



CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, JANUARY 4TH, 2010
7:30 P.M., Room 204

Commissioners Present:

Marc Connolly, Vice-Chairman
Gary Field, Commissioner
John Sonsini, Commissioner
Tim Manion, Commissioner

Also Present:

Training Coordinator JoLynn VanWart
HR, Linda Hooper

A. CALL TO ORDER

The meeting was called to order at 7:30 pm by Commissioner Sonsini.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the pledge of allegiance.

Commissioner Field motioned to move to Section (G. Old Business/1. Election of Vice-Chairman). Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. ELECTION OF VICE-CHAIRMAN

Commissioner Sonsini asked the Board if anyone would nominate a Vice-Chairman.

Commissioner Field motioned to elect Commissioner Connolly as Vice-Chairman. Commissioner Manion seconded the motion.

A voice vote was taken; motion passed unanimously (4-0).

Commissioner Sonsini as senior member turned the meeting over to Vice-Chairman Marc Connolly.

Commissioner Sonsini motioned to go back to Section (C. Public Participation). Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

C. PUBLIC PARTICIPATION

No one came forward during public participation.

D. APPROVAL OF MINUTES

1. MINUTES OF REGULAR MEETING DECEMBER 7TH, 2010

Commissioner Manion motioned to approve the minutes of the December 7th, 2010 regular meeting as posted. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

2. MINUTES OF SPECIAL MEETING DECEMBER 15TH, 2010

Commissioner Field motioned to approve the minutes of the December 15th, 2010 special meeting as posted. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Vice-Chairman Connolly read the following memos:

- 1) Letter from Assistant Fire Chief Nick Verdicchio regarding that on the August 20, 2010 Officer's Council meeting it was voted to send a letter to the BOFC asking that the BOFC provide an updated signed copy of the current Shelton Fire Department Policy Book. The letter was read in communications at the BOFC meeting on September 7th, 2010, but to date we have not received any response from the Board. At the Officer's Councils December meeting, it was voted on again to ask for this information.
- 2) Letter from Alan Ovesny about appointment of Fire Police
- 3) Letter from Alan Ovesny about Custodial Position
- 4) Letter from Thomas Taylor, Administrative Assistant stating there will be a staff meeting on January 12th, 2011 at 9 a.m.

Additions to Agenda

Commissioner Sonsini motioned to add Custodial position at Company #5 to New Business number 3. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Manion motioned to add letter from Assistant Fire Chief Nick Verdicchio to New Business number 4. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Manion motioned to add Bid for Vehicle Repairs to Old Business number 5. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

F. REPORTS

1. **FIRE CHIEFS REPORT** – none
2. **FIRE MARSHAL JAMES TORTORA** – none

3. TRAINING COORDINATOR – JOLYNN VANWART

**City of Shelton Fire Department
Training Coordinator**

To: Board of Fire Commissioners
From: Jo Lynn Van Wart
Subject: Monthly Report – January 04, 2011

Commissioners,

The following is the Shelton Fire Department training report for January 4, 2011

Training:

- FF1 with Hazmat—expected completion Jan. 19th with State Written Exam
- FF1 continues until May, with hazmat being available for those who are new
 - AC Hongo is Lead

Future Training:

- Scheduled Fire Service Instructor 1 April through June, all day Sundays
- Flashover class at Fairfield Fire School –March
- FF2 will be revisited if there is more interest after completion of FF1
- Fire Officer 1 tentative for summer/early fall
- Working on two specialty programs for the fall/winter months
 - Tour of Honey Cell and their Solar Panel System Operations
 - Walk thru and class at Ivy Brook regarding MRI safety

JoLynn also asked about her term that will be ending in June. She wanted to know how she would go about renewing it or reapplying for position.

4. QUARTERMASTER REPORT – none

5. COMMISSIONER SONSINI – none

6. COMMISSIONER CONNOLLY

City of Shelton Fire Department

To: Board of Fire Commissioners
From: Marc A. Connolly
Subject: Monthly Commissioners Report – December 2010

The following issues were identified and are in process at this time.

1. The 2nd floor heating system failed during the storm watch on December 26th and 27th. The maintenance supervisor repaired the unit however this is the 4th failure in less than 2 months. (the city needs to identify root cause to problems)
2. Transfer switch for generator is in, per maintenance supervisor this will require the power to be shut off in the building for approx. 6- 8 hours. Due to the fact that doors can not be opened during cold weather we will need to schedule in warmer weather.
3. The overhead doors in the building still do not have trolley assemblies on them during power failures the apparatus may not be able to leave the firehouse. (maintenance supervisor is aware and will door vendor)
4. The lower bay overhead door is OOS and needs repair the Maintenance supervisor was informed and scheduling the needed repairs. Until repaired the lower bay is not accessible.

Ladder 33 had a radio issue required install of back up radio, per car 2-damaged radio cannot be repaired. Recommend the radio be placed on surplus list.

