Chairman Araujo called the Regular Meeting of the Board of Fire Commissioners to order at 7:35 p.m. All those present rose for the pledge of allegiance.

Public Participation

Assistant Chief Michael Ullrich

Assistant Chief Ullrich stated that he had a couple of things he wanted to touch base on that don’t seem to be moving along in this department. The Truck Replacement Committee was voted on in 2004 to come back with specifications by September 2004 and it is now 2006 and they haven’t gotten anywhere and I think we need to get moving on that. Trucks are not getting any younger and the longer we wait the more trucks we are going to have to replace in less time. Currently you have four pieces that really need to be looked at – Engine 4, Squad 5, Squad 30 and Ladder 1. Ladder 33 is not to far out in the future. Marine 1 is
already 14 years old, 15 years old this year. Engine 44 and Engine 53 are coming up on 15 and 16 years each and in the 20-year replacement they are only 4 years out themselves.

We have been talking about the Accountability System for at least 5 years or more. Every year we are going to get a grant and that never happens and we really need to fund this. We turn back money every year and I don’t care what anybody says, there is no reason to turn money back when we need things that pertain to life safety. I don’t want to have to tell somebody’s wife, brother, mother, or father that a person died because their plastic tags couldn’t be found when I couldn’t locate them in a fire.

Two Stations plus a sub Station – I know you have them on the Capital Improvement list but the longer we wait, the less time we are going to see money. The Sewage Plant construction is starting, the Board of Education is currently going after money with renovations to Ripton School for the Board of Education Offices and they will be going after money for the Old Intermediate School to be renovated like new for a 5th and 6th grade. At this rate, I don’t think you are going to see any money if you don’t start moving before them. Company 1 really needs to be replaced. There are cracks in the floor and mold issues. They painted over the mold instead of finding the source for it and I think that’s a health hazard. They never determined what kind of mold it was they just painted over it – they didn’t scrape it off, they didn’t kill it or locate the water source that’s causing it. The paint is flaking again that they just painted last week. Whether or not it is going to adhere to mold, I highly doubt it. I don’t think that cures the problem effectively. You also have the issue with apparatus entering and exiting the building. Trucks aren’t getting smaller they’re getting bigger. It’s going to be more difficult and it’s going to be more costly in the long run to replace apparatus with customized apparatus. Company 3 has the same issue with low bays and short bays and below road level – you are looking to drop the floor another 18-24 inches. You are going to be coming out with the possibility of drainage problems plus if you elongate the facility now you have lost parking because you’re extending the building. That’s another issue Company 1 has. The sub-station for Company 3, we really need to start logging data on average responses in that district, kinds of responses in that district, securing a location for a sub-station and possibly including a maintenance facility in that station and that really needs to be looked at because right now the mechanic has no where to work on the apparatus other than in the garage of the firehouse and that is kind of difficult in some stations. Two stations he can open the cabs of the trucks with no problems and work on them but the other two have low ceilings and it’s an issue.
The other thing we talked about at least two years ago was a Mission Statement with short term and long-term goals – 1-5 and 6-10 years. That meeting never occurred – it was supposed to occur on a Saturday – Chairman Araujo you were supposed to spearhead that with all of us and we are still waiting.

Gear dryers – we really need to look into that. We had an issue not too long ago with all the rain we had – everybody’s gear is getting soaking wet and you’re taking Companies out of service. If you get a structure fire the vapor barriers are not going to provide sufficient adequate protection to protect the guys from thermal burns from the heat penetrating and making steam on the gear. You are going to render Companies out of service and nobody has backup gear. Either gear driers or hose driers.

The final item I have is gear inspections. I have been seeing more and more guys with ripped gear – not to step on Jack’s toes in any way but – some of the guys are wearing their normal pants lower (the in-look) and that causes a problem in the crotch area of the gear and that needs to be rectified. The gear is not made for that type of clothing to be worn – it causes wear spots in the gear causing internal rips. These are things that are not caught readily unless gear is inspected on a normal basis. I don’t think we have any Inspection Policy or Program going on and I think that needs to be done. Also, since you are looking at buying gear again, we need to institute who’s going to get gear. We have guys that have gear that have been around for 10 years and there are other guys that get gear every other year. That’s not a feasible way of distributing gear. It needs to be given to replace gear that has already seen its longevity and gear that’s damaged or destroyed that needs to be replaced instead of picking the highest responders or picking guys that are friends. It needs to be directed into a positive way to replace gear for safety issues. I would like to suggest that you guys come up with some kind of a Policy and formulate something for gear inspection and replacement prior to distributing any new gear that comes in as far as the safety aspect. Those are my concerns right now and I hope they get addressed.

