



**BOARD OF FIRE COMMISSIONERS**

**REGULAR MEETING MINUTES**

**Tuesday, May 6, 2008**

**Shelton City Hall**

**Room 204**

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Commissioners present: Robert Araujo, Chairman

Merle Chase

John Sonsini

Gary Field

Bruce Kosowsky

Assistant Chief Hungo

Assistant Chief Ullrich

Assistant Chief Nick Verdicchio

Paul Hays, Chairman of the Awards Committee

Jim Higgins

Fred Musante - Huntington Herald

**A. CALL TO ORDER**

Chairman Araujo called the Special Meeting of the Board of Fire Commissioners to order at 7:30 P.M.

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**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **C. PUBLIC PARTICIPATION**

Paul Hays, Chairman of the Awards Committee states I have public participation.

Chairman Araujo states we have that under Item G.

### **D. APPROVAL OF MINUTES**

**COMMISSIONER FIELD MOTIONED TO TABLE THE APPROVAL OF THE MEETING MINUTES OF THE REGULAR MEETING FROM APRIL. SECONDED BY COMISSION CHASE. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

### **E. COMMUNICATIONS**

1. Fourth of July Picnic data.
2. Charter Revision - Charter Revision Commission has asked for proposed language for the Charter - Commission Chase was asked to speak with Lisa to see what the availability is for Charter Revision Commission for the next week and we can have a joint meeting.
3. Letter from the Fire Marshall with a copy of their report for 2007.
4. Letter from the Fire Marshall in response to our letter to them.

5. Letter from Company #1 for the dates to serve alcohol.

#### **F. REPORTS.**

1. Fire Chiefs Report - The Chief's report is present
2. Fire Marshal James Tortora - present except for current information.
3. Training Coordinator - Francis Jones - Ask the Training Coordinator to come in for our next meeting. We have a whole series of training requests. - Ask Lisa to ask Fran to come to the next meeting to go through objectives.
4. Quartermaster Report - Jack Brand, Jr. - report present - Demo gear response have been given the ok with the specs and policy. Request a letter stating the finding. Chief states to remove the turnout gear from central storage. Before Chief can pull gear from storage a letter from the Quartermaster is necessary.

Commissioner Kosowsky states that I am confused, first I received an estimate for SCBA packs that I sent out to the survival group and after lengthy conversation with the purchasing agent, he is saying we need three quotes.

Commissioner Chase states I spoke with Jack today and he states there are two sources for repairs so purchasing agent states we need to go out to bid.

Why don't we do this, can we ask him for a conference call to discuss this.

5. Commissioner Sonsini - very active with the Charter Revision and will discuss this later with the agenda.

6. Commissioner Chase - We have some open p.o.'s. We only have 18 p.o.'s being held back at this time. Have Lisa due this and send it out by email to all of us.

7. Commissioner Field - Last month we voted on universal tools and Jack states he will not hand them out without a letter from us.

P.O.'s at the end of the budget year, I would like to make a recommendation to I would like to make a recommendation, we hold them for approval from the Chairman.

Chairman Araujo states we put the p.o.'s into a folder and have Lisa have them and I will come in and sign them. We have to make sure we do not overspend our accounts at this time of year.

Commissioner Kosowsky states the problem we have on this is that every time you pick up the newspaper and read it, you see all I see is comments about departments returning money. To me it's not fair, with all the work we do, when we put the requisition into the system and it gets held up. So now that creates a problem which is encumbered on our system. We go through a budget process and it is approved by the Board of Aldermen and then it gets held up.

Chairman Araujo states we asked Commissioner Chase to do a spread sheet and we are down to about 15 purchase orders that are outstanding at the present time. Those are all big ticket items states Commissioner Kosowsky and we cannot write any new purchase orders until they are taken care of.

Even so, we have the visibility on the items and tag them as committed dollars or we take that out and put it in for next year if it isn't going to be covered this budget year states Commissioner Araujo.

Sounds good but look at what happened with the training budget states Commissioner Kosowsky. It went to the trip and now it's not covered.

Create a funnel so we can see the p.o's and Lisa can make sure to us to get signed off and make sure it goes through the system.

**COMMISSIONER CHASE MOTIONS FOR ALL PURCHASE ORDERS TO BE SEEN BY COMMISSIONER ARAUJO BEFORE SENT OUT. SECONDED BY COMMISSIONER KOSOWSKY.**

**A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

8. Commissioner Kosowsky - We are held up at the portables and the other thing on the new base station maybe end of May beginning of June sometime. Pagers will probably have to wait until next budget year.

9. Chairman's Report - Commissioner Araujo - Vehicles.

**COMMISSION CHASE MOTIONS TO ASK FOR WAIVER OF BID FOR THE 2002 CHEVY SUBURBAN WHICH IS OUTFITTED FOR A FIRE DEPARTMENT. FUNDING IS MADE AVAILABLE FROM THE BOARD OF ALDERMEN. SECONDED BY COMMISSIONER FIELD. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

#### **G. OLD BUSINESS**

1. Awards Program - Presented by Paul Hays, Chairman of the Awards Committee. See Attachment.

**COMMISSIONER FIELDS MOTIONS TO ACCEPT THE RECOMMENDATION, DRAFT #8, OF THE COMMITTEE. NO SECOND**

**COMMISSIONER KOSOWSKY MOTION TO BRING DRAFT TO THE COMPANIES FOR THEIR REVIEW AND RECOMMENDATION. SECONDED BY COMMISSIONER CHASE. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

2. Policy A-4 Appointment Process.

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

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POLICY # A-4

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**TITLE: APPOINTMENT PROCESS COMMAND – LINE POSITIONS AND DIRECT APPOINTMENTS**

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The appointment process for the command-line positions of the Fire Chief, Deputy Fire Chief shall be as follows:

A4.1 The Board shall notify all Fire Companies and publicly post a list of vacancies along with the job description and application instructions.

