



CITY OF SHELTON FIRE DEPARTMENT

Board of Fire Commissioners MINUTES

Regular Meeting
Tuesday, April 2, 2013
Shelton City Hall
Room 104
7:30 P.M.

Commissioners Present:

Mike Maglione, Commissioner, Chairman
Ben McGorty, Commissioner, Vice Chairman
Mike Ullrich, Commissioner
Justin Sabatino, Commissioner
Donald Tagg, Commissioner

Also Present:

Francis Jones, Fire Chief
Paul Hays, LOSAP Awards Committee Chair

A. CALL TO ORDER

Chairman Maglione called the meeting to order at 7:32 p.m.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

Chairman Maglione opened the meeting for public participation. Seeing none, Chairman Maglione closed the public portion of the meeting.

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting of March 5, 2013

Commissioner Justin Sabatino made a MOTION to approve the Minutes of the Regular Meeting of March 5, 2013. Commissioner Ben McGorty SECONDED.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

1. Letter from Assistant Corporation Counsel re: review of appointed positions

Chairman Maglione discussed the letter received from Attorney Ray Sous explaining the procedure for conducting reviews of appointed positions. Attorney Sous included a form that will be used. The letter is attached:

RAMON S. SOUS
ATTORNEY AT LAW
159 MAIN STREET
SEYMOUR, CONNECTICUT 06483-3137
TELEPHONE (203) 888-0557
FAX (203) 888-5819

March 20, 2013

Mr. Michael Maglione
Chairman Board of Fire Commissioners
City of Shelton
54 Hill Street
Shelton, CT 06484

Re: Request for Legal Opinion on Reviews of Appointment

Dear Mike:

Your request for Legal Opinion to Attorney Welch dated March 7, 2013 has been referred to this office.

Your procedures in this matter must be guided among other things by the Connecticut Freedom of Information Act ("FOI") and any union contracts which these parties are under, if any.

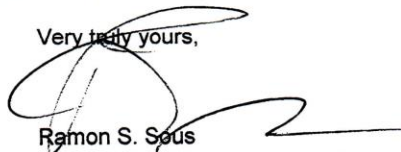
With regard to FOI requirements, if the board is to discuss and review appointed positions, they must notify the appointee, preferably in writing, of the meeting date and time. They should indicate that they plan to discuss the matter in executive session unless the appointee wishes to have the matter discussed in open session. If the matter is to be heard in executive session, the board can invite the appointee into executive session with them or it does not have to. Also they may ask the appointee into executive session to discuss the matter and then ask that person to leave at any time.

The Board agenda should state only "Review of Appointed Positions within the Shelton Fire Department Executive Session Planned". Therefore if any one of those parties who are being reviewed comes to the meeting and indicates that the discussions should be in open session, they can then hear that person only in open session.

A copy of the proposed letter to the appointee is enclosed.

Should you require anything further or require a review of any union contract to see if it conforms to this procedures, please advise.

Very truly yours,


Ramon S. Sous
Assistant Corporation Counsel
City of Shelton

F. REPORTS

1. Fire Chief Francis Jones

Chief Jones presented his monthly report attached herein:



: City of Shelton Fire Department Office of the Chief

To: Board of Fire Commissioners

Cc: Mayor Lauretti

Public Safety Director of Emergency Services - Maglione

From: Chief - Francis T. Jones III

Subject: Monthly Report – March

Date: 3/27/13

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of March 2013. This is a list of completed tasks and a short list of those tasks and projects in progress.

Apparatus:

- 1) Engine 44 currently OOS, due to electronic pump throttle failure, repairs are being completed by vendor G & K. OOS till at least April 2nd.
- 2) Engine 4 is currently OOS, receiving valve and pump work by Apparatus mechanic
- 3) Rescue 45 received carburetor service at vendor Southside Garage due to gasoline leak
- 4) Car 4 (2002 Explorer) is receiving front end work (ball joints etc) due to uneven tire wear, currently at vendor Southside
- 5) Car 3 (2000 Explorer) to be scheduled for service for electrical and front end issues
- 6) Fm1 (111-SH) to be scheduled for tune up, running rough
- 7) Tanker 59 is scheduled for service at G & K on April 3rd for electronic throttle control problem, may be OOS for a couple days

