissioner Ariel Marzouca-Jaunai thanked everyone for coming out so we can work on getting our rules and procedures together. She stated looking at the scope of things this will be overwhelming as there are lots to think about. Putting the rules and procedures together will be our "Bible". Commissioner Ariel Marzouca-Jaunai also stated that she made some suggestions as to how we should go about putting these rules and procedures together and would like everyone participation and input. Handouts were given to the panel on how we should start the Brainstorming Rules and Procedures Session.

Commissioner Ariel Marzouca-Jaunai stated that she came up with categories and stated that if anyone else have a different suggestion on how the process should be done, to let her know so we can discuss as she is looking forward for everyone's involvement. She asked that everyone should write down their ideas on the following items down below and bring back to the next meeting for discussion:

**Category 1**

IDENTIFICATION AND ADDRESS

- The legal name of this organization, the mailing address and phone number.

**Category 2**

ORGANIZATION

- When was the Blue Hills Fire District established? How was it govern at the time and when was it was established; was it under a special act? To date what statue are we Govern under?

**Category 3**

TERRITORY

- What are the geographical boundaries of the District? There are 2 fire districts in the Town of Bloomfield – need to be clear on the Blue Hills Boundaries.

**Category 4**

DEFINITIONS

- What are certain terms that we use that the citizens of the District may not understand that is pertaining to the Blue Hills Fire District? Example, Moment of Silence, Connecticut General Statute (CGS), (F.O.I.) Freedom of Information, etc.

### **Category 5**

#### **PURPOSE OF THE BLUE HILLS FIRE DISTRICT**

- Why are we here, what are our purpose and goals?

### **WHAT ARE THE DUTIES OF THE BOARD OF FIRE COMMISSIONERS?**

Commissioner Ariel Marzouca-Jaunai stated that if we can get these categories' done first, we can move on. We have a month before the next meeting so, everyone should have their ideas ready to start the brainstorming discussion. She also mentioned that the District's Attorney sent over a guide for us to work from. Copies were given out to the panel and everyone who attended the meeting. Finance Director Errol Bartley stated that we should have back up information for verification and, if possible with the definition of the statute. Commissioner Ariel Marzouca-Jaunai also stated, at the very end, the Clerk will compile each category so we can send the document out to a professional writer for final proof and then for final check from the District's Attorney to ensure all our wordings are correct.

After much discussion regarding the categories, everyone agreed to the Blue Hills Fire District Board of Fire Commission Brain Storming Rules and Procedures Session and will meet on the following special meeting dates; Wednesday, July 31<sup>st</sup>, Wednesday, September 25<sup>th</sup>, Wednesday, October 30<sup>th</sup> and Wednesday, November 27<sup>th</sup> at 6:30pm. Commissioner Ariel Marzouca-Jaunai stated that the meetings will be a couple of hours, therefore, light refreshment will be served.

### **Payment of Invoices and Vouchers**

Commissioner Ariel Marzouca-Jaunai entertained a motion. Motion made by Commissioner Jacqueline Massey-Greene, seconded by Commissioner Mark Manson. Motion carried by unanimous voice votes with no further discussion

### **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 votes.

Meeting adjourned at 7:00pm

Respectfully Submitted

Donna Banks  
District Clerk/Treasurer