



## City of Shelton Fire Department Board of Fire Commissioners

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### Minutes of the Regular Meeting January 17, 2006

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#### **Commissioners Present**

Robert J. Araujo, Chairman  
David Sekelsky  
Merle Chase  
Justin Sabatino  
Bruce Kosowsky

#### **Also Present**

Chief John V. Millo  
Captain Tim Hongo  
Captain Nick Verdicchio

Chairman Araujo called the Regular Meeting of the Board of Fire Commissioners to order at 8:00 p.m. All those present rose for the pledge of allegiance.

**Public Participation** - None

#### **Approval of Minutes**

Regular Meeting – December 20, 2005

**MOTION** made by Commissioner Sekelsky to accept the Minutes of December 20, 2005 as prepared and distributed, seconded by Commissioner Sabatino and passed unanimously.

#### **Communications**

Chairman Araujo reviewed the following communications with the Board:

- The Purchasing Department is looking for a decision regarding the Electrical Bid

- Planning & Zoning Memos/Applications
- Memo from the Board of Education regarding the Fire Monitoring System
- Letter from Fire Marshal Tortora regarding Fire Inspectors
- Memo from Corporation Council regarding Policy A3 and the Charter
- Letter regarding Fire Marshal Pre-Certification Class

(The First Tape is Experiencing Difficulties)

The following is from notes.

## **Reports**

### ***Fire Chief John V. Millo***

Chief Millo discussed the following items with the Board:

SOP 902 – Vehicle In Service – Officers’ Council voted to accept SOP 902.

Job Descriptions – Officers’ Council voted to request a joint work session with the Board to discuss the Job Descriptions. The Committee has made some changes to the Job Descriptions and Chief Millo provided a copy along with the letter from the Committee Chairman to the Board. A copy of a letter from Assistant Chief Ullrich was also included.

Chief Millo provided a copy of and discussed the Mutual Aid Agreement between the Shelton Fire Department and the Nichols Fire Department with the Board.

Chief Millo handed out and discussed a copy of a newspaper article regarding Call Boxes.

Chief Millo discussed another article regarding Radio Devices for Emergency Responders with the Board.

Chief Millo requested some equipment for compatibility in regard to responding Mutual Aid to Nichols.

***Fire Marshal James Tortora***

Fire Marshal Tortora provided a copy of the Fire Service Calls. The Commissioners requested a copy of the Inspections be provided for the next meeting.

***Training Coordinator Francis Jones***

The Commissioners reviewed the Training Coordinator's report. Training Coordinator Jones submitted two requests to the Board – one request was to release the current list of the Shelton Fire Department membership including: name, FDID #, date of entry, and date of birth to St. Vincent's Medical Center. The information will be kept confidential within the established parameters of our contract with St. Vincent's Immediate Health Care. The second request was to release the current list of Shelton Fire Department membership including only: name, rank and FDID # for the purpose of identification. The information shall be kept within the Shelton Police Department Dispatch Center and will be updated every six months for accuracy.

Commissioner Sekelsky reported that he was listening to a fire call where the Police Department Dispatch Center had the volume control turned down and could not hear the fire department calls. Commissioner Sekelsky asked to have the volume control eliminated in the dispatch center.

***Superintendent of Alarms***

Commissioner Sabatino reported that he received correspondence regarding Pole Shifts on Perry Hill Road. The plan is to remove the service since the Old Intermediate School is no longer on-line. Commissioner Sabatino discussed the plan to remove the system with the Board.

***Quartermaster Jack Brand Jr.***

The Commissioners reviewed the Quartermaster's Report.

***Commissioner Sekelsky***

Commissioner Sekelsky reported that there is mold on the walls at Company #1.

***Commissioner Chase***

Commissioner Chase submitted a current open work order list and reported that he will review the maintenance work orders.

***Commissioner Sabatino***

No report at this time.

***Commissioner Kosowsky***

Commissioner Kosowsky reported that he submitted the specifications for Bid for the pagers.

(Tape 2 Side A)

Chairman Araujo asked for clarification regarding a Bid and an RFP. Chairman Araujo also requested the Commissioners provide the number of pagers they will need.

Commissioner Kosowsky stated that the money has been transferred for the Radio Study and the Purchase Requisition has been put in the system.

***Commissioner Araujo – Chairman’s Report***

No report at this time.

