



CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, May 1st, 2012
7:30 P.M., Room 104

Commissioners Present:

Chuck Sutton, Chairman
Ben McGorty, Vice-Chairman
Mike Ullrich, Commissioner
Justin Sabatino, Commissioner

Commissioners Absent:

Tim Manion, Commissioner

A. CALL TO ORDER

Chairman Sutton called the Regular Meeting to order at 7:30 p.m.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

Victor G. Jr. from Company 4 came forward to ask what the update was on Fire Police cards. Commissioner Sabatino stated we never voted on it and added Fire Police to the agenda.

Commissioner Sabatino made a motion to add Item 1 (Fire Police) under New Business. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting April 3rd, 2012

Commissioner Ullrich made a motion to accept the minutes of the April 3rd Regular Meeting with the correction of the omission of the motion to pull back the two policies (R7 and I7 policies) from last month to this month because timeline was not 30 days yet; they are null and void up to this point until Board votes tonight. Vice-Chairman McGorty seconded the motion.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATION

Chairman Sutton made a motion to move I-7 policy to Old Business / Item 3 / Policies. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

F. REPORTS

1. Fire Chiefs Report



City of Shelton Fire Department Office of the Chief

To: Board of Fire Commissioners
From: Francis T. Jones III
Subject: Monthly Report – May
Date: 4/28/12

Commissioners,

The following is the Shelton Fire Department – Chief's Report for the month of April 2012. This is a list of completed tasks and a short list of those tasks and projects in progress.

Apparatus:

- 1) The Superintendent of Apparatus has been working non-stop to keep the SFD apparatus in service. Starting in May 2012, the Apparatus Mechanic will be furnishing a detailed cost report per apparatus monthly to the Chief.
- 2) Due to continued computer issues no report is available for this meeting. The SFD Secretary will be assisting the Apparatus Mechanic with generating spreadsheet reports for the month of May. (Show example report)
- 3) The DOT Inspection Phase is on-going of our preventative maintenance program on all apparatus and fleet vehicles, it shall be completed over the next month with all SFD apparatus receiving a DOT inspection through our contracted vendor, and any items found will be repaired/replaced. The apparatus mechanic shall also be checking all light fleet vehicles, and addressing any needs as required.
- 4) Engine 32 is scheduled to return to service on May 1st, it is currently at G & K for a pump overheat sensor, Chevron safety striping, LED lights, and a new hose tarp.
- 5) Engine 32 will also received a new alternator due to ongoing voltage problems, and work on its generator, and foam system due to service life requirements, and repairs to the on-spots.
- 6) Engine 32 shall also need to be seen at Firematic after returning, due to wear/alignment concerns in the front end, the Apparatus Mechanic shall schedule ASAP.

- 7) Engine 42 will be scheduled next to receive upgrades to LED lights and the addition of reflective chevron striping for firefighter safety.
- 8) Brush 43 has a problem with a flow check valve within its foam system, this is being scheduled for repair after Brush Fire season through G& K.
- 9) Brush 54 is currently in limited service, the Apparatus Mechanic installed a portable pump onto the unit, to get the vehicle back into limited service during this heightened brush fire season.
- 10) Marine 4 is in-service at Beacon Point Marine and Marine 4 Zodiac is in service at Company # 4 for citywide service
- 11) Marine 1 is OOS, is scheduled for bottom repair due to damage on its hull, and shall also be receiving bottom paint, and new keel guard.
- 12) Car 4 had some front end work conducted by the apparatus mechanic, and required an alignment
- 13) Spec's for Marine 1 outboard replacement, and additional Marine Unit equipment are out to bid. (See attached Spec's)
- 14) Spec's for Brush 54 – skid mount replacement are out to bid. (See attached spec's)
- 15) G & K is providing a quote to install hose restraint covers on all apparatus for safety
- 16) Hose tarps are being replaced on E44, E4, and E32. Tarps will include reflective chevrons

Staff Assignments/Projects:

- 1) Chief Jones is working with the Public Safety Council and Assistant Chief Verdicchio on the new radio system project. The vendor is awaiting approvals from private business for antenna site work. Although slow at times progress is being made
- 2) Chief Jones is working with Apparatus Mechanic Kunzik on the following firefighter safety projects of securing hose beds, cross-lays, and improving vehicle visibility. Including adding reflective striping, and LED Lights, So far E2, and E32 have received upgrades. E42 is scheduled next.
- 3) Chief Jones is working with the Spec committee on new equipment purchases, and standardization of city fire equipment. The SCBA Spec is complete and awaiting approval by the BOFC, and Firefighter Escape System spec is complete and out for Bid.

