Commissioners Present:
   Gary Field, Commissioner
   Marc Connolly, Commissioner
   John Sonsini, Commissioner
   Bruce Kosowsky, Commissioner

Also Present:
   Francis Jones, Fire Chief
   Jolynn VaWart, Training Coordinator

A. CALL TO ORDER
The meeting was called to order at 7:35 pm by Commissioner Kosowsky.

B. PLEDGE OF ALLEGIANCE
All in attendance recited the Pledge of Allegiance

Commissioner Connolly motioned to add Public Portion to the agenda. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

Public Portions

Captain Sabatino/Company 4:
Captain Sabatino stated that a couple of months ago the BOFC went out to bid for the ladder and hose testing, I hope it would be scheduled sooner than later. Company 4 also would like to see their Asst. Chief re-appointed and all Asst. Chief’s re-appointed tonight. Equipment, it seems it’s harder and harder to get equipment. Rubber gloves, safety items, we have to borrow. If a vendor can’t supply, there must be 100 places that can supply them. The quartermaster posted his hours last month as 2 hours; I think you need more hours. We need our equipment and we need to get our equipment fixed. It seems over the last few years, it’s hard for any of us to get equipment. The car issues, it seems like it gets dragged on and on, for months and months. The Board needs to work with the Fire Chief to get the equipment that we need. He is in control of the operations of the department, not the individual Fire Commissions.
Victor Goddin/Company 4:
Good evening, I am here to ask you to state your purpose as a Board. I would like to know why it takes so long to get anything done at the Quartermaster’s office. The hours are not convenient, what is his position as a Quartermaster, does he file a report monthly, does he keep things in order, and does he order things in an appropriate amount of time. I’d also like you to state your purpose at another time. Thank you.

Commissioner Field motioned to close Public Portion. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

C. APPROVAL OF MINUTES

1. Minutes of Regular Meeting December 1st, 2009

Commissioner Field motioned to approve the minutes of the December 1st, 2009 Regular Meeting. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

D. COMMUNICATIONS

Commissioner Kosowsky went over letters that were in Commissioners packet. Commissioner Kosowsky read letters into the record:

From: f.jones@cityofshelton.org <f.jones@cityofshelton.org>
Subject: FW: North Oak Avenue
To: f.jones01@sbglobal.net
Date: Friday, December 18, 2009, 1:30 PM

Subject: North Oak Avenue

Frank and Paul,

I just wanted to send you a quick email thank you for how wonderful you both, and the department (your Lt. Joe especially) have been during all of this. We understand that there is so much that goes into the coordination of a situation like this and you have been so great about communicating events with my husband, Kevin, and I.

We look forward to you continuing to keep us updated on the situation. As homeowners, taxpayers and a full time working family, I am sure you understand why we would wish to be present when this house is taken down. I have left a message for Paul with my cell and I believe my husband has given you all our information as well. Thanks again for everything and we look forward to working with you and your staff in whatever way we can to see this situation handled for all.

Sincerely,
Tamara Egan
157 North Oak Avenue
Commissioner Kosowsky stated that Communication portion was complete.

**Commissioner Field motioned to move to ‘F. Old Business / 1. Bid for Thermal Imager’ on the agenda. Commissioner Connolly seconded the motion.**

A voice vote was taken; motion passed unanimously.

**F. OLD BUSINESS**

1. Bid for Thermal Imager

A. **New England Fire Equipment and Apparatus Corp. / North Haven, Ct.**
   Gave brief overview of the ISI 3500 camera and gave a 10 foot drop test. They met or exceeded all requirements. They exceed on internal temperature bid specification. Battery life is what is expected. Bid price is $6,570.00

B. **Shipman’s Fire Equipment Co., Inc. / Waterford, Ct.**
   Gave brief overview of the Scott Eagle 320 Thermal Imaging Camera P/N 200744-01; complete to include 12V Vehicle Charger and Mounting Bracket P/N 200235-01. Bid price is $8,195.00

C. **Survival Group / North Haven, Ct.**
   Gave brief overview of the 30-30 Thermal Imaging Camera/ with option 2/ Draeger UCF 3200 high resolution TIC. Bid price is $8,942.60
Commissioner Field motioned to move back to ‘E. Reports’ on the agenda. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

E. REPORTS

1. Fire Chiefs Report Fran Jones
City of Shelton Fire Department  
Office of the Chief

To: Board of Fire Commissioners  
From: Francois T. Jones III  
Subject: Monthly Report – January 2010  
Date: 12/30/09

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of December of the fiscal year 2009 - 2010. This is a list of completed tasks and a short list of those tasks and projects in progress.

