A. CALL TO ORDER
Vice-Chairman Kosowsky called the meeting to order at 7:32.

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

At this time Vice-Chairman Kosowsky would like to bypass C, D, E, and F and go straight to Additions to Agenda and add Quartermaster position to the agenda and move that to Executive Session.

Commissioner Connolly motioned to go to Additions to Agenda and add Quarter Master Position to agenda. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to move Quarter Master Position to Old Business / section 9A / Quarter Master Position. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to go to item I. Executive Session to discuss the Quarter Master position. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to leave Executive Session and go back to regular portion of meeting. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to appoint the Chief's office as the responsible party for purchasing the Quartermaster's portion for the balance of year through 2010. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go back to agenda/ Public Participation. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.
C. PUBLIC PARTICIPATION
Marilyn Gannon talked about the blue bins and how they have been state law since 1991. It has been brought to her attention that none of the Fire Stations are using a blue bin. Marilyn needs all Fire Stations to start to recycle immediately. Marilyn said she will get them all a schedule and calendar of pick-up. She has posters and pamphlets for all the Stations.

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting May 4th, 2010
Commissioner Field motioned to approve the minutes of the regular meeting on May 4th, 2010. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Records Keeper need to pay for help with LOSP
Board of Fire Commissioners maintenance contract

Commissioner Field motioned to add the Fire Communication to 9B for information purposes. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Hose bid
Hydrant Request
VFIS bill
April 20, 2010

Mr. Merle Chase
Shelton Volunteer Firemen
54 Hill Street
Shelton, CT 06484

RE: Shelton Volunteer Firemen LOSAP

Dear Mr. Chase:

In a recent review of the Length of Service Awards Program noted above, we noted that there are individuals that have separated service with your organization and have met the requirements outlined by your plan document to qualify for a service award. As such, upon attainment of entitlement age they are due a monthly benefit. We suggest that you consider developing a strategy for the purchase of annuities for these former members so as to relieve the plan of the liability associated with these individuals.

For your reference, I have provided a brief summary of why it may be advantageous to consider this recommendation:

- The liability of monthly benefit payment for life (minimum of 10 years) is shifted to the insurance carrier;
- Guaranteed 30-year rate of return figured into stated premium;
- Locked-in cost of check issuance, tax reporting, tracking address changes, initiating distributions, administrative changes due to death, etc.

If an individual annuity is not purchased, the sponsor retains:

- The liability of monthly benefit payments to the participant for as long as they live;
- The need to match or exceed the rate of return locked in with an annuity;
- Responsibility for costs to cut monthly checks, issue tax reporting forms, track participant address changes.

Please contact me at jstouch@vfis.com and I will prepare all of the necessary information for you to evaluate and/or proceed with the purchase of annuities so as to relieve your plan of the liabilities mentioned above. We appreciate the opportunity to be of service to you and your members.

Very truly yours,

[Signature]

Jon Stouch
Pension Administrator
Benefits Division

c: Mr. John Rudzavice
May 1, 2010

Mr. Merle Chase
Shelton Volunteer Firemen
54 Hill Street
Shelton, CT 06484

RE: SHELTON VOLUNTEER FIREFIGHTER LENGTH OF SERVICE AWARDS PROGRAM
Plan Anniversary: July 1, 2010

Dear Mr. Chase:

Enclosed is pre-renewal Invoice No. 98441, in the amount of $95,371.10. This invoice is based on information as of the last Plan Anniversary. Upon receipt of the enclosed paperwork, which is necessary to update the Plan, you will receive a follow-up invoice.

In order to prevent life insurance policies from lapsing, the invoiced life insurance premium must be paid on or before the Plan Anniversary. VFIS will be unable to obtain premium refunds from the insurance company for any terminations received more than 120 days after the Plan Anniversary.

If members are being added to the Plan for Insurance, each new member must complete the appropriate forms. Before submitting forms, we ask you to review each for accuracy and completeness paying particular attention that all signatures have been obtained.