- 4) Chief Jones is working with the Mayor's Office and Commissioner Ullrich in acquiring/refurbishment of fire stations (on-going)
- 5) Chief Jones is working on finalizing the SFD – SOP Manual and Dispatch Manual so they may be printed for distribution. (In-progress) Reviewing it with new Training Coordinator Salemmé
- 6) Assistant Chief Wilson and newly appointed Training Coordinator Salemmé is working on a new RIT/May-Day Procedure for the SFD, in conjunction with the VFS. (In-progress)
- 7) Assistant Chief Wilson is working on scheduling Live Fire training for all SFD Companies
- 8) Assistant Chief Constantino has been assigned to the Volunteer Workforce Solution Grant, in which the SFD is a participant, for Recruitment and Retention. (on-going)
- 9) Recruitment Officer Mattioli is working on many projects, and asking for information from the respective fire companies. A detailed report of projects will be presented next month.
- 10) Quartermaster Field is working SCBA Bottle testing, Air Quality testing, Structural and Fire Gear purchases and various other items. A detailed report of projects will be presented next month.
- 11) Training Coordinator Salemmé is working with the Chief and Company Officers on many projects, including establishing a new SFD Instructors List, initiating the Driver Operators Program, and developing a standardized training program with the Training Assistants. A detailed report of projects will be presented next month.
- 12) Assistant Chief Constantino is working on establishing a list of intersections that should be considered for Opticom Signal upgrades, or that need repairs to existing systems. (in-progress)
- 13) 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 with the Public Safety Council on the progress of the new console install, and radio system. Details of Public Safety Council meetings are available via their minutes
- 14) Assistant Chief Verdicchio has also been assigned the task of updating the existing text messaging notification program. (on-going)

- 15) Assistant Chief Osiecki is working with the Apparatus Spec Committee on specifications for a new quint and two rescue vehicles. (See attached completed specs for Huntington Rescue and Quint for Echo Hose)

Training:

- 1) The Shelton Fire Department shall be hosting a Spring/Summer FF1 program through the Valley Fire School. There are approximately 13 SFD members currently attending. (See attached Schedule)
- 2) The SFD will also be contracting with the VFS to provide FF2 Training this Fall, as a follow-up to our FF1 program, and to ensure SFD members can meet the proposed new I-7 policy of FF2 for consideration as Company Officers
- 3) Forcible entry Training was conducted in April at Company # 4 and was well attended
- 4) Forcible entry Training is scheduled for May 2nd (Huntington) and June 14th (Echo Hose) using the Friction Force Door and instruction provided by the VFS.
- 5) Live Fire Training is being scheduled through the New Haven Fire School. A/C Wilson is heading up this training program. Each company has been provided dates. So far company # 1 and Company # 5 have attended LFT dates.
- 6) The SFD will be participating in a MOCK Crash evolution with SHS, EHVAC, and Riverview Funeral Home on May 11th to illustrate the dangers of driving to SHS students.
- 7) The SFD conducted a MCI Drill with Shelton Lakes Nursing Home on April 24th the drill was well attended and well received by all parties.
- 8) Rope Rescue Citywide Training continues monthly, it was well attended both Day/Nights. Next class date May 14th (See attached schedule)
- 9) Elevator Course is scheduled and posted (See Attached)
- 10) Three Shelton Firefighters are attending the Fire Instructor 1 course in Monroe

Bids/Specs/Equipment:

- 1) The following bids have been received back to the SFD, for Structural Gear Replacement and Fire Police Gear. Quartermaster Field is working on scheduling the vendors, and putting together the required purchases
- 2) The Respiratory Protection Plan & Medical Monitoring bid has returned and is awaiting BOFC approval of award to a vendor.
- 3) The firefighter escape system spec is out for bid.
- 4) I would recommend that the BOFC's approve the purchase a new Command Vehicle using existing available funds (See state bid quote, Comm. McGorty to discuss and present)
- 5) See attached PO's List for repairs and equipment (hardcopy attachment to be handed out)

Additional Items:

