



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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860-870-3182

John W. Turner  
Chairman

Dave Olender  
Douglas Harding  
Sarah D. Cook  
Gary Feldman, Sr.  
Jack Rich II  
Roberts Edwards  
Bryan Harvell  
Peter Hany, Sr.  
Joseph A. Palombizio

Ad Hoc Emergency Services Committee  
Tuesday, November 13, 2018  
Town Hall Meeting Hall

## MINUTES

**Members Present:** John W. Turner, Chairman, Douglas Harding, Gary Feldman, Sr., Peter Hany, Sr., Joseph A. Palombizio, Jack Rich II, Robert Edwards, Sarah D. Cook [left 8:10 pm]

**Members Absent:** Dave Olender, Bryan Harvell

**Others Present:** Dennis Varney, Brendan Burke, Ellington Volunteer Fire Department (EVFD); Tim Seitz, Chuck Pippin, Crystal Lake Fire Department (CLFD); John Nickerson, Nick Delia, JLN Associates [arrived 7:15 pm]; Julia Connor, Recording Secretary

### I. Call to Order and Attendance

Chairman Turner called the Ad Hoc Emergency Services Committee Meeting to order at 7:00 p.m.

### II. Citizen's Forum: No one came forward.

### III. Approval of Minutes: March 26, 2018

MOVED (FELDMAN), SECONDED (HANY) AND PASSED UNANIMOUSLY TO ACCEPT THE MINUTES OF THE MARCH 26, 2018 MEETING AS PRESENTED.

### IV. Correspondence

### V. Unfinished Business:

- a. Insurance & LOSAP beneficiary information, J. Turner

Mr. Turner stated that rolling stock and things covered on the insurance plan need to be kept updated with the Finance Department. He provided an informational sample spreadsheet that may be helpful to the agencies in keeping track of vehicles, equipment and other apparatus. Mr. Turner also provided a memo covering the corporate responsibilities of each of the Emergency Services Organizations in Town as relating to insurance and benefits coverage. He stated that there have been deaths and individuals reaching retirement age that aren't able to be located for benefit purposes, and emphasized the importance of the maintenance and updating of the beneficiary cards. When a new member joins the organization, they are required to complete an I9 form, as well as two beneficiary cards, to be kept in the personnel file. No less than every two years, each member should review the information on the cards and initial and date if it is correct or make any desired changes on a new card. If a member leaves the service and are eligible for LOSAP benefits, they maintain any earned benefits. It is the member's responsibility to alert their organization of their location as they reach age 65. The insurance company will recognize the beneficiary(s) listed on the most recent card on file. Updated active member statements are provided by the insurance company each year, based on the census reports submitted by the organization. Any discrepancies need to be noted right away.

b. LOSAP Annual Report

In the Annual Report, there are several people listed as coming up for entitlements this coming year, including Robert DaBica, Michael Derek, Vince Gambacorta, Steve Roszak, and Susan Trisler.

c. Emergency Management – Report on the Town-wide Drill

The Mass Casualty drill was held at the YMCA on October 14, with both fire departments and the ambulance corps involved in the exercise. Mr. Palombizio reported that the drill was successful and each department demonstrated excellent cooperation and teamwork. Mr. Turner shared that in his experience, all mutual aid efforts in the area have been positive and have been successful in getting any job done well.

Mr. Palombizio also shared that he recently attended an active shooter training with Mr. Hany and learned about the State Police's new emergency response etiquette, where troopers will attempt to create a safe zone before inviting emergency personnel into a building, area or facility. New preventative safety equipment is being ordered for each of the emergency organizations in the event that "Stop the Bleed" or other emergency efforts are ever necessary in a warm zone of an active shooter incident.

d. Pre-Emption program

There was a brief carryover discussion of some deficiencies in the program that EVFD was looking into. It was reported that this process was still ongoing, and there are certain areas in particular that need continued attention.

VI. New Business:

- e. Introduction of JNL Associates, John Nickerson; contracted for the Fire-Rescue-EMS Study.

Mr. Turner introduced John Nickerson and Nick Delia from JLN Associates, who walked the Committee through a presentation covering what is planned for the Fire-Rescue-EMS study that they have been contracted for. Mr. Nickerson shared that JLN Associates has been around since 1999, with the purpose of sharing information and experience with organizations that are looking for guidance. He stressed the importance of face-to-face, personal connections between JLN Associates and the various agencies throughout this process.

Mr. Delia stated that there is no preconceived agenda behind the study, and that they just want to observe the facts and paint the best picture they can to provide strategy for the future of the organizations. They want to provide a useful document that is utilized extensively to the best use of each organization, with five- and ten-year recommendations.

JLN Associates has worked with various-sized communities ranging from populations of 6,000 to 250,000; they work to engage and involve each community with their assessments. This is a risk-based process; they look at factors such as population, physical size of the Town, transportation logistics, emergency services locations and equipment, and potential occupancy hazards in Town, whether residential, industrial, commercial or municipal. Demographics, geography, and unique community features are also taken into account.

The evaluation will be based on risk analysis, agency resources, staffing, funding and political support, and risk zones. They typically work with at least five years' worth of past reports and documents to identify trends.

Mr. Nickerson stated that they work to create a report that is understandable to a larger population than just those familiar with industry terms.

The results of the study will establish short, intermediate and long-term goals and clearly outline expectations related to normal response activity, risk behavior and response needs. General expectations for emergency responses include stopping the escalation of an emergency, and responding with enough resources to handle typical emergencies without routinely calling for greater alarms or mutual aid.

Mr. Delia covered some recent changes from the Insurance Services Organization (ISO) such as a new rating schedule, language changes and Community Risk Reduction credits.

This study will study components such as Statutory Authority, funding mechanisms, fees and grants, and department histories. The main goal of a risk analysis is to determine the probability of an event and potential consequences.

Accreditation Standards, such as NFPA 1720, will be referenced in the study. Mr. Delia asked if the agencies would be seeking accreditation in the future, or if these standards were being looked at as best practices. Mr. Turner stated that this study was to be used as a best practices guideline at this time.

This risk assessment and department study should provide the following information: defensible position related to strategic plan and future funding requests, defensible position related to adverse events and the criteria used to make decisions, and a clear method to assess past, present and future service delivery decisions.

Mr. Delia covered facility, apparatus and equipment factors that will be looked into, as well as the initial documentation that they need to get started with the study.

Mr. Rich asked what connection the Fire Marshal's Office will have with the study, as they are a completely separate entity. Mr. Delia stated that their main intentions are with data gathering and research.

From this point, JLN will begin setting up preliminary appointments to get to know the community. They will acquire a Town map to become familiar with the flow and transportation mechanisms within the community.

f. LOSAP Insurance Census

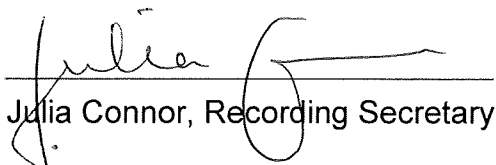
Mr. Turner should be receiving the most recent life insurance census in the near future. Currently, members who reach age 65 lose life insurance coverage. At this time, there are five individuals over 65 who are still active members in the emergency services organizations. Someone meeting active membership requirements should continue to be included on the life insurance policy; this is a discussion Mr. Turner is going to continue with the Finance Department.

VII. Other Business:

- a. Round Table of Participants: There was no discussion.

VIII. Adjournment

MOVED (RICH), SECONDED (EDWARDS) AND PASSED UNANIMOUSLY TO  
ADJOURN THE MEETING AT 8:18 P.M.

  
Julia Connor, Recording Secretary