Approval of Minutes

Special Meeting – January 17, 2006
Regular Meeting – January 17, 2006
MOTION made by Commissioner Sabatino to table the Minutes of the Special Meeting of January 17, 2006 and the Regular Meeting of January 17, 2006, seconded by Commissioner Chase and passed unanimously.

Communications

Chairman Araujo reviewed the following communications with the Board:

- Planning & Zoning Memo’s
- Pamphlet on the Carnes Protective Clothing

Reports

Fire Chief John V. Millo

No Report.

Commissioner Kosowsky asked if they received the Annual Report that he requested. The clerk stated that they are still working on the Annual Report. Chairman Araujo requested that the Chief present the Annual Report to the Board at the next meeting.

Fire Marshal James Tortora

The Board reviewed the Fire Marshal’s Report.

Training Coordinator Francis Jones

The Board reviewed the Training Coordinator’s Report.

Quartermaster Jack Brand Jr.

The Board reviewed the Quartermaster’s Report. The Board reviewed the Boot Specification. Commissioner Sekelsky questioned if the specification was for rubber or leather boots. Quartermaster Brand will get the corrected specification to the Board. The Board reviewed the Hose Testing Bid. Commissioner Sabatino stated that he read in a magazine that regarding hose testing some of the hose was restricting itself – I would like Quartermaster Brand check into the flow testing of the hose. Commissioner Chase asked what night the Quartermaster opened Central Storage. Quartermaster Brand stated that Central Storage is open on the 2nd Tuesday and the 4th Monday.

Superintendent of Alarms
**Commissioner Sekelsky**

No Report

**Commissioner Chase**

Commissioner Chase stated that he provided the Board with the Open Work Orders. The last report from Mr. Sewack was December 17, 2005. The Secretary spoke with him today and we will be getting a new report in larger print.

**Commissioner Sabatino**

Commissioner Sabatino stated that regarding the Alarms Division – I reported to the Chairman and a few Commissioners here that we had a theft of equipment out of the Alarms Truck. In December we had a saws-all, a meter and a tool pouch and we came back in January to use the vehicle and the items were missing. The truck was locked and the padlocks were locked and we didn’t know who had the keys and at this time we still haven’t received the keys back from the former employee. We changed the padlocks and the locks changed on the Alarms Room at Echo Hose and the Captain of Company 1 has his key and the key for the Commissioner is here. They need a saws-all. They had a couple of problems with the alarms and I notified the City that for a couple of days there was no fire alarm protection in the Huntington section of town and I contacted Commissioner Chase regarding the buildings that were affected. Right now they are back working. The other day we had a problem – UI cut the line on a pole – they did notify the Police Department and that was fixed last night. They did get the box alarms off on Canal Street. All the boxes on the businesses have been removed from the system. They went off voluntarily. We sent them a reminder letter and the Fire Marshal checked the code compliance to see if they needed to go on another system. The next phase will be Howe Avenue up 110. Currently the municipalities are staying on line and the town is going out for a re-vamp of all the alarm systems. They are going out to bid to update the system. Commissioner Sekelsky stated that we voted to change the locks on the Alarms truck a year ago and the department of Public Works have keys and the Maintenance Department have keys to the truck also, was that addressed. Commissioner Sabatino stated that at this point he doesn’t think that Superintendent Brown has addressed that issue. Commissioner Sabatino stated that they could handle that. Commissioner Sekelsky stated that two years ago we received information that materials and tools were missing. Commissioner
Sabatino stated that we are dealing with the problem at hand. We need to replace the saws-all.

Commissioner Sabatino reported that Superintendent Brown is out and we don't know when he will be back. Chief Millo will handle the problems with the trucks.

**Commissioner Kosowsky**

Commissioner Kosowsky thanked everyone for coming out tonight to the work session. The pager bid is out and will be opened on Thursday. Commissioner Kosowsky confirmed that all the radio work is completed. Commissioner Sekelsky stated that we programmed all the other radios for EMS frequencies but did we do the Officers radios. Commissioner Kosowsky stated that the request was for fire equipment. The request was to have all the fire trucks done. The fire trucks are done and the fire Chief's are done. Chairman Araujo asked Commissioner Kosowsky to see how they would schedule the work. Commissioner Kosowsky stated that he doesn’t have a problem calling the vendor to make the changes but the biggest problem will be the scheduling. The Commissioners discussed the scheduling problems and costs. Captain Verdicchio asked if the portables are going to be done. Commissioner Kosowsky stated that the portables are not done. The Chief’s request was to have the fire trucks done. Commissioner Kosowsky discussed the cost involved.

