Commissioners Present:
Gary Field, Commissioner
John Sonsini, Commissioner
Bruce Kosowsky, Vice-Chairman

Also Present:
Francis Jones, Fire Chief
JoLynn VanWart, Training Coordinator

A. CALL TO ORDER
The meeting was called to order at 7:30 pm by Vice-Chairman Kosowsky.

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

C. PUBLIC PARTICIPATION
None

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting April 6th, 2010
Commissioner Field motioned to approve the minutes of the regular meeting on April 6th, 2010. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS
Budget Report, Quartermaster Notice of Vacancy, Memorandum to Chief Jones about recording devices, and a ‘thank you’ letter from Store Manager of Cumberland Farms about Echo Hose Fire Department.

F. REPORTS

1. Fire Chiefs Report Francis Jones
Commissioner Field motioned to accept the Fire Chief's report as submitted. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.
City of Shelton Fire Department
Office of the Chief

To: Board of Fire Commissioners
From: Francis T. Jones III
Subject: Monthly Report – April
Date: 4/30/10

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of April of the fiscal year 2009 - 2010. This is a list of completed tasks and a short list of those tasks and projects in progress.

1) Frequency acquisition continues to be a top priority moving forward into budget year 2010 - 2011. Representatives from the BOFC’s, Public Safety Council, I met during April to discuss frequency acquisition. The BOA approved funding from special appropriations to fund needed radio equipment and continue the process of frequency acquisition.

2) I would like to thank the BOFC’s and Administrative Assistant Taylor for their diligent work obtaining PO’s for the installation of a Command Module in Car 1 & Radio, Lighting, and decals work to be completed on Car 4.

3) I would like to thank Commissioner Kosowsky, Commissioner Field, and A/J Tevolitz for their efforts to acquire additional compatible mobile radios and repeaters for Cars 3, 4, and 5.

4) During the month of April, the Command Officers of the City of Shelton including the Police Chief, Police Captain, Police Lieutenant, Fire Chief, A/J of EMS and OEM Director attended ICS 300 & 400 training as required by NIMS. This was sponsored by the Shelton FD and Echo Hose Ambulance at their Howe Avenue training center.

5) I have been working with the SFD Officers, SPD, and EMS to update our SFD Dispatch Protocols. I am hoping to have a final product out by June 2010, upon completion of the updates training will be conducted to all SFD Officers, and SPD Dispatchers and their supervisors. In addition when new dispatchers are hired by the SPD, they will begin to receive training from the SFD on the dispatch protocols through the SFD, and will be provided a tour of each firehouse.

6) Commissioner Field and I spend a few hours at Central Storage during the month of April organizing and cleaning up the area. Additional needed batteries have been ordered for SCBA Packs, meters, and flashlights.
7) I would like the BOFC's to declare surplus, (2) non operating wet dry back packs, (2) Combustible Gas Meters, and (4) non supportive multi gas meters, and boxes of non repairable gear located at Central Storage, in order to further clean-up the area.

8) Shelton Fire Lieutenant Joe Martus stepped down as Fire Lieutenant during the month of April, due to moving out of state to South Carolina with his family. Shelton Fire Company # 4 promoted Firefighter Jack Brand Jr. to Fire Lieutenant until a special election by their fire company.

9) All SFD apparatus is being scheduled for their yearly, DOT, Brake Inspection, and Pump Testing, this will occur over the months of May and June.

10) Engine 32 was O.O.S during the month of April for one and half weeks due to a problem with the steering box. Engine 4 was temporarily relocated to Company # 3 during that timeframe. Engine 32 has returned to full service.

11) Engine 53 was damaged responding to a fire call during the month of April, there were no injuries, but the Hydraulic Ladder Arms, and a 35ft & 14ft roof ladder were broken and will need replacement. Apparatus Superintendent Brown, A/C Tevolltz, and Commissioner Kosowsky are working on securing the needed replacement parts and funding. Upon an investigation through the Chief's Office, it appeared that the hydraulic ladder racks may not have been in the nested position. These ladder racks were over 25 years old and may have been the contributing factor. As the apparatus exited the building the roof ladder caught the edge of the firehouse, thus causing the damage.

