TOWN OF SUFFIELD

Meeting Minutes
Fire Commission
Regular Meeting

Meeting Date:	October 13, 2026
Time:	6:30 p.m.
Location:	Hybrid (In-Person and Zoom) Suffield Police Station, 911 Mountain Road, Suffield CT 06078
In Attendance:	Interim Fire Commission Chair Colin Moll, Commissioner Bucior, Commissioner Christian, Commissioner O'Hurley, Commissioner Prusi, Commissioner Thibedeau, Commissioner Vindigni, Chief Gauthier and Recording Secretary Susan Smyth

Call to Order
The meeting was called to order at 6:30 p.m.by Interim Chair Moll.

Pledge of Allegiance

Roll Call

Public Comment
None

Discussion and Approval of June 9, 2026 Regular Meeting
Interim Chairman Moll asked for a motion to accept the September 15, 2026 Regular Meeting Minutes. Commissioner Thibedeau made a motion to accept the September 15, 2026 Regular Meeting Minutes. Commissioner Vindigni seconded. The motion passed unanimously.

Election of Fire Commission Chair
Chair Moll began the Election of Chairperson.

Nomination for the position of Chairman:
Commissioner Vindigni nominated Nathan Prusi for the position of Chairman. Commissioner Thibedeau seconded the nomination.
Motion failed 3 in favor (Prusi, Thibedeau, Vindigni), and 3 opposed (O'Hurley, Christian, Bucior).

Nomination for the position of Chairman:
Commissioner Christian nominated Commissioner O'Hurley. Commissioner Bucior seconded.
Motion failed 3 in favor (O'Hurley, Christian, Bucior), and 3 opposed (Prusi, Thibedeau, Vindigni).

Commissioner Thibedeau requested a Point of Order regarding continuing nominations for the temporary purpose of this meeting to ensure that any motions or actions taken would be properly recorded. Commissioner Prusi moved to nominate Colin Moll to serve as Interim Chair for the purpose of this meeting, and Commissioner Bucior seconded the motion. The motion passed by a vote of 5 in favor (Commissioners Prusi, Bucior, O'Hurley, Christian, and Thibedeau) and 1 opposed (Commissioner Vindigni), who stated opposition on the grounds that the appointment did not reflect the outcome of the election.

Updates from Task Forces
Career Recruitment:
No updates provided.

Volunteer Recruitment and Retention:
Commissioner Vindigni stated they will be meeting later this month.

Facilities:
Commissioner Thibedeau stated that herself and Commissioner Christian attended a meeting virtually. Shared at the meeting shared reviewing the Community Risk Reduction goals. Enhancement of community message was discussed.

Fire Commission Procedures:
No updates provided.

Apparatus:
No updates provided.

Budget:
Commissioner Vindigni stated there was a September 16, 2026 meeting held. Another meeting will be held on September 26, 2026. The goal is on the Capitol improvement budget. There will be a meeting at the end of October for proposed budget to present to the Commission.

Bylaws/Rules and Regulations
Commissioner Vindigni suggested that the below changes be made in the Discussion of Review and Updating of By-Laws.

Discussion on Review and Updating of By-Laws
Interim Chairman Moll asked if anyone had any discussion on the Board of Fire Commissioners Rule and Regulations.
Commissioner Vindigni wanted to discuss I. Board of Fire Commissions (Page 1).
Commissioner Vindigni proposed the following changes and clarifications:
be made:

I. Board of Fire Commissions (Page 1):

- D. Individual Commission member meets or communicates with the Chief.
    - Statement needs clarification of, "…regarding matters that may fall within the authority or responsibilities of the Commission…" Can examples be provided to further understand?
    - Who provides the summary? How is it to be submitted, i.e. to the Chair (or Interim) or the entire Commission?

II. Rules and Regulations for Conduct of Meetings (Page2-3)

- Page 2, #5 – I support the proposal for 2 members to request adding an agenda item.
- Page 3, #5 & 6 need renumbering if new #5 is adopted.

III. Rules and Regulations for Conduct of Meeting – C, Order of Business (Page 3)

- After #14 or #15 – propose adding new item, "Commissioner Communications"
    - Reasoning: allows individual Commissioners an opportunity to comment on items not listed on the agenda or arose during the meeting.

IV. Rules and Regulations for Conduct of Meetings – E. Parliamentary Procedure (Page 4)

- 5 (NEW). Following the biennial election, the Town Clerk shall convene the first meeting of the Fire Commission who shall elect a Chair and Secretary for the next 2 years. Said terms shall automatically expire following the biennial election.
- 6 (NEW). In the event the Commission has a 4 – 2 political party alignment, candidates for Commission Chair and Secretary must come from only the majority party. In the event of the votes for the nominee(s) after 2 months, the deadlock shall be resolved by a majority vote of the Board of Selectman for one of the nominees previously

considered by the Commission. The Board of Selectman will restrict voting to only those deadlocked candidates who failed to secure a Fire Commission majority.

- 7 (NEW). In the event the Commission has a 3-3 political party alignment, candidates for Commission Chair and Secretary may come from either party. In the event of the votes for the nominee(s) after 2 months, the deadlock shall be resolved by a majority vote of the Board of Selectman for one of the nominees previously considered by the Commission. The Board of Selectman will restrict voting to only those deadlocked candidates who failed to secure a Fire Commission majority.
    - Reasoning: practice follows by the US House of Representatives and the Connecticut State Assembly to elect a Speaker from the majority party who presides over meetings of their respective legislative bodies.

V. **Rules and Regulations for Conduct of Meetings – G. Financial (Pages 4-5): propose replacing current #1 with the following:**

- 1 (NEW). The Chief, with assistance from Commission members shall formulate a proposed annual operating budget, that he/she will present to the entire Commission for review and endorsement to the Board of Selectman.
- 2 (NEW). The Chief will follow a similar process to formulate a proposed annual Capital Improvement Budget to present to the entire Commission for review and endorsement to the Advisory Commission on Capital Expenditures.
- Reasoning: the proposal enables the Chief and his/her team to initially develop budget priorities and identify critical spending trends to meet Fire Department needs for the upcoming fiscal year. As a policy board, the Fire Commission exercises their authority to engage with the Chief on budget proposals, make inquiries, generate revisions, and formally approve the final proposal for submission to the Board of Selectman or Advisory Commission on Capital Expenditures.
- Renumber 2 through 5.
- Remove #6 - "In the Absence of the Chief…"
- Reasoning: Administrative duties are a day-to-day operational function

The Chapter III, Section 302, paragraph I of the Suffield Town Charter specifies, "The Board of Fire Commissioners shall have the powers afforded to it by the Connecticut General Statues, except that day-to-day operations shall be managed by the Chief of Suffield Fire Department acting as a Department Head reporting to the First Selectman."
A chain of command exists within the Fire Department organization with Captains and Lieutenants to assume leadership responsibilities during the Chief's absence.
Other than for Commission meetings, Section 3 of Special Act 89 does not specify enumerated responsibilities or authority assigned to the Fire Commission Chairman.

There was much discussion from Commission. Board determined that these revisements will be added to the policy and then reviewed at next meeting for a potential vote. Commissioner Thibedeau will add Commissioner Vindigni's comments in a separate color for the rest of the Commission to review.

Discussion on Review of Policy and Procedures
Interim Chairman Moll asked if any Commissioner had any discussion on the Governance Policy.
Commissioner Vindigni proposed the following changes and clarifications be made:

Creating a Policy (FC-1):

- Page 1, "3. Review"
    - Add language requiring Third party review based on proposed policy, i.e., HR, Finance, Town/Labor Attorney, First Selectman, etc.
    - Add language requiring review and comment by the Fire Chief on the proposed policy.