**Commissioner Araujo – Chairman’s Report**

Chairman Araujo noted the following information in the Training Coordinators Report – after reviewing the department records with the Records Keeper, Jack Kraemer had an estimate of combined contact hours presented in 2005 of 16,000 combined contact hours. This department put 16,000 combined contact hours in which I think is just amazing for training. We are offering a lot of training, people are attending and we want to make sure it’s the right training but 16,000 contact hours is very impressive and the entire department should hold their head high with this. This is quite an effort from the instructors, the training division and the department members.

**Additions to the Agenda**

**MOTION** made by Commissioner Sekelsky to add to the Agenda under New Business Item H2 – Equipment Truck 55, Item H3 – Box Alarms and Item H4 – Awards Dinner, seconded by Commissioner Chase and passed unanimously.
Commissioner Sekelsky stated that he thought that the Fire Marshal was to attend this meeting to discuss his letter. Chairman Araujo requested that he be informed to attend the next meeting to get the matter resolved.

**Old Business**

**G1 – Job Descriptions/Policies**

*MOTION* made by Commissioner Kosowsky to table this item, seconded by Commissioner Chase and passed unanimously. Commissioner Sabatino was not present for the vote.

**G2 – Communications Plan**

*MOTION* made by Commissioner Sekelsky to table this item and keep it on the Agenda until further notice, seconded by Commissioner Chase and passed unanimously.

**G3 – Budget/Accounting**

Chairman Araujo stated that the Commissioners should have a copy of the revised Budget and they should review the budget again.

Commissioner Kosowsky suggested getting on the Agenda with the Board of A&T to make some transfers in a couple of the line items where we are very low in funding. Commissioner Kosowsky reviewed some of the line items with the Board.

*MOTION* made by Commissioner Sabatino for the Chairman and Commissioner Kosowsky make all the appropriate transfers for budget items for the rest of the year as needed, seconded by Commissioner Chase and passed unanimously.

Commissioner Kosowsky asked the Quartermaster if all the purchase requisitions have been handed in. Chairman Araujo stated that at the last meeting we asked for a purchase order spread sheet. The clerk stated that part of the Purchase Order Spreadsheet is complete and all purchase requisitions have been entered into the system. Chairman Araujo stated that the Board needs the log and he would like an updated spreadsheet once a week especially the open Purchase Order/Purchase Requisition spreadsheets.

**G4 – LOSAP Committee Organizational Chart**
Chairman Araujo stated that at our last meeting the LOSAP Committee was here and they submitted an Organizational Chart and they asked us to review it and approve the Chart. Commissioner Sabatino stated that their action at their last meeting was they were not going to work on anything until they have a job description. Chairman Araujo stated that what we asked them to do is basically go through a flow of what their activities are and we can approve those activities. Commissioner Kosowsky suggested that they meet for a work session and take the Original Plan and go through that Plan and make the changes there. There is an actual Plan for the LOSAP. Commissioner Sekelsky stated that at a work session we would be able to go over the whole plan and be able to create a job description for them at the same time. Chairman Araujo stated that it would be a functional description. Commissioner Kosowsky stated that in the Original Plan it states that there is a representative from each Company. There was never in the plan a Chairman type person – it was just one representative from each Company. The LOSAP Committee is supposed to be a Representative from each Company, the Commissioners with the Chairman – that’s your LOSAP Committee. We are supposed to meet together – that’s what the Plan states. To do this the correct way – we should get the Plan and come out with a format of the whole plan. Our plan states right now that we are supposed to have the meetings in conjunction. I think we need to discuss some of these issues with the Attorney on the Administrative side because I think the Chairman or a Representative of the Board should be the person that’s handling the paperwork trail for the Records Keeper. We have the financial responsibility. They can work on the Plan or do whatever they want – just when they come here, the way it’s written today you have an organizational meeting. Chairman Araujo recommended accepting their plan until July and schedule a work session between now and July. Commissioner Sekelsky stated that the Board can decide right now who is eligible and who's not. Commissioner Kosowsky stated that the Board is part of the Committee. We are supposed to meet with them. Chairman Araujo stated that he wants the Committee to continue to meet and review the documents. Commissioner Sabatino stated that the Committee is going to stop because they don’t know where to go. They laid out a chart for us showing us what they want to follow. Commissioner Kosowsky stated that we have to remember that they are representatives, they are appointed by the Companies. Commissioner Sabatino stated that they are looking for guidance. Commissioner Kosowsky asked if any of the fire companies asked them to stop. Commissioner Sabatino stated that his member is very disheartened that he goes every month and they can’t go anywhere because they don’t know exactly what they are supposed to be doing and my Captain will explain the same thing. They have no direction, they try to make recommendations ... Commissioner
Kosowsky stated that we met here at the last meeting and there were no problems. Commissioner Sabatino stated that they want their plan accepted.

