

**City of Norwich
Volunteer Firefighters' Relief Fund Committee Minutes
Special Meeting
July 11, 2016**

The Volunteer Firefighters' Relief Fund Committee held a special meeting on Monday, July 11, 2016, at 5:00 p.m. in Room 209, City Hall, Norwich, Connecticut.

1. Roll Call

a. Members Present:

Richard Benoit, Taftville, Committee Chair
Thomas Quinley, Yantic, Committee Secretary
Joshua Pothier, Comptroller, Committee Treasurer
Brigid Marks, Human Resource Director, Committee Vice-Chair
Joseph Kochanski, Laurel Hill
Donald Leary, East Great Plain
Paul Labrecque, guest

b. Members Absent:

Karen Mankowski, Occum
John John, P&P Board Appointee
John Salomone, City Manager
Red McKeon, Occum Past Chair
Robert Aldi, Citizen Appointee

Richard Benoit called the meeting to order at 5:08p.m.

2. Minutes: the May 16, 2016 meeting minutes were reviewed. The following change was noted:

- a.** Mr. Labrecque's name had a typo and was corrected
- b.** Motion was made by Thomas Quinley to accept the minutes as corrected. Seconded by Donald Leary, approved.

3. Refund Requests: None

4. Bills: A review of the bills that had been previously paid as documented in the agenda was performed and accepted by the Committee. No further action required.

5. New Members: The one new member from EGP, and the three new members from Yantic were reviewed by the Committee. Motion made by Thomas Quinley to accept the new members, seconded by Donald Leary. Approved.

6. New Applications for Benefits: The Application for Benefits from Joseph Murray, Yantic, was reviewed by the Committee. Motion made by Thomas Quinley to accept the presented application, seconded by Joseph Kochanski. Approved.

7. Proposed Administrative Procedure Processes: The draft procedures for streamlining the administration of Relief Fund business (approval of bills, refund requests, new applications for benefits, and increases in benefit payments for retired members who earn additional years

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of credited service) between Committee meetings, was reviewed by the membership. Motion made by Thomas Quinley to approve, as presented with no changes, the administrative procedures, seconded by Donald Leary. Approved.

8. Review and take action on budgeted expenditures and transfers for fiscal year 2016-17:

The "Budget and Scheduled Transfers" document provided by the Committee Treasurer/Comptroller, for fiscal year 2016-17, was reviewed. A motion to approve Management of Funds as outlined by the document was made by Thomas Quinley, seconded by Joseph Kochanski. Approved.

9. Discuss and more clearly define the terms "Active Member" and "Break in Service" as they relate to VFFRF Plan Benefits and specific Department rosters. Establish a working group to revise appropriate sections of the Plan Codification to more clearly define wording and intent, and verify that current retiree benefits who may be affected by these clarifications are correct.

The Committee reviewed the proposed definitions and changes to the Ordinance/Codification and determined that an "Active Member" would be defined as follows:

An "Active" member is a member of a Volunteer Fire Department who responds to 5% or a minimum of 35 emergency calls per year and 5% or a minimum of 4 hours of drills/training per year.

The Committee determined that a "Break in Service" would be defined as follows:

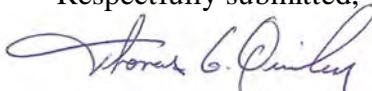
Failure of a Volunteer Fire Department Member to meet the requirements of "Active Member" as defined by the Ordinance/Codification.

Motion made to approve the definitions and revisions to the Ordinance/Codification language by Thomas Quinley, seconded by Joseph Kochanski. Approved.

Joshua Pothier took the action to draft the revised language and provide copies to Corporation Council for review in preparation for presentation to the City Council.

A motion was made by Thomas Quinley to adjourn the meeting, seconded by Donald Leary. Approved. Meeting adjourned at 1755 hrs.

Respectfully submitted,



Thomas G. Quinley, Secretary