Hiring and Promotion Process (FC-2):

- Need review and comment from:
    - Fire Chief
    - HR, Town/Labor Attorney, First Selectman

- Question – what is the hiring process for the Police Department and role of the Police Commission?
- Page 1, "I. Purpose, #2" clarification needed:
  - Hiring - career personnel only?
  - Promotion – both career and volunteers?
- Page 7, "A. Interview Panel" – need clarification on who is Panel Chair.
- Page 7, "Interview Scoring," add language the Panel Chair will collect and compile scoring forms. If not the Panel Chair, then clarify who does this.
- Page 9, "Step 9 – Evaluation Summary" – last bullet. While the Fire Chief is part of the panel, they should still be required to indicate if they concur or disagree with the panel's findings.
- Page 9, "IX. Meeting the Candidates:"
  - First sentence, word change from, "the Commission **must** meet with the candidates," to "the Commission **may** meet with the candidates." Reason: consistency with the next sentence which begins, "**If** this step **is** utilized, …"
  - Last sentence in relation to the wording, "Commission members shall avoid introducing new, undisclosed selection criteria at this stage…" Question - are there suggested questions for Commissioners? Also, is there an assessment/scoring guide?

Member Discipline and Investigation Process (FC-3):

- Need review and comment from:
  - Fire Chief
  - HR, Town/Labor Attorney, First Selectman
- Page 3, "F. Separation of Functions," last sentence, "No individual should control every stage of a disciplinary matter without appropriate oversight." Question – who coordinates the process, i.e. Fire Chief or HR if the Fire Chief is subject of the complaint?
- Page 3, "III. Roles and Responsibilities. A. Fire Commission" before #1 – who submits the complaint to the Fire Commission - the Fire Chief, or HR?
- Page 4, "B. Fire Chief", after #3 add language for the Chief to engage with appropriate Town Staff as warranted, i.e. HR or Town Attorney.
- Page 5, "C. Human Resources/Town Administration," last sentence. Does this conflict with the Town Charter and the First Selectman being responsible for day-to-day operations as per Chapter C, Paragraph I?
- Page 5, "IV. Discipline Process; Step 1 – Incident or Complaint Received:"
  - Question – who receives the complaint, i.e. Fire Chief, First Selectman, HR, other and to whom do they submit it?
  - Question - is there a standard complaint form?
- Page 6, "V. Preliminary Review; Step 2 – Commission/Administrative Preliminary Review" first sentence. Question – who is the "appropriate authority?"
- Page 6, "VI. Determination Whether an Investigation Is Required; Step 3 – Investigation Required?" first sentence. Question, who is the "appropriate authority?"
- Page 7, "VII. Investigation." Suggest comparing this section with page 5 of the proposed policy, "**Termination of Employment/Appointment (FC-4)**, Section VI. Investigation; Step 3 – Investigation Completed'" for wording and process consistency across the two policies.
- Page 7, "VII. Investigation, Discipline Investigation Subcommittee." Question – would having Fire Commissioners serve on this subcommittee create a conflict if they subsequently must vote on any proposed action?
- Page 11, "XI. Investigation Report, Step 7 – Investigation Report Submitted," #11, after "Recommendations," Insert wording, "to include proposed disciplinary action."
- Page 12, "XIV. Disciplinary Decision, Step 10 – Vote on Disciplinary Action." Add new second sentence, "Unless the Fire Chief is subject of investigation, the Fire Commission will solicit the Chief's recommendation and other appropriate authorities as warranted, i.e. First Selectman, Human Resources, Town Attorney before rendering a final decision."

Termination of Employment/Appointment (FC-4):

- Need review and comment from:
  - Fire Chief

    - HR, Town/Labor Attorney, First Selectman
- Question – is this proposed policy applicable to both career and volunteer firefighters?
    - Any conflict with Town of Suffield personnel procedures?
- Page 5, "VI. Investigation, Step 3 – Investigation Completed." See prior comment regarding Page 7 of the proposed policy, "**Member Discipline and Investigation Process (FC-3)**, VII. Investigation," for wording and process consistency in the investigation steps across the two policies.

Policy for Approval or Denial of Membership Application (FC-5):

- Question – is this proposed policy applicable to both career and volunteer firefighters?
- Need review and comment from:
    - Fire Chief
    - HR, Town/Labor Attorney, First Selectman
- Page 2, "5. Approval or Denial." Add wording after first sentence requiring the Fire Chief to submit a recommendation to the Fire Commission to approve, deny or defer membership.

There was much discussion from Commission on all these proposed changes. Board determined that these suggested changes will be added to the policy and then reviewed at next meeting for a potential vote. Commissioner Thibedeau will add Commissioner Vindigni's comments in a separate color for the rest of the Commission to review.

Fire Chief's Report

Correspondence:

- Email received from Kelly Drenowski. Inquiry was made regarding large development with 140 housing units on Limeric Lane. Resident would like to know opinion on any safety concerns that fire responders may or may not have. Chief Gauthier informed did not see any safety concerns.
- Resignation letter from Richard Russo was received. Resignation will be effective 9/26/26. Chief Gauthier wanted to thank Firefighter Russo for his dedication.
- Letter from Paul Caginalp was received regarding a request for resignation with potential solutions and options.

Financials:

- Chief Gauthier stated that truck maintenance will be over budget due to repairs. Everything else is tracking well.
- Chief Gauthier brought up Commissioner Vindigni had suggested that the training budget showed be used up. Chief Gauthier states he ensures all the budget for training will be used up.

Interim Chairman Coll requested a motion to approval financials. Commissioner Prusi made a motion to approve financials. Seconded by Commissioner O'Hurley. Vote passed all in favor.

Calls and Activities:

- Chief Gauthier reported that the department responded to 51 calls for service during the past month. Also, 2 Mutual Aid received.
- Station Inspections were done by Fire Marshal.
- Spaulding School had an Evacuation Drill.
- Car Seat installs were done.
- Tunnels to Towers Fold Tournament had Ladder 1 attend.
- Budget Task Force met.
- Sacred Heart Church borrowed the Fire Department Bingo machine.
- Officers meeting.
- Honor Flight Ceremony with Engine 2.

Calls of Interest

- Pedestrian struck by vehicle at the end of Suffield on the Green weekend near the Suffield Green.
- There was a brush fire near River Valley Veterinary.
- Motor vehicle on the 190 Bridge which was called in by Enfield. Thompsonville responded also.
- Two separate motor vehicles into ponds on the same day in different locations.
- Structure fire 29 South Grand Street. Mutual aid from Southwick, East Granby Enfield and Thompsonville.

Apparatus:

- Vehicle Maintenance budget is being used quicker than anticipated. A lot of apparatus is at the half life. Therefore, maintenance cost going up. Chief Gauthier believes DEF Filters and Sensors are costly repair.
- Engine 2 had fuel tank replaced.
- Ladder 1 had multiple work. Including Water level sensor, Fuel Filter, Airline, Out-rigger sensor and Wiper Motor.

Station and Facilities:

Fire Marshal performed inspections at Station 1,2,3 and 4. Inspection for Station 1 was performed by the Fire Marshal on September 26, 2006. The Fire Marshal summary shows 6 Passed codes and 15 Failed codes.

Equipment:

- Hydrant Valve for Tanker 3 came in.
- Chief Gauthier will be speaking to The Town of Suffield Facilities Director about having a town mechanic become certified in Fire Truck repair.

Personnel:

- Captain Canon has returned from leave.
- Part time Firefighter Russo has resigned.
- Firefighter Muniz has moved to Full-Time.

