



City of Shelton Fire Department  
Board of Fire Commissioners

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Minutes of the Regular Meeting  
March 7, 2006

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**Commissioners Present**

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

**Also Present**

Assistant Chief Michael Ullrich  
Captain John Sonsini  
Lieutenant Ed Tevolitz

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**

Lieutenant Ed Tevolitz  
Company #5

I would like to know – we have these bubble sheets for doing reports and we have these computers – it feels like we are working in the stone ages – why can't we get firehouse software to do the reports. Type them out and send them down – send a copy to the Keeper of Records and the Fire Marshal. If we have to do a hard copy, we can do a hard copy. It seems like we are faxing them in and there is a problem with faxes. We have to search through our records to find out what's going on and it seems like we have these nice computers and we have no software and I feel it would be easier if we could do something with the reporting.

Chairman Araujo stated that Lieutenant Tevolitz makes an excellent point. We have just brought our server on line and we are talking to Firehouse Software about a Network version of the software. We are asking them to show us a demo network version. We have to separate the Fire Marshal data from the City data for security reasons. We actually have two separate servers that we are looking at. We have some small connection problems that we are working on. We hear you and it's a great thing and we want you to keep challenging that type of stuff to streamline that but we have to get the infrastructure set. We had wireless put into every station so that we could add the mobile terminals eventually to the trucks. The e-mail accounts for all 33 people are set. We will eliminate a lot of faxes and we hear you and we are going to do that and get that foundation working so that it is working sustainable. The first thing that will probably come up will be the training information.

Assistant Chief Michael Ullrich

On a positive note, the incident at 215 Bridgeport Avenue last week, I would like to take the time to recognize the efforts of Deputy Fire Marshal Robert Rockwell from preventing a major catastrophe from occurring at Kid Stop Day Care. While on a routing inspection of this facility, Deputy Fire Marshal Rockwell notice an order of natural gas in the building and promptly evacuated the children and staff to a safe area until the fire department arrived. While waiting for us to arrive, Deputy Fire Marshal Rockwell found levels of natural gas to be around 550 parts per million inside the day care. The outcome of this situation turned out to be a good one. Had Deputy Fire Marshal Rockwell not been there the outcome could have potentially been tragic.

I would also like to recognize Captain Verdicchio for his efforts in keeping the children occupied and for providing an excellent public relations demonstration. This effort kept the children from realizing what was going on inside the building and from chaos occurring. I would like to see some type of recognition on the City level for the actions of these two individuals without their expertise the situation could have been much worse.

### **Approval of Minutes**

Regular Meeting – February 21, 2006

**MOTION** made by Commissioner Chase to table the Minutes of February 21, 2006, seconded by Commissioner Sabatino and passed unanimously.

**Communications**

Chairman Araujo reviewed the following communications with the Board:

- Reminder Budget Work Session tomorrow night with the Board of A & T
- Memo regarding Squad 30 body repair – Chairman Araujo discussed the repairs for Squad 30 and Engine 2 with the Board.
- P & Z Applications
- Letter to Oliver Associates
- City Computer Use Policy – Electronic Monitoring
- Letter from Officers' Council regarding the Job Descriptions

**Reports*****Fire Chief John V. Millo***

Commissioner Sabatino stated that he did not have the Chief's Report with him. Chairman Araujo stated that Chief Millo is home ill. The clerk stated that his Monthly Report is in the book. Commissioner Kosowsky stated that they never received the Annual Report. Commissioner Sabatino stated that is the Report he has.

***Fire Marshal James Tortora***

Chairman Araujo asked if the Fire Marshal was requested to attend the Meeting. The Clerk stated that she sent him a letter requesting him to attend. Commissioner Kosowsky suggested sending a letter to the Administrative Assistant stating that we requested the Fire Marshal attend the meeting to clarify his letter and he is not attending the meetings.

***Training Coordinator Francis Jones*** – Not Present

Commissioner Sekelsky stated that two firefighters took the Water Rescue Course. Chairman Araujo asked about the Elevator Course. Commissioner Sabatino stated that Training Coordinator Jones worked with Administrative Assistant Sandy Nesteriak and they have written permission for the Course.