In our role as service provider for the Length of Service Awards Program, we monitor economic conditions as well as trends in the field of actuarial study to assist our clients in ensuring the long-term viability of their plans.

Based upon current conditions, we feel it appropriate to make a slight adjustment to the actuarial assumptions used for this Plan. This has resulted in a moderate increase to the recommended investment deposit.

Since the calculations used in determining the investment deposit assume contributions will be made on the Plan Anniversary, we recommend full payment of the amount invoiced. Failure to remit payment in a timely manner may result in an increase to future investment deposits as a consequence of lost interest.

We appreciate the opportunity to be of service to you. If you have any questions or concerns, please contact me at (800) 233-1957.

Sincerely,

Jonathan N. Marcus
Pension Administrator
VFIS Benefits Division

Enclosures

c: Mr. John Rudzvice, VFIS of SNE
F. REPORTS

1. Fire Chief's Report Francis Jones

City of Shelton Fire Department  
Office of the Chief

To: Board of Fire Commissioners  
From: Francis T. Jones III  
Subject: Monthly Report – May  
Date: 5/31/10

Commissioners,

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

1) Frequency acquisition continues to be a top priority, as well ensuring proper maintenance of our current system. In addition, we need to continue upgrading mobiles and portable radios for our fire officers and apparatus to ensure interoperability and reliability at incidents. Funding approved by the BOA from special appropriations will be used to fund this needed radio equipment and continue the process of frequency acquisition.

2) The Command Module was installed in Car 1, next step is to continue outfitting Car 1 with additional mobile radios (UHF & VHF), and to install remote Mic’s and speakers into the command module.

3) Car 4, the 2002 Explorer was outfitted with emergency lighting, and decals. It currently in need of outfitting for a FD Mobile radio and repeater.

4) I would like to request permission by the BOFC’s for use of up to three support vehicles to be used for Friday June 25th and/or Saturday June 26th to be used by department members attending the Annual New England Fire Chiefs Convention in Springfield, Mass. Members will be attending the conference and exhibits, then returning back to Shelton.

5) I have been working with the SFD Officers, SPD, and EMS to update our SFD Dispatch Protocols. A review meeting is scheduled for Thursday – June 3rd, 2010. I am hoping to have a final product out within the month of 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 completed an inventory of fire gear, gloves, hoods, boots, and helmets at Central Storage during the month of May. Please see attached list. Note: The SFD is currently at status (zero) for fire coats and pants.

7) I would like the BOFC’s to declare surplus, (10) old box light batteries, and (6) non operational box lights and various broken parts of box lights. Detachable non operating PASS devices from out dated SCBA, and (1) each 14th, 16 ft, and 18 Roof Ladder, at Echo Hose, and (1) 35FT, (1) 14FT Ladder from White Hills, (2) damaged electric fans located at Central Storage, in order to further clean-up the area.

8) 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. Some deficiencies were found and are being repaired and/or replaced in order to keep the SFD apparatus in-service and safe.

9) 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 32 has returned to full service. Engine 52 has a small leak that has appeared in its steering box, Apparatus Superintendent Brown is addressing the leak with the manufacture and vendor.

10) 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 Tevolitz, 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. (Carry over from previous report for action to be taken)

11) Engine 2 was involved in a backing up accident on 5/28/10 an incident and police report was filed with Duty Chief Tevolitz. Engine 2 struck a stationary object, causing damage to the ladder racks and possible damage to a 35FT and 14FT extension ladder. Apparatus Superintendent Brown is following up on it.

12) Tower 7 needs to have repairs made to the Water Tower, due to a leaking seal, Apparatus Superintendent Brown is working with Gowns and Knight to schedule that repair.