- 1) I am currently evaluating available FEMA grants, to see which grants apply to the SFD current and future needs. I would like to have a representative from the BOFC's be detailed to work with the Chief on this project
- 2) I would like thank the BOFC's for filling the positions of Training Coordinator, Quartermaster, Company Training Assistants, and Recruitment & Retention Coordinator at your April 3rd, 2012 meeting. These appointee's are already fully engaged and making positive movements.
- 3) The Deputy Chief's Technical Oral Test is Wednesday May 2nd. Comm. Sutton and I shall be observers for this test process.
- 4) The SFD assisted in the Housatonic River Clean-up on Saturday April 28th. Marine 4 and Marine 4Z ensured participants were all safe working in and around the river.
- 5) The SFD may be participating in a mutual aid drill to be held in Monroe, in May further details to follow through the Training Division.
- 6) Commissioner Manion and I are currently looking into donated dock space at the Maples Home Association to keep Marine 1 in water in the Upper Housatonic River. (on-going)
- 7) Myself and Comm. Sutton attended the Board of AT meeting to transfer funds, our recommendations were accepted. To transfer monies into the (40-

47) and (11-08) accounts to cover anticipated vehicle and equipment repairs/maintenance until the new fiscal year.

8) A MT-1500 radio was lost by Marine 4 crew in the Housatonic River during the Housatonic River Clean-up. A PO for replacement XTS 1500 radio has been submitted, this is the new portable radio spec'd for the new radio system.

9) An additional XTS 1500 and charger shall also be purchased for the Deputy Chief position.

Yours in Service,

Francis T. Jones III
Fire Chief
Shelton Fire Department

Marine Unit Equipment
Bid Spec Proposal



OBJECTIVE

The objective of these specifications is to supply upgrades and service to the Shelton Fire Department Marine Units 1 and 4.

GENERAL

Requirement of all bidders

Bidders to be no more than 20 miles from Shelton, CT. zip code 06484.

Provide 24-hour emergency tows, trailer service.

Must be authorized Suzuki dealer and repair facility.

Bidder will provide two 12-hour weekend training sessions on Lake Houston for Marine 1.

Marine 1 – Echo Hose Company 1

Install the following:

2012 Suzuki DF 115TX Outboard and motor. No exceptions

- Tachometer w/monitor
- Fuel gauge
- Hour meter
- Single Binnacle Kit 1
- Cable
- New main harness
- TEL HK4200A Hydraulic steering kit 1

- (3) Aluminum Propeller sized for motor (2) for spares)
- Miscellaneous rigging supplies
- Lowrance HDS-8 Gen2 Fish finder/ Chart plotter with The Lowrance LSS-1 No exceptions
- Install custom overhead radio compartment from helm. With led lighting and anchor light
- (2) new batteries
- provide 10 hours service, 20 hours service for new motor
- (6) - LED deck lights
- New dock lines and safety kit

Remove existing motors, rigging and steering, repair transom as needed and prep for single motor. Install new motor, steering and controls. Launch for sea trial and propping.

Marine 4 – Pine Rock Company 4

Provide and size to fit boat and dock a floating **EZ Dock's EZ BoatPort™** to keep boat out of water

- Install the following:
- Tachometer
- (4) LED Hela spot lights on tee top
- Install wash down pump 5 gpm
- Install new Neptune Tele-Shade anodized aluminum telescoping top w/black canvas and led dome light and led anchor light
- Lowrance HDS-8 Gen2 Fish finder/Chart plotter with The Lowrance LSS-1 Lowrance Structure Scan No exceptions
- (2) rear motor LED underwater lights
- Prop guard

**Firefighter Escape
Bid Spec Proposal**



OBJECTIVE

The objective of these specifications is to supply the Shelton Fire Department with (50 – 60) firefighter escape systems that shall integrate with the Shelton Fire Department structural fire gear. Cairns IH-Series 2 Pants

GENERAL

System to include the following:

Sterling F4 FireTech Escape System. No exceptions

System to be UL certified to NPFA 1983, 2006 for Escape

F4-50 Bag

50 ft (15 M) FireTech 32 rope

F4 Escape Device

SAFE-D Three-Stage Carabineer

Crosby Firefighter Anchor Hook

The bidder will supply - Two (8) hour weekend – Train the Trainer dates to be held in the City of Shelton CT.

