Commissioners Present:
Tim Manion, Vice-Chairman
John Sonsini, Commissioner
Ben McGorty, Commissioner
Gary Field, Commissioner

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE
All in attendance recited the Pledge of Allegiance.

C. PUBLIC PARTICIPATION
None

D. APPROVAL OF MINUTES

1. Minutes of Regular Meetings March 1st, 2011 and Special Meeting on March 7th, 2011.
Commissioner Sonsini motioned to approve the minutes of the regular meeting on March 1st, 2011 and the Special Meeting on March 7th, 2011 as posted. Commissioner McGorty seconded the motion.
A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS
Letter read aloud by Vice-Chairman Manion from Charlene DeFilippo about funding. Charlene suggested using emergency services fund.
Memo read aloud on the Winstead Fire Department Carnival.
Weekly Meetings for City Hall – Vice-Chairman Manion stated that they will post them.
The quarterly report from Richard Schultz from planning and zoning was entered into minutes.
Memo stating all purchase orders must be in prior to June 1st was read aloud by Vice-Chairman Manion.
Lastly, a memo for authorization for a controlled burn was read aloud.

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**Additions to Agenda:**
Commissioner McGorty motioned to add item (5) Letter from Mike Ulrich on Fire Lanes to New Business. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner McGorty motioned to add item (6) Letter of Complaint from Assistant Fire Chief Paul Wilson regarding Fire Marshal Tortora and his driving to New Business. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner McGorty motioned to add item (7) Memos from Assistant Chief Nick Verdiccio to New Business. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner McGorty motioned to add item (8) Richard Schultz, Planning and Zoning Administrator on Fire Lanes to New Business. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Amend motion to accompany Mike Ulrich’s letter on Fire Lanes, both moved to item (5) under new business.
F. REPORTS
1. Fire Chiefs Report Fran Jones - none
2. Fire Marshal James Tortora – via email – did not print out
3. Training Coordinator Jolynn VanWart

To: Board of Fire Commissioners
From: Jo Lynn Van Wart
Subject: Monthly Report - April 6, 2011

Commissioiners,

The following is the Shelton Fire Department training report for April 6, 2011

Training:
- FF1: Continuing – final state practical is May 22nd.
- Completed Flashover class 3/27—6 students attended

Future Training:
- Fire Service Instructor 1 will be starting April 10th through June 26th, all day
  Sundays
  There are currently 13 SFD members signed up. The maximum number of
  students for this class is 18. We have 3 members from Monroe FD attending the
  class.

Miscellaneous Items:
1) Co#1 needs replacement laptop for training – Awaiting new computer from Dan
   so that my computer can be cleaned and then given to Co#1 for training
   purposes.
2) Requesting for reimbursement for Christopher Brainard for his costs to attend
   EMT training.
3) Requesting payment for 3 students to attend the FF1 class starting in May
   sponsored by Monroe FD. Purchase request will be presented at meeting.
   Cost for each student is $700
4) Requesting payment for 3 students to attend Turnbull’s Swift water class.
   Cost is $300 per student plus the cost to rent a wet suit
5) Receiving payment from Monroe FD for students attending the Fire Service
   Instructor 1 class starting April 10. The payment for these students is $330 each
   which includes the books.
6) Requesting reimbursement for the cost of food for the FF1 Live burn class held
   on 4/2 for the amount of $54.90 to be paid to Patrick Buckley from Co#1.
7) Received training supplies which were ordered. Will be dispersing them this
   week. Co#1 Captain was given an easel board last week from Commissioner
   Field. All the other supplies are at Co#4 to be dispersed accordingly.
4. **Quartermaster Report** - none

5. **Commissioner Sonsini**

Commissioner Sonsini went over the review of his building. Commissioner also discussed possibly sending letter to City Engineer to come see building and possibly the BOA. Commissioner Sonsini strongly asked that they go to Highway for the apron. He stated that it is a tripping hazard and should be priority number one. Commissioner Sonsini also reviewed the boat.