**Quartermaster Jack Brand Jr.** – No Report

**Commissioner Sekelsky**

No Report at this time.

**Commissioner Chase**

No Report at this time.

**Commissioner Sabatino**

Commissioner Sabatino stated that Superintendent Brown's vehicle should be in within the next three weeks. He has ordered some equipment for the van. Commissioner Sabatino discussed the items ordered by the Superintendent of Apparatus.

Commissioner Sabatino stated that he is waiting for confirmation on the Purchase Order for the repairs for Engine 2.

Chairman Araujo stated that after we are finished with the job descriptions we need to work on a multi-copy system for repairs for an accident. Commissioner Sekelsky stated that there is a City Policy and an SOP regarding accidents. Commissioner Kosowsky discussed the process with the Board. Commissioner Kosowsky stated that the Commissioners should follow-up with any problems.

Commissioner Sabatino stated that there were some problems with the Alarm System and the guys will be working on it. We had to purchase a saws-all.

**Commissioner Kosowsky**

Commissioner Kosowsky handed out a questionnaire from Oliver Associates for the Board to review. I have started to compile a list of radios. Chairman Araujo explained the reason for the list and inventory. Commissioner Kosowsky asked the Commissioners to review the list to make sure that everything is correct and the list is complete for their Company. Commissioner Kosowsky discussed the radio list with the Board.

Chairman Araujo requested that the Board complete the questionnaire and review the list by the next meeting for discussion.

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

Chairman Araujo stated that he discussed everything during Public Participation and Reports.

***Additions to the Agenda***

**MOTION** made by Commissioner Sekelsky to add to the Agenda under OLD BUSINESS Item G3 – Pagers/Clothing/Purchase Orders, Item G4 – Alarms Division under NEW BUSINESS Item H2 – Budget, Item H3 – Computer Policy and under EXECUTIVE SESSION – Budget and Personnel Issues, seconded by Commissioner Kosowsky and passed unanimously.

***Old Business******G1 – Job Description/Policies***

Chairman Araujo provided copies of the job descriptions for review. Chairman Araujo reviewed the Chief’s Job Description with the Board. Chairman Araujo requested that the corrections be made and the Chief’s Job Description be sent to Corporation Counsel for review. Commissioner Sabatino stated that the next step is to develop the Appointment Process. The Job Descriptions should not be Policies; the Process should be the Policy. Commissioner Sabatino requested a Special Meeting to complete the Appointment Process next week to get this completed. Commissioner Kosowsky stated that he would like an outside agency to do the testing. Commissioner Sabatino requested that Commissioner Kosowsky review the outside agencies.

***G2 – Fire Marshal Request***

Commissioner Kosowsky requested that a letter be sent to the Administrative Assistant requesting that the Fire Marshal attend the next meeting to discuss the request.

***G3 – Pagers/Clothing/Purchase Orders****Pagers*

Commissioner Kosowsky reviewed the Budget/Communications Account with the Board. Commissioner Kosowsky asked if the Board wanted to purchase a new Base Station. Commissioner Kosowsky discussed the need to replace the Base Stations with the Commissioners. Chairman Araujo suggested looking at the State Bid. Commissioner Kosowsky

requested that each Commissioner review their radio inventory. Commissioner Sabatino asked about the home alerts. Commissioner Kosowsky discussed the pagers with the Commissioners and how many each Company would need. Commissioner Sabatino suggested purchasing as many pagers and home alerts as possible equally between each Company.

**MOTION** made by Commissioner Sabatino to take \$13,000 and purchase as many pagers and home alerts as possible, seconded by Commissioner Chase and passed unanimously.

**MOTION** made by Commissioner Sabatino that the Commissioners in conjunction with the Captains take the current active roster and inventory the pager to the member and turn the list in to the Keeper of Records by the next meeting, seconded by Commissioner Kosowsky and passed unanimously.

### *Clothing*

Commissioner Kosowsky discussed the clothing bid with the Board. Commissioner Kosowsky stated that there is enough money to purchase 6 sets of gear for each Company. This will only leave \$7,500 in the clothing account for boots and equipment. Chairman Araujo asked how many sets to we actually need. Commissioner Sabatino stated that according to Quartermaster Brand, we are strapped for gear. The Commissioners discussed the gear. Commissioner Kosowsky noted that the price for gear will go up again in the next few months. The Commissioners reviewed the budget to see where transfers could be made to purchase additional gear.