1) After reviewing the previous fire department budgets and our Goals & Objectives of the Shelton Fire Department, I have prepared a list of recommendations for the 2010/2011 budget process. I look forward to sharing these recommendations with the BOFC’s during our 2010/2011 budget workshop.

2) The SFD performed extremely well at the following incidents during the month of December. Shelton FF’s responded to a 58 car pileup accident on Route 110, this happens to be the largest recorded accident scene in Connecticut’s history. In addition, the SFD responded to a mudslide that caused a home to partially collapse, fire units secured the area, assisted with evacuations and worked with City, State, and private industry to reduce the hazard. In addition to the non-traditional responses this December, The SFD responded to four working structure fires, and numerous vehicle accidents requiring extrication, including three fatalities.

3) Tanker 59 has returned back to Shelton as of December 30th, I met with AV Tevolitz, Captain Desarl & Lieutenant Ovesney to discuss, a schedule and timeframe of placing the Tanker back into full service. On January 4th, Apparatus Superintendent Brown shall complete a full operational review of the Tanker from a mechanical standpoint; Captain Desarl will be putting together a punch list of all inconsistencies in craftsmanship found during re-training of personnel on the Tanker. Lieutenant Ovesney has been placed in charge of qualification of Tanker Driver/Operators. Once a sufficient amount of training of Driver/Operators has been completed, the Tanker shall be placed back into full service. This is also dependent on weather, availability, and any unforeseen issues. Our tentative in-service date for the Tanker is January 9th, 2010

4) The following apparatus is in need of repair, Ladder 1 to replace a broken rung, this service shall be completed by Firematic. Engine 43 failed its pump test and shall need to be repaired at Gowns & Knight. In addition Brush 54’s pump needs attention and is being scheduled for repair too at Gowns & Knight. Marine 1 needs routine service conducted, as well as a mooring cover to be made this
winter. I was also informed that Marine 4 needs to be scheduled for routine service.

5) As Chief I support the following equipment purchases, additional Rope Rescue Equipment as presented by Commissioner Field to compliment the SFD Rope Rescue gear already in-service, and the purchase of updated Ice and Water Rescue Equipment. (2) Dry suits for Company # 4, and (2) Mustang Immersion Suits for Companie 1, 3, and 5, and (4) Exposure Suits for Companies 1 & 5. In addition Marine 1 needs some additional water rescue equipment to replace worn and old water rescue ropes.

6) We will need to fund an additional $2,500 for overage cost to the Tanker, not covered in the original bid. This overage was due to extra frame work needed at the frame shop.

7) The following items need to be scheduled ASAP by the Quartermaster, to ensure the safety of our personnel. These items are Aerial & Ground Ladder Testing, SCBA Flow Testing and Hydrostatic Testing, and Hose Testing. The number priority is the SCBA testing which needs to be conducted immediately. The other testing will most likely need to be conducted this spring due to cold weather. But, needs to be scheduled now to ensure testing is conducted in early spring.

8) I would like to suggest that a preventative maintenance program and contract be developed for 2010 for all generators, Hurst tools, and small engines (Chain Saws, Vent Saws, etc). This service is very important, since our tools are not run on a regular basis, thus causing the new Ethanol based fuels to separate from the gasoline causing problems with small engine operations. In addition the Ethanol is very corrosive to rubber products, such as fuel lines.

9) I would like to suggest that a preventative maintenance program and contract be developed in 2010 for all of our hazardous material meters, thus reducing the problems that occurred this year with multiply meter failures.

10) The Training Coordinator shall be scheduling a Dreager Level 1 & 2 Technician training program. This too needs to be conducted immediately since a majority of our technicians are in need of re-certification. This training allows specific membership with training to conduct routine maintenance on our Dreager air packs. Without this training more air packs will need to be placed out of service awaiting a more costly repair.

11) I would like to encourage the purchase of additional four gas Bio-system meters to standardize our SFD meters for Huntington Fire Company & the Company Assistant Chiefs.

12) In addition I would like to purchase Draeger Chips to replace the expired chips for the CDS Meters. These meters will then be issued to the Assistant Chief’s to be used as a secondary metering device to back up the four gas meters. In
addition, the Dreager meters have the capability to meter additional hazards depending on the chips.