The bidder will supply (4) Sterling F4 FireTech Escape Systems to be used exclusively for training by the Shelton FD

**2012 SUMMER FIREFIGHTER I CLASS
HUNTINGTON COMPANY #3, SHELTON
44 CHURCH STREET, SHELTON, CT**

APRIL		
4/24	TUESDAY	ORIENTATION
4/26	THURSDAY	SAFETY / PPE
4/29	SUNDAY	ROPES AND KNOTS
MAY		
5/1	TUESDAY	INCIDENT MANAGEMENT SYSTEM
5/3	THURSDAY	FIRE BEHAVIOR
5/8	TUESDAY	FIRE EXTINGUISHERS
5/10	THURSDAY	BUILDING CONSTRUCTION
5/15	TUESDAY	SEARCH AND RESCUE (CLASSROOM)
5/17	THURSDAY	SCBA (CLASSROOM)
5/20	SUNDAY	SCBA / LOST & DISORIENTED / S&R PRACTICAL
5/22	TUESDAY	FIREFIGHTING TOOLS
5/24	THURSDAY	FORCIBLE ENTRY (CLASSROOM)
5/29	TUESDAY	HOSE, NOZZLES, & FIRE STREAMS
5/31	THURSDAY	HOSE ROLLS
JUNE		
6/3	SUNDAY	HOSE ADVANCEMENT / FORCIBLE ENTRY / SCBA PRACTICAL
6/5	TUESDAY	VENTILATION
6/7	THURSDAY	LADDERS (CLASSROOM)
6/10	SUNDAY	LADDERS CARRIES AND RAISES
6/12	TUESDAY	COMMUNICATIONS
6/14	THURSDAY	WATER SUPPLY
6/19	TUESDAY	RESPONSE AND SIZE UP
6/21	THURSDAY	FIRE SUPPRESSION / CAR FIRES CLASSROOM
6/24	SUNDAY	ENGINE COMPANY Ops / CAR FIRES PRACTICAL
6/26	TUESDAY	SALVAGE AND OVERHAUL
6/28	THURSDAY	WILDLAND AND GROUND FIRES
JULY		
7/10	TUESDAY	CLANDESTINE LABS
7/12	THURSDAY	HAZARDOUS MATERIALS AWARENESS
7/15	SUNDAY	LIVE FIRE STATE AUDIT
7/17	TUESDAY	HAZARDOUS MATERIALS AWARENESS
7/19	THURSDAY	HAZARDOUS MATERIALS OPERATIONAL
7/24	TUESDAY	HAZARDOUS MATERIALS OPERATIONAL
7/26	THURSDAY	HAZARDOUS MATERIALS OPERATIONAL
7/29	SUNDAY	HAZARDOUS MATERIALS OPERATIONAL
7/31	TUESDAY	HAZARDOUS MATERIALS OPERATIONAL
AUGUST		
8/2	THURSDAY	HAZARDOUS MATERIALS PRACTICE WRITTEN EXAM
8/5	SUNDAY	HAZARDOUS MATERIALS PRACTICE PRACTICAL
8/9	THURSDAY	CLASS PRACTICE WRITTEN EXAM
8/14	TUESDAY	PRACTICAL SKILLS REVIEW
8/16	THURSDAY	PRACTICAL SKILLS REVIEW
8/19	SUNDAY	STATE PRACTICAL SKILLS EXAM
8/30	THURSDAY	STATE WRITTEN EXAM
SEPTEMBER		
9/6	THURSDAY	GRADUATION

2. Fire Marshal James Tortora

None

3. Training Coordinator

In Fire Chief's report

4. Quartermaster Report

In Fire Chief's report

5. Chairman Sutton

None

6. Commissioner McGorty

Waiting on bids for roof to come back. Also, there is a generator out back that is a hazard. Commissioner McGorty is requesting building maintenance for help (or someone). Needs to be fixed a.s.a.p.

7. Commissioner Manion

None

8. Commissioner Sabatino

Working with Chief on spec for Marine units.

9. Commissioner Ullrich

The compressor is installed in Company One. Wants to know if City is going to surplus stuff in storage room – will talk about later.

Agenda Additions:

Commissioner Sabatino made a motion to add Item 7 (Deputy Fire Chief), Item 8 (Ordinance), Item 9 (SCBA Specs and Compressors) under Old Business and to add Item 2 (keys) and Item 3 (Records Keeper/LOSAP) under New Business. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS**1. Purchase Command Vehicle**

Vice-Chairman McGorty stated he has been working with Chief on spec for vehicle. Fire Chief Jones stated that the Board needs to move forward on it if they choose to do so.

Vice-Chairman McGorty made a motion to spend \$37,000 and move forward to the purchasing agent. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

2. Charter Revision

Commissioner Ullrich stated that the Charter revision division is looking at 2008 revision that failed as their starting point. It was never approved and we should go off the 1994 document and start from there.