Ladder 33 still waiting to go to Gowens and Knight to install wipers (Assistant Chief Hongo working on this)

Goals for the current year

1. Appoint Chief of Department
2. Go out to bid for consultant to review and update BOFC and Fire Department SOP's to facilitate a more efficient process to conduct business with in the department.
3. Replace Marine 1 immediately as current vessel is not sea worthy.
4. Request to the Alderman that they establish a building committee to look at the needed renovations to station 3 and the rebuilding of station 1
5. Request to the mayor that he appoint a Chairman to the BOFC to represent the cities interest on the board.
6. Review of LOSAP program with corporation council to follow up on meeting held in December.
7. Post for Quartermaster position
8. Post for Deputy Chief position.

Respectfully submitted,
Marc A. Connolly

7. COMMISSIONER FIELD

Commissioner Field stated that they had problems with their compressor. Also, their sirens no longer are working. Commissioner Field also stated that all P.O or requests over \$1000 MUST have three quotes, you cannot purchase without three quotes.

8. COMMISSIONER MANION

Finishing off some of Commissioner Kosowsky's items, the surplus equipment has been signed off. Also, compressor also having issues and not sure of cost yet. Commissioner Manion is going to put a call in this week to find out more details on repair.

G. OLD BUSINESS

2. BUDGET 2011-2012

Commissioner Sonsini motioned to approve the revised budget with the new training number of \$68,900.00 that was originally presented and approved at budget meeting on December 15th, 2010. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

3. FIRE CHIEF STATUS

Linda Hooper from HR came and presented Vice-Chairman Connolly with results from the candidate's written portion for the Fire Chief Position. Vice-Chairman Connolly read aloud the two candidates names, Michael Ullrich and Daryl Osiecki.

Commissioner Field motioned to go back to additions to agenda and add (5. Interviews for Fire Chief) under New Business. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to go back to Old Business. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

4. BOARD OF A&T MEETING

Commission Manion stated the Board of A&T is requesting someone from BOFC to be at the meeting on January 27th at 7 p.m.

5. BID FOR VEHICLE REPAIR

Commission Manion stated he would get copies and put in mailboxes or have ready for February Meeting.

H. NEW BUSINESS**1. LIST OF FIRE POLICE**

Commissioner Field motioned to accept letter from Alan Ovesny in regards to appointment to Fire Police of Jack Finn and John McEwen for White Hills Voluntary Company effective 1/1/11. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

**WhiteHills Fire
Company #5**

To: Board of Fire Commissioners
From: Alan Ovesny
CC:
Date: 1/1/2011
Re: Appointment to Fire Police WHFC#5

Gentlemen,

This is to inform you that Jack Finn and John McEwen has been appointed to Fire Police for White Hills Voluntary Company #5 effective 1/1/11. Please take the necessary actions to have them sworn in with the city.

Regards
Alan Ovesny
Captain WHFC#5

2. PURCHASE ORDERS

Commissioner Field stated again that any PO over \$1000 needs three estimates. Do not purchase anything over \$1000.00.

3. CUSTODIAL POSITION AT COMPANY 5

**White Hills Fire
Company #5**

To: Board of Fire Commissioners
From: Alan Ovesny
CC:
Date: 1/1/2011
Re: Custodial Position at Company 5

Dear BOFC,

I would like to appoint John Kristof as custodian of White Hills Company Five as of Jan 1 2011.

Regards

Alan Ovesny

Captain

White Hills Fire Company

Accepted letter – no action needs to be taken.

4. LETTER FROM ASSISTANT FIRE CHIEF NICK VERDICCHIO

Commissioner Manion motioned to move Item 4 to (Old Business/1. Letter from Asst. FC Nick Verdicchio) to the February Regular Meeting. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to make addendum to previous motion that Board of Fire Commissioner send a temporary, unsigned copy of the Shelton Fire Department Policy Book to Officer's Council until the final copy is gone through and updates corrected. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

5. INTERVIEWS FOR FIRE CHIEF

Interviews are scheduled for January 11th, at 7:30.

I. EXECUTIVE SESSION

1. FIRE MARSHAL PERSONNEL

Commissioner Field motioned to go into Executive Session at 8:08 p.m. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to leave Executive Session at 8:22 p.m. and go back to regular meeting. Commissioner Manion seconded the motion.

A voice vote was taken; motion passed unanimously.

Vice-Chairman Connolly stated that no votes or motions were made during Executive Session.

Commissioner Field motioned to go back to New Business. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to add (6. Fire Marshal posting for the deputy fire marshal position). Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

6. FIRE MARSHAL POSTING

Commissioner Field motioned to allow the Fire Marshal to work with HR to start the procedures for appointing a deputy fire marshal. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

J. ADJOURNMENT

Commissioner Manion motioned to adjourn. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 8:23 p.m.

Respectfully submitted,

Kimberly Wells

Kimberly Wells / Clerk

1 Tape on file in the Town Clerk's office