



*CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, JUNE 2ND, 2009
7:30 P.M., Room 204*

Commissioners Present:

Mike Maglione, Chairman
Marc Connolly, Commissioner
Gary Field, Commissioner
John Sonsini, Commissioner
Bruce Kosowsky, Commissioner

Also Present:

Francis Jones, Fire Chief
Tim Hongo, Assistant Chief
Kim Wells, Clerk

A. Call to Order

The meeting was called to order at 07:33 PM EST by Chairman Maglione.

B. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

C. Public Participation Paul Hays, Chairman of the Awards Committee

Paul Hays, Chairman of the Awards Committee. Paul discussed two points. First, they want to change insurance carrier from AIG to Combined Insurance of America. For any new participants, they will be insured under new carrier. With this, Paul will question why we can not change all our participants over to new carrier. Second, they made a change to their invoicing process, where they want to anticipate the changes in the plans and invoices ahead of time. It is a procedural change. Paul stated that it works better for us, gives us idea of what costs are ahead of time. There was also a third item about delinquent members that was discussed. Chairman Maglione asked Paul Hays to write up a letter for the board so they can look it over for discussion at next meeting and make decision then. First item about AIG to Combined Insurance of America will be discussed further under Old Business/Rewards.

D. APPROVAL OF MINUTES Minutes of Regular Meeting May 5th, 2009

Commissioner Sonsini motioned to approve the minutes of the May 5th, 2009 Regular Meeting with the following amendment on page 2 spelling of the word shipments to Shipman's under Item number 4, bullet point number 3 in the Quartermaster Report. Commissioner Kosowsky seconded the motion.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Chairman Maglione read a letter into the record:

SHELTON HIGH SCHOOL120 Meadow Street
Shelton, Connecticut 06484**Dr. Beth A. Smith**
HeadmasterTel. 203-922-3004
Fax. 203-924-8236
bsmith@sheltonpublicschools.org**John P. Skerritt**
Housemaster – House 1
Ext. 142**Patricia Stanchfield**
Housemaster – House 2
Ext. 237**David A. Presutto**
Housemaster – House 3
Ext. 432**John E. Niski**
Athletic Director
922-3014, Ext. 515

May 29, 2009

Fran Jones
Shelton Fire Department
54 Hill Street
Shelton, CT 06484

Dear Chief Jones:

I would like to extend my sincere appreciation to you and your staff for your assistance during the mock car crash. As headmaster I worry about safety on prom weekend. This activity provides students with a real-life situation about the danger of drinking and driving. I know countless hours went into the planning and preparation for this event. That morning and at the prom students commented about the impact the program had.

Thank you, once again, for your preparation, attention to detail and the delivery of this valuable program.

Sincerely,



Dr. Beth A. Smith

pc: Mrs. Robin Willink, Superintendent of Schools
Ms. Lorraine Rossner, Assistant Superintendent

Commissioner Kosowsky motioned to add two new items to the agenda under New Business number 6. One on training requests and the second is on specks for the self-contained breathing apparatus compressor. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to add two new items to the agenda under New Business under Training. One on reimbursement to the Huntington Fire Company for the Valley Fire Chief session where they provided food and the second one for training division for the training conference that they attended in Indianapolis. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to add new item to the agenda under New Business number 7. Motion is to add the two Assistant Chief positions to approve them for one more year from July 1st, 2009 through June 30th, 2010. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to add new item under New Business number 8 to agenda to request two cars to go to New England Chief Show in Massachusetts and one car for Fire House Expo in July for Lt. Martus. Commissioner Kosowsky seconded the motion.

A voice vote was taken; motion passed unanimously.

F. REPORTS:

1. Fire Chiefs Report Fran 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: 5/30/09

Commissioners,

The following is the Shelton Fire Department – Chief's Report for the month of May of the fiscal year 2008- 2009. This is a list of completed tasks and a short list of those tasks and projects in progress.

