

**MINUTES  
EIGHTH UTILITIES DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
MONDAY – JULY 31, 2017  
DON WILLIS HALL  
18 MAIN STREET  
MANCHESTER, CT 06042**

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The Board of Directors of the Eighth Utilities District of Manchester, Connecticut held a Special Meeting of the Board of Directors on Monday, July 31, 2017 at 6:00 p.m. at The Don Willis Hall, 18 Main Street, Manchester Connecticut.

Mrs. O'Marra called the meeting to order at 6:07 p.m.

**Discussion/Possible Action – Extra Duty Pay – Fire Marshal**

Mrs. O'Marra explained that Marshal Roback had submitted paperwork for 50 hours of Extra Duty pay for work that he had done in June. The amount of the requested compensation is \$2,168.50. She asked Marshal Roback to explain.

Marshal Roback stated that June is a difficult month in the Fire Marshal's office. He said that because most of the inspectors work for departments that have a "use it or lose it" vacation policy the fire inspectors are either using their vacation time or working overtime because other firefighters are taking vacation. Consequently, he worked extra hours to ensure that there was department coverage.

Director Topping stated that he had met with Marshal Roback and had seen his documentation. Marshal Roback passed out an activity sheet printed from the Firehouse software program showing the hours that he was logged in, as well as, a monthly breakdown of the hours that he has worked since July 2016.

Commissioner Luzusky stated that he has only been the commissioner for the Fire Marshal's office for two weeks, but that he had met with Marshal Roback for over 4 ½ hours reviewing the activities of the office. He said that there are many state code requirements that the Fire Marshal's office must enforce. The District is considerably ahead of other fire marshals' offices in the state in meeting all of the state mandates. Mr. Luzusky stated that other FM offices reach out to us for assistance. He said that he is in favor of paying the request. Mr. Luzusky said that he would like a basic job description for the fire marshal.

Marshal Roback stated that he is proud to say that his office goes above and beyond what is expected. He said that if they fall behind because inspectors are unavailable it affects both the office and the residents and business owners of the Eighth District.

President O'Marra stated that the Fire Marshal's job responsibilities are specified in the state statutes – therefore, his job description is by state statute. Mrs. O'Marra stated that "stipend" is a synonym for "salary." A salaried employee is expected to work the hours required to get the job done even if they exceed the number of hours stipulated.

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Mrs. Gionet noted that Marshal Roback worked almost 133 hours in August of 2016. Marshal Roback said that August is a very busy month for vacations. He again noted that most fire departments have to use their vacation time prior to June 30<sup>th</sup> of each year or they will lose it.

Director Napoli agreed with President O'Marra that the 25 hours that are stipulated are the minimum number of hours that should be worked. He continued that he was not in favor of paying the extra duty pay request.

Commissioner Bowen stated that it appeared from the sheet that Marshal Roback handed out that he had worked 1,885.72 hours in FY 17. If he worked 25 hours per week, the expected number of hours is 1,300. She stated that 40 hours per week is 2,080 hours per year. If Marshal Roback worked 1,885.72 last year, maybe the Board should consider making the Fire Marshal a full-time position. Mrs. Gionet stated that this is not the time to discuss this. Mrs. Bowen responded that she feels that it is the time. If the Fire Marshal is working that many hours over the 1,300 that are expected, the hours and position need to be re-evaluated. Both Mr. Topping and Mrs. Gionet indicated that they were not in favor of making a change like that tonight. Mrs. Bowen stated that she is not asking for a change tonight, but for members to consider a change if it is warranted.

Mr. Topping stated that he thinks there is an error in the addition of the hours. He added Marshal Roback's numbers, and his total is a little over 1,300 hours. Mr. Napoli said he got 1,356.50 hours which is approximately 700 hours less than a 40 hour position. Mrs. Bowen stated that she had based her comments on Marshal Roback's figure and agreed that 1,356 hours would not warrant a change.

Mr. Napoli asked if in the past there had been a decision by the Board regarding extra duty pay for the Fire Marshal. Mrs. O'Marra stated that there had been a consensus that there would be no more extra duty pay. Marshal Roback stated that there was \$6,000 in the Extra Duty line in the budget. Commissioner Napoli stated that extra duty pay is for work done over and above the everyday operations of the office. Mr. Napoli stated that Marshal Roback had accepted the position knowing it was a stipend position. He stated that others who receive a stipend do not ask for extra duty pay. Marshal Roback stated that he has received extra duty compensation since he became fire marshal. He stated that his predecessor, Marshal Beliveau, had received it as well.

Mrs. Bowen stated that four years ago Marshal Roback had received an increase of approximately \$10,000 (increasing the hourly expectation from 20 to 25 hours per week) because his office was understaffed. Marshal Roback responded that at the time he was working between 30 and 40 hours a week, so, he felt comfortable with the 25 hours. He continued that the staffing in the office is perfect at this time.

Commissioner Luzusky stated that he would like a committee formed consisting of members of the Board of Directors to look at the needs of the Fire Marshal's office. He would like the members of this committee to spend time in the office to observe what is done.

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Voted: Mr. Luzusky made a motion to pay the extra duty request as submitted, and to form a committee at the President's direction to do a study on whether the Fire Marshal position should be salary or stipend and/or increasing the stipend.  
Seconded by Mr. Topping.

Mrs. Bowen stated that she would like to add that no more extra duty requests be submitted until after the committee makes a recommendation to the Board.

Voted: Mr. Luzusky amended his motion to add that no additional extra duty requests be submitted for 90 days until the committee comes back to the board with recommendations.  
Seconded by Mr. Topping.

**Discussion/Possible Action – Appointment of Fire Marshal**

President O'Marra recommended the appointment of Kenneth Roback as Fire Marshal for a one-year period.

Voted: Mr. Luzusky moved the approval of Kenneth Roback as Fire Marshal for a period of one year.  
Seconded by Mrs. Gionet.

Voted: Mr. Luzusky moved the approval of the appointment of Shawn Morris as Deputy Fire Marshal and the current inspectors for a period of one year.  
Seconded by Mr. Napoli.

Voted: Mr. Luzusky moved to adjourn.  
Seconded by Mr. Napoli.

There being no other business the meeting adjourned at 6:50 p.m.

At 6:55 p.m. Frances McCarter, District Clerk, swore in Fire Marshal Kenneth Roback for a one-year term. Deputy Marshal Morris will be sworn in at a later date.

Note: All votes were unanimous unless otherwise noted.

DIRECTORS PRESENT:

Mary O'Marra, President  
Deberah Bowen  
Karen Gionet  
Leonard Luzusky  
Gerard Napoli  
John Topping

BY FRANCES McCARTER  
CLERK  
EIGHTH UTILITIES DISTRICT