6. **Commissioner Field** - none

7. **Commissioner Manion**

Vice-Chairman Manion stated that the bids are in for hose testing / ladder testing. Commissioner Field is doing bids for posie checks for the last 20 and next 20. Vice-Chairman stated that Board will be addressing issue for speeding. Please ask everyone to slow down.

8. **Commissioner McGorty**

Commissioner McGorty went over repairs of Engines.
G. OLD BUSINESS

1. New Frequency Discussion/ Chief Hurliman
Chief Hurliman was supposed to be here tonight, but he could not make it. Chief Hurliman is in the process of putting packets together to explain how this will all work. He wants to start to get a full inventory of radios. We need all serial numbers. We are also going to change the sirens around. We need to go remote to save money.

2. Chiefs Appointment/Corporation Council Ruling
Commissioner McGorty motioned to table for review. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

3. Policy Review

MEMO TO: BOARD OF FIRE COMMISSIONERS
MAYOR MARK A. LAURETTI
FROM: THOMAS J. WELCH, ESQ.
CORPORATION COUNSEL
DATE: APRIL 4, 2011
RE: POLICIES AND PROCEDURES

A. Policies and Procedures

The Board requested that we review the various policies regarding the Fire Chief’s term of office. Based upon said review, the policies provided to our office indicate a number of ambiguities, to wit:

Policy A3.3. The term of office for the following positions may be twenty four (24) months commencing from approved appointment date and terminating twenty four (24) months from the date of appointment.

Policy A3.5. Additional two year terms for the positions as covered under A3.3 of this section may be granted by the Board of Fire Commissioners, based upon satisfactory performance evaluations.

Policy J.1(7)(B). Term of office shall begin July 1st and expire June 30th, two (2) years hence, unless Officer is removed for cause.

Policy J.1(7)(A). The term of office shall be two (2) years, subject to a semi-annual Review by the Board of Fire Commissioners on the basis of job performance.
Policy T-1(2) All subsequent terms, except for vacancies, shall commence on July 1st on an even numbered year through June 30th of the next even numbered year.

Further, our research indicates that the Job Description for the Fire Chief which was provided to our office as Policy J-1 does not appear to be the most current policy. We have attached a copy of what appears to be the revised J-1 which was approved by the Board of Fire Commissioners on January 8, 2008.

In order to resolve the ambiguities set forth in the various policies of the Board of Fire Commissioners and to institute a term of office that takes into consideration the time necessary for the appointment process to be completed, we would suggest the following:

Policy A3.3. The term of office for the following positions shall commence on July 1 and terminate twenty-four (24) months thereafter on June 30. However, if the initial appointment is made prior to July 1, the term of office shall be increased by the number of months prior to the commencement date of July 1. For example, if the appointment date is April 1, the term of office shall be twenty-seven (27) months.

Policy A3.4. Mid-term vacancies may be filled for the remainder of the original appointment term, subject to the terms and conditions in the City of Shelton Charter, the applicable job description and applicable policies of the Board of Fire Commissioners.

Policy A3.5. Those persons holding an office for an initial term as set forth in Policy A3.3 shall be reappointed to two (2) additional twenty-four (24) month terms commencing on July 1 and ending on June 30 two (2) years hence provided that said persons have received no negative performance evaluations based upon recognized principles of public personnel administration conducted by the Board of Fire Commissioners and the Chief Elected Official. The Board of Fire Commissioners and the Chief Elected Official may require satisfactory completion of additional training and/or performance goals as a condition of reappointment.

Based upon the foregoing, Policy T-1 should be deleted.
B. **Fire Chief's Position:** Further, we have requested the City Labor Attorney, Catherine Thompson, to review the current status of the Fire Chief's Position. Attorney Thompson advises as follows:

Fire Chief Jones' appointment expired as of November 20, 2010 and no subsequent appointment was made by the Board of Fire Commissioners (the "Board"). Chief Jones tendered a letter of resignation and the Board posted the position, received two applications and oral interviews of the two applicants have been conducted. Despite the inconsistencies in the Board's current policies, in this factual context, the Chief's position became vacant as of November 20, 2010 and remains vacant at this time.