- 8) Engine 53 is being scheduled for outside service at G & K for a problem with pressure relief valve, unable to correct or repair in house
- 9) Engine 2 is due for DOT inspection, and routine maintenance. Currently on hold till other vehicles return to service, Will reschedule service by mid April.
- 10) The Apparatus Mechanic is currently investigating a new onset of water leaking from E2 and E52 Pumpers
- 11) Apparatus Mechanic working on rear back-up camera Tower 7 (awaiting new camera to install)
- 12) Tower 7's Kussmul charger repaired by Apparatus Mechanic
- 13) Engine 32 received minor cosmetic damage form a broken chain during Blizzard Nemo, received one quote for repair from G & K. Currently reviewing options for repair.
- 14) Engine 43 and Squad 5 received new winch cables
- 15) New Car 1 (101-SH) – 2013 Ford Expedition has been placed into service
- 16) Former Car 1 (2006 Explorer) was re-assigned to AC Osiecki and is now Car 5 (105-SH)
- 17) Former Car 5 (2000 – Explorer) was re-assigned as Spare Vehicle & Fire Police Car 100 (124-SH). Will be stored behind Company # 1
- 18) Regular Preventative Maintenance being conducted by Apparatus Mechanic as time permits
- 19) Marine 4 is currently in its in water berth in service at Beacon Point Marine

Staff Assignments/Projects:

- 1) Chief Jones – The Chiefs Office is working with BOFC's, Spec Committee, Truck Committee on numerous Spec's and Bids (Hose Testing, Ladder Testing, SCBA, Gear, Bail-out Equipment, Hose)
- 2) Chief Jones – Job reviews of assigned staff were completed, and discussed with respective individuals
- 3) Chief Jones – Completed Blizzard Nemo report and distributed payroll & food reimbursements
- 4) Chief Jones – Working with the BOFC's on proposed 2013-2014 budget, and line item transfer needs for current budget
- 5) Chief Jones – We received great news that the SFD was awarded an AFG Grant for SCBA for the amount of \$447,216.00. I would like to acknowledge Past Chairman Sutton, and Commissioner Manion, and Grants Administrator DeFillippo, for assisting me in the development of this grant for our department
- 6) Chief Jones – The SFD proposed budget is scheduled to be presented to the Board of A & T on April 4th at 7:00pm
- 7) Chief Jones – Assigned to Chair the Valley Fire Chief's – Mutual Aid Committee
- 8) The new SFD records management form was implemented on March 1st, it appears to be working. Minor adjustments have been made to make it more user friendly. DC Hongo, Records Keeper Chase, Administrative Secretary Martin, and Chief Office have all contributed useful ideas and improvements during the month. Most of those ideas have been implemented.
- 9) Chief Jones and Assistant Chief Verdicchio continue to meet with Northeastern Communications, installation of fixed hardware is in progress and nearing completion, programming of subscriber units and engraving of units are complete, subscriber installations of portables have started, remaining portables are scheduled for install the week of April 1st, FDEX phone lines have been installed by ATT, awaiting for the remaining T-1 phones lines to be completed in April.