13) I would like to encourage the BOFC’s to move forward on filling the following approved budgeted positions Deputy Chief, Recruitment Officer, and Administrative Associate.

14) The Apparatus Replacement Committee has finalized their plans. Specifications for a new Squad 5, Squad 30, Engine/Quint 44, and Engine/Quint 53 are complete. I would like to encourage that we look into purchasing these vehicles to replace our aging fleet of vehicles. My only change to the proposed specifications is, that I would like to see both Rescue Trucks be identical copies of each other, this will reduce the over cost of these vehicles and will provide standardization of resources. I would like to suggest using the Huntington Specification as a template for this purchase. The (2) Engine/Quint specifications are very similar the only difference is due to length and maneuverability requirements needed for Engine/Quint 44. Otherwise these are almost identical replicas.

15) I would like to encourage the BOFC’s to request that the City go forward with apparatus purchases as recommended from the Capital Improvement Plan, SFD Apparatus Committee, and approved by the Chief, for a Fall 2010 referendum or consider a lease to own option plan.

16) The public safety committee in continuing to work with our vendor in acquiring new frequencies for the SFD, and upgrading our current radio infrastructure. The next upgrades will be for additional (10) MT-1500 portables, and UHF radios for Engine 35, Tanker 59, and Tower 7 and (2) USB devices for White Hills and SPD to decrease power surges attacking our radio system. I would also like to upgrade our Pine Rock Base station with a remote, and t- lines this will then allow all the fire companies communications between each other, and the ability to transmit tones from different bases.

17) I have received the completed SFD Gear inventory from each of the four fire companies this is a complete list of the current status of SFD Personnel Protective Equipment. I have provided a copy for each Commissioner and the Quartermaster. I would encourage the BOFC’s take immediate action to assist the Quartermaster in securing the needed PPE for our membership. After reviewing the inventory list, I would like to suggest 50 sets of turnout gear be acquired to replace the old, and un-safe gear immediately. I would then suggest that we look into purchasing another 50 sets of gear next year, this will replace marginal gear that will need replacement within the next one – two years.

18) I would also like to encourage the BOFC’s support the purchase of a new Thermal Imagers, as bid, I believe the ISI Imagers along with their 2- year warranty shall serve the department well into the future. This shall also allow monies to be left over in our line item account to purchase additional much needed equipment for the SFD.
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

Commissioners,
The following is the Shelton Fire Department training report for January 5, 2010

December
The following training took place
- Live Burn training at Fairfield Fire School
- LPG Training at Fairfield Fire School

Future Training:
- SFD-FF2 certification class utilizing E-learning combined with practical training with a Statewide practical and written provided by CFA will begin January 11, 2010
- Firefighter 1, Recruit and Hazmat/WMD classes are in planning stages and will begin January 11, 2010. This will be traditional classroom but will have e-learning capabilities on an as needed basis.
- Hazmat/WMD will be offered to FF2 candidates as well. It will be given in conjunction with the FF1 certification.
- I-2 Compliance continuing
- Basic Pump Class in the works along with Drager Recert/Certification classes.

Purchases requested:

Sole Source: Jones and Bartlett Publishers for books and materials for FF1/2 classes.
Letter with invoice will be handed out at meeting.
January 4, 2010

To: Board of Fire Commissioners  
From: Jo Lynn Van Wart  
Subject: Justification memo for using Jones and Bartlett Publishing as the sole provider  
of training materials for FFI/II course

Commissioners,

There are 40 students registered for the FFI/II classes. The total cost of the  
materials is $2,925.55 and includes books and skills CD. This works out to be a  
cost of $73.14 per student. The price includes shipping, handling and insurance.  
We might be eligible for free freight.

FFI is classroom with practical evolutions—there may be some E-learning involved.  
FFII is strictly E-Learning with short classroom sessions for testing and  
assignments, some classroom for certain subjects, and practical evolution.

The benefits are as follows:

1) FREE Companion Website.
2) Access to the Jones and Bartlett E-Learning Curriculum with administrator  
capability and multiple student access.
3) Deferred Billing – 90 days
4) Free access to online line test prep questions for each student. The Test  
Preps normally run $25.00 each. It is a two part product. One for Review  
and then one for test review.
5) Free instructor materials which include lesson plans, power point slides, etc.
6) Demo of a new Firefighter Interactive that covers FFI and II. It typically  
runs about $50.00 per book. This is different than the Test Prep, but could  
be used if a person misses a class or something like that. - Once I get the  
demo, I will determine if we need it.
7) Easy return of books if we do not use all of them.
4. Quartermaster Report – Mark Connolly

City of Shelton Fire Department
Office of the Quartermaster

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

Commissioners,

The following is the Shelton Fire Department Quartermasters report for the month of December 2009.