A4.2 The Human Resources Department shall coordinate the testing of candidates for positions as requested by the Board of Fire Commissioners.

A4.3 A technical oral examination conducted by a panel of three qualified individuals holding a rank equal or above of the tested position. One member of the panel shall hold a rank equal or above in a volunteer fire department similar in the operational size of the Shelton Fire Department. The other members of the panel shall consist of qualified individuals working within the Public Safety and Emergency Services. Any deviations from this panel will require the Board of Fire Commissioners approval.

A4.4 The panel will provide4 numeric scores based on the technical oral examination.

A4.5 The Human Resources Department shall submit to the Board of Fire Commissioners a rank order list based on the issued scores.

A4.6 The Board of Fire Commissioners will conduct interviews of the top five scorers. As part of the final selection process, the candidates time availability and emergency response capabilities will be considered.

A4.7 All positions not considered command-line positions may be filled by direct appointment of the Board of Fire Commissioners as provided by the City Charter.

A4.8 All part-time, temporary, seasonal or stipend positions are not considered to be full-time or Merit System Employees.

A4.9 All appointments by the Board of Fire commissioners will be processed applicable to the provisions stated in the City Charter.

A4.10 The term for the positions is specified in the Policy A.3.

**COMMISSIONER CHASE MOTIONS TO ACCEPT THE NEW POLICY A-4 APPOINTMENT  
PROCESS COMAND - LINE POSITIONS AND DIRECT APPOINTMENTS. SECONDED BY  
COMMISSIONER KOSOWSKY. A VOICE VOTE WAS TAKEN. MOTION PASSED  
UNANIMOUSLY.**

3. Fitness Program -

**COMMISSION KOSOWSKY MOTION TABLE THIS UNTIL FORMAL QUOTE COMES IN.  
SECONDED BY COMMISSIONER CHASE. A VOICE VOTE WAS TAKEN. MOTION PASSED  
UNANIMOUSLY.**

4. Charter Revision - Commissioner Sonsini States we have had two meetings one Sunday and one tonight. 6.9.3.5 Fire Chief we will have a conflict there because I think there is only a two year appoint and should not exceed five years states Chairman Araujo.

6.9.3.1 City of Shelton Fire Department headed by Fire Chief is going to be headed by such existing Fire Companies and other fire companies redeemed necessary by the Board of Fire Commissioners and the Fire Chief and approved by the Board of Aldermen.

Commissioner Kosowsky states what do we have here? The Mayor will appoint the Chairman and then the Chairman will tell us all what our duties are. There will be a subcommittee and all subcommittees will assign duties to all commissioners. This is a ten year program and with all of this you eliminate the Board of Fire Commissioners for ten years.

Commissioner Sonsini states as working on this once as an officer and now as a commissioner. I believe what was done here and working with all, I think a lot of time was put into this and I do not believe there is favoritism and I am not a lawyer, as Commissioner Kosowsky was saying putting in all officers maybe we don't. We did discuss certain things in here about the Chief instead of finiting it on here for a ten year plan but put it in the policy of the job description. Things due change.

We took the Shelton Fire Department and put it back together with the six assistant chiefs and the new commissioners. We need to listen to all comments and take them into consideration.

Commissioner Chase states that I typed up the 1994 Charter and what we have now so we can compare and take things and combine them and come up with the a good suggestion for the Charter Revision Committee.

Commissioner Field states other than appointments report to the Fire Chief exception of the office staff. Chairman Araujo states I don't approve of that.



Discussion on tape.

Chairman Araujo states that let us digest this information and meet next week with the Charter Revision Committee to discuss this.

#### **H. NEW BUSINESS**

##### **1. Budget Transfers**

- A. Fuel – request for \$5,000 – went through \$18,000

**COMMISSIONER CHASE MOTIONS TO TRANSFER FROM \$8,000 FROM STORM WATCH TO FUEL AND \$8,000 TO VEHICLE MAINTENANCE AND THE REST COMMISSIONER KOSOWSKY AND CHAIRMAN ARAUJO TRANSFER WHATEVER ELSE NEEDS TO BE TRANSFERRED. SECONDED BY COMMISSIONER FIELD. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

#### **J. ADJOURNMENT**

**COMMISSIONER KOSOWSKY MOTIONED TO ADJOURN. COMMISSIONER CHASE SECONDED THE MOTION. A VOICE VOTE WAS TAKEN; MOTION PASSED UNANIMOUSLY.**

Chairman Araujo adjourned the Special Meeting of the Board of Fire Commissioner's at 10:00 P.M.

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Respectfully submitted

*Denise M. Domorod*

Denise M. Domorod,

Clerk

Two tapes both sides on file with City Clerk's Office. .