- 10) Chief Jones and Assistant Chief – Upon installation of phone line, the fixed system will be tied together, system testing, and installation of mobile units will then commence. Estimated early May timeframe.
- 11) Chief Jones continues to work with the Quartermaster on new equipment purchases, and standardization of city fire equipment.
- 12) Deputy Chief Hongo will be providing Safety Bulletins to the membership and assisting Human Resources by providing established SFD safety policies, procedures and bulletins to other city departments as reference materials to assist in making the City of Shelton a safe workforce. We are working on improving our Infection control plan, and a Lock-out – Tag-out procedure (In-progress)
- 13) Deputy Chief Hongo continues to work with Griffin Occupational Medicine on our Respiratory Protection and Medical Monitoring Program. Any and all issues should be forwarded to DC Hongo (on-going)
- 14) DC Hongo is working on improving the Salamander Accountability System (in progress)
- 15) Chief Jones - Final SOP Manual has been approved, is ready for printing and CD production. Will then be distributed to all members, and used by Training Division at recruit class and company drills
- 16) The Administrative Secretary is in the process of securing old files for storage and reorganizing the file cabinets. The Administrative Secretary shall ensure these documents are on file in the Chiefs Office Examples and partial list are: Correspondents, Hose Testing Records, Vehicle Maintenance, Purchase Request/Orders, Ladder Testing, SCBA Hydro/Posi Testing, Meter PM, Air Quality Testing, Pump Testing, Hurst PM, Equipment Spec's/Bids, BOFC & Officer Council Minutes. Maintain updated address, contact information of all members, Assist the Chief's, Records Keeper, Quartermaster, Recruitment Retention Officer, Training Officer and BOFC's with information and records as needed (on-going)
- 17) The Records Keeper shall maintain these items LOSAP, Salamander Accountability Tags, issue FDID #'s, Department ID's, Individual Fit Test, Fit Test PM, Personnel Records, Medical Clearance Forms, I-2 Compliancy Records. Assist the Deputy Chief and Administrative Secretary on the Medical Monitoring Program, and Assist the Quartermaster, Recruitment Retention Officer, Training Officer, Chief's, and BOFC's with information and records as needed. (on-going)
- 18) Assistant Chief Wilson and Training Coordinator Salemmé have completed Bail-Out Training to SFD members that received the new gear.
- 19) Assistant Chief Wilson and Training Coordinator Salemmé have scheduled live fire and smoke house dates for each Company this spring.
- 20) Assistant Chief Wilson and the Equipment Spec committee have revised the SCBA Spec's to meet the new NFPA 2013 – SCBA standard. New Spec to be distributed to BOFC's for review) this new standard took effect March 1st.
- 21) Assistant Chief Constantino continues to work on the Opitcom system with funds approved from BOA funding for some upgrades particularly the Route 110, and Maple Street interception in White Hills. Currently, awaiting final quote for Intersection study. Discussed intersection with Board of Alderman at Public Health and Safety Committee meeting on March 7th.
- 22) Assistant Chief Verdicchio, continues to be the lead on all Radio Systems issues and the new proposed radio systems. All radio issues are being address upon notification and in a timely manner. We are meeting regularly radio system. (on-going)
- 23) Assistant Chief Osiecki is working with our mutual aid partners on Automatic Aid within our dispatching procedures for Tanker responses to the Towns of Stratford, and Trumbull.

- 24) SPD/SFD Dispatcher training is scheduled for April 11th, 15th, 16th, and 18th. Training will be conducted to all SPD Dispatchers and SPD Supervisors of the revised SFD Manual. A majority of the updated changes have already been added to the CAD, and are in service. The remaining updates will occur after the completion of training. Training will be conducted by Chief Jones, Wilson, and Osiecki

Training:

- 1) "May Day" Training Dates are posted, AC Wilson is lead instructor
- 2) Training Committee has been meeting monthly
- 3) SFD will be holding a Summer FF1 conducted by the Valley Fire School, currently 9 SFD members enrolled, course starts late April
- 4) The SFD will be holding a city drill on Meth Labs, awaiting scheduling
- 5) DEEP Safe Boat course was completed at Co. # 4
- 6) Basic (8hrs) Pumps Course has been completed at 3 out of 4 companies so far. Additional training to follow
- 7) Training Division is scheduling citywide training on Power Tools/Torches
- 8) Training Division is scheduling citywide training on Rope Rescue (in-progress)
- 9) Training Division is scheduling Driver Operator Training spring/summer

Quartermaster – Tasks and Jobs in progress

- 1) Inventoried returned gear
- 2) Fire companies are completing an updated gear inventory
- 3) Awaiting replacement four gas meter (back ordered)
- 4) Received new cut-off saws, and water rescue equipment, power fans
- 5) Issued safety gloves and glasses
- 6) Working on hose replacement and standardization
- 7) Reviewing equipment items that may need to be re-bid, due to time limits.
- 8) Awaiting PO for replacement of re-chargeable batteries for battery operated tools, and shall develop a replacement schedule

Recruitment & Retention

- 1) Held a meeting with company officers to discuss both the citywide and company recruitment & retention efforts for year 2013. Additional meetings being scheduled (on-going)
- 2) Working with Chief's Office, Records Keeper, Quartermaster and Training Coordinator to better streamline application process and required training of new recruits (in-progress), Discussed at Officers Council in March
- 3) A Draft citywide application for membership was created, next step officer council for review, then BOFC's – Includes Background Check on all new applicants. Discussed at Officers Council in March, next step review at BOFC's level for recommendations
- 4) Uniforms and clothing incentive for those members meeting training, response, and/or service as a Company Officer is being considered – (Three season reflective jackets) In discussion for 2013 budget