Career:

Firefighter Muniz has moved from Part-time Firefighter to Full-time Firefighter. Part-time Firefighter Russo has resigned.

Volunteer:

- Alex Honey is Firefighter 1 Certified.
- Beau Orlowski is Firefighter 1 Certified.
- Nikki Robles has been onboarded and is enrolled in Firefighter 1 in the Spring of 2027.
- There are three prospective members: Shawn Murphy (starting Firefighter 1 in Spring), Charles Nester (starting Firefighter 1 in Spring) and Justin Burchell (fully trained).

Chief Gauthier discussed the option of bringing Paul Caginalp back to the department to participate in the Shift Program. There was a motion by Commissioner Christian to bring back Firefighter Caginalp. Motion seconded by Commissioner Vindigni. Motion passed by unanimous voice vote.

Chief Gauthier also discussed bringing back John Shelanskas back as a volunteer. There was much discussion regarding the past membership of John Shelanskas. Most of the Board decided to investigate accepting him back as a Volunteer Firefighter further and will discuss it at next month's meeting. There was a motion by Commissioner Prusi to table this until the next meeting. Motion seconded by Commissioner Vindigni. Motion passed 5-1 (opposition by Commissioner Thibedeau).

Lieutenant Reports

Lieutenant Louis presented training activities.

- The Monday evening training on September 21, 2026 was a basement fire scenario.
- The Monday evening training on September 28, 2026 was a Linde Gas walkthrough.
- The Saturday morning training on September 12, 2026 was Functional Fitness.
- The Saturday morning training on September 26, 2026 was canceled due to weather conditions.

Chairman and Secretary Reports and Updates

Chairman:

- None

Secretary:

- Commissioner Thibedeau discussed that Firefighter Whang had not been formally voted in by Commission. The past minutes do not reflect official acceptance on to the Department by the Fire Commission. Commissioner Thibedeau suggested this being done to make his membership valid. Motion was made by Commissioner Prusi to vote in Firefighter Whang. Motion seconded by Commissioner Bucior. Motion passed by unanimous voice vote.
- Commissioner Thibedeau thanked the clarification email from Town Attorney Donnelly for voting in and accepting minutes. It was distributed to all the Commissioners for those if they did not have a chance to review it.

Adjournment

Interim Chair Moll asked for a motion to adjourn meeting. Commissioner Vindigni made a motion to adjourn the meeting. Commissioner Bucier seconded the motion. Vote: 6–0 in favor. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan Smyth
Recording Secretary

Amanda Thibedeau
Fire Commission Secretary

Attachements (4)
(1) Chief"s report packet, (2) Commissioner Vindigni's Policy Change Comments, (3) Commissioner Vindigni's Laws and Regulation Change Comments, (4) Attorney Donnelly's Email regarding Minutes and Amendments

TOWN OF SUFFIELD

FIRE DEPARTMENT

DATE: 010/13/2026

TO: Town of Suffield Fire Commission and Suffield First Selectman Colin Moll

FROM: Brian Gauthier, Fire Chief, Suffield Fire Department

RE: Fire Chief's Report

Policy/Procedure: N/A

Correspondence: Kelly Drewnowski- Limric Lane Construction
FF Russo Resignation- Hired Full Time
Caginalp Letter

Financials: See Attached

Calls and Activities: See Attached:

Calls:	51
Mutual Aid Given:	0
Mutual Aid Received:	2

9/3 Station Inspections w/ FM
9/4 Spaulding Evacuation Drill
9/4 Tecton/Colliers Design Review
9/6 Car Seat Install
9/10 PBC Meeting
9/11 FD Cookout
9/11 Tunnels to Towers Gold Tournament Ladder 1
9/16 Budget Task Force Met
9/16 Bingo Machine to Sacred Heart Church
9/17 Task Force 52 Tanker Drill Meeting

9/22 FD to Host Town Employee Lunch
9/25 Officer's Meeting
9/25 Station 1 Inspection w/ FM
9/26 Honor Flight Ceremony w/ Engine 2

Apparatus: Squad 1- DEF Sensor/Coolant Lines/Tires
Engine 2- Fuel Tank Replaced
Ladder 1- Water Lever Sensor/Fuel Filter/Air Line/Out-rigger Sensor/Wiper Motor

Stations and Facilities: Station 1- FM Inspection
Station 2- FM Inspection
Station 3- FM Inspection
Station 4- FM Inspection

Equipment: Hydrant Valve for Tanker 3 came in

Personnel:

Career: Part Time FF Muniz moved to Full-Time
Part Time FF Russo resignation

Volunteer:

Alex Honey- Firefighter I
Beau Orlowski- Firefighter I
Captain Cannon-Back from leave
Nikki Robles- Onboarded Enrolled FFI Spring 2027

Perspective Members: Shawn Murphy-Background Check: FFI Spring
Charles Nester-Physical FFI Spring
Justin Burchell-Physical Fully Trained

Members to Bring Back: John Shelanskas
Paul Caginalp (shift Program)
(Needs Vote)

Shift Program:

Paul Caginalp
Hudson Whang-First Shift was 10/4
Start Date was 1/26/26 (vote?)

Dear Chief,

It is not my desire to resign. Since you asked me to do so, I have felt like a part of me was ripped away. I love being a firefighter. It is part of my heart and soul. Since I was young, I felt a call to service. I always thought I would join a reserve of some sort, but having the opportunity to volunteer in my own town on a regular basis provides me exactly what I am looking for. I eagerly took the courses required when I joined the department in 2006. I didn't grow up in the fire service, and I started from nothing in this department. I didn't know when I started that I would enjoy this path as much as I have. My job as a chemistry teacher is also a calling, and something I knew that I would do from a very young age. While my job takes a lot of my time, the ability to do something in my free time that helps the community satisfies in me a broader service and commitment to the town. I enjoy being able to play a part in aiding our community and I do so with pride, honor, and an excellent track record.

During our meeting you commented that there are more important things in life than the fire department. Respectfully, I disagree. I often have commitments that are more pressing for my time in the moment than the fire department, but nothing is more important to me. I cannot leave a classroom of students unattended in a chemistry lab to attend a call. I also cannot leave a group of students unattended in the scene shop with power tools to attend a call. I cannot show up late for my duties with students, and I cannot reschedule them based on when emergencies happen. I also have a ten-year-old child at home, and my wife works. Our family schedule puts other constraints on my time. You say that my job and family are more important to me than firefighting, but the fire department is like a second family. I am a deeply committed volunteer. While I cannot leave the classroom, I do go to calls in lieu of school responsibilities that can be put off until later. While I cannot leave my child unattended, I leave my family to go to calls often. I put hours of my time into training for the fire service and into training others. In the past year I have completed over one hundred hours of training from our monthly drills as well as extra time spent refreshing my firetruck driving skills and pump operation skills. I also tutored department members for over 40 hours in material related to the fire service to help them pass fire academy exams. Tutoring department members is not a new undertaking. I have tutored several department members in past years as well, ranging in material from chemistry for hazardous materials training to math skills for pump operator calculations. I attend extra department training when it does not conflict with my teaching duties and I volunteer time at community events such as Suffield on the Green, and National Night Out. All these hours point to a commitment to training, excellence, and the fire service.

You say that to be a department of excellence we need to make 25% of calls. Given my current job, there is no way that I can make 25% of the calls through the year given my job. I can

give a thorough accounting of time requirements at my job on request. To help reconcile the difference, I have come up with other ways that I can gain more experience on calls to supplement my learning during emergencies. I would like to formally request an improvement plan over the next six months with monthly check-ins to ensure that I am on track. Some ways that I could gain more learning through responding to calls include:

1. Responding from the station in a scheduled way. I can be scheduled to be on duty at Station 1 for a set number of days or evenings a month along with the professional staff. During breaks I could do days and while working I could do evenings. I would gain more experience from seeing the beginning of a call this way. I could also staff a different station, like station 4 if we want response from an extra apparatus. I can also run the statistics for our town's fire incidents to see which station would be most beneficial for me to staff.