The Board should consider and adopt the revised policies set forth above before proceeding further with the appointment process for Fire Chief. After the policies are adopted and the ambiguity about the term of office is eliminated, the appointment process may begin anew.

The Board has a history of looking to the City's recruitment and hire procedures for merit system employees when filing vacancies. Section 7.4.4 of the Merit System ordinance allows re-advertising when an applicant pool falls below 5. With this guidance, the Board may consider re-advertising the Chief's position because the applicant pool resulting from the first advertisement is small. If the original two applicants re-apply and the oral interview panel and questioning will be the same, the Board may accept the results of the first interviews for these two candidates. However, if either of the original applicants apply and the oral interview panel is comprised of different members, then each candidate should be offered the opportunity to interview with the new panel and the original interview results should be disregarded.

If the Board has additional questions about the procedures for posting, testing, etc. for the Fire Chief's position, we suggest that Attorney Catherine Thompson be contacted directly for clarification.

Further, we would strongly recommend that the Board of Fire Commissioners conduct a thorough and comprehensive review of its policies and procedures to eliminate any additional ambiguities and to ensure that same are current and satisfies the needs and requirements of the Fire Department.
CITY OF SHELTON
SHELTON, CONNECTICUT
JOB DESCRIPTION

FIRE CHIEF

GENERAL STATEMENT OF RESPONSIBILITIES:

This is an Executive Command position involving the direction and operation of the Shelton Fire Department. Exercises overall command authority of the Fire Department as it pertains to fire suppression, preplanning, emergency response, training, prevention, fire apparatus and equipment and related functions. Provides for the effective and efficient delivery of Fire Prevention and Suppression Services in the City of Shelton. Performs a wide variety of command, technical, administrative and supervisory work in the performance of his duties.

This position is also responsible for the coordination of the fire department services with other emergency response agencies and municipal departments and serves under the direction of the Chief Elected Official as prescribed by Municipal Procedure, State Statutes, City Charter and Ordinances. The Fire Chief shall serve as an active member of the Public Safety Council and a member of the Fire Department Officers’ Council.

This position has the responsibility for making difficult fire service technical and managerial decisions affecting life and property.

SUPERVISION RECEIVED:

Works under the administrative direction of the Board of Fire Commissioners and the Chief Elected Official as prescribed above.

SUPERVISION EXERCISED:

Supervises all department command, training and apparatus maintenance staff and all personnel responding to operational activities.
EXAMPLES OF DUTIES:

Serves as the operational commander of the department.

Initiates through staff, training programs for new firefighters and continuous in-service training for all levels of firefighters.

Develops and maintains multi agency and mutual aid plans.

Oversees the preplanning function and data maintenance.

Prepares schedules and assignments to fire watch, prevention and standby duty. Prepares and maintains the command duty schedule.

Recommends overall policy to the Board of Fire Commissioners.

Attends Municipal meetings as required.

Performs oversight of the apparatus maintenance function and related activities.

Serves as liaison to regional and state fire associations.

Maintains discipline and promotes the furtherance of the goals and objectives of the department.

Reviews site plans, hydrant locations and emergency conditions in cooperation with the Fire Marshal, Building Officials, Planning and Zoning staff and other Municipal Departments/officials as needed.

Prepares a fire department operational budget for submission to the Board of Fire Commissioners. Administers the operational budget as approved by the Board.

Develops and implements orders, and standard operating procedures to improve operations, discipline, emergency preparedness, and training to increase effectiveness and provide better service to the public.

Prepares written evaluation of supervised subordinates.

Prepares an annual report on the operation of the Shelton Fire Department.

Provides oral and written reports as requested by the Board of Fire Commissioners and the Chief Elected Official.

Performs related work as required.
MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques and equipment is required.

Considerable knowledge of applicable statutes, laws, ordinances, department standard operating procedures and regulations; Thorough knowledge of fire administration, supervision and fire apparatus.

Must have the ability to establish and maintain effective working relationships with other employees. Must also have the ability to train and supervise subordinate personnel.

