



*CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, MARCH 20TH, 2012
7:30 P.M., ROOM 204*

Commissioners Present:

Ben McGorty, Vice-Chairman
Justin Sabatino, Commissioner
Mike Ullrich, Commissioner
Tim Manion, Commissioner (via phone)

Commissioners Absent:

Chuck Sutton, Chairman

A. CALL TO ORDER

Vice-Chairman McGorty called the Special Meeting to order at 7:30 p.m.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

C. AGENDA ITEMS

Vice-Chairman McGorty made a motion to put Policy ahead of Interviews on the agenda. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

Policies:

Commissioner Ullrich led discussion on two new policies Board would like to put into action. Below are the two approved Policies. Policy R-6 and Policy I-7 have been approved.

Commissioner Sabatino made a motion to approve policy R-6. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

**CITY OF SHELTON
FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS POLICY MANUAL**

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TITLE: MONTHLY REPORTS – FIRE CHIEF AND FIRE MARSHAL

PURPOSE:

THE FOLLOWING WILL ENSURE THAT MONTHLY REPORTS ARE SUBMITTED AS REQUIRED:

1. The following shall apply to the Chief of the Shelton Fire Department:

- A. The Chief of the Shelton Fire Department shall submit his monthly report at least 2 business days prior to the regularly scheduled meeting of the Board of Fire Commissioners. The report shall be submitted to the Chairman of the Board of Fire Commissioners' or in his absence the Vice-Chairman or the department secretary.
- B. The report shall include as a minimum a report on apparatus and vehicles, staff activities, training, purchase orders, communications, and any other items deemed necessary for the efficient operation of the department.
- C. Apparatus and Vehicles – Provide an up to date status on all vehicles. Provide costs per vehicle of monthly repairs.
- D. Staff Activities – Provide monthly reports of all staff activity.
- E. Training – Provide a monthly report on all training conducted by the department.
- F. Purchase orders – provide a list of purchase orders for the month.
- G. Communications – Provide a report on monthly communication issues/upgrades.

2. The following shall apply to the Fire Marshal of the Shelton Fire Department.

- A. The Fire Marshal shall submit his monthly report as required by CT state statute 29-305(d) at least 2 business days prior to the regularly scheduled meeting of the Board of Fire Commissioners. The report shall be submitted to the Chairman of the Board of Fire Commissioners' or in his absence the Vice-Chairman or department secretary.
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B. The report shall include as a minimum a list of inspections conducted, re-inspections conducted, investigations conducted, plans reviewed, permits issued, site visits, complaints investigated, weekly and monthly activity reports of staff and mileage reports and any other items deemed necessary for the efficient operation of the Fire Marshal's Office.

C. Inspections and re-inspections – Provide a list of all inspections to include the date inspected or re-inspected, the address of the property, and the inspector's name.

D. Plan reviews and Site visits – Provide a list of all plans submitted, include the date submitted, date reviewed, name of plan reviewer and number assigned to the plans. Include a list of all sites visited, include the date of the visit and name of site inspector and plan number.

E. Permits – Provide a list of all permits issued for burning and blasting. Include the date issued, name and address and the fees charged as well as the issuer's name.

F. Certificates of Occupancy – Provide a list of all temporary and permanent Certificates of Occupancy issued.

G. Complaints – Provide a copy of all complaints your office receives and the status of each complaint.

Approved	
Revised	

Commissioners Signature

Chairman	
Company #1 Commissioner	
Company #3 Commissioner	
Company #4 Commissioner	
Company #5 Commissioner	

Commissioner Ullrich made a motion to approve policy I-7 with the exemptions that any current officer's with 15 or more years and/or past officers can still be certified at Fire Fighter 1; any current officer with less than 15 years will have to be certified in Fire Fighter 2. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

**CITY OF SHELTON
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Policy # I-7

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TITLE: COMPANY LINE OFFICERS REQUIREMENTS

PURPOSE:

THE FOLLOWING WILL ENSURE PROPERLY TRAINED FIRE OFFICERS:

1. The following shall apply to all Company Line Officers of the Shelton Fire Department with less than 15 years of experience in the department as of March 2012:

- A. Shall be Certified State of Connecticut Firefighter II or National Equivalent.
- B. Shall be Certified State of Connecticut Hazardous Materials Operational level.
- C. Shall be current in all I-2 policies and be a Structural Firefighter under the I-2 Policy.
- D. Shall have completed an Incident Safety Officer training class.
- E. Shall be certified National Incident Management System compliant in the following, ICS-100, ICS-200 and ICS-700.

2. The following shall apply to all Company Line Officers of the Shelton Fire Department with 15 or more years of experience in the department prior to March 2012 and/or members who have previously served as a line officer prior to March 2012.

- A. Shall be Certified State of Connecticut Firefighter I or National Equivalent.
- B. Shall be Certified State of Connecticut Hazardous Materials Operational level.
- C. Shall be current in all I-2 policies and be a Structural Firefighter under the I-2 Policy.
- D. Shall have completed an Incident Safety Officer training class.
- E. Shall be certified National Incident Management System compliant in the following, ICS-100, ICS-200 and ICS-700.

3. This policy shall be reviewed every 5 years and updated as needed.

Approved	
Revised	

Commissioners Signature

Chairman	
Company #1 Commissioner	
Company #3 Commissioner	
Company #4 Commissioner	
Company #5 Commissioner	

Commissioner Ullrich made a motion to enter Executive Session with the Fire Chief at 8:00 p.m for interviews. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

D. EXECUTIVE SESSION

Commissioner Ullrich made a motion to exit Executive Session at 9:26 p.m. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

No Votes or Motions were made during Executive Session.

E. ADJOURNMENT

Commissioner Ullrich made a motion to adjourn. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 9:27 p.m.

Respectfully submitted,

Kimberly Wells

Kimberly Wells / Clerk

1 Tape on file in the Town Clerk's office