- 1) I would like to encourage the Board of Fire Commissioners to support the recommended new SFD Organizational Chart set forth from the Chief's Office as presented within our original budget proposal to the Mayor. (See attached) I have met with representatives of the BOA, encouraging that proper funding to allocated to ensure that our proposed original SFD Organizational Chart is sufficiently funded. This as Chief, I believe is the single most important item to realizing the SFD full potential as an organization. (See attached organization chart)
- 2) Tanker 59's contracts have been sent to the awarded vendors of Firematic and Tristate Kenworth. We shall be sending Tanker 59 to Firematic within the next couple of weeks, and hope to have a turn-around time of less than six months.
- 3) The Shelton Fire Department Recruit Training Program has graduated 14 students. These students will know continue their training at their respective fire companies.
- 4) Five Shelton High School students and SFD members are receiving medallions for their firefighting efforts at the December 30th, 2008 SHS Fire.
- 5) The SFD – individual fire companies shall be receiving a sizable donation this Sunday June 7th, at the Walmart Grand re-opening from Walmart.
- 6) The SFD shall be participating in the following events in June – Color Guard and Support/ Command Trailer for Relay for Life events on June 6th. Contracted rescue crews for the June 6th – Boat Regatta at Indian Well SP, and June 13th – Triathlon at Indian Well SP.
- 7) The SFD shall be actively involved in the July 2nd – Fireworks. The SFD will be conducting Command/Fire Suppression/Water Patrols/ and support functions for the event. In addition the SFD will be conducting a family style picnic for all SFD members and families to join in and to enjoy the fireworks at Carrols Home

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Improvement parking area. Light refreshments will be served and families are encouraged to make a special food dish.

- 8) Scheduled citywide drills and events that are in progress are Rope Rescue Training – final practical June 7th, and Flashover Training scheduled for June 7th
- 9) Thirty SFD members completed Flashover training on 4/29/09 & 5/30/09
- 10) A multi company extrication drill was conducted on 4/29/09 and attended by 40 SFD members and EMS personnel
- 11) Hybrid vehicle training was conducted in May and 43 SFD members attended
- 12) The SFD shall be hosting an EVOC – Truck Rodeo, the date of the event has been rescheduled to September. FF Bob Simon and members of Huntington Fire Company are calling it the "Battle of the 2's"
- 13) The SFD shall be conducting an MCI Drill with Wicke Health Care and our EMS responders, on Monday June 29th. An organizational meeting shall be held on June 16th.
- 14) The Shelton FD shall be participating in the Seymour (Citizen Hose Company) Fire Department's 125 year anniversary celebration on June 28th.
- 15) The Shelton FD participated in the Derby/Shelton Memorial Day Parade – This year Shelton Fire Company # 4 led the parade, and Firefighter Jack Brand Sr. was the Grand Marshal for the parade. All SFD members and units looked very impressive.
- 16) The SFD – Chief's Office has acquired three used Crown Victoria's to be used by the Assistant Chiefs – Mechanic Brown is currently working on these vehicles to place them into service. Mobile radios have been placed, and body/paint/decal work is scheduled. All three cars are mechanically sound. We hope to have all these vehicles in service by early July 2009.
- 17) Please see attached request to the Board of Alderman in regard to acquiring 470 Howe Avenue for use by the SFD as an administrative headquarters and a fire department museum. The local historical society and numerous public officials have expressed their support to this project.
- 18) White Hills Fire Company is continuing their training on their 12ft Zodiac Style Boat from SPD, we are looking to add this boat into our response protocols upon completion of their training and upon receiving a some additional water safety equipment.
- 19) The Shelton Fire Department shall host a Fire Instructor 2 course to bring all 16 SFD Instructors up to Fire Instructor 2 level. Dates are August 30th, September 13, 27, October 4th, November 1st.