Ability to communicate effectively orally and in writing;
Ability to exercise sound judgment in evaluating situations and in making decisions;
Ability to give and receive verbal and/or written instructions; Considerable geographical knowledge of the City of Shelton.

EDUCATION AND EXPERIENCE:

High School Graduate or GED equivalent.

Twelve (12) years of active duty in the fire service.

Four (4) years supervisory experience of a responsible nature in fire fighting and prevention, of which two (2) years must have been equal or equivalent to the rank of Captain or above.

Currently serves as an active member of the Shelton Fire Department.
SPECIAL REQUIREMENTS:

Must possess a valid Connecticut State Drivers License with a Fire Department endorsement or CDL. No record of suspension or revocation by any State.

No felony arrest conviction.

Good physical condition and the ability to pass an annual physical examination.

Connecticut Certified Firefighter II.

Must possess one of the following certifications: Pump Operator, Safety officer, Fire Instructor, or Fire Officer.

The ability to meet the Board of Fire Commissioners Policy outlining Company Line Officer requirements.

Accessible for the emergency coordination and delivery of operational fire services and related functions.

Must be a resident of the City of Shelton or reside in Shelton within six months of appointment.

APPOINTMENT

Appointment is in accordance with the provisions of the City Charter.

This is an appointed stipend position and is not a city employee position.

10/27/06

Approved by BOFC 01/08/08
4. Multiple Equipment Bids
Commissioner Field motioned to award Hose testing for 2011-2012 to Waterway. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to award Ladder testing to FireOne at $1.63 per foot. Commissioner McGorty seconded the motion.
A voice vote was taken; motion passed unanimously.

5. Request to Mayor Re: Echo Hose Facility
Commissioner McGorty motioned to request a letter send to the Mayor asking to establish a Commission for the Building Replacement of the Echo Hose Fire Department and renovations of Huntington Fire Department. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

6. Finishing Up Removal of Box Alarm Wiring/Equipment
Vice-Chairman Manion stated that the wiring will be finished soon / completion will be done soon.
Vice-Chairman Manion also stated that tools went missing off the truck – he is not sure what station he was at – but he was very upset to hear this happened.

7. Boat Spec. Update
Vice-Chairman Manion stated he has been in touch with the Coast Guard for about two weeks now. There are lots of boats that are dry dock. The Coast Guard wants the BOFC to go and take a look at these, a full day worth. Boats that are surplus or brand new boats from some fire departments that don’t have money to put the boats in water during this economy.

H. NEW BUSINESS

1. Vote on Policy Recommendations from Officer Council
Commissioner McGorty motioned to accept and add the Shelton Fire Department remote button and portable radio use to policy book effective today April 5th, 2011. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

2. Set Date for Workshop with Officers Council
Date set for Tuesday / April 12th at 7 p.m.

3. Discussion on Part time mechanic
Everything per Mayor goes through City yard.

4. Disposition of Ladder 1
Tabled

5. Letter from Mike Ulrich and Richard Schultz, Planning and Zoning Administrator on Fire Lanes
Tabled

Gentlemen,

I am aware of a few incidents where complaints have been made against Fire Marshal Tortora and his driving. One problem that was brought to your attention was speeding. I was sent this video and complaint from Lt. Flavcan today also against the Fire marshal. I have no options but to report this to you as his actions were not only unprofessional but extremely dangerous. I urge you to view the attached video and take appropriate actions as it violates SOP 201 on 3 different accounts.

Respectfully,

Paul J. Wilson
Assistant Fire Chief
Shelton Fire Department
p.wilson@cityofshelton.org

Table to Executive Session next month and invite Fire Marshal Tortora to join.

7. Memos from Assistant Chief Nick Verdiccio
Repeat

I. EXECUTIVE SESSION – HOMELAND SECURITY - none

J. ADJOURNMENT
Commissioner McGorty motioned to adjourn. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 9:10 p.m.
Respectfully submitted,

Kimberly Wells
Kimberly Wells / Clerk
2 Tapes on file in the Town Clerk’s office