12) The SFD responded to a couple significant calls during the Month of April, all fire companies performed well at these incidents. Those calls included extrications, and a working house fire.

13) I would like to encourage the BOFC's to immediately move forward on filling the following approved budgeted positions within the fire department for Deputy Chief, Recruitment Officer, and Administrative Associate (Carry over from previous reports for action to be taken)

14) I would like to recommend that the salvageable components of the municipal fire alarm system be donated to the cities of Ansonia & Derby which still maintain a municipal alarm system. Currently, the SFD municipal fire alarm system has been de-commissioned. I have obtained a detailed list of the remaining equipment from our contracted alarms mechanics of the remaining inventory of the municipal fire alarm system. The following items that still need to be removed by our contracted alarm mechanics are the digitizers, batteries, and the fire alarm circuit wires on the telephone poles. Approximately 50% of the wires have already been removed from telephone poles over the past year. (Carry over from previous reports for action to be taken)
15) Upon the surplus of old fire alarm equipment, I would like to suggest that the old Fire Alarm Room located on the apparatus floor at Echo Hose be delegated for use by the Shelton Fire Department for the office space to be used by the Assistant Chief's.

16) I also like to seek approval to have the contracted alarm mechanics work with our radio service provider to upgrade the fire sirens at each Fire House, to a radio controlled system. This system will be compatible with our new console at Police Headquarters, and will serve as a tertiary warning device, and could also be used during natural disasters. This function will be funded in part with special appropriations from the BOA as approved at their April Meeting.

17) I would like to purchase (4) Automatic Call boxes, one to be placed on each firehouse as a replacement to the old municipal fire alarm system. These call boxes use the telephone system to activate 911. These call boxes will enhance public safety, by providing access to 911 at the front entrance to our fire stations, since our fire houses are not manned 24/7. (See informational packet) (Carry over from previous reports for action to be taken)

18) Ladder testing was completed this March. The preliminary report found that all aerial trucks passed, with some minor needs to be addressed through the Superintendent of Apparatus. All apparatus currently have ground ladders that are in-service. The testing company needed to make a few repairs as they tested the ladders, such as a few halyards needed replacement. Unfortunately, a few ground ladders during inspection failed and were replaced with spare supplies. We are now in need of replacing these spare ladders, (1) 24ft, (4) 14ft Roof Ladders, and (2) 10ft Attic Ladders have failed the ladder test. Funding will need to be secured to purchase additional ladders. As of this report no action has been taken.

19) SCBA Posi Checks and SCBA Bottle Hydro Testing is still in progress, numerous air-packs, masks, and bottles have been repaired or tagged O.O.S for repair/replacement. Additional funding may be needed to be secured to purchase additional repairs/replacement of SCBA.

20) Hose testing began on March 31st. The SFD needs to immediately replace the following amount of hose that failed during test. (See attached report) As of this time bids are being drawn up by Commissioner Kosovsky for review at the May – BOFC’s meeting.

21) The SFD participated in a Touch a Truck event at Elizabeth Shelton School that was well attended. The SFD received much praise at the event.

22) Marine 1 is in need of routine service, as well as a mooring cover, and bottom paint. (Carry over from previous reports for action to be taken)
23) Marine 4 is also in need of routine service. (Carry over from previous reports for action to be taken)

24) Ladder 33 is to be re-scheduled for repairs at Gowns & Knight to repair issues with the Tank to Pump Valve and Window Wipers has been delayed until May. (Carry over from previous reports for action to be taken)

25) I would also like to purchase updated Ice and Water Rescue Equipment. (2) Dry suits for Company # 4, and (2) Mustang Immersion Suits for Companies 1, 3, and 5, and (4) Exposure Suits for Companies 1 & 5. This will replace old & worn equipment. (Carry over from previous reports for action to be taken)

26) I would like to suggest that a preventative maintenance program and contract be developed for 2010 for all, generators, Hurst tools, and small engines (Chain Saws, Vent Saws, Ect). This service is very important, since our tools are not run on a regular basis, thus causing the new Ethanol based fuels to separate from the gasoline causing problems with small engine operations. In addition the Ethanol is very corrosive to rubber products, such as fuel lines. This plan should be formally adopted by the BOFC’s. (Carry over from previous reports for action to be taken)