Commissioner Ullrich made a motion to have a Special Meeting/Workshop on Tuesday, May 15th at 7:30 to discuss Charter Revision. Vice-Chairman McGorty seconded the motion.

A voice vote was taken; motion passed unanimously.

3. Policies

Commissioner Ullrich stated he wants to send three separate policies down to officer's council and let them go over them all and decide which they like best.

Commissioner Sabatino made a motion to take the three policy's and send to Officer's Council for their review and give them three months for review (report back in time for the August Meeting). Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a motion to take a recess. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a motion to return to Old Business. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

Chairman Sutton stated that he disagrees with the R-7 policy. He asked who does the Fire Marshal submit his report to now – is it the Safety committee? Fire Chief Jones stated that he is currently submitting his report to the Board of Alderman / public safety and health, which meets a day after this meeting. Chairman Sutton stated that we have gone through this before because it's gone to Corporation counsel.

Commissioner Sabatino stated that it has never gone to corporation counsel on whether we get a report, what has gone to corporation counsel is whether he has to physically answer to us and they always reference state law and then state that the day to day operations are supervised by the major. Commissioner Ullrich stated we are not concerned with that, the state law clearly states that if there is a Board of Fire Commissioners that his report comes to us monthly. That is a state statute and that is what we are asking for. Commissioner Sabatino stated we are just asking for a report. Commissioner Ullrich asked how do you know what is going on in department if you don't get a report? Do you know what's going on? Do you know if anyone is doing their jobs/inspections? There are no reports as to if/when inspections are being conducted, which are required by law. Chairman Sutton stated that when it went to Corporation Counsel, it stated that they mayor was the appointing authority.

Commissioner Ullrich made a motion to accept the R-7 policy (Fire Chief / Fire Marshal Reports). Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed 3-1 with Chairman Sutton opposed.

4. Bids

Commissioner Sabatino made a motion to award bid to Griffin Hospital with terms that we set up a meeting with Griffin Hospital to come to a Board Meeting (possibly June) to explain everything to Board before they sign a contract. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

Commission Ullrich asked to read an excerpt he pulled up while he was waiting. State statute 29-297/formally 29-45. First line is clear of whom the appointing authority is – which is the Board of Fire Commissioners and then it goes to say ‘or in the absence of’. So it’s clear that the Board of Fire Commissioner by state law is the appointing authority – subject to approval of the mayor.

5. Apparatus Specs

Commissioner Sabatino made a motion to go with Chief’s plan to go out to bid for these vehicles provided a copy is given to the Board before going out to bid, in case there are any questions. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

6. Building Renovations or Replacements

Station 3 had concern with truck – it’s been addressed.

7. Deputy Fire Chief

They will interview and appoint at same meeting.

8. Ordinance

Recently there was a public hearing to update public access lanes. We never got anything on this and the Fire Chief should be involved in this. The Chief should have had a heads up it was coming. He and the fire marshal should have been involved to determine if access roads are sufficient for our fire apparatus. Commissioner Ullrich asked that the Fire Chief meet with Fire Marshal to make sure all the changes meet the state laws.

9. SCBA Specs / Compressors

Commissioner Sabatino made a motion to go out to bid for SCBA. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a motion to go out to bid for compressor for Station 3 with 1-2 and 2-3 quantities with trade in values. Vice-Chairman McGorty seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a motion to go back to additions to agenda. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a motion to add Generator under New Business/Item 4. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a motion to go back to New Business. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

1. Fire Police

Commissioner Sabatino made a motion to accept Company 4’s list of Fire Police. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

2. Keys

Commissioner Sabatino made a motion that only three people hold keys to the Quartermaster area – The Fire Chief / Commissioner Ullrich / and the Quartermaster. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

3. Keeper of Records

Commissioner Sabatino made a motion to develop a job description for the Record’s Keeper/LOSAP. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

4. Generator

Commissioner Sabatino made a motion that the generator bill is not the Fire Departments bill. Vice-Chairman McGorty seconded the motion.

A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION

Commissioner Sabatino made a motion to go into Executive Session at 8:30 p.m. for Homeland Security. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sabatino made a motion to leave Executive Session at 8:59 p.m. Commissioner Ullrich seconded the motion.

A voice vote was taken; motion passed unanimously.

No motions – No votes were made during Executive Session.

J. ADJOURNMENT

Commissioner Sabatino made a motion to adjourn. Commissioner Ullrich 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