

WOODSTOCK BOARD OF FIRE COMMISSIONERS

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Jeffery DeLisio, Chairman
Donald V. Allen, Commissioner
Evan Holland, Commissioner
Michael Lavin, Commissioner
Keith Hernandez, Commissioner

Regular Monthly Meeting June 24, 2024 – Approved Minutes

MEMBERS PRESENT: Chairman Jeffery DeLisio, Commissioners Donald Allen, Evan Holland, Michael Lavin and Keith Hernandez

OTHERS PRESENT: Secretary/Treasurer Judy Peters, Chief Patrick Rose

Resolutions:

- Appoint full-time EMT
- Appoint full-time EMT
- Adopt EMS Program Backup Call Procedure Policy
- Approve holiday premium pay for EMTs
- Approve probationary member
- Approve certified driver
- Approve salary range for secretary position

At 3:10pm, Chairman DeLisio called the meeting to order.

Budget - Chairman DeLisio stated the 2024 budget is doing very well and after review, there is an estimated cushion of approximately \$60,000 in the salary line. The EMS Coordinator has recommended the board hire additional career staff due to the lack of schedule coverage by the volunteers. Additional staff will help alleviate the stress placed on a paramedic working without adequate medical assistance on critical calls. Chairman DeLisio recommended the board hire one full-time EMT and move a part-time EMT to a full-time position to cover the evening and afternoon shifts typically vacant. Recommended the board continue interviewing paramedics and EMTs for per diem positions to increase the pool for coverage of paid-time off. During 2025 budget discussions, the board will decide what additional staff should be hired. The board agreed.

Holiday premium pay for EMTs – Chairman DeLisio recommended EMTs who work holidays be paid at one and one-half times their regular rate of pay for all hours worked like the paramedics. The board agreed.

Paramedic Program Backup Call Procedure Policy – The backup call procedure policy was amended to include the word “EMT” to allow a resident EMT respond to second calls in the district. The EMS Coordinator oversees the management of staff response. The amendment was approved and is attached to the minutes.

Secretary position – In reviewing salaries of clerical persons employed by the Town of Woodstock and other on-line listings, the board agreed to advertise this position with a starting salary range of \$22 - \$25 an hour.

Boot-drop fundraising events – Discussion about the legality of boot-drops. It was agreed all fundraising activities must follow specific rules and be approved by the commissioners even if they are annual events. Insurance requires prior approval.

Car wash fundraising request – Discussion about allowing a car wash fundraising event at the district building and the potential risks and benefits. It was agreed to invite the Rocket Club to the next meeting to discuss further. The event can be co-sponsored by the fire department to ensure insurance coverage and control.

RESOLUTIONS:

RESOLUTION #71-2024

Appoint EMT

Offered by Commissioner Allen, second by Commissioner Lavin

BE IT RESOLVED to appoint Angela Spinelli to a full-time EMT position, 36 hours/week, at \$20/hour in accordance with the Employment Compensation & Benefits Manual.

Vote: 5-0

RESOLUTION #72-2024

Appoint EMT

Offered by Commissioner Holland, second by Commissioner Hernandez

BE IT RESOLVED to appoint Jenna Byer to a full-time EMT position, 36 hours/week, at \$20/hour in accordance with the Employment Compensation & Benefits Manual.

Vote: 5-0

RESOLUTION #73-2024

Adopt policy

Offered by Commissioner Allen, second by Commissioner Lavin

BE IT RESOLVED to adopt the EMS Program Backup Call Procedure Policy effective June 24, 2024.

Vote: 5-0

RESOLUTION #74-2024

Approve holiday premium pay for EMTs

Offered by Commissioner Lavin, second by Commissioner Hernandez

BE IT RESOLVED effective June 24, 2024 all career EMTs (per diem, part time or full-time) will be paid in the same manner as paramedics, specifically time and one-half their regular rate of pay for all hours worked on a designated holiday, in accordance with the Employment Compensation & Benefits Manual.

Vote: 5-0

RESOLUTION #75-2024

Approve probationary member

Offered by Commissioner Allen, second by Commissioner Hernandez

BE IT RESOLVED to approve Russell Ley a probationary member of Co#5, contingent upon confirmation there is no record of arson conviction or registration as a sex offender.

Vote: 5-0

RESOLUTION #76-2024

Approve driver

Offered by Commissioner Hernandez, second by Commissioner Lavin

BE IT RESOLVED to approve Christina Smith certified to drive 670, 673, 67-50 & 67-53.

Vote: 5-0

RESOLUTION #77-2024

Approve salary range for secretary position

Offered by Commissioner Holland, second by Commissioner Allen

BE IT RESOLVED to approve a salary range of \$22 to \$25 an hour for the secretary position.

Vote: 5-0

RESOLUTION #78-2024

Authorize payment of audited voucher

Offered by Commissioner Holland, second by Commissioner Lavin

BE IT RESOLVED to authorize payment in the amount of \$603.00 to Huson Valley Impressions.

Vote: 5-0

At 3:40pm, Chairman DeLisio moved to adjourn the meeting, second by Commissioner Hernandez, all in favor.

Meeting adjourned.

Respectfully submitted,

Judy Peters
Secretary/Treasurer