27) I would like to suggest that a preventative maintenance program and contract be developed in 2010 for all of our hazardous material meters, thus reducing the problems that occurred this year with multiply meter failures. This plan should be formally adopted by the BOFC’s. (Carry over from previous reports for action to be taken)

28) I would like to know the status of the purchase of additional four gas Bio-system meters to standardize our SFD meters for Huntington Fire Company & the Company Assistant Chiefs as requested in my December 2009 report. (Carry over from previous reports for action to be taken)

29) The Apparatus Replacement Committee has finalized their plans. Specifications for a new Squad 5, Squad 30, Engine/Quint 44, and Engine/Quint 53 are complete. I would like to encourage that we look into purchasing these vehicles to replace our aging fleet of vehicles. My only change to the proposed specifications is, that I would like to see both Rescue Trucks be identical copies of each other, this will reduce the over cost of these vehicles and will provide standardization of resources. I would like to suggest using the Huntington Specification as a template for this purchase. The only difference would be in overall height of the Rescue Vehicles, the Huntington Rescue has a height restriction due to apparatus bay height restrictions at Station # 3. The (2) Engine/Quint specifications are very similar the only difference is due to length and maneuverability requirements needed for Engine/Quint 44. Otherwise these are almost identical replicas. I have met with the Mayor to discuss these purchases and distributed a modified plan that works within our Capital Improvement Plan to the Mayor and Officers Council. (Carry over from previous reports for action to be taken)
30) The public safety committee in continuing to work with our vendor in acquiring new frequencies for the SFD, and upgrading our current radio infrastructure. The next upgrades will be for additional (10) MT-1500 portables, and UHF radios for Engine 35, Tanker 59, and Tower 7 and (2) USB devices for White Hills and SPD to decrease power surges attacking our radio system, I would also like to upgrade our Pine Rock Base station with a remote, and t- lines this will then allow all the fire companies communications between each other, and the ability to transmit tones from different bases. Funding secured through special appropriations by the BOA.

31) I would recommend that the BOFC’s immediately seek funding through special appropriations upon receiving and selecting a vendor through the bidding process for the much needed structural firefighting gear. I have provided a copy of our current gear needs to each Commissioner and the Quartermaster for review. After reviewing the inventory list, I would like to suggest 70 sets of turnout gear be acquired to replace the old, and un-safe gear immediately. In addition, I would suggest that Helmets, Gloves and Boots (rubber/leather) also be bid ASAP. I would then suggest that we look into purchasing another 50 sets of gear next year, this will replace marginal gear that will need replacement within the next one – two years. (Carry over from previous reports for action to be taken)

32) I would like to suggest that a BOFC’s move forward with the creation of a Facilities Renovation and Replacement sub-committee of the BOFC’s. I would also like to suggest that each fire company participate by assigning a Company Officer to this committee and for the committee to also include the respective Company Assistant Chiefs. I would also like the BOFC’s to ask the BOA to formally consider putting together a fire house renovation/building committee and to provide funding for engineering studies. (Carry over from previous reports for action to be taken)

33) A/C Ullrich, the Records Keeper and Secretary are in the process of updating, and notifying all Shelton FD members to complete their annual medicals and re-certs. Failure to complete these OSHA requirements will result in change of status as defined by the I-2 policy. Notice of status changes for non compliance shall be sent to the Respective Assistant Chiefs and Records Keeper. Members not meeting the I-2 Policy have had their Structural Status within the SFD changed to Station Help, until providing documentation of Structural clearance. Twelve members had their status reduced temporarily. All but, three have return to structural status.

34) A/C Ullrich is completing a safety review of all firehouses, gear, equipment and apparatus. He has completed Companies 3 & 5. All deficiencies noted have been forwarded to the respective Commissioner or city agencies for mediation. Still awaiting a final report from Companies 1 & 4.
2. Fire Marshal James Tortora
Commissioner Field motioned to accept the Fire Marshal’s report as submitted. Commissioner Sonsini seconded the motion.  
**A voice vote was taken; motion passed unanimously.**

3. Training Coordinator – JoLynn VanWart
Commissioner Field motioned to accept the Training Coordinator’s report as submitted. Commissioner Sonsini seconded the motion.  
**A voice vote was taken; motion passed unanimously.**