**MOTION** made by Commissioner Sabatino to purchase 24 sets of turnout gear and a number to be determined by Chairman Araujo and Commissioner Kosowsky for additional gear to be purchased when funds are available, seconded by Commissioner Chase and passed unanimously.

### *Purchase Orders*

Commissioner Kosowsky asked if Chairman Araujo called to see if the Electrical work could be split between the two budgets. Chairman Araujo stated that he was not able to return the call to the vendor today but he will get the information for Commissioner Kosowsky.

Commissioner Kosowsky stated that for the 2006/2007 Budget we need to have the bottles hydro tested. We will also need to have the packs

checked. The Quartermaster went out to bid for Hose Testing and Ladder Testing for next year also, so the testing of apparatus account will need the money being provided. Commissioner Kosowsky discussed the budget with the Commissioners and where monies could be transferred.

**G4 – Alarms Division**

Commissioner Sekelsky stated that Mr. Kassheimer is willing to stay on in the Alarms Division and this Board never voted to authorize the use of outside people. Mr. Kassheimer is willing to take the boxes down. The Board did vote to ask him to stay on. Commissioner Sabatino stated that we left it up to what the Chairman and I could get done and when we had an emergency they refused to come out. We made other arrangements and I have reported at every meeting that these gentlemen are willing to work for the same rate. My feeling is that I have asked these guys to come out and they come whenever I call and when we asked our guys to come we were told no. Chairman Araujo stated that the two individuals decided that they did not want to continue doing the work. If Mr. Kassheimer would like to come back, I would be willing to discuss this with him and we would be happy to have him come back. Commissioner Sabatino stated that he would like things to stay on the current course.

**MOTION** made by Commissioner Sabatino to stay on the current course using whoever we need to contact through the Chairman and post for the two current job descriptions, seconded by Commissioner Chase.

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

Motion Passed

**New Business**

**H1 – Fire Police**

No list has been provided.

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

**H3 – Computer Policy**

**MOTION** made by Commissioner Sabatino to come up with a few recommendations for the Town Administration on their Policy because it does not incorporate our status of a Volunteer Fire Department, seconded by Commissioner Kosowsky.

The Commissioners stated that they did not see the Policy. Commissioner Sabatino stated that the Policy is written for employees. Commissioner Kosowsky stated that he would like to see the Policy. Chairman Araujo requested that everyone receive a copy of the policy and put this on the Agenda for the next meeting.

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

**MOTION** made by Commissioner Sabatino to table this item until the next meeting, seconded by Commissioner Kosowsky and passed unanimously.

**MOTION** made by Commissioner Sabatino that a letter be sent to the Administrative Assistant that communications of this nature – Policies – come to the Board first before they are handed out, seconded by Commissioner Sekelsky and passed unanimously.

## ***H2 – Budget***

Chairman Araujo stated that we have our Budget Meeting tomorrow – are there any concerns. The Board reviewed and discussed the Budget comparison. Commissioner Sabatino asked about the Company Allowance. Commissioner Sekelsky asked about the Fire Marshal Budget. Commissioner Kosowsky stated that the Budget was separated for accountability only not to divide the department.

## **Executive Session – Homeland Security – Budget – Personnel Issues**

Chairman Araujo stated that we do not have anything on Homeland Security and the Budget was discussed in Open Session.

**MOTION** made by Commissioner Sekelsky to enter into Executive Session for the purpose of discussing Personnel Issues and inviting Patricia Kelley, Clerk, seconded by Commissioner Chase and passed unanimously.

The Board entered into Executive Session at 9:30 p.m.



**MOTION** made by Commissioner Kosowsky to come out of Executive Session at 10:22 p.m., seconded by Commissioner Sekelsky and passed unanimously.

Chairman Araujo noted for the record that no votes were taken during Executive Session.

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

**Adjournment**

**MOTION** made by Commissioner Kosowsky to adjourn the meeting at 10:22 p.m., seconded by Commissioner Sekelsky and passed unanimously.

Minutes respectfully submitted by Patricia Kelley, Temporary Clerk