2. I can spend time doing weekly maintenance on the many different tools in the department during my shifts. Familiarity with each tool is important to excellence.

3. My master's degree in education is in designing learning experiences. I can work to create trainings for the membership as desired by you. The training could be online or included in the Monday night drills, but my talents here would be beneficial to the learning of the entire department while I learned the material through teaching it.

4. Maintain my excellent attendance at the Monday night drills.

5. Pursue courses as directed by you like Ladder Operator during the summer.

This is not meant to be an exhaustive list of options. It is meant as a starting point, which we could discuss to find the right balance of time that fits my schedule and your desire for an excellent department. Obviously, what I want is to remain a firefighter. If the issue is financial for the town, then I formally offer to forego the stipend. I propose a meeting to discuss how I can better meet your standards through a formal improvement plan. I initially propose six months as the timeline, with a possible extension by you for another six months. Through this meeting I hope to find a compromise where I can meet your standards in a mutually agreeable way, while still doing a job that I love. My intent is not to undermine your directive through this letter, nor to force you to lower your standards for the department. I simply want to continue to do this important work.

Sincerely,

Paul Caginalp

Brian Gauthier

From: Kelly Drewnowski <kdrewnow4@gmail.com>
Sent: Wednesday, September 23, 2026 7:36 AM
To: Brian Gauthier
Cc: Mike Drewnowski
Subject: Fwd: Limric Lane Plan Set



Hi Brian,

Nicole was kind enough to give me your email address. I live on Limric Lane and the developer who owns the field on our dead end street is proposing a very large development with 140 housing units.

Below is a link to the developer's plans that Bill Hawkins provided. We wanted to get your opinion on any safety concerns that first responders may or may not have. We'd love to get your thoughts.

Thanks so much!!
Kelly Drewnowski
860-478-0074

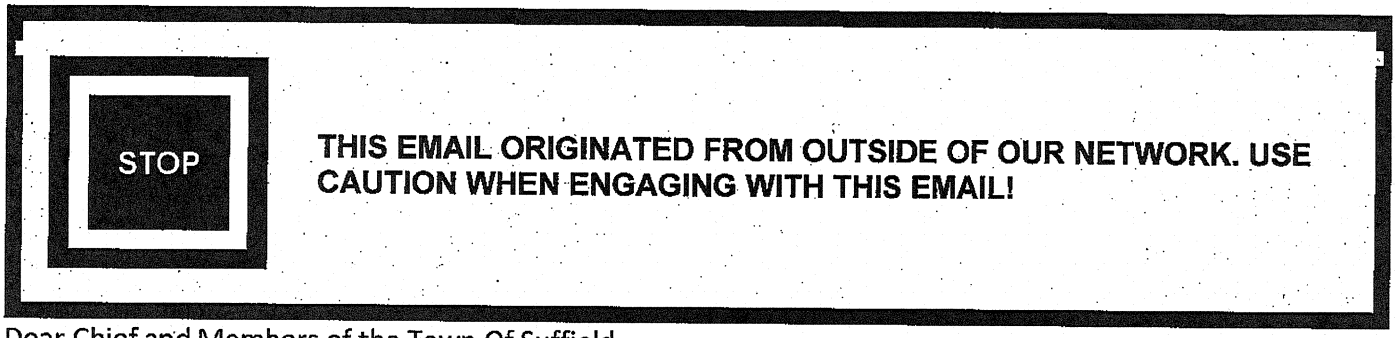
Sent from my iPhone

Begin forwarded message:

> **From:** Bill Hawkins <Bhawkins@suffieldct.gov>
> **Date:** September 22, 2026 at 7:54:57 AM EDT
> **To:** drewdx@cox.net
> **Subject: Limric Lane Plan Set**
>
> Hi Mike,
>
> The plans are too large to email so I put them in a google drive.
>
> https://drive.google.com/drive/folders/1seqjGL1hYwNbJtln99ubB_of1mocKZsV?usp=drive_link
>
> Let me know if you have trouble accessing the file.
>
> Thanks,

Brian Gauthier

From: Richard Russo <patton565russo@gmail.com>
Sent: Monday, September 28, 2026 3:15 PM
To: Brian Gauthier; Shannon Foley; Kayla Oriola
Subject: Richard Russo Employment Notice



Dear Chief and Members of the Town Of Suffield ,

Please accept this letter as my formal resignation from my position as a Part-Time Firefighter with the Town of Suffield, effective 9/25/2026. Please note that I am willing to work my last scheduled shift on 10/3-10/4 to fulfill my duties.

This was not an easy decision to make, especially after only being a member of the department for a short time. I was notified today that I have officially been offered a full-time position with another fire department. While I had hoped to have more time to become a part of the Suffield Fire Department and contribute to the community, this is an opportunity that I feel I need to pursue for my future and career.

I am truly grateful for the opportunity to have served with Suffield, even for the short time that I have been here. I have already had the chance to meet and work alongside some great people, and I sincerely appreciate the welcoming environment and the opportunity that was given to me.

Please know that my decision is not a reflection of the department, its members, or the Town of Suffield. This is simply a career opportunity that I feel is in the best interest of my future, and one that I cannot pass up.

I leave with nothing but respect and appreciation for the Town of Suffield and the members of its Fire Department. Suffield will always be a place that I hold close and keep in mind, and I hope that our paths will cross again in the future.

Thank you again for the opportunity, your understanding, and the time that was invested in welcoming me into the department. I wish the Suffield Fire Department and the Town of Suffield continued success, and I am grateful to have had the opportunity to be a small part of the organization.

Respectfully,

Richard M. Russo

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	09/2026	Grand Total
Accidental alarm	8	8
CO alarm	3	3
Citizen assist / service call	3	3
Fire / smoke alarm	9	9
Fuel spill / fuel odor	2	2
Gas leak / gas odor	4	4
Intentional false alarm	2	2
Law enforcement support	1	1
Lift assist	2	2
Malfunctioning alarm	4	4
Motor vehicle collision	5	5
Odor investigation	3	3
Other Alarm	1	1
Person in distress	1	1
Room and contents fire	1	1
Vegetation / grass fire	1	1
Vehicle fire - passenger	1	1
Grand Total	51	51