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- 20) The Shelton Fire Department shall be hosting a NIMS 300 Course this Summer/Fall, dates to be determined
- 21) Dan from IT – installed fax machines in each fire company that shall each use a dedicated phone line to receive rip/run reports from the Shelton Police Dispatch upon the activation of an alarm. I hope for this to be up and running by late June. Awaiting the SPD IT department to finalize upgrades
- 22) I have spent a great deal of time over the past month working with the Northeastern Communications, and the Public Safety Radio Committee to upgrade the current SFD fire radio system. Our next meeting is scheduled for 6/10/09. The White Hill radio has been ordered and we are awaiting installation. Minor radio repairs have been conducted throughout the month.
- 23) I would like to encourage the BOFC's to support the following bid proposals as presented and to accept the radio maintenance contract with minor adjustments for 2009/2010 through Northeastern
- 24) All SPD Dispatchers shall be receiving certification from Public Safety Dispatching in Fire Service Dispatching. Dates for the Course are May 13, 14, 15th (Day Course), & June 10, 11, 12th (Evening Course) there are three available positions left for SFD members to attend this course.
- 25) The updated SFD Dispatching Protocols shall be tweaked in June to accommodate changes to our mutual aid (RIT) assignments and updated boat responses
- 26) A walk through was conducted on March 20th at the new Griffin Hospital clinic on Ivy Brook Lane. MRI safety information was passed on to all SFD Officers, and the FM Office was contacted to place a Knox at that location in the future.
- 27) A/C Hongo & I attended the Fire Department Instructors Conference (FDIC) in Indianapolis, the week of 4/19 – 4/27. Both of us attended seven classes each, and made numerous connections through networking. In addition, we have scheduled a couple of vendors to meet with our Quartermaster, and Training Division to provide demonstrations of their products at future SFD events. Attached is our final expense report with receipts report for our educational seminar. We came in under our estimated expenses, and would I like to ask that we are reimbursed from the Training Account.
- 28) The Strategic Planning Committee will start in September. Over the Summer I will be asking the membership and Officer Council for interested members. This committee will be comprised of all levels within our department, and a few external partners. The committee will be limited to 16 participants. Additional details will follow as the plan develops and funding is needed to assist this important committee. I am still anticipating they will meet no more than twice a month.

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- 29) I have also requested that the Officer's Council – Health & Safety Committee be reinstated and that each SFD Division participates with a liaison to this committee, this committee would also be assigned to work with Fire Marshal Division to review and prepare fire pre-plans of new construction within our city. I would like them to meet at least once a month as a committee. This committee will start in July 2009.
- 30) We are still awaiting The Board of Alderman to place the following items on their meeting agenda for bonding, Radio Updates, SFD Equipment gloves, hoods, foam, reflective vest (See Quartermaster for Specific List). This was arranged through the Mayor's Office, with the assistance of Commissioner Kosowski, and Quartermaster Connolly.
- 31) The SFD Award Ceremony was held on May 19th at Bronson CC, a great time was had by all members and guest. Many well deserving SFD members received awards.

Yours in Service



Francis L. Jones III
Fire Chief
Shelton Fire Department

Commissioner Sonsini motioned to put together a letter of support for the Fire Chief's proposal. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky motioned to accept the Fire Chiefs' Report. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

2. Fire Marshal James Tortora - none
3. Training Coordinator - none
4. Quartermaster Report Marc Connelly

City of Shelton Fire Department Office the Quartermaster

To: Board of Fire Commissioners
From: Marc A. Connolly
Subject: Monthly Report – May 2009

Commissioners,

The following is the Shelton Fire Department Quartermaster's report for the month of May 2009.

1. The following P.O. requests were signed by the mayor
 - A. Firefighting gloves
 - B. Shields
 - C. Shipmans (gear repair)
 - D. Calibration gas for CO meters
 - E. Martinka's (small gas powered tool maintenance)
2. The following P.O. were requested still not signed by Mayor
 - A. helmets
 - B. Extrication gloves
 - C. Hoods
 - D. Turnout gear (2 sets)
 - E. ANSI vests
3. recieved quote on 160 gallons of foam to refill all (2) series engines.
4. The storage container at Co.5 was emptied of old surplus hose and the hose from engine 20 located there.
5. Issued 35 foot ladder from 20 to engine 4 told it was damaged awaiting broken ladder to see feasibility to repair or remove from service.
6. working bids for the following services.
 - A. Hose testing
 - B. Ladder testing
 - C. Hydrostatic testing SCBA bottles
 - D. SCBA posicheck
 - E. 2 year bid for foam
 - F. 2 year bid for Turn-out gear
 - G. 2 year bid for Boots
 - H. 2 year bid for Helmets
 - I. 2 year bid for Hoods
 - J. 2 year bid for Extrication Gloves
 - K. 2 year bid for Fire Fighting gloves