**Additions to the Agenda**

**MOTION** made by Commissioner Sekelsky to add to the Agenda under Old Business, Item G2 – Electrical Bid and under New Business, Item H5 – Fire Marshal Inspector Letter, Item H6 – Training Coordinator Requests, Item H7 – Commissioners Reports/Duties, Item H8 – Building Maintenance, Item H9 – Purchase Orders and Item H10 – Ordinance Change, seconded by Commissioner Chase and passed unanimously.

**Old Business**

***G1 – Job Descriptions***

Commissioner Sekelsky requested that they table the Job Description so the Board could meet with Officers’ Council to discuss the Job Descriptions.

**MOTION** made by Commissioner Sabatino to take the Job Descriptions that have been passed out and move to a work session at our next meeting, seconded by Commissioner Chase.

#### Discussion

Commissioner Kosowsky stated that we had a job description that was sent out in August that Commissioner Sekelsky drafted. That job description went to the Officers' Council in August and we haven't received any feedback on that one. The other job descriptions did not come from the Board of Fire Commissioners. The Board sent one job description for an Assistant Chief to the Officers' Council. We did not talk about the Fire Chief's job, District Chief's or all the other jobs that are here. I just saw one recently in the fax for a new Fire Marshal's job – a job description for Safety Officer. I don't know where all this stuff is coming from. Nobody is in charge of anything – the Board is in charge of everything. Each Commissioner is just a liaison, a coordinator with the different areas. The person that was coordinating job descriptions sent it to the Officers' Council to have them review it and since August we have not received anything from them relative to that job description.

Chairman Araujo stated that we are going to have a work session to discuss all this. Commissioner Kosowsky stated that he has all these job descriptions, where did they come from. Commissioner Sabatino stated that they came from him. I decided to write something, and I passed them out and my Motion was to discuss them at the work session. Commissioner Kosowsky asked about the job description that we sent out already. Chairman Araujo stated that we did not get any feedback. Commissioner Sabatino stated that we did not accept that one either. Chairman Araujo stated that we sent Officers' Council the draft. Commissioner Kosowsky asked where Officers' Council got the job descriptions that they are currently reviewing. Commissioner Sabatino stated that he gave them to his Officers and he went to an Officers' Council meeting and under Public Participation I handed out a copy of the job descriptions that I put together for them to review.

Chairman Araujo stated that we have a job that we have to post within the next 45-50 days – we submitted something in August and now we are up against a wall. Commissioner Kosowsky stated that we are not against a wall – nothing has happened in five months and now we want to go backwards from what I read. Chairman Araujo asked if Commissioner Kosowsky would like to have this discussion now or at the work session. Commissioner Kosowsky stated that what he would like to know is – are we operating as a Board of Fire Commissioners or are we operating as individuals, because I see a lot of things as individuals. We

have a person that we said would be the liaison for the Board of Fire Commissioners and nobody gave this to him for the meeting tonight. These went out to another meeting, mailed out and faxed all over the place and I got a copy in my mailbox.

In Favor	Commissioner Sabatino
	Commissioner Chase
	Commissioner Araujo
Opposed	Commissioner Sekelsky
	Commissioner Kosowsky

Motion Passed

### ***G2 – Electrical Bid***

Chairman Araujo discussed the Electrical Bid with the Board. Commissioner Kosowsky asked if funding was provided for the bid. Chairman Araujo asked if there was enough money in our budget. Commissioner Kosowsky stated that he cannot get the latest information regarding the budget and we are using our money in other departments so how do I know what we have. Chairman Araujo stated that we have a Bid for \$68,820 and the Finance Department is asking if we are going to keep the bid. I feel that we should keep the bid and look into our budget for the funding and if we can't then we go forward and either re-bid or ask for the additional funding. Commissioner Sabatino suggested asking Emmett O'Brien or Platt Tech look at the work. Commissioner Sekelsky stated that he would not want to see them do the work.

MOTION made by Commissioner Sabatino to reject the current Electrical Bid, seconded by Commissioner Kosowsky.

#### Discussion

Commissioner Sekelsky stated that he does not feel that the students have sufficient experience to work on fire apparatus. Commissioner Sabatino stated that he feels that they have the capability of doing the wiring and they work under the supervision of a licensed person and they do the work for cost plus 2%. We have one bid at \$68,000. Chairman Araujo stated that we should keep the bid open until we have the opportunity to review the current budget for funding.

Commissioner Sabatino rescinded his Motion and Commissioner Kosowsky rescinded the second.