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
26-0000400	9/21/26	22:57	29 S GRAND Street	Room and contents fire	N\A
26-0000398	9/19/26	15:26	36 PRIMROSE Lane	Malfunctioning alarm	N\A
26-0000408	9/25/26	19:59	120 SECOND Street	Odor investigation	Gas leak / gas odor
26-0000409	9/26/26	14:23	14 DARA Lane	Accidental alarm	N\A
26-0000410	9/26/26	17:57	211 N MAIN Street	Accidental alarm	N\A
26-0000411	9/26/26	17:58	125 BRIDGE Street	Accidental alarm	N\A
26-0000399	9/20/26	19:12	7 CANAL Road	Accidental alarm	N\A
26-0000415	9/28/26	07:10	185 N MAIN Street	Fire / smoke alarm	N\A
26-0000403	9/23/26	11:05	721 LATHAM Lane	Odor investigation	N\A
26-0000414	9/27/26	17:22	128 JACKSON Drive	Other Alarm	N\A
26-0000413	9/27/26	15:17	1313 RIVER Boulevard	Fire / smoke alarm	N\A
26-0000412	9/27/26	00:26	610 SUFFIELD Street	Motor vehicle collision	N\A
26-0000397	9/18/26	12:30	0 HAZARD Avenue	Vehicle fire - passenger	N\A
26-0000404	9/24/26	22:37	211 N MAIN Street	Fire / smoke alarm	N\A
26-0000405	9/24/26	23:12	600 THRALL Avenue	Motor vehicle collision	N\A
26-0000406	9/25/26	09:55	803 OVERHILL Drive	Citizen assist / service call	N\A
26-0000407	9/25/26	13:03	616 SOUTH Street	Vegetation / grass fire	N\A
26-0000419	9/30/26	15:13	50 N MAIN Street	Intentional false alarm	N\A
26-0000417	9/29/26	01:15	66 COWAN Street	Malfunctioning alarm	Fire / smoke alarm
26-0000420	9/30/26	22:22	20 STILES Lane	Fire / smoke alarm	N\A
26-0000421	9/30/26	22:26	55 BOYSENBERRY Court	Citizen assist / service call	N\A
26-0000418	9/30/26	01:12	6 STILES Lane	Accidental alarm	N\A
26-0000370	9/1/26	00:50	8 DEER	Fuel spill / fuel odor	N\A
26-0000373	9/3/26	11:11	125 BRIDGE Street	Fire / smoke alarm	N\A
26-0000371	9/1/26	17:28	104 JUNIPER Lane	CO alarm	Gas leak / gas odor

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
26-0000371	9/1/26	17:28	104 JUNIPER Lane	CO alarm	Odor investigation
26-0000377	9/4/26	16:01	1760 MAPLETON Avenue	Fire / smoke alarm	N\A
26-0000376	9/4/26	10:16	4 SANDGATE Court	Malfunctioning alarm	N\A
26-0000375	9/4/26	05:20	1120 NEWGATE Road	Malfunctioning alarm	Fire / smoke alarm
26-0000374	9/3/26	18:25	7 CANAL Road	Intentional false alarm	N\A
26-0000372	9/2/26	21:28	483 BOSTON NECK Road	Gas leak / gas odor	N\A
26-0000380	9/7/26	16:34	20 STILES Lane	CO alarm	N\A
26-0000378	9/5/26	19:47	36 DEEP BROOK Harbor	Gas leak / gas odor	Citizen assist / service call
26-0000379	9/6/26	22:02	1760 MAPLETON Avenue	Accidental alarm	N\A
26-0000383	9/9/26	17:49	410 S STONE Street	Gas leak / gas odor	Citizen assist / service call
26-0000382	9/9/26	09:23	438 EAST Street S	Motor vehicle collision	N\A
26-0000381	9/7/26	19:13	12 STILES Lane	Fire / smoke alarm	N\A
26-0000392	9/13/26	10:51	227 N MAIN Street	Accidental alarm	N\A
26-0000393	9/13/26	11:51	1497 NORTH Street	Citizen assist / service call	N\A
26-0000391	9/12/26	19:32	142 N MAIN Street	Law enforcement support	N\A
26-0000387	9/11/26	14:18	83 MOUNTAIN Road	Odor investigation	N\A
26-0000388	9/11/26	15:06	N & RIVER Boulevard	Motor vehicle collision	N\A
26-0000385	9/10/26	12:33	PHELPS Road	Motor vehicle collision	N\A
26-0000384	9/10/26	11:37	824 NEWGATE Road	Fuel spill / fuel odor	Odor investigation
26-0000394	9/14/26	22:26	5 EMILY Way	Person in distress	N\A
26-0000390	9/12/26	06:29	1336 EAST Street N	Lift assist	N\A
26-0000389	9/12/26	03:21	1336 EAST Street N	Lift assist	N\A
26-0000386	9/11/26	09:50	51 EDGEWOOD Drive	Accidental alarm	N\A
26-0000396	9/18/26	10:07	260 MOUNTAIN Road	Fire / smoke alarm	N\A

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
26-0000395	9/18/26	08:50	1240 N GRAND Street	CO alarm	N\A
26-0000401	9/22/26	09:14	801 THOMPSONVILLE Road	Gas leak / gas odor	N\A
26-0000402	9/22/26	16:48	929 MAPLETON Avenue	Fire / smoke alarm	N\A

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR: 0151011 FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50160 PAYROLL							
0151011 50160 PAYROLL	856,434	856,434	202,919.91	.00	.00	653,514.09	23.7%
50210 EMPLOYEE BENEFITS							
0151011 50210 EMP BEN	65,517	65,517	14,961.90	.00	.00	50,555.10	22.8%
50219 RECRUITING/RETENTION							
0151011 50219 RECRUIT	5,000	5,000	.00	.00	.00	5,000.00	.0%
50310 CONTRACTED SERVICE							
0151011 50310 CONTR SVC	0	0	183.45	.00	.00	-183.45	100.0%
50344 HEALTH SERVICES							
0151011 50344 MEDICAL EX	6,000	6,000	1,227.00	.00	.00	4,773.00	20.5%
50384 UNIFORMS AND CLEANING							
0151011 50384 UNIFORMS A	9,000	9,000	796.98	.00	.00	8,203.02	8.9%
50419 MTNCE FIRE RADIOS							
0151011 50419 MTCE RADIO	1,000	1,000	.00	.00	.00	1,000.00	.0%
50433 REPAIRS AND MAINTENANCE EQUIPM							
0151011 50433 REPAIRS AN	14,000	14,000	5,893.28	.00	.00	8,106.72	42.1%
50435 REPAIRS AND MAINTENANCE BUILDI							
0151011 50435 RM - BLDG	8,000	8,000	1,913.84	.00	.00	6,086.16	23.9%

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR: 0151011 FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50436 REPAIRS AND MAINTENANCE VEHICL							
0151011 50436 RM VEH	65,000	65,000	7,804.80	.00	12,616.37	44,578.83	31.4%
50439 SERVICE MAINTENANCE CONTRACTS							
0151011 50439 SERV MAINT	31,000	31,000	17,187.59	.00	4,050.00	9,762.41	68.5%
50530 POSTAGE							
0151011 50530 POSTAGE	50	50	.00	.00	.00	50.00	.0%
50581 MILEAGE/CAR ALLOWANCE							
0151011 50581 MILEAGE/CA	40	40	.00	.00	.00	40.00	.0%
50610 OFFICE SUPPLIES							
0151011 50610 OFF SUPP	1,000	1,000	405.89	.00	.00	594.11	40.6%
50626 GASOLINE							
0151011 50626 GASOLINE	4,000	4,000	268.79	.00	.00	3,731.21	6.7%
50628 DIESEL FUEL							
0151011 50628 DIESEL FUE	12,000	12,000	2,260.01	.00	.00	9,739.99	18.8%
50690 OTHER SUPPLIES							
0151011 50690 OTHER SUPP	1,000	1,000	295.88	.00	.00	704.12	29.6%
50693 FOOD SUPPLIES							
0151011 50693 FOOD SUPPL	2,000	2,000	469.57	.00	.00	1,530.43	23.5%

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR: 0151011 FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50725 EQUIPMENT FIREFIGHTING							
0151011 50725 EQ FIRE	40,000	40,000	4,681.00	.00	.00	35,319.00	11.7%
50726 FIRE EQUIP RADIOS							
0151011 50726 FIRE RADIO	3,400	3,400	.00	.00	.00	3,400.00	.0%
50733 FURNITURE, FIXTURES AND EQUIPM							
0151011 50733 FURNITURE,	9,000	9,000	929.37	.00	.00	8,070.63	10.3%
50810 DUES AND FEES							
0151011 50810 DUES AND F	2,000	2,000	50.00	.00	.00	1,950.00	2.5%
50812 TRAINING							
0151011 50812 TRAINING	28,000	28,000	3,104.54	.00	.00	24,895.46	11.1%
TOTAL FIRE COMMISSION	1,163,441	1,163,441	265,353.80	.00	16,666.37	881,420.83	24.2%
TOTAL EXPENSES	1,163,441	1,163,441	265,353.80	.00	16,666.37	881,420.83	