**MOTION** made by Commissioner Sekelsky to have a work session with the LOSAP Committee to discuss the plan before the next meeting in order to vote on the plan, seconded by Commissioner Kosowsky and passed unanimously.

**New Business**

**H1 – Training Request – Medical/Training**

Chairman Araujo stated that we are offering training classes – are we getting the participation – are we getting the people that are signing up attending? Training Coordinator Jones explained how he is creating a computer program to track the training. Training Coordinator Jones explained the Instructor Class to the Board and explained the cost. Chairman Araujo asked if Training Coordinator Jones had enough money in his budget. Training Coordinator Jones explained that there is enough money in the budget.

**MOTION** made by Commissioner Sekelsky to approve the expenditure of $3,200 for the Instructor Course as outlined in the Training Coordinator’s 6-month Plan, seconded by Commissioner Chase and passed unanimously.

Training Coordinator Jones is requesting the purchase of tables and chairs for the training classroom at Echo Hose. Commissioner Kosowsky stated that they already purchased tables and chairs for training and they are at Donovan Lane. Training Coordinator Jones explained that he believes that OEM has the tables and chairs.

**MOTION** made by Commissioner Sekelsky to approve the purchase of training tables at a cost of $1,250 and chairs at a cost of $950 for the training classroom at Echo Hose with funding to come from the Training budget, seconded by Commissioner Chase and passed unanimously.

Training Coordinator Jones discussed the Ice Water Technicians Class that two members are requesting to attend in Derby. Training Coordinator Jones is requesting to cover the cost of the class so the members don’t have to pay for the class out of their pocket.

**MOTION** made by Commissioner Sekelsky to approve the training, seconded by Commissioner Chase.
Discussion

Commissioner Sekelsky stated that if we are not sponsoring the class in town then the training has to go before the Chief and get approved by the Board and the member has to pay for the class out of pocket and once they complete the course they will be reimbursed. The Commissioners and Training Coordinator Jones discussed the Policy.

Commissioner Sekelsky withdrew his motion and Commissioner Chase withdrew his second.

Request from St. Vincent’s regarding EKG’s. Chairman Araujo stated that we had a bid and a proposal and we sat down and had an extensive discussion with both bidders. I don’t say that this is a wrong thing to do but what I don’t like to get is nickel and dimmed. If he feels that a member needs the EKG then that’s fine but he is making a blanket recommendation that anyone over a certain age should be given this at an additional cost and this should have been part of the bid proposal. Training Coordinator Jones stated that St. Vincent’s contacted him. One of the changes we made to the questionnaire this year is if people have a primary care physician. Based on that question, a lot of our membership do not have a primary care physician and besides their Shelton Fire Department Respiratory Protection Physical do not seek medical attention elsewhere. Apparently he has seen some members over the age of 40 and it is his professional opinion that they need an EKG. He would like to see everyone over 40 have the EKG based on the fact that the majority did not have a primary care physician. Chairman Araujo stated that we had a bid, a proposal and had an extensive discussion with him and now my feeling is we are getting nickel and dimmed. If he finds that an individual member requires additional testing, we have said to him that it’s part of the program. Training Coordinator Jones stated that St. Vincent’s was supposed to report back to the Board on Trends and this is a trend that he is seeing. Chairman Araujo stated that we have said to St. Vincent’s that if they feel the individual needs additional medical testing then they can have the additional testing. Commissioner Kosowsky read the letter from St. Vincent’s to the Board. Training Coordinator Jones reviewed the cost schedule with the Board. Chairman Araujo asked that the Doctor come back with a report at the end of the cycle. Training Coordinator Jones stated that he noticed a trend. Commissioner Kosowsky stated that we did ask for the data. Chairman Araujo requested meeting with the doctor to discuss the issue. Basically he has the authority to do an EKG when necessary. Commissioner Kosowsky asked how the people who send in the questionnaire are notified if they need to get a physical. Training Coordinator Jones stated...
that St. Vincent’s will call the person or they will get the yellow copy of the approval form in the mail. Commissioner Kosowsky stated that some of his members have not received anything yet. Training Coordinator Jones suggested having the people call St. Vincent’s.