- 5) Sending three Junior Firefighters to CFA Summer Camp
- 6) Open House(s) being scheduled (in-progress)
- 7) Brochures were handed out to local business by the R & R Officer
- 8) Recruitment video to be presented at high school, and free cable access public TV (in-progress)
- 9) Direct hand-out (pamphlet) to targeted residential areas to stimulate recruitment efforts in district neighborhoods – To begin in District # 4

Hot Topics & Other Items for April

- 1) New Member application procedure to include Background checks - move project forward to BOFC's for review and comment
- 2) Review of newly implemented records management (Drill & Fire log forms)
- 3) Implementing a Social Media Policy (Assigned to Policy Committee)
- 4) Mechanic Position(s)
- 5) Recruit Firefighter Program (Assigned to Training Division)
- 6) Driver Qualification Process (Assigned to Training Division)
- 7) Implementing computerized records management - Fire House Software or equivalent – Vendor (Emergency Reporting) scheduled for Officers Council Meeting on April 9th
- 8) Radio and T-1 Installations, performance testing of new system

Upcoming Events

- 1) White Hills Fire Company - Flower Sale – March 29 & 30th
- 2) St. Baldrick's – Shave for Cancer – April 6th, hosted by Huntington Company # 3 of the Shelton Fire Department, Location Downtown Danny O's at 2:00pm
- 3) Pine Rock Fire Company – Casino Trip – April 6th
- 4) Sacred Heart Regatta – Lower Housatonic River – April 6th and 7th, SFD to provide Water Rescue and Incident Command Coverage for event
- 5) Motorcycle Tribute and Rally for Sandy Hook, starting at Veterans memorial Park, approximately 5,000 + participants. SFD to provide American Flag using Aerial Trucks with Derby FD, and the SFD to provide Incident Commander Trailer for event (still in planning stages)

Yours in Service,

Francis T. Jones III

Fire Chief

Shelton Fire Department

Chief Jones commented on the following items from his report:

- a. Vehicle breakdowns: Chief Jones stated that a number of vehicles are out of service due to breakdowns and needed repairs which are being handled by a combination of in-house mechanic and outside vendors. Chairman Maglione questioned whether there were any preventative maintenance programs that would have prevented the problem with 44, and Chief Jones responded that they were looking into that issue.
- b. DOT inspections will begin soon.
- c. Installation of portables is commencing. Company 5 is complete and Station 3 was beginning this week. Chief mentioned that need to simulcast until whole system is in place in mid-June. Commissioner Ullrich asked about provisions for mayday calls for dispatch in the interim. Chief Jones said training on maydays is in place right now.
- d. General order on banning personal portables will be made soon by the Chief. The commissioners discussed the issue. Chief Jones explained that the city has purchased enough top-notch radios for each position, and, therefore, going forward, there should not be a need for personal portables. Commissioner McGorty asked whether a policy for discipline regarding the ban would be necessary. Mobile/vehicle radios were also discussed. This will be discussed further at the special meeting later in the month.
- e. Chairman Maglione inquired about Marine 4. Commissioner Sabatino confirmed that the department is trained at Pine Rock and there are at least 26 trained operators.
- f. Chief Jones mentioned the budget meeting on April 3, 2013, as well as the Fire Act grant awarded to the SFD in the amount of \$447,216.
- g. Training is moving along on maydays, bailouts and boat operations.
- h. Gear inventories are being done at each company.
- i. Requested addition to the May regular meeting agenda: Recruitment and Retention has created a city-wide new member application which includes the procedure for background checks.
- j. The BOFC is welcome to sit in on a presentation from Emergency Reporting of cloud-based software at the next Officers Council meeting on April 9, 2013, at 7 p.m. at Company 3.
- k. A regatta will take place this weekend in the lower Housatonic. An incident command from the Shelton Fire Department has been requested. Also stated that there is a motorcycle parade in honor of Sandy Hook that the SFD has been asked to provide a command post for. Commissioner Ullrich asked whether the communication has improved from the town regarding events such as the regatta and parade. Chief Jones said that it has not improved significantly and was something that could be looked at through the Public Safety Director's office.

1. New Car 1 is here and in service; the SFD has 4 spare cars—one at each of the firehouses for Fire Police use.

Commissioner Mike Ullrich made a MOTION to accept the report from Chief Jones.
Commissioner Ben McGorty SECONDED.
A voice vote was taken; motion passed unanimously.