1. I am waiting on the following items to be returned for processing.
   A. Hose Test money allocation.
   B. Ladder Test money allocation.
   C. Hydro-test money allocation.
   D. Posi - check money allocation.

2. Awaiting selection of thermal imager bid to have money allocated.

3. Office hours started this evening at Central Storage. (as presented at December meeting)

4. The barrier Tape and Flares are in Central storage at this time.

5. Waiting for signed PO to be returned for Survivor batteries.

6. Posi- pressure fan due back from Shipman's.

7. Several sets of gear are being sent out for repair.

Respectfully Submitted,

Marc A. Connolly
Quartermaster

5. Commissioner Sonsini
Commissioner Sonsini asked, does anybody have problems with tubes for flashlights?
6. Commissioner Connolly
Commissioner Connolly stated, we are still having problem with annual plowing of our station.

7. Commissioner Field - none

8. Commissioner Kosowsky
Commissioner Kosowsky stated, just to answer a couple questions that were asked earlier, the fire department ladder, hose, and posi-check testing were all approved on 12/10/09. It has all been turned over to Quartermaster to get bids. I will explain the Fire Chief’s vehicle / we will add to ‘additions to agenda’.

Additions to agenda:

Commissioner Sonsini motioned to add Items 2-5 under New Business (Item #2 Letter from Company 3 for Fire Police, Item #3 Letter from Company 3 for appointment of janitor, Item #4 Request for digital camera for Merle Chase, and Item #5 Letter to mayor for snow plowing all Companies. Under Old Business add Items 5-9 [Item #5 Chief’s Vehicle, Item #6 Training Requests, Item #7 Equipment Bid, Item #8 Deputy Chief’s Position, and Item #9 Gear]. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

F. OLD BUSINESS

1. Bid for Thermal Imager

Commissioner Field motioned to go forward with the bid with New England Fire Equipment and Apparatus for one thermal imager for $6,570. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed 3-1 with Commissioner Connolly abstaining.

2. Asst. Chiefs Job Description

Keep as is.

3. All CO’s Asst. Chiefs Position

Commissioner Sonsini motioned to approve all four companies Assistant Chiefs which will take effect upon approval of Mayor’s office. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.
4. Truck Replacement
Commissioner Sonsini motioned to table to the Work Session on January 19th, 2010. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

5. Chief’s Vehicle
Commissioner Field motioned that the Board send a letter to add the striping package to the cost as long as it is under the $50,000. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

6. Training Requests
Commissioner Sonsini motioned to make a purchase for the training request through the budget process. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

7. Equipment Bid
Commissioner Sonsini motioned to table to the February Meeting. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

8. Deputy Chief’s Position
Table to February Meeting.

9. Gear
Commissioner Sonsini motioned to go to the Board of Alderman for 100 sets of gear for capital improvement. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

G. NEW BUSINESS

1. Budget 2011
Commissioner Field motioned to table to the Work Session on January 19th, 2010. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

2. Letter from Company 3 for fire police
Commissioner Field motioned to accept the letter from Company 3 for fire police. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

3. Letter from Company 3 for appointment of janitor
Commissioner Field motioned to accept the letter from Company 3 for the janitor. Commissioner Connolly seconded the motion.
Commissioner Field rescinded his motion.
4. Request for digital camera for Merle Chase
Commissioner Sonsini motioned to purchase a digital camera for identification program. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

5. Letter to Mayor for all companies for plowing
Commissioner Sonsini motioned that the Board sends a letter to the Director of Public Works and ‘cc’ the Street Committee, Public Safety, BOA, and the Mayor. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

H. EXECUTIVE SESSION – Homeland Security
Commissioner Connolly motioned to go into Executive Session. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to leave Executive Session. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

I. ADJOURNMENT
Commissioner Field motioned to adjourn. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 10:40 p.m.

Respectfully submitted,

Kimberly Wells
Kimberly Wells / Clerk

3 TAPES ON FILE IN TOWN CLERK’S OFFICE