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. (Carry over from previous reports for action to be taken)

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. (Carry over from previous reports for action to be taken)

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 halystaes 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. (Carry over from previous reports for action to be 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. Commissioner Field, Records Keeper
Chase and I have been working with the individual fire companies to acquire SCBA & Bottle that are in need of testing.

20) The SFD needs to immediately replace the following amount of hose that failed during testing. Awaiting the bids for the purchase of hose. (Carry over from previous reports for action to be taken)

21) SFD Marine 1 & Marine 5 assisted the SPD – Dive Team on a special detail during the month of May.

22) The SFD – Huntington Fire Company # 3 participated in an Egg Drop at Mohegan School – hosted by the Fathers Club that was well attended. The SFD received much praise at the event.

23) The SFD will be conducting a stand-by at the June 5th Regatta, at Lake Housatonic. Units assigned Marine 5, Command Trailer and Brush 54.

24) The SFD participated in the annual Shelton/Derby Memorial Day Ceremony with their color guards, and attended the parade. Each fire company was well represented and looked sharp in honor of the deceased members of the United States Military.

25) This year A/C Nick Verdicchio of the Shelton Fire Department had the honor of being Grand Marshal of the Memorial Day Ceremony & Parade. A/C Verdicchio did an outstanding job in his performance honoring the fallen men and women of the United States Armed Forces.

26) The SFD will be presenting the American Flag and Colors for Relay for Life with the VFW on June 5th, 2010 at the Riverwalk.

27) The SFD will be assisting with American Flag and Colors at the Annual Flag day Ceremonics at the Rivorwalk with SEDC.

28) Marine 1 trailer wheel snapped off during transportation of the boat to the launch. No damage occurred to the boat, and the trailer was repaired. Tracy’s Garage was called to transport the boat to the Marine to be placed in the water.

29) Additional parts have been ordered for Marine 1 – VHF Radio, New Props, and Antenna. Marine 1 is currently located at Ayer’s Marine in-service, the slip for Marine 1 has been graciously donated by Mr. Ned Ayer of Ayers Landing Marina

30) Marine 1 is also still service for a mooring cover, and bottom paint. (Carry over from previous reports for action to be taken)

31) Ladder 33 is to be re-scheduled for repairs at Gowns & Knight to repair issues with the Tank to Pump Value and Window Wipers has been delayed until June 8th, 2010. (Carry over from previous reports for action to be taken)
32) I would also like to purchase updated Ice and Water Rescue Equipment. (2) Dry suites 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)

33) 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)

34) 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)

35) 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)

36) 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)
37) 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 unsafe 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 to two years. (Carry over from previous reports for action to be taken)

38) 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)

39) 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. (on-going)

40) 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. (on-going)

Yours in Service

Francis T. Jones III
Fire Chief
Shelton Fire Department

2. Fire Marshal James Tortora - none
3. Training Coordinator – JoLynn VanWart

City of Shelton Fire Department
Training Coordinator

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

Commissioners,

The following is the Shelton Fire Department training report for June 2, 2010

Training:
- FF1 classroom and practical evolutions were completed on 4/26. Hazmat/WMD per 2008 NFPA 1001, 472 Standard is ongoing, with an expected completion the end of June. Practical/HZMAT exams will be held sometime in July.
- SFD--FF2 certification class utilizing E-learning combined with practical training is completed. Students are awaiting test scores from the written exam.

Future Training:
- FOI will be offered in the near future as well as 2Q, FSI, etc.
- Incident Safety Office is being offered two dates in August. One is scheduled for the weekend and the other is for two weekday (daytime) classes. 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. At least 12 students must attend to have a class. It is being opened to other Valley Fire Departments
- 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 OSIA.
- 2Q/CDL training classes are in the process of being established. Valley Fire School will be the trainers.
- Forcible entry classes are being held the end of June by VFS at Co#5. Each SFD company will go to Co#5 for the class.
- Planning stages for MRT class in July or August.

