

City of Shelton Fire Department  
Board of Fire Commissioners  
Minutes of Regular Meeting  
January 16, 2007

**Commissioners Present**

Robert J. Araujo, Chairman  
David Sekelsky  
Bruce Kosowsky

**Also Present**

Captain Tim Hongo  
Captain Nick Verdicchio  
Fran Jones, Training Coordinator

Chairman Araujo called the regular meeting of the Board of Fire Commissioners to order at 7:40P.M. All those present rose for the pledge of allegiance.

**Public Participation** - none

**Approval of Minutes**

MOTION made by Commissioner Kosowsky to table the minutes of January 2, 2007 until the next meeting. Seconded by Commissioner Sekelsky and approved unanimously.

**Communications**

Chairman Araujo reviewed the following communications with the Board:

- Letter from Mayor Mark Lauretti, re: Protocol for Fire Marshal/Inspector
- Letters from Administrative Secretary, re: Responses to Fire Marshal's memos
- Letter from Fran Jones, Training Coordinator re: Training Programs

**Additions to the Agenda**

MOTION made by Commissioner Sekelsky to add under Old Business Item #4; 07'-08' Budget, and to add under New Business Item #2; Training Program. Seconded by Commissioner Kosowsky and approved unanimously.

**Old Business**

**F1 – DEP/Mutual Aid Agreement**

MOTION made by Commissioner Sekelsky to table this item. Seconded by Commissioner Kosowsky and approved unanimously.

**F2 – Electrical Equipment List**

MOTION made by Commissioner Sekelsky to get a proposal from Monaco Electric for additional electrical equipment. Seconded by Commissioner Kosowsky and approved unanimously.

**F3 – Report on Job Descriptions**

MOTION made by Commissioner Sekelsky to table this item until the next meeting. Seconded by Commissioner Sabatino and approved unanimously.

MOTION made by Commissioner Sekelsky to move to New Business Item #2 Training Program. Seconded by Commissioner Kosowsky and approved unanimously.

**New Business**

**G2 – Training Program**

There was a discussion between the Board and Training Coordinator Fran Jones along with Captain Tim Hongo on the needs and wants for the Training Division for the rest of the budget year. Training Coordinator Jones had submitted a proposal to convert the Firefighter I Program to full digital at a cost of \$950.00. Fran also requested pay increases for the Instructors, a temporary clerk to transform hard copy training materials into the computer, and a temporary computer assistant to develop and implement a web site for the Shelton Fire Department Training Division.

MOTION made by Commissioner Sekelsky to convert Firefighter I to full digital at a cost of \$950.00. Seconded by Commissioner Kosowsky and approved unanimously.

Chairman Araujo asked that Fran get a quote with a statement of work from John Scollin, (Web Master at Echo Hose) for the web site request.

**Training Program (continued)**

MOTION made by Commissioner Sekelsky to increase the instructors pay as follows: \$20.00 per hour for Lead Instructors, \$18.00 per hour for Assistant Instructors and \$14.00 per hour for Driver Specialty. Seconded by Commissioner Kosowsky and approved unanimously.

A formal letter will be sent to Training Coordinator Fran Jones with the pay increases and also kept on file.

MOTION made by Commissioner Sekelsky to go back to Old Business Item #4 – 07’-08’ Budget. Seconded by Commissioner Kosowsky and approved unanimously.

**Old Business**

**F4 – 07’-08’ Budget**

There was a lengthy discussion on the budget. The Board took each line item and went through what was necessary for the fire department and made written changes.

MOTION made by Commissioner Sekelsky that the Administrative Secretary update the budget with all the changes and forward it to the Chairman to go through it with her and then submit it. Seconded by Commissioner Kosowsky and approved unanimously.

**New Business**

**G1 – Reviews**

MOTION made by Commissioner Sekelsky to table the reviews until next months meeting. Seconded by Commissioner Kosowsky and approved unanimously.

**Remarks/Comments for the Good of the Commission - none**

**Adjournment**

MOTION made by Commissioner Sekelsky to adjourn at 9:03 P.M. Seconded by Commissioner Kosowsky and approved unanimously.

Minutes submitted by Michele Lewis