TOWN OF SUFFIELD

YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,163,441	1,163,441	265,353.80	.00	16,666.37	881,420.83	24.2%

** END OF REPORT - Generated by BRIAN GAUTHIER **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	9	Y	Y
Sequence 2	11	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: S
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: F

Year/Period: 2027/13
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: N
Double space: N
Roll projects to object: N

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2022/ 1
To Yr/Per: 2022/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1

Find Criteria

Field Name	Field Value
Org	0151011
Object	
Project	
Rollup code	
Account type	
Account status	

Lieutenant's report for September 2026

Monday evening training:

9/21- Basement fire scenario (force door, search, stretch hose line)

9/28- Linde Gas walk through

Saturday morning training:

9/12- Functional Fitness

9/26- Extrication training (Northeast Squad Concepts) CANCELLED DUE TO WEATHER

Suffield Fire Department

Inspection Report

BLDG Fire Station 1 - 73 Mountain RD, Suffield CT 06078-2041

INSPECTION DETAILS

Inspection Date	Inspection Type	Inspection Number
09/26/2026	Annual Inspection	1011

Lead Inspector	Shift	Station	Unit
Eric Vincent	Shift 1	Station 1	FM1

Other Inspectors

N/A

SUMMARY OF INSPECTION

✓ 6	⊗ 15	⊘ 7
Passed codes	Failed codes	N/A codes

NEXT STEPS

Please direct questions about your Inspection to:
Eric Vincent
evincent@suffieldct.gov

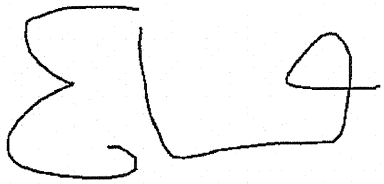
Reinspection Date
10/29/2026

SIGNATURES

Contact signature

No signature
Report completed post inspection

Inspector signature



Lee Corbert Date: _____ Eric Vincent 09/26/2026

CHECKLISTS

General

Status	Code	Description
Pass	10.11.1.1 - Premises Identification. New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.	
Pass	10.5.2 - Drill Frequency. Emergency egress and relocation drills, where required by Chapter 20 of this Code or Chapters 11 through 43 of NFPA 101 or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [101:4.7.2]	
Fail	11.1.7.3.1 - Identification of Disconnecting Means. Each disconnecting means shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. In other than one- or two-family dwellings, the marking shall include the identification of the circuit source that supplies the disconnecting means. The marking shall be of sufficient durability to withstand the environment involved. [70:110.22(A)]	Location: Basement- two open electrical covers on West wall - reported water comes through conduit when it rains
Pass	11.7.5.1 - Maintenance and Testing. Stationary generators used for emergency or legally required standby power shall be tested and maintained in accordance with NFPA 110 and NFPA 37.	
N/A	13.2.3.1 - Inspection, Testing, and Maintenance. A standpipe system installed in accordance with this Code shall be properly maintained to provide at least the same level of performance and protection as designed.	
N/A	13.3.3.1 - Inspection, Testing, and Maintenance. A sprinkler system installed in accordance with this Code shall be properly maintained to provide at least the same level of performance and protection as designed. The owner shall be responsible for maintaining the system and keeping it in good working condition.	
N/A	13.4.4 - Periodic Inspection, Testing, and Maintenance. Fire pumps shall be inspected, tested, and maintained in accordance with NFPA 25. [20:14.4]	
N/A	13.5.4.1 - Inspection, Testing, and Maintenance. A private fire service main installed in accordance with this Code shall be properly maintained to provide at least the same level of performance and protection as designed. The owner shall be responsible for maintaining the system and keeping it in good working condition.	
Pass	13.6.1.1 - Scope. The selection, installation, inspection, maintenance, recharging, and testing of portable fire extinguishers shall be in accordance with NFPA 10 and Section 13.6.	

Fail

13.7.1.4.2 - Building Alarm and Signaling Systems.

To ensure operational integrity, the fire alarm system shall have an approved maintenance and testing program complying with the applicable requirements of NFPA 70 and NFPA 72. [101:9.6.1.5]

N/A

13.7.1.8.1 - Smoke Alarms.

Where required by another section of this Code, single-station and multiple-station smoke alarms shall be in accordance with NFPA 72 unless otherwise provided in 13.7.1.8.4, 13.7.1.8.5.4, 13.7.1.8.5.7, or 13.7.1.8.6. [101:9.6.2.10.1]

N/A

14.13.2.1.1 - Periodic Testing of Emergency Lighting Equipment.

Testing of required emergency lighting systems shall be permitted to be conducted as follows: (1)Functional testing shall be conducted monthly with a minimum of 3 weeks and a maximum of 5 weeks between tests, for not less than 30 seconds, except as otherwise permitted by 14.13.2.1.1(2). (2)The test interval shall be permitted to be extended beyond 30 days with the approval of the AHJ. (3)Functional testing shall be conducted annually for a minimum of 11/2 hours if the emergency lighting system is battery powered. (4)The emergency lighting equipment shall be fully operational for the duration of the tests required by 14.13.2.1.1(1) and 14.13.2.1.1(3). (5)Written records of visual inspections and tests shall be kept by the owner for inspection by the AHJ. [101:7.9.3.1.1]

N/A

31.7.1 - Emergency Instructions for Residents of Apartment Buildings.

Emergency instructions shall be provided annually to each dwelling unit to indicate the location of alarms, egress paths, and actions to be taken, both in response to a fire in the dwelling unit and in response to the sounding of the alarm system.

Pass

4.4.3.1.1 - Unobstructed Egress.

In every occupied building or structure, means of egress from all parts of the building shall be maintained free and unobstructed.

Pass

4.4.3.2.1 - Awareness of Egress System.

Every exit shall be clearly visible, or the route to reach every exit shall be conspicuously indicated.

