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STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
OFFICE OF STATE FIRE ADMINISTRATION

34 PERIMETER RD. WINDSOR LOCKS, CONNECTICUT 06096



***MOTIONS OF THE NOVEMBER 28, 2023, MEETING OF
THE COMMISSION ON FIRE PREVENTION AND CONTROL***

Attendance:

Vice Chairman Kowalski, called the meeting to order at 9:36 a.m. with the following members present: Commissioners, Buonome, Fontana, Hilbert, Ide, Norton, Ortiz, and Perez. Via Teams, Commissioners present; Abbott, Stankye, Tulier and Wall.

Staff members, Jeffrey J. Morrissette, State Fire Administrator; PJ Norwood, Director of Training; David Clark, Director of Certification; Kara Ouellette, Secretary to the State Fire Administrator; *Guests present - None*

1. Call to Order/Pledge of Allegiance/Introduction of Guests

Moment of Silence

2. Approval of the October 31, 2023, Meeting Minutes

*A MOTION was made by Commissioner Ide and **SECONDED** by Commissioner Fontana to approve the Minutes of the October 31, 2023, meeting. Motion carried.*

3. Committee Reports: Staff Reports for October 15, 2023 – November 14, 2023

*A MOTION was made by Commissioner Ide and **SECONDED** by Commissioner Buonome to approve the Staff Report for October 15, 2023 - November 14, 2023. Motion carried.*

4. Unfinished Business:

- a) DESPP Budget/Staffing Update
- b) CSFA Education Committee Update
- c) Training Unit Update
- d) Certification Unit Update
- e) AFFF Take Back Program Update
- f) Learning Management System Implementation Status
- g) FILO Report (Nick Bozym)
- h) LAH Reimbursement to Volunteer Fire Companies
- i) Fire Service Data Collection Project Update

5. New Business:

- a) Statewide Fire Service Strategic Plan
- b) Training Instructor Public Education Cost Analysis

*A **MOTION** was made by Commissioner Hilbert and **SECONDED** by Commissioner Buonome to approve the 2024 Training Divisions Cost Analysis for the Tuition Fee Increase of Fire Instructor 3. Motion carried.*

- c) Safety Committee Representative
- d) Refund Policy

*A **MOTION** was made by Commissioner Wall and **SECONDED** by Commissioner Fontana to approve in concept the proposed Refund Policy, pending comment from DESPP Fiscal. Motion carried.*

- e) Class A Building Update

6. Comments from the public

7. Matters to be raised by Commissioners and Staff

8. Adjournment

A MOTION was made by Commissioner Fontana and SECONDED by Commissioner Buonome to **adjourn the meeting. Motion carried.**

Vice Chairman Kowalski adjourned the meeting at 10:53a.m.

Next Meetings: Tuesday, December 26, 2023 @ 9:30 a.m. (optional)