**MOTION** made by Commissioner Sabatino to table this item, seconded by Commissioner Chase and passed unanimously.

### **New Business**

#### ***H1 – Pagers***

**MOTION** made by Commissioner Sekelsky to go out to bid for Pagers and Home Alerts, seconded by Commissioner Chase and passed unanimously.

#### ***H2 – Equipment***

Commissioner Kosowsky stated that the last budget he has is from 11/4/05 and we have seen monies expended from the accounts and when I talk to my Officers and I ask what they received from the list that they handed in, they say nothing and we are into January. I asked them about the previous budget and they received some of the items but not all of them. I would like to know what we bought this year.

Chairman Araujo requested a spreadsheet of all the purchase orders because he has been signing several purchase requisitions for the Quartermaster. We need to know what has been ordered and what we are still waiting for. Commissioner Chase stated that his Company has only received two items from this year's budget. Commissioner Kosowsky reviewed the November budget where approximately \$20,000 has been expended out of the budget and only a few things have been ordered.

Chairman Araujo requested the spreadsheet of all the items that have been ordered and requested that Quartermaster Brand come to the next meeting with his list of items ordered. Commissioner Chase stated that Quartermaster Brand stated that he submitted the purchase requisition on 10/24.

#### ***H3 – Clothing Bid #26-32***

Chairman Araujo stated that we have a recommendation from the Quartermaster to reject the clothing bid.

**MOTION** made by Commissioner Sabatino to reject the clothing bid, seconded by Commissioner Chase.

Discussion

Commissioner Sekelsky requested that before this goes out to bid again, could the Quartermaster meet with the Board to discuss the specification. Commissioner Sabatino stated that the vender bid the specification individually. Chairman Araujo asked how long it would take to go out with a second bid. Commissioner Sabatino stated that the Quartermaster submitted a new bid for the Board to review. Commissioner Kosowsky stated that this is the problem with a boilerplate bid out of one vendor instead of writing our own specification.

Motion Passed

**MOTION** made by Commissioner Sekelsky to review the specification for our next meeting, seconded by Commissioner Chase and passed unanimously.

#### ***H4 – Building Improvements***

MOTION made by Commissioner Sabatino to write an RFQ for building modifications for the Huntington Fire House, seconded by Commissioner Chase.

Commissioner Sekelsky stated that they would need some direction from an engineer.

Commissioner Sabatino rescinded his Motion and Commissioner Chase rescinded his second.

**MOTION** made by Commissioner Sabatino to go out for an RFQ for an Engineering Study for Building Modifications for the Huntington Fire House, seconded by Commissioner Chase and passed unanimously.

#### ***H5 – Fire Marshal Inspector Letter***

**MOTION** made by Commissioner Sekelsky to send a letter to the Fire Marshal requesting him to appear before this Board with this request so that we fully understand what is going on, seconded by Commissioner Kosowsky.

Discussion

Commissioner Sabatino stated that the Fire Marshal made an honest attempt to ask us for something and I think we should go forward with it. Commissioner Kosowsky stated that these are stipend positions and is there money in the budget. Is this retroactive for this year, when does this start.



In Favor	Commissioner Sekelsky Commissioner Kosowsky Commissioner Chase
Opposed	Commissioner Araujo Commissioner Sabatino

Motion Passed

Chairman Araujo noted that all the individuals are certified and we will ask the Fire Marshal to come to our next meeting.

### ***H6 – Training Coordinator Requests***

Chairman Araujo stated that the Training Coordinator is asking us to approve the membership list be sent to St. Vincent's and the Police Department.

**MOTION** made by commissioner Sabatino to approve both requests from the Training Coordinator, seconded by Commissioner Chase and passed unanimously.

Commissioner Kosowsky stated that the information should go through the Records Keeper to ensure the list is accurate. Chairman Araujo stated that the Records Keeper should prepare the list and the letter should come from us to the Police Chief and the Doctor we contracted with at St. Vincent's.

### ***H7 – Commissioner's Reports/Duties***

Commissioner Kosowsky stated that the Board fills in as a liaison position and no one is in charge of anything. When it comes to motor vehicle maintenance, we have a Superintendent of Apparatus and a Chief that are in charge of that and the Commissioner is only there to coordinate. We got a letter the other day about a surplus vehicle – it should be the Boards decision to strip the car and it should come here to be voted on properly. When it comes to spending money out of the motor vehicle maintenance account, again we have criteria set in our own work structure and procedures that over a certain dollar amount it comes before the Board. I don't understand how we got involved in making purchases for a vehicle that we had no say over and is in another budget, especially when it took me about 6-8 months to get a fire truck fixed. We spent money out of our budget for a vehicle in another budget. Why didn't the request go through the proper channel – if we don't have money in a line item to cover something we have to go through the

proper procedure and transfer the funds accordingly. Commissioner Kosowsky discussed the process and the procurement policy. Whatever I do, I report back to the Board and tell you exactly what is going on and you make the final decision on what we are spending money on. I feel that there have been things bought and changes made to things that we already voted on like the rescue tool. If we are supposed to be operating like a Board, I have the same right to vote on something as anybody else and we are doing things without coming back to the Board. I have nothing against buying anything as long as we follow our own procedures.