Additional Codes

Status	Code	Description
Fail ⊗	12.7.6.3.5 - Fire Doors. Unless otherwise specified, fire doors shall be self-closing or automatic-closing. [101:8.3.3.3.6]	Location: Fire rated door located in the bay that leads to the basement must be self closing with a positive latch
Fail ⊗	26.1.3.2.2 - Multiple Occupancies. In buildings that are not protected by an automatic sprinkler system in accordance with Section 9.7, lodging or rooming houses shall be permitted to have their sole means of egress pass through a nonresidential occupancy in the same building, provided that all of the following criteria are met: (1) The sole means of egress from the lodging or rooming house to the exterior shall be separated from the remainder of the building by fire barriers having a minimum 1-?hour fire resistance rating. (2) The lodging or rooming house shall comply with Chapter 26. (3) The sole means of egress from the lodging or rooming house shall not pass through a high hazard contents area, as defined in 6.2.2.4.	
Fail ⊗	26.1.3.2.2 - Multiple Occupancies. In buildings that are not protected by an automatic sprinkler system in accordance with Section 9.7, lodging or rooming houses shall be permitted to have their sole means of egress pass through a nonresidential occupancy in the same building, provided that all of the following criteria are met: (1) The sole means of egress from the lodging or rooming house to the exterior shall be separated from the remainder of the building by fire barriers having a minimum 1-?hour fire resistance rating. (2) The lodging or rooming house shall comply with Chapter 26. (3) The sole means of egress from the lodging or rooming house shall not pass through a high hazard contents area, as defined in 6.2.2.4.	Location: The required separation between the lodging/rooming component and the nonresidential apparatus/storage occupancy has not been maintained at openings and penetrations. Maintain the required fire/smoke separation continuously from floor to the construction above and properly protect penetrations and openings.
Fail ⊗	26.1.3.2.2 - Multiple Occupancies. In buildings that are not protected by an automatic sprinkler system in accordance with Section 9.7, lodging or rooming houses shall be permitted to have their sole means of egress pass through a nonresidential occupancy in the same building, provided that all of the following criteria are met: (1) The sole means of egress from the lodging or rooming house to the exterior shall be separated from the remainder of the building by fire barriers having a minimum 1-?hour fire resistance rating. (2) The lodging or rooming house shall comply with Chapter 26. (3) The sole means of egress from the lodging or rooming house shall not pass through a high hazard contents area, as defined in 6.2.2.4.	Location: The door opening between the apparatus bay and occupied portion is not provided with documented/listed opening protection appropriate to the required separation. Provide the required listed door/frame assembly, closing and latching features after the required barrier rating is confirmed.
Fail ⊗	26.2.1.2 - Secondary Means of Escape. In addition to the primary route, each sleeping room and living area shall have a second means of escape in accordance with 24.2.2, unless the sleeping room or living area has a door leading directly outside the building with access to the finished ground level or to a stairway that meets the requirements for exterior stairs in 26.2.1.1.2.	Location: Sleeping area next to bathroom
Fail ⊗	26.2.3.4 - Doors. Every bathroom door shall be designed to allow opening from the outside during an emergency when locked.	Location: Both Bathroom doors
Fail ⊗	26.2.3.5.1 - Doors. No door in any means of escape shall be locked against egress when the building is occupied.	Location: Sleeping area next to bathroom locked second means of egress

Fail ⊗	26.3.4.1.1 - General. Lodging and rooming houses, other than those meeting 26.3.4.1.2, shall be provided with a fire alarm system in accordance with Section 9.6.	Location: Fire alarm system required, this shall include each floor, shall meet NFPA 72 Requirements
Fail ⊗	26.3.4.6.1 - Carbon monoxide detection and warning equipment as required by section -29 292 and section 29-453 of the Connecticut Gen (Amd) Carbon monoxide detection and warning equipment as required by section -29 292 and section 29-453 of the Connecticut General Statutes shall be installed in accordance with Section 26.3.4.6.2 where either of the following conditions exist: -1 Dwelling or sleeping units with communicating attached garages, unless the attached garage is defined as open parking structure by the Connecticut State Building Code, or the attached garage is mechanically ventilated in accordance with the International Mechanical Code portion of the State Building Code. -2 Dwelling or sleeping units containing fuel-burning appliances or fuel burning fireplaces.	Location: No detection was noted
Fail ⊗	26.3.5.1 - Separation of Sleeping Rooms. All sleeping rooms shall be separated from escape route corridors by smoke partitions in accordance with Section 8.4.	Location: The sleeping area is open to the escape-route corridor/hallway and is not separated from the escape route by the required smoke partition. Provide the required smoke-partition separation, including a compliant door/opening arrangement.
Fail ⊗	26.3.5.7 - Separation of Sleeping Rooms. In buildings other than those protected throughout by an approved automatic sprinkler system in accordance with 26.3.6, doors shall be self-closing or automatic-closing upon detection of smoke.	Location: Sleeping areas do not meet requirements
Fail ⊗	7.10.1.2.1 - Exits. Exits, other than main exterior exit doors that obviously and clearly are identifiable as exits, shall be marked by an approved sign that is readily visible from any direction of exit access.	Location: Investigate generator if it is a life safety generator Level I or exits signs shall be installed
Fail ⊗	7.9.2.3 - Performance of System. The emergency lighting system shall be arranged to provide the required illumination automatically in the event of any interruption of normal lighting due to any of the following: (1) Failure of a public utility or other outside electrical power supply (2) Opening of a circuit breaker or fuse (3) Manual act(s), including accidental opening of a switch controlling normal lighting facilities	Location: Investigate generator if it is a life safety generator Level I or emergency lighting shall be installed

Statement of Fees

FEE

Invoice Date	Inspection Fee	Date Paid	Amount Paid
N/A			

Invoice Number	Check Number	Transaction Number
N/A	N/A	N/A

Governance Policy Comments

Creating a Policy (FC-1):

- Page 1, "3. Review"
  - Add language requiring Third party review based on proposed policy, i.e., HR, Finance, Town/Labor Attorney, First Selectman, etc.
  - Add language requiring review and comment by the Fire Chief on the proposed policy.

Hiring and Promotion Process (FC-2):

- Need review and comment from:
  - Fire Chief
  - HR, Town/Labor Attorney, First Selectman
- Question – what is the hiring process for the Police Department and role of the Police Commission?
- Page 1, "I. Purpose, #2" clarification needed:
  - Hiring - career personnel only?
  - Promotion – both career and volunteers?
- Page 7, "A. Interview Panel" – need clarification on who is Panel Chair.
- Page 7, "Interview Scoring," add language the Panel Chair will collect and compile scoring forms. If not the Panel Chair, then clarify who does this.
- Page 9, "Step 9 – Evaluation Summary" – last bullet. While the Fire Chief is part of the panel, they should still be required to indicate if they concur or disagree with the panel's findings.
- Page 9, "IX. Meeting the Candidates:"
  - First sentence, word change from, "the Commission **must** meet with the candidates," to "the Commission **may** meet with the candidates." Reason: consistency with the next sentence which begins, "**If** this step **is** utilized, …"
  - Last sentence in relation to the wording, "Commission members shall avoid introducing new, undisclosed selection criteria at this stage…" Question - are there suggested questions for Commissioners? Also, is there an assessment/scoring guide?

Member Discipline and Investigation Process (FC-3):

- Need review and comment from:
  - Fire Chief
  - HR, Town/Labor Attorney, First Selectman
- Page 3, "F. Separation of Functions," last sentence, "No individual should control every stage of a disciplinary matter without appropriate oversight." Question – who coordinates the process, i.e. Fire Chief or HR if the Fire Chief is subject of the complaint?
- Page 3, "III. Roles and Responsibilities. A. Fire Commission" before #1 – who submits the complaint to the Fire Commission - the Fire Chief, or HR?
- Page 4, "B. Fire Chief", after #3 add language for the Chief to engage with appropriate Town Staff as warranted, i.e. HR or Town Attorney.
- Page 5, "C. Human Resources/Town Administration," last sentence. Does this conflict with the Town Charter and the First Selectman being responsible for day-to-day operations as per Chapter C, Paragraph I?
- Page 5, "IV. Discipline Process; Step 1 – Incident or Complaint Received:"
  - Question – who receives the complaint, i.e. Fire Chief, First Selectman, HR, other and to whom do they submit it?
  - Question - is there a standard complaint form?
- Page 6, "V. Preliminary Review; Step 2 – Commission/Administrative Preliminary Review" first sentence. Question – who is the "appropriate authority?"
- Page 6, "VI. Determination Whether an Investigation Is Required; Step 3 – Investigation Required?" first sentence. Question , who is the "appropriate authority?"
- Page 7, "VII. Investigation." Suggest comparing this section with page 5 of the proposed policy, "**Termination of Employment/Appointment (FC-4)**, Section VI. Investigation; Step 3 – Investigation Completed'" for wording and process consistency across the two policies.
- Page 7, "VII. Investigation, Discipline Investigation Subcommittee." Question – would having Fire Commissioners serve on this subcommittee create a conflict if they subsequently have to vote on any proposed action?
- Page 11, "XI. Investigation Report, Step 7 – Investigation Report Submitted," #11, after "Recommendations," Insert wording, "to include proposed disciplinary action."
- Page 12, "XIV. Disciplinary Decision, Step 10 – Vote on Disciplinary Action." Add new second sentence, "Unless the Fire Chief is subject of investigation, the Fire Commission will solicit the Chief's recommendation and other appropriate authorities as warranted, i.e. First Selectman, Human Resources, Town Attorney before rendering a final decision."

