



CITY OF SHELTON FIRE DEPARTMENT

Board of Fire Commissioners: Policies, Rules & Regulations Committee

MINUTES

Regular Meeting
Tuesday, January 22, 2013
Pine Rock Firehouse
7:00 P.M.

Committee Members Present:

Mike Ullrich, Commissioner, Chair
Justin Sabatino, Commissioner, Chair
Bill Brennan, Past Commissioner
Don Zak, Past Captain
Bob Araujo, Past Chair, BOFC
Francis Jones, Fire Chief
Tim Hongo, Deputy Fire Chief
Nick Verdicchio, Assistant Fire Chief
David Sekelsky, Past Commissioner
Steve Hoffman, Captain
David Catlin, Sr., Past Lieutenant
Bruce Kosowsky, Past Commissioner
Alan Ovesny, Past Captain

A. CALL TO ORDER

Commissioner Mike Ullrich, Chair, called the meeting to order at 7:07 p.m.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

No public participation.

D. APPROVAL OF MINUTES--None

E. OLD BUSINESS--None

F. NEW BUSINESS

1. Policies

Commissioner Mike Ullrich welcomed all to the meeting and explained the purpose at this first meeting was to begin the organizational framework for completing the policies, rules and regulations work. Commissioner Ullrich indicated that all members of the committee will receive a copy of the current manual electronically as well as a copy of the charter and the Standard Operating Procedures (SOPs) which are available electronically as well.

Commissioner Ullrich discussed the scope of the committee's work per the charter change and the need to look at all current policies to filter out duplication and properly classify items as policies, rules and regulations. Ullrich said that, by design, the committee includes individuals at all levels and experience with the Shelton Fire Department.

Fire Chief Jones asked about inclusion of the Fire Marshal's office. Commissioner Sabatino stated that the office was not included in the original BOFC motion establishing the committee. Discussion continued. Bob Araujo recommended revisiting the issue once the committee's work is underway and it is at a point when expansion may be necessary. Commissioner Ullrich stated that he would make a note to consider the issue again at the next meeting of the Policies, Rules and Regulations Committee.

Commissioner Sabatino stated that the committee needs to define its goals and set up a working structure including the matter of quorum.

Committee member Bob Araujo made a MOTION to establish the voting quorum at 15 (fifteen) members of the committee. Dave Sekelsky SECONDED.
A voice vote was taken; motion passed unanimously.

The issue of quorum was revisited in the meeting and an amended motion was presented:

Committee member Bob Araujo made a MOTION to amend the motion and establish the voting quorum at 12 (twelve) members of the committee. Dave Sekelsky SECONDED.
A voice vote was taken; motion passed unanimously.

The committee discussed the definition and distinction among Policies, Rules and Regulations. Bob Araujo stated that it was important to establish a policy hierarchy: Policies first, followed by the Procedures, Standard Operating Procedures (SOPs) and Guidelines (or Standard Operating Guidelines, SOGs). Policies would be administrative (BOFC's responsibility) and operational (Fire Chief's responsibility); procedures would be general procedures as established by the BOFC; and the SOPs and SOGs would consist of the specific procedural instructions and protocol.

The overarching policy categories or "buckets" would include:

1. Finance & Budget
2. Administration
3. Operations
4. Organization
5. Training/Education/Qualifications

The committee discussed the organization of the committee and the project. Bob Araujo stated that the format of the document will need to be worked out early on, determining what the sections will be so that the process is efficient when subcommittees are formed to tackle

the categories. Fire Chief Jones asked Bill Brennan for an example of Milford's document framework.

The committee discussed various examples and suggestions for the policies, rules and regulations:

- Bruce Kosowsky asked for clarification on the charter in regard to the Board of Fire Commissioners functioning as the appeals board. Kosowsky mentioned the issue of avoiding conflict of interest in positions.
- An example of a policy would be appointments with job descriptions for the appointments being procedures.
- A policy will be needed for the Fire Chief, or an appointee in his absence, to retain the right to make general orders or directives if necessary.
- A policy should be established regarding the Fire Chief's responsibility for SOPs of his division and the approval process through the BOFC.
- Commissioner Ullrich stated that additional temporary rules may be necessary as the committee does its work. He mentioned that through temporary rules the BOFC has given the Fire Chief more day-to-day operational oversight to streamline processes such as purchasing.

2. Rules

Item was discussed with Policies above.

3. Regulations

Item was discussed with Policies above.

The next meeting of the committee will be Tuesday, March 26, 2013, at 7 p.m. Future meetings will be held on the fourth Tuesday of the month.

Commissioner Sabatino stated that members should plan on 3-4 hours for the March meeting. Prior to the next meeting, the committee members should review the materials that will be distributed and discuss with their companies as applicable.

G. ADJOURNMENT

David Sekelsky made a MOTION to adjourn the meeting. Steve Hoffman SECONDED.
A voice vote was taken; motion passed unanimously.

Meeting was adjourned at 7:55 p.m.

Respectfully submitted,
Kathryn Gilbert
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Clerk