



**CITY OF SHELTON**  
**SHELTON FIRE DEPARTMENT**  
Board of Fire Commissioners  
Regular Meeting Tuesday, March 3, 2009  
Room 204 at 7:30pm

**Present**

Commissioner Maglione, Chairman  
Commissioner Sonsini  
Commissioner Connolly  
Commissioner Field  
Commissioner Kosowsky

**Also Present**

Assistant Chief Tim Hongo

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. PUBLIC PARTICIPATION**

None.

**D. APPROVAL OF MINUTES**

1. Minutes of Special Meeting February 17, 2009-Tabled

**E. COMMUNICATIONS**

Tabled

**F. REPORTS**

Fire Chief Report Francis Jones- Tabled  
Fire Marshal James Tortora- Tabled

Training Coordinator- Tim Hongo  
Quartermaster Report- Marc Connolly-Tabled  
Commissioner Sonsini- Tabled  
Commissioner Connolly- Tabled  
Commissioner Field- Tabled  
Commissioner Kosowsky- Tabled  
Commissioner Michael Maglione- Chairman- Tabled

## **G. OLD BUSINESS**

1. Discussion on posting of Job Applications for:  
Deputy Chief  
Training Coordinator  
Company Training Assistant  
Recruitment and Retention Officer
2. Assistant Chief's Job Description-Tabled
3. Administrative Associate Job Description- Tabled
4. VFIS Benefits Division
5. Purchase Orders

## **H. NEW BUSINESS**

1. Executive Session with the Quartermaster
2. Develop policy for special requirements-Tabled
3. Purchase of two sets of Turnout Gear- Tabled
4. Reorganization of the Shelton Fire Department- Tabled
5. Training Request-Tabled
6. Reimburse Food Officers Council
7. Review 2010 Budget-

## **I. EXECUTIVE SESSION**

## **J. ADJOURNMENT**

### **A. CALL TO ORDER**

Commissioner Maglione, Chairman called the regular meeting of the Board of Fire Commissioners to order at 7:45pm.

### **B. PLEDGE OF ALLEGIANCE**

All those present recited the pledge of allegiance. At this time a motion made by Commissioner Sonsini to table Minutes, Communications, Reports, Old Business and New Business except to the review of the 2010 Budget. Commissioner Kosowsky seconded the motion. A voice vote was taken; motion passed 5-0.

### **K. NEW BUSINESS**

#### **8. Review 2010 Budget-**

The Commissioners discussed the following items; Payroll, Parttime Employees, Personal Training, Storm Watch, Overtime Pay, Mileage, Recruitment, Building Maintenance, Equipment Maintenance, Pension, Professional Services, Physical Exams, Innoculations, Communication Maintenance, Alarm Maintenance, Gasoline, Medical Supplies and Clothing Supplies on the 2009/2010 Fire Department Budget Worksheet to prepare themselves to go in front of Board of A&T.

A motion made by Commissioner Sonsini to take a recess at 8:00pm. Commissioner Field seconded the motion. A voice vote was taken; motion passed 5-0.

A motion made by Commissioner Kosowsky to come back from recess at 8:30pm. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed 5-0.

A motion was made by Commissioner Kosowsky to return to Old Business item 1 discussion of posting job applications for the Deputy Chief. Commissioner Sonsini seconded the motion. A vote was taken and the motion passed unanimously.

### **L. OLD BUSINESS**

At this time Job Descriptions were handed out for each of the following positions (attached)

Commissioner Connelly questioned the committee in regards to the clarification on the expiration dates for Car 2 and 3?

Commissioner Field answered June 30, 2009.

The Commissioners held a discussion regarding the budget for the Job Applications:  
Deputy Chief  
Training Coordinator  
Company Training Assistant  
Recruitment and Retention Officer

Commissioner Kosowsky suggested a memo going to Corporation Council based on the original vote concerning the Assistant Chiefs terms.

The Commissioners discussed posting the Deputy Chief's position seeing that there is funding however, waiting on posting the positions for the Training Coordinator, Company Training Assistant and Recruitment and Retention Officer.

A motion was made by Commissioner Field to send a letter to post the position of the Deputy Chief through Human Resources. Commissioner Kosowsky seconded the motion. A vote was taken and the motion passed unanimously.

More Job Application discussion is available on tape.

Commissioner Kosowsky made a motion to table items 1; Training Coordinator, Company Training Assistant and Recruitment and Retention Officer until the April meeting. Commissioner Connolly seconded the motion. A vote was taken and the motion passed unanimously.

2. Assistant Chief Job Description

3. Administrative Associate Job Description

Commissioner Kosowsky made a motion to table items 2, and 3 under Old Business. Commissioner Fields seconded the motion. A vote was taken and the motion passed unanimously.

4. VFIS Benefits Division

A motion was made by Commissioner Field to accept the new VFIS Benefits Division. Commissioner Sonsini seconded the motion. A vote was taken and the motion passed 4-1.

5. Purchase Orders

Commissioner Kosowsky suggested being careful on placing purchase orders. Also taking the money out of Recruitment and putting money into Storm Watch.

A motion was made by Commissioner Sonsini to move \$5,000 out of Recruitment to Storm Watch. Commissioner Kosowsky seconded the motion. A vote was taken and the motion passed unanimously.

### **New Business**

A motion was made by Commissioner Kosowsky to table Item 2-7 except for item number 6 until the next meeting. Commissioner Chase seconded the motion. A vote was taken and the motion passed unanimously.

#### 6. Reimburse Food Officers Council

A motion was made by Commissioner Sonsini to reimburse \$98.77 Officers Council Food under item number 6 under New Business. Commissioner Connolly seconded the motion. A vote was taken and the motion passed 5-0.

#### 1. Executive session with the Quartermaster

A motion was made by Commissioner Kosowsky to move into Executive session with the Quarter Master at 9:10pm. Commissioner Fields seconded the motion. A vote was taken and the motion passed, 5-0.

A motion was made by Commissioner Kosowsky to come out executive session with the Quarter Master at 9:30pm. Commissioner Sonsini seconded the motion. A vote was taken and the motion passed, 5-0.

A motion made by Commissioner Sonsini to accept the Quarter Masters report. Commissioner Kosowsky seconded the motion. A voice vote was taken motion passed 5-0.

A motion was made by Commissioner Kosowsky to table the action items on the Quarter Masters report to the Special Meeting on March 11, 2009. Commissioner Sonsini seconded the motion. A vote was taken and the motion passed, 5-0.

There will be a special meeting March 11, 2009 at 6:30pm.

### **J. Adjournment**

A motion was made to adjourn at 9:30 by Commissioner Kosowsky. Commissioner Fields seconded the motion. A vote was taken and the motion passed unanimously.

Respectfully Submitted;

Melissa Anglace

All tapes are available in the Town Clerk's office.