

City of Shelton Fire Department
Board of Fire Commissioners
Minutes of Regular Meeting
May 15, 2007

Commissioners Present

Robert J. Araujo, Chairman
David Sekelsky
Merle Chase
Justin Sabatino
Bruce Kosowsky

Also Present

Captain Tim Hongo
Captain Verdicchio

Chairman Araujo called the regular meeting of the Board of Fire Commissioners to order at 7:40 P.M. All those present rose for the pledge of allegiance.

Public Participation - none

Approval of Minutes

MOTION made by Commissioner Sekelsky to accept the minutes of the May 1, 2007 Regular Meeting as printed and distributed. Seconded by Commissioner Sabatino and approved unanimously.

Communications

Chairman Araujo reviewed the following communications with the Board:

- Letter from Louis Marusic, re: Purchase Requisitions
- Letter from Sandy Nesteriak, re: Radio Frequencies
- Letter from Sandy Nesteriak, re: Unanswered Questions – Radio Proposal
- Clothing and Hose Bid Documentation
- Memo – CPR and AED Training

Additions to the Agenda

MOTION made by Commissioner Kosowsky to add under New Business Item #1 Public Safety Council Questions, #2 Purchase Orders and #3 Knox Boxes. Seconded by Commissioner Sekelsky and approved unanimously.

Old Business

F1 – Valley Fitness Asbestos Exposure

MOTION made by Commissioner Sabatino to table this item. Seconded by Commissioner Sekelsky and approved unanimously.

F2 – Administrative Secretary Position

MOTION made by Commissioner Sekelsky to table this item at this time. Seconded by Commissioner Kosowsky and approved unanimously.

F3 – Blue Light Policy

MOTION made by Commissioner Sabatino to remove the wording on the B-2 Policy under PERMIT, Section 1 that reads along with a copy of the vehicles valid Connecticut registration and insurance ID card to the Captain. The motion was amended to add in its place – in accordance with State Statues. Seconded by Commissioner Sekelsky that this is effective immediately, and approved unanimously.

Policy B-2 under PERMIT, Section 1 shall now read: The application shall be obtained from the members individual company captains. It shall be returned completely filled out, in accordance with State Statues.

MOTION made by Commissioner Sekelsky to send a copy of the change in the B-2 Policy to the Fire Chief and Company Captains immediately. Seconded by Commissioner Chase and approved unanimously.

F4 – Job Description – Fire Chief

MOTION made by Commissioner Sabatino to send a letter to the Mayor that we have read and that we reject his description and that the entire Board meet with him to mediate the situation. Seconded by Commissioner Sekelsky.

There was a lengthy discussion on changes that should be made to the job description.

Those in favor of the motion – Commissioners Sekelsky, Chase, Sabatino and Kosowsky

abstained – Commissioner Araujo

MOTION PASSED

Old Business Continued:

F4 – Job Description – Fire Chief

MOTION made by Commissioner Kosowsky to include in the job description must be State or Nationally Certified in Fire Officer 1. Seconded by Commissioner Sekelsky that this be brought to the companies and brought back to the Board for their next meeting, and approved unanimously.

F5 – Posting of Job Descriptions

MOTION made by Commissioner Kosowsky to table this item until the June meeting. Seconded by Commissioner Chase and approved unanimously.

F6 – Outside Job Policy and Report Policy

MOTION made by Commissioner Sabatino to table this until the next meeting. Seconded by Commissioner Sekelsky and approved unanimously.

F7 – Turnout Gear

MOTION made by Commissioner Kosowsky to purchase 26 sets of turnout gear and to notify the companies. Seconded by Commissioner Sekelsky and approved unanimously.

F8 – Communications

Commissioner Kosowsky questioned what the problem was with the communications the other day. He stated that the Fire Department has a service contract with Utility Communications. Commissioner Araujo explained that the problem stemmed from the dispatcher not having authorization to have Utility Communications come out. The problem was rectified.

MOTION made by Commissioner Sabatino to send a letter to the Mayor and Acting Fire Chief to please provide us with the conceptual plans that you are working on with the communications system. Seconded by Commissioner Chase and approved unanimously.

MOTION made by Commissioner Sabatino to send the Acting Chief a letter that any action requiring the expenditures of monies has to come to the full Board. Seconded by Commissioner Sekelsky and approved unanimously.

Old Business Continued

F9 – Job Reviews of Assistant Chiefs (Executive Session)

MOTION made by Commissioner Sabatino to send the Acting Fire Chief a letter stating that he has failed to do the job reviews and present them to the Board since December, and that if they are not here by the next meeting that he will be put on administrative leave. Seconded by Commissioner Sekelsky and approved unanimously.

New Business

G1 – Public Safety Council Questions

MOTION made by Commissioner Sabatino to answer the questions on the letter with the following answers. Seconded by Commissioner Sekelsky.

Q – Recommendation from BOFC on radio proposal (voted on 5/1/07)

A – Letter already sent

Q – Information from the consultant on what could be done to improve communications during the plan implementation

A – Page 2 of 28, and Page 4 of 28 of the Draft Study

Q – Copies of the questionnaires submitted and reviewed for the study

A – Commissioner Kosowsky will see if he can obtain a summary from Oliver Associates

Q – Cost to include OEM to the proposed system

A – Page 27 and 28 of the Draft Study

Q – Cost to include EMS to the proposed system

A – Fire Department Study Only

New Business Continued

G1 – Public Safety Council Questions Continued:

Q – What if anything can be done to improve the existing system

A – Page 2, 4, 5 and 6 of the Draft Study

Q – How can communications in trouble spots be improved now

A – Page 2 and 4 of 28 of the Draft Study

Q – Does every firefighter need a portable radio

A –The first part of that answer would be Fire Ground Operations – every interior firefighter is required to have a portable radio and the second part of that answer would be based on the frequencies allocated.

G2 – Purchase Orders

There was a lengthy discussion on purchase orders.

MOTION made by Commissioner Sekelsky to have the Quartermaster get quotes for medical supplies to include both the buildings and apparatus out of next years budget. Seconded by Commissioner Sabatino and approved unanimously.

MOTION made by Commissioner Sabatino to approve all the expenditures discussed. Seconded by Commissioner Sekelsky and approved unanimously.

G3 – Knox Boxes

Commissioner Kosowsky had several questions pertaining to knox boxes. Commissioner Kosowsky does not feel that it should be up to the Fire Marshals Office on where the knox boxes should go, this is a fire suppression activity. He is very dissatisfied that every time you go to a fire that has a knox box, no one has the key. Who has an accurate list of knox boxes? Have all the keys been turned in from people who are no longer chief officers? Who is keeping record of the knox box keys and why do we have to wait hours at a time for people to show up with the keys?

New Business Continued:

G3 – Knox Boxes Continued:

MOTION made by Commissioner Sabatino to contact Knox Box and ask them for the rules and regulations of this system and currently how many keys are out for the Shelton Fire Department. Also make them aware that we are the Chief Authority having jurisdiction for the City and we would like to re-regulate how the keys are distributed, ordered and how boxes are placed. Seconded by Commissioner Sekelsky and approved unanimously.

Remarks/Comments for the Good of the Commission - none

Adjournment

MOTION made by Commissioner Sabatino to adjourn at 9:00 P.M. Seconded by Commissioner Sekelsky and approved unanimously.