### ***H8 – Building Maintenance***

**MOTION** made by Commission Sekelsky to send a letter to the Board of A&T and the Board of Aldermen requesting the original funding of \$40,000 in our line item for Building Maintenance to come back to us, seconded by Commissioner Kosowsky.

#### Discussion

Commissioner Kosowsky stated that the point he is going to make is that we have to follow our rules because we lost the money because we didn't follow the purchase order system. Commissioner Sekelsky stated that we can't get things done as it is now. Commissioner Sabatino stated that since they have taken the money he has not had a problem getting things done. There have been bumps in the road but accountability is there. When something is broken you can call somebody and they are responsible for fixing it. It is a City building and the City maintenance person should be responsible for the building. Chairman Araujo stated that we will submit the punch list. Captain Hongo stated that they have been trying to get a door repaired in the bays for two years and Mr. Sewack keeps coming up with excuses. Chairman Araujo stated that it is on the top of the list. Captain Hongo asked how long it is going to take before something happens – we have been waiting for two years. Chairman Araujo stated that the last time we presented a list in a joint meeting with the Mayor the list came down. This person reports to the Administrative Assistant and I will give this list to the Administrative Assistant. I am also frustrated with this list. Commissioner Sabatino stated that no other City department has their own maintenance budget to do what they want when they want. Commissioner Sekelsky stated that there are no other City departments that have the people or facilities that we have.

In Favor

Commissioner Sekelsky  
Commissioner Kosowsky

Opposed

Commissioner Chase  
Commissioner Sabatino  
Commissioner Araujo

Motion Passed

### ***H9 – Purchase Orders***

Commissioner Kosowsky asked where we stand with the Purchase Orders.

**MOTION** made by Commissioner Sabatino that the Chairman review the Purchase Orders that are outstanding by the next meeting with the Secretary and the Quartermaster, seconded by Commissioner Chase and passed unanimously.

Chairman Araujo requested the information be given to the Commissioners for their review also.

### ***H10 – Ordinance Change***

Commissioner Sabatino handed out the current Ordinance regarding the Company Allowance 4-29. The current Ordinance states that each Company should get \$1,500 and we put in \$10,000 for each Company.

**MOTION** made by Commissioner Sabatino that the Board of Fire Commissioners recommend to the Board of Aldermen a change in Ordinance 4-29 to replace the \$1,500 with \$10,000, seconded by Commissioner Chase.

Discussion

Commissioner Kosowsky asked who is going to fund the increase. Chairman Araujo stated that we can fund this but in order to pay out the amount the Ordinance needs to be changed. Commissioner Kosowsky stated that every time we requested the Ordinance regarding the stipend be changed they asked if we had the money to cover the increase. Commissioner Sabatino stated that currently the Companies are receiving \$5,000. Commissioner Kosowsky stated that something is wrong – this Ordinance was changed. Commissioner Sabatino stated that he went to the Town Clerk for the Ordinance. Commissioner Kosowsky discussed the Ordinance with the Board and asked Chairman Araujo to clarify the Ordinance.

Motion Passed

**Executive Session – Homeland Security**

**MOTION** made by Commissioner Sabatino to enter into Executive Session to discuss Homeland Security inviting Chief Millo, seconded by Commissioner Chase and passed unanimously.

The Board entered into Executive Session at 9:22 p.m.

**MOTION** made by Commissioner Sekelsky to come out of Executive Session at 9:45 p.m., seconded by Commissioner Sabatino and passed unanimously.

Commissioner Sekelsky noted for the record that no votes were taken during Executive Session.

**Remarks/Comments for the Good of the Commission**

None

**Adjournment**

**MOTION** made by Commissioner Sabatino to adjourn the meeting at 9:45 p.m., seconded by Commissioner Chase and passed unanimously.

Minutes respectfully submitted by Patricia Kelley, Temporary Clerk