According to VFS Co#5 and Co#4 have not completed their Basic Pump Operations class which has already been paid for. This needs to be taken care of.
4. Quartermaster Report - none

5. Commissioner Sonsini - none

6. Commissioner Connolly - none

7. Commissioner Field - none

8. Commissioner Kosowsky - none

G. OLD BUSINESS

9. Bids

Commissioner Sonsini motioned to award the pager bid to First Communications for $369.96 with a two year warranty at $35.00. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to award the portable radio bid to WPCS International for $955.03. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to award the vehicle charger bid to First Communications for $269.96. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to award the clothing bids to the following (1) Rubber Boots at $85.00 to Shipman’s (2) Leather Boots at $285.00 to Shipman’s (3) Hoods at $20.00 to Shipman’s (4) Helmet’s at $175.00 to Shipman’s (5) Turnout Gear at $1,650.00 to Shipman’s and (6) Gloves at $63.00 to New England Fire Apparatus Corporation. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.
May 28th, 2010

City of Shelton Fire Department
Office of the Fire Chief

Officers,

The following is current levels of inventory for gear supplies at Central Storage.

The BOFC have received bids for additional items to be purchased. To be revived at June 1st. BOFC's Meeting. Then to the BOA for bonding purchase.

Here is the current inventory at central storage.

There is absolutely - (9) sets of good fire gear (Coats & Pants) - the last (5) coats and pants were delivered to Huntington yesterday for new members.

Helmets
(3) White Helmets
(5) Black Helmets
(9) Yellow Helmets

Helmet Plaques
(6) Orange Plaques
(8) Co. 1 Plaques
(9) Co. 5 Plaques
(3) Co. 3 Plaques
(5) Co. 4 Plaques

Extrication Gloves
(5) Small Pairs
(3) Med Pairs
(9) Large Pairs
(6) Ex. Pairs

Structural Gloves
(13) Small Pairs
(10) Med Pairs
(8) Large Pairs
(7) Ex Large Pairs

Boots
(1) Size 9 Pair (used)
(3) Size 8 Pair (used)
(1) Size 7 Pair (new)
(2) Size 6 Pair (used)
(1) Size 5 1/2 (used)

Fire Hoods
(3) Hoods
9A. Quarter Master Position – already discussed in Executive Session.

9B. Maintenance Contract – Vice-Chairman Kosowsky will get back to us.

City of Shelton Fire Department
Office of the Fire Chief

To: Board of Fire Commissioners
Cc: Police Chief Hurliman – Public Safety Chairman
From: Chief Jones
Re: Northeastern Communications Maintenance Contract
2010/2011
Date: 5/24/10

I would like to recommend that the City of Shelton – Fire Department re-new the Northeastern Communications Maintenance Contract from July 1st, 2010 – June 30th, 2011. This contract is an important aspect to ensuring that our current Fire Department Communication System and Communication Equipment is properly serviced and maintained.
H. NEW BUSINESS

10. Hydrant Request
Commissioner Sonsini motioned to assign it to the Chief’s office for proper recommendation for number of Fire Hydrants. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

11. Vehicle Maintenance – assign to Commissioner Sonsini to work with the Chief on issues.
12. **Vehicle Policy** – Board needs to take a look at this and see if they are satisfied.

13. **LOSAP** – we have a bill for next year.

Commissioner Sonsini motioned to allow Vice-Chairman Kosowsky to write a letter to the BOA to request for an additional $5371.10 to add to account in order to pay bills. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to add item 13A / request for Vehicles to agenda. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

13A. **Request for Vehicles for out of state**

Commissioner Sonsini motioned to allow the Chief to authorize the use of vehicles to go outside the state for the show in Springfield, MA. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

**I. EXECUTIVE SESSION**

**J. ADJOURNMENT**

Commissioner Field motioned to adjourn. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 10:00 p.m.

Respectfully submitted,

*Kimberly Wells*

Kimberly Wells / Clerk

2 Tapes on file in the Town Clerk’s office