2. Fire Marshal James Tortora

Report was received. Attached hereto:

Shelton Fire Department
 Office of the Fire Marshal
 Monthly Summary 2013

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<i>Inspections</i>	85	77	109										271
<i>Blasting Permits Received</i>	0	0	1										1
<i>Complaints Received</i>	0	0	2										2
<i>Responses & Investigations</i>	20	20	11										51
<i>Building Plans Submitted</i>	3	4	18										25
<i>Conducted Plan Reviews</i>	12	14	16										42

Inspection Classifications (Part time Staff)		Total to Date
A	Multi-family Structures	
B	Residential Board & Care Facilities	
C	Convalescent Hospitals	
D	Child Day Care Centers	
E	Schools	
F	Hotels	
G	Assembly	
H	High Rise Structures	
I	Storage/Warehouses	
J	Business	
K	Industrial	
L	One & Two Family	
M	Tank Truck	
N	Lodging & Rooming House	
O	Business or Mercantile w/Residential	
P	Mercantile	

3. **Commissioner Mike Maglione, Chairman:** No report.
4. **Commissioner McGorty, Vice Chairman:** No report.
5. **Commissioner Ullrich:** Stated that the March meeting of the Policies, Rules & Regulations committee was not held due to meeting with the Board of Aldermen. It will either be rescheduled or held on April 22, 2013, the date of the regular meeting of the committee.
6. **Commissioner Sabatino:** No report.
7. **Commissioner Tagg:** No report.

ADDITIONS TO AGENDA:

Commissioner Justin Sabatino made a MOTION to add to the agenda under **New Business: 7) Letter from Mike Kollar requesting change of hire date.** Commissioner Ben McGorty SECONDED. A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. LOSAP Plan Summary Amendment 1

Paul Hays, LOSAP Awards Committee Chairman, stated that the committee has developed documentation on the awarding of points for attendance at events happening at the same time.

Commissioner Justin Sabatino made a MOTION to table the matter of LOSAP Plan Summary Amendment to the next regular or special meeting of the BOFC. Commissioner Ben McGorty SECONDED.

A voice vote was taken; motion passed unanimously.

2. Review language for hose and ladder testing bids

The commissioners discussed the bids as presented by Commissioner Ullrich. The option to have pricing for repair and retest for large diameter hose was discussed.

Commissioner Justin Sabatino made a MOTION to accept the hose testing bid as amended. Commissioner Ben McGorty SECONDED.

A voice vote was taken; motion passed unanimously.



City of Shelton Fire Department Board of Fire Commissioners

Hose Testing Bid 2013

Purpose: To test fire department Hose per NFPA 1962.

Scope: The successful bidder shall complete the following;

1. Removal
2. Repacking – Ensuring that all couplings are coupled together
3. Categorizing
4. Hose Marking
5. Recording
6. Nozzle Operation and Condition

All work is to be done at the Individual fire stations unless otherwise directed. A computerized detailed findings report shall be filed with the Shelton Fire Department keeper of records.

The following Hose sizes are to be tested. Please provide 1year and 2 year bid pricing.

1. 5" Hose
2. 3" Hose
3. 2 ½" Hose
4. 2" Hose
5. 1 ¾" Hose
6. 1 ½" Hose
7. Soft Suction Hose

Workmanship shall be guaranteed for at least 6 months from the date of testing. Any questions about coupled couplings shall result in the company coming back to remove and repack hose.

Option 1 – Provide pricing to repair 5" LDH hose on site.



City of Shelton Fire Department Board of Fire Commissioners

Suggested Vendors for Hose Testing Bid

Fire One

P.O. Box 1040
Drexel Hill, PA 19026
610-789-2188

Waterway

P.O. Box 92
Hyde Park, NY 12538
845-242-6114
845-698-4014 Fax

Safety First Fire Hose

P.O. Box 471
Averill Park, NY 12018
518-892-5860

Fail Safe Testing

P.O. Box 272
Monmouth Beach, NJ 07750
732-728-0739
732-656-0110 Fax

Commissioner Ullrich stated that the ladder testing would include ground, aerial and the bucket truck.



City of Shelton Fire Department Board of Fire Commissioners

Ladder Testing Bid 2013

Purpose: To test fire department ground ladders and aerial devices per NFPA 1932 and NFPA 1911.