Elevator Rescue Course – Training Coordinator Jones stated that he spoke with Chief Millo and he is attempting to contact a few businesses in the area with elevators for us to use. Chairman Araujo stated that whatever elevator we use we want a written Authorization and a Hold Harmless. Commissioner Sabatino suggested using a City Building. Training Coordinator Jones stated that the City buildings don't have cable elevators.

**MOTION** made by Commissioner Sabatino to approve the 2-Day Elevator Rescue Course at a cost of $2,200 with funding to come from the training budget, seconded by Commissioner Sekelsky and passed unanimously.

Flash Drive Memory Sticks –

Training Coordinator Jones stated that he is ordering enough for the Instructors that filled out the Applications. Chairman Araujo stated that he should have all the e-mail addresses completed soon. Commissioner Sekelsky suggested purchasing 20 flash drive memory sticks for the training division.

**MOTION** made by Commissioner Sabatino to approve the purchase of 20 Flash Drive Memory Sticks for the Training Division with the cost not to exceed $800, seconded by Commissioner Sekelsky and passed unanimously.

Commissioner Sekelsky stated that he has a training reimbursement request from Firefighter Dave Van Wart for the Building Construction course he is scheduled to take this Friday. He has all the proper documentation and approvals.

**MOTION** made by Commissioner Sekelsky to approve the reimbursement to Firefighter Dave Van Wart for $55 for the Building Construction Course, seconded by Commissioner Chase and passed unanimously.

**H2 – Equipment Truck 55**
Commissioner Kosowsky presented a print of New Truck 55 to the Board for review. The members voted on requesting some funding for shelves for the truck.

**MOTION** made by Commissioner Sekelsky to approve the purchase of the 6 shelves at a cost of $2,900, a bed cover at a cost of $550, $250 for a hose tray, LED lights for the rear of the vehicle and siren upgrade plus a light tower and wiring provisions with an approximate cost of $1,059 for New Truck 55 for a total cost of approximately $4,800, seconded by Commissioner Sabatino and passed unanimously.

Commissioner Kosowsky stated that he will be working on the Radio next.

**H3 – Box Alarms**

**MOTION** made by Commissioner Sabatino to hold in inventory all the old Box Alarms and turn them into Service Awards, seconded by Commissioner Sekelsky.

**Discussion**

Commissioner Sekelsky asked if there was a cost. Commissioner Sabatino stated that if they turn them into Service Awards, they can hand them out to members. If not they become surplus, we have no control of where they go. We will come up with the criteria of how we give them out. Commissioner Sabatino stated that they are worth more money in the condition they are in.

Motion Passed Unanimously

**H4 – Awards Dinner**

Chairman Araujo stated that he asked the secretary to get some dates of building availability.

**MOTION** made by Commissioner Sabatino to have an Awards Dinner and appoint an Awards Dinner Committee with a representative from the Commissioners, a representative from the Chief's Office, a representative from each Company and a representative from City Hall, seconded by Commissioner Chase and passed unanimously.

**Executive Session – Homeland Security**

Nothing at this time.
Remarks/Comments for the Good of the Commission

Commissioner Sabatino stated that the other day they had a call at a Convalescent home and we’ve had these calls before with furnace problems and CO calls and with all the training we have done with all the Nursing Homes on evacuations and we had a fast response because we were training at the time – an employee noticed the problem and pulled the alarm and they were able to evacuate everybody and close off all the rooms and by the time we arrived they were rolling the last couple of people down to the cafeteria with no help from us. The past few times we had to do the evacuation. They definitely worked on the plan and we told the nurses that they did an excellent job. The big drill we did last summer helped with the protocol.

Commissioner Kosowsky stated that he has two concerns that he heard from several people that we had a vehicle that was low on oil, bald tires and a dead battery and I don’t understand that with the amount of money we have in our Motor Vehicle Maintenance Account. I would like to see a report on that and why that was like that. The second thing I heard was with talking to the Board. There is an open door policy. If anyone wishes to talk to the Board of Fire Commissioners as a whole, they should not be discouraged or told that they cannot do that. It disturbs me when I hear that. People should not be afraid to talk to the Board of Fire Commissioners. If someone has an issue and wants to come here to talk to us they should not be discouraged from coming here to talk to us.

Commissioner Sekelsky stated that it is disheartening that we spend all kinds of money on vehicles and they are not taken care of and an individual is forced to drive something and is reprimanded for not driving it because of safety.

Adjournment

MOTION made by Commissioner Kosowsky to adjourn the meeting at 9:00 p.m., seconded by Commissioner Chase and passed unanimously.

Minutes respectfully submitted by Patricia Kelley, Temporary Clerk