Termination of Employment/Appointment (FC-4):

- Need review and comment from:
  - Fire Chief
  - HR, Town/Labor Attorney, First Selectman
- Question – is this proposed policy applicable to both career and volunteer firefighters?
  - Any conflict with Town of Suffield personnel procedures?
- Page 5, "VI. Investigation, Step 3 – Investigation Completed." See prior comment regarding Page 7 of the proposed policy, "**Member Discipline and Investigation Process (FC-3)**, VII. Investigation," for wording and process consistency in the investigation steps across the two policies.

Policy for Approval or Denial of Membership Application (FC-5):

- Question – is this proposed policy applicable to both career and volunteer firefighters?
- Need review and comment from:
  - Fire Chief
  - HR, Town/Labor Attorney, First Selectman
- Page 2, "5. Approval or Denial." Add wording after first sentence requiring the Fire Chief to submit a recommendation to the Fire Commission to approve, deny or defer membership.

Submitted by Dan Vindigni, Fire Commissioner

Rules and Regulations Comments

I. Board of Fire Commissions (Page 1):

- D. Individual Commission member meets or communicates with the Chief.
  - Statement needs clarification of, "...regarding matters that may fall within the authority or responsibilities of the Commission..." Can examples be provided to further understand?
  - Who provides the summary? How is it to be submitted, i.e. to the Chair (or Interim) or the entire Commission?

II. Rules and Regulations for Conduct of Meetings – B. Agendas (Pages 2-3):

- Page 2, #5 – I support the proposal for 2 members to request adding an agenda item.
- Page 3, #5 & 6 need renumbering if new #5 is adopted.

III. Rules and Regulations for Conduct of Meetings – C. Order of Business (Page 3):

- After #14 or #15 – propose adding new item, "**Commissioner Communications**"
  - **Reasoning:** allows individual Commissioners an opportunity to comment on items not listed on the agenda or arose during the meeting.

IV. Rules and Regulations for Conduct of Meetings – E. Parliamentary Procedure (Page 4):

#5 - Page 4, - propose the following in lieu of the proposed revision:

- **5 (NEW).** Following the biennial election, the Town Clerk shall convene the first meeting of the Fire Commission who shall elect a Chair and Secretary for the next 2 years. Said terms shall automatically expire following the biennial election.
- **6 (NEW).** In the event the Commission has a 4 – 2 political party alignment, candidates for Commission Chair and Secretary must come from only the majority party. In the event of tie votes for the nominee(s) after 2 months, the deadlock shall be resolved by a majority vote of the Board of Selectman for one of the nominees previously considered by the Commission. The Board of Selectman will restrict voting to only those deadlocked candidates who failed to secure a Fire Commission majority.
- **7 (NEW).** In the event the Commission has a 3-3 political party alignment, candidates for Commission Chair and Secretary may come from either party. In the event of tie votes for the nominee(s) after 2 months, the deadlock shall be resolved by a majority vote of the Board of Selectman for one of the nominees previously considered by the Commission. The Board of Selectman will restrict voting to only those deadlocked candidates who failed to secure a Fire Commission majority.

- **Reasoning:** follows practice by the US House of Representatives and the Connecticut State Assembly to elect a Speaker from the majority party who presides over meetings of their respective legislative bodies.

V. **Rules and Regulations for Conduct of Meetings – G. Financial (Pages 4-5):** propose replacing current #1 with the following:

- **1 (NEW).** The Chief, with assistance from Commission members shall formulate a proposed annual operating budget, that he/she will present to the entire Commission for review and endorsement to the Board of Selectman.
- **2 (NEW).** The Chief will follow a similar process to formulate a proposed annual Capital Improvement Budget to present to the entire Commission for review and endorsement to the Advisory Commission on Capital Expenditures.
  - **Reasoning:** the proposal enables the Chief and his/her team to initially develop budget priorities and identify critical spending trends to meet Fire Department needs for the upcoming fiscal year. As a policy board, the Fire Commission exercises their authority to engage with the Chief on budget proposals, make inquiries, generate revisions, and formally approve the final proposal for submission to the Board of Selectman or Advisory Commission on Capital Expenditures.
- Renumber 2 through 5.
- **Remove #6** - "In the Absence of the Chief..."
  - **Reasoning:**
    - Administrative duties are a day-to-day operational function
    - The Chapter III, Section 302, paragraph I of the Suffield Town Charter specifies, "The Board of Fire Commissioners shall have the powers afforded to it by the Connecticut General Statues, except that day to day operations shall be managed by the Chief of Suffield Fire Department acting as a Department Head reporting to the First Selectman."
    - A chain of command exists within the Fire Department organization with Captains and Lieutenants to assume leadership responsibilities during the Chief's absence.
    - Other than for Commission meetings, Section 3 of Special Act 89 does not specify enumerated responsibilities or authority assigned to the Fire Commission Chairman.

SUFFIELD PUBLIC SCHOOLS

Amanda Thibedeau <athibedeau@suffieldcommission.org>

FW: Question on Minutes

2 messages

Colin Moll <cmoll@suffieldct.gov> Mon, Sep 28, 2026 at 9:49 AM
To: Brian Gauthier <bgauthier@suffieldct.gov>

All,

The opinion from the Town Attorney in regards to the question about "Minutes" and the way they are voted on/approved.

Thank you,

Colin Moll

First Selectman

Town of Suffield

From: Derek Donnelly <dd@bdblegal.com>
Sent: Tuesday, September 15, 2026 4:13 PM
To: Colin Moll <cmoll@SuffieldCT.gov>
Subject: Question on Minutes

STOP THIS EMAIL ORIGINATED FROM OUTSIDE OF OUR NETWORK. USE CAUTION WHEN ENGAGING WITH THIS EMAIL!

Colin- Under Robert's Rules, the approval of the minutes is largely ceremonial in that there must be a record of the proceedings. The Board has a right to request amendments to the minutes to accurately reflect what occurred at a meeting and a no vote is appropriate, only when an amendment is offered and is not adopted and the member believes that the minutes do not accurately reflect what occurred. There is no specific requirement, in §48 that I could find, requiring someone voting no to state their reasons for doing so within the minutes, likewise, there is no blanket prohibition on voting no, however there are forums and books (Robert's Rules for Dummies) that both suggest it. A member may also abstain, from voting on the minutes, when they were not present or did not have an opportunity to review the minutes prior to the meeting. Again, there is no specific requirement that they provide that feedback. From an FOIA standpoint, if the

minutes are not adopted, they still need to be published with the Town Clerk in draft format, which can be noted on the document itself.

Finally, I note that the minutes are not a transcript of what occured. Under 48:2 of Robert's Rules, Content of the Minutes, "In an ordinary society, the minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes must never reflect the secretary's opinion, favorable or otherwise, on anything said or done." Under Connecticut FOIA, there are minimum requirements, which I can provide if anyone needs them.

Let me know if you wish to discuss.

--

Derek Donnelly, Esq.

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