Scope: The successful bidder shall complete the following;

1. Ground Ladder Service Testing.
 - A. Removal of ladders from apparatus to testing area
 - B. Cleaning of all labels
 - C. Annual maintenance
 - D. Strength test
 - E. Labels (Installation of new labels on all ladders that pass and need labels).
 - F. Roof hook test if applicable
 - G. All other tests as required by NFPA standards

2. Aerial Device Performance Test
 - A. Visual inspection
 - B. Drift test
 - C. Load test
 - D. Aerial test
 - E. Operational inspection
 - F. Non-destructive inspection
 - G. Hydraulic oil analysis
 - H. Ultrasonic testing
 - I. Magnetic particle examination
 - J. All other test as required by NFPA standards

All work is to be done at the Individual fire stations unless otherwise directed. A computerized detailed findings report shall be filed with the Shelton Fire Department keeper of records.

The following apparatus are to be tested. Please Provide Bid pricing for 1 year and 2 years.

1. Engine 2
2. Engine 4
3. Squad 5
4. Tower 7 (1996 KME aerial cat 95' Platform)

5. Squad 30
6. Engine 32
7. Engine 35
8. Ladder 33 (1981 Seagrave 100' ladder)
9. Engine 42
10. Engine 43
11. Engine 44
12. Rescue 45
13. Engine 52
14. Engine 53
15. Truck 55
16. Tanker 59
17. Alarm Truck 6
18. Approximately 1500' of ground ladders



City of Shelton Fire Department Board of Fire Commissioners

Suggested Vendors Ladder Testing Bid

Fire One
P.O. Box 1040
Drexel Hill, PA 19026
610-789-2188

Testing Unlimited Corporation
201 Beecher Drive
Southbury, CT 06488
203-805-1400

Century Ladder Testing Company
86 Woodland Rd.
Middlebury, CT 06762
Neil Perrotti
203-527-3298

American Test Center
2773 Prairie Drive
P.O. Box 408
River Falls, WI 54022-0408
1-800-451-9087

Commissioner Justin Sabatino made a MOTION to accept the ladder testing bid as presented. Commissioner Ben McGorty SECONDED.

A voice vote was taken; motion passed unanimously.

3. Appoint training assistant for Echo Hose Company 1

Commissioner Justin Sabatino made a MOTION to move the appointment of training assistant for Echo Hose Company 1 to Executive Session. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

4. Schedule special meeting for evaluations of appointed positions

Commissioner Justin Sabatino made a MOTION to schedule a Special Meeting of the Board of Fire Commissioners for Tuesday, April 22, 2013, at 7 p.m. with the following agenda items: 1) review of evaluations of appointed positions; b) policy for no personal radios; c) review of apparatus bids; and d) LOSAP amendment. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

5. Review mechanic job descriptions

Commissioner Justin Sabatino made a MOTION to table the item review of mechanic job descriptions to the next regular meeting of the BOFC. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

6. Technology update

Chief Jones stated that Emergency Reporting will make a presentation on software at the next meeting of the Officers Council on Tuesday, April 9, 2013, at 7 p.m.

H. NEW BUSINESS

1. Budget transfers

Chief Fran Jones discussed projected shortfalls in the next three months and made the following proposals for budget transfers:

- a. \$15,000 from Personnel Training to Physical Exams
- b. \$20,000 from Regular Payroll and \$8,000 from Building Maintenance to Motor Vehicle Maintenance
- c. \$11,000 from Regular Payroll to Part-Time Employees line item due to expectation of use of more day-rate employees
- d. Transfer to Storm watch which currently is in the negative \$34,000

- e. \$15,000 from Professional Services to Pension Incentive to meet the amount owed.

Discussion ensued. Commissioner McGorty asked about the use of volunteers versus paid drivers for the radio testing duties. Commissioner McGorty also inquired about a backup plan if regular payroll line item is not approved.

Commissioner Ullrich suggested the possibility of special appropriations to cover some of the items and the fuel and vehicle maintenance line items with excess funds that could be used for transfers.

Chairman Maglione suggested making the transfers for Physical Exams, Motor Vehicle Maintenance and LOSAP. He suggested having a conversation with A&T on the other items.

Commissioner Justin Sabatino made a MOTION to approve and present to the Board of A&T the following transfers: 1) \$20,000 from Regular Payroll and \$8,000 from Building Maintenance to Motor Vehicle Maintenance; 2) \$15,000 from Personnel Training to Physical Exams; and 3) \$15,000 from Professional Services to Pension Incentive Awards. Commissioner Ben McGorty SECONDED.