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City of Shelton Fire Department  
Training Coordinator

To: Board of Fire Commissioners  
From: Jo Lynn Van Wart  
Subject: Monthly Report – May, 2010

Commissioners,

The following is the Shelton Fire Department training report for May 4, 2010

Training:
- SFD–FF2 certification class utilizing E-learning combined with practical training. Students completed the State practical exam on 4/18. There was 1 student failure and 1 student could not take the test due a mix up at the State level. Written test is scheduled for 5/12 at Co#4.
- FF1 classroom and practical evolutions were completed on 4/26. Hazmat/WMD per 2008 NFPA 1001, 472 Standard will begin May 3rd with an expected completion the end of June.
- Draeger Certification classes for Level 1 and II certification took place at Co#5 April 30, May 1 and 2nd. Approximately 8 students were in attendance.
- IS300 and IS400 daytime classes were held at Echo Ambulance training center. Weekend classes were cancelled due to low enrollment. They will be rescheduled at a later date.

Future Training:
- FOI will be offered in the near future as well as 2Q, FSI, etc.
- Incident Safety Office will be offered in the late summer or early fall. This is the formal 16 hour approved class. It is the only class that can be taken for those wishing to run for office at the end of the year. This class is permanently in place and is the only one approved. It will be offered both daytime and weekends if necessary to accommodate but at least 10 students must attend to have a class.
- Citywide boat drill will be held after Co#1 finishes working with Co#5
- Training notebooks for each company continue to be processed to standardize and inform officers of the required training for compliance for OSHA.
- 2Q/CDL training classes are in the process of being established. Valley Fire School will be the trainers.

RIT certificates were received on 4/22/2010 from VFS for the students who took it in 2009. A copy of the certificates is being given to the BOFC so that each of the students can be reimbursed the $100 cost which has been pending since 2009.
4. Quartermaster Report - none

5. Commissioner Sonsini – Handed in specs for Truck, Marine 1 will be put in water again this year, and Quarter Master Position

6. Commissioner Connolly - none

7. Commissioner Field – Spoke about P.O. checks done by Survival Group

8. Commissioner Kosowsky – Need to change P.O. back to Apparatus Maintenance

F1. ADDITIONS TO AGENDA:
Commissioner Sonsini motioned to add items 2 (truck specs), 3 (Quartermaster position), 4 (reimburse training), 5 (alarm division surplus) to Old Business and 1 (marine 1), 2 (surplus equipment), 3 (surplus from central storage), and 4 (alarm phone) to New Business. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. Bids
We still need to go out for hose bid and fire alarm bid. Couple different types they can go with. Broke out prices according to length of links they decide on.

2. Truck Specs
Commissioner Sonsini motioned to have a work session on May 11th, 2010 at 7:30. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

3. Quarter Master Position
Commissioner Sonsini motioned to approve the changes to the Job Description for the Quarter Master. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

4. Reimburse Training
Commissioner Field motioned to pay both bills for training certificates and receipt for $177.00. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

5. Alarm Division Surplus
Commissioner Sonsini motioned to declare the fire alarms, as stated, as surplus. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

1. Marine 1
2. **Surplus Equipment**
Commissioner Sonsini motioned to declare the car surplus at Echo Hose. Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

3. **Surplus from Central Storage**
Commissioner Sonsini motioned to surplus the fire gear and other items at Central Storage. Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

4. **Alarm Phones/ Call Boxes**
Commissioner Sonsini motioned to purchase four phones coming out of Building Maintenance fund. Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

Commissioner Sonsini motioned to amend previous motion to include buying a sign to go with phones. Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

Commissioner Sonsini motioned to go back to F1 Additions to Agenda, under New Business and add 5 (transfers of funds). Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

Commissioner Sonsini motioned to go back to New Business / 5 (transfer of funds). Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

5. **Transfer of funds**
Commissioner Sonsini motioned to give Vice-Chairman Kosowsky permission to transfer $6,000 to Motor Vehicle fund. Commissioner Field seconded the motion.
A **voice vote was taken; motion passed unanimously.**

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

**MEETING ADJOURNED AT 9:00 p.m.**

Respectfully submitted,

*Kimberly Wells*
Kimberly Wells / Clerk

1 Tape on file in the Town Clerk’s office