A voice vote was taken; motion passed unanimously.

2. Award of Fire Act Grant \$447,219.00

Commissioner Maglione announced that the SFD was awarded the Fire Act Grant in the amount of \$447,219.00. The breakdown on the grant has not yet been received.

3. Self-contained breathing apparatus specs

Commissioner Sabatino stated that he would like the issue returned to the Officers Council. Chief Jones discussed the spec committee's work and stated that the specs were forwarded to the BOFC for input and requested that the commissioners review and provide any feedback. Discussion ensued. Commissioner McGorty asked if it was possible for the spec committee to issue a letter to the BOFC stating the committee's recommendation by the May meeting of the BOFC. The commissioners also discussed with Chief Jones the request for minutes to be taken at meetings of the committee.

Commissioner Ben McGorty made a MOTION to table the matter of self-contained breathing apparatus specs to the next regular meeting of the BOFC. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

Commissioner Ben McGorty made a MOTION that the spec committee for the self-contained breathing apparatus provides a formal recommendation to the BOFC by the next regular meeting. Commissioner Justin Sabatino SECONDED.

A voice vote was taken; motion passed unanimously.

4. Turnout gear specs

Chairman Maglione stated that he will forward the emailed specs to ensure that all commissioners have them; Chief Jones said he would provide hard copies as well. Chief Jones asked the commissioners to again review the documents and provide feedback for the committee so they can move forward on the specs.

Issues with gear design were discussed in regard to the bailout gear pockets and bag and the fit of the pants. It was recommended that when it is time to go to bid, vendors should bring samples of the gear.

Commissioner Justin Sabatino made a MOTION to table the matter of turnout gear specs to the next regular meeting of the BOFC. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

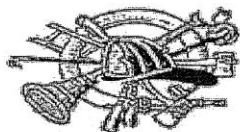
5. Apparatus bids

Chairman Maglione clarified that this is apparatus bids (financial).

Commissioner Justin Sabatino made a MOTION to table apparatus bids to the special meeting of the BOFC on April 22, 2013. Commissioner Ben McGorty SECONDED.
A voice vote was taken; motion passed unanimously.

6. Fire Police for Company 1

Commissioner Ullrich presented, per the request of Company 1's fire captain, the names of two members, Kevin Buchanan and Christine D'Auiluzio for Fire Police.



Echo Hose, Hook & Ladder Co.
No. 1, Inc.

P.O. Box 204

Shelton, Conn. 06484

4/1/13

Board of Fire Commissioners,

Please appoint the following members of Echo Hose Hook & Ladder Fire Co.#1 to Fire Police for the department:

Kevin Buchanan FDID 1041
Christine D'Auiluzio FDID 1115

Respectfully,

Captain Steve Hoffmann
Echo Hose H&L Co.1
Shelton Fire Department

Commissioner Mike Ullrich made a MOTION to approve the following Fire Police for Company 1: Kevin Buchanan and Christine D'Auiluzio. Commissioner Ben McGorty SECONDED.
A voice vote was taken; motion passed unanimously.

7. Letter from Mike Kollar requesting change in hire date

Commissioner Justin Sabatino made a MOTION to table the matter of Mike Kollar's request for change in hire date to the next regular meeting of the BOFC. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION

Commissioner Mike Ullrich made a MOTION to go into Executive Session to discuss the appointment of training assistant for Company 1. Commissioner Ben McGorty SECONDED.
A voice vote was taken; motion passed unanimously.

Executive session began at 8:49 p.m.

The BOFC invited Fire Chief Fran Jones into Executive Session at 9:02 p.m.

Commissioner Mike Ullrich made a MOTION to end Executive Session at 9:04 p.m. Commissioner Ben McGorty SECONDED.
A voice vote was taken; motion passed unanimously.

Executive session ended at 9:04 p.m. No motions were made during executive session.

Commissioner Mike Ullrich made a MOTION to appoint Kevin Lantowsky Training Assistant for Company 1. Commissioner Ben McGorty SECONDED.
A voice vote was taken; motion passed unanimously.

J. REMARKS FOR THE GOOD OF THE DEPARTMENT

K. ADJOURNMENT

Commissioner Justin Sabatino made a MOTION to adjourn the meeting. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

Meeting adjourned at 9:06 p.m.

Respectfully submitted,

Katie Gilbert
Katie Gilbert
Clerk