7. I will be submitting the following requests for P.O.'s from the 2009 – 2010 Budget year.
- A. Stuart L. White (fire extinguisher testing servicing and refills)
 - B. Martinka and Sons (portable gas equipment, service/repair and replacement chains and sharpening, oil)
 - C. Cintas (medical cabinets (4) fire houses.)
 - D. Shipman's (gear repair and cleaning)
 - E. Occupational health Dynamics (fit tester maintenance)
 - F. BioSystems (meter calibrations and supplies)
 - G. Benmans (detergent for cleaning Gear)
 - H. Survival Group (Drager supplies)
 - I. Survival Group (SCBA repair)
 - J. Unknown vendor (survior light batteries)
 - K. Unknown vendor (batteries D, C, AA, 9 volt)

Respectfully submitted

Marc Connolly
Quartermaster

Commissioner Sonsini motioned to accept the Quartermaster's Report. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

5. Commissioner Sonsini -none
6. Commissioner Connolly – A/C and lighting issues need to be addressed immediately

City of Shelton Fire Department Office of Commissioner Connolly

To: Board of Fire Commissioners
From: Marc A. Connolly
Subject: Monthly Report – May 2009

Commissioners,

The following is the Huntington Fire Company #3 Commissioners report. I am requesting that the officer's Council minutes be included in our monthly reports as well as the review of hydrants resume as this is our responsibility.

The following issues reported on still remain unanswered and need to be addressed.

- 1) The aluminum awning at side entrance on Huntington street damaged by falling Ice this occurred because gutters on building broken (city to repair per Mayor)
- 2) The Flat roof on rear of building starting to leak again. Underlayment showing signs of rot. Causing damage to ceiling tiles as well as carpeting.
- 3) The Cuppola has severe rot on all sides and leaks.
- 4) The roofing shingles on roof are beginning to blow off in the wind.
- 5) Gutters and leaders need to be replaced
- 6) Soffits beginning to rot 2nd. to gutters failing.
- 7) Door below Huntington Street staircase Rotten and removed. (originally written up by Commissioner Chase 10/3/07)
- 8) Double door entrance on Church Street does not open with A Key all the time. (Originally written up by Commissioner chase 1/30/08)
- 9) Parking Lot sinking IFO of bays (location of old building)
- 10) Air Horns OOS.
- 11) Siren on Nichols Ave. OOS.
- 12) Stair treads in main staircase are loose and pose a fall hazard.
- 13) Bay entry door and frame rotten/broken door does not stay closed. which poses a security issue.
- 14) Oil separator odor continues to be a problem with strong odors coming out of floor Drains.
- 15) The 2nd. Floor A/C unit does not work control unit on roof remains broken from 1/4/2009 thermostat needs to be reinstalled.(damage to food occurred)

The following new issue has been identified during the Month of May.
The Bay lights do not work completely Only middle set . (fall hazard at night)

Yours in Service,
Marc A. Connolly

7. Commissioner Field -none
8. Commissioner Kosowsky - none
9. Commissioner Maglione – Chairman’s Report - none

G. OLD BUSINESS

1. Assistant Chief’s Description

Commissioner Field motioned to table Item. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

2. Administrative Associate Job Description

Commissioner Sonsini motioned to table item. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

3. Awards Program (LOSAP)

Commissioner Field went over few minor changes that needed to be done before finalizing it. Marc Connolly went over motion that was made at May meeting and deadline was not met. Commissioner Field made motion to override motion from May. LOSAP Committee must vote approval of document with changes. Item is now tabled to July meeting pending approval of the LOSAP committee. Everybody has copy now and can review it prior to July meeting.

Commissioner Field motioned that Commissioners approve this as written with the new minor changes. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Motion was overriding motion made by Marc Connolly from the May 5th, 2009 Regular Meeting stating: **A motion was made by Commissioner Connolly to have the corrected version by May 30th for review prior to the next meeting, or else table the plan changes to the following year. The motion was seconded by Commissioner Sonsini.**
A vote was taken and the count was 3 for and 1 abstaining from voting. (Commissioner Field abstained.)

4. Radio update – Antenna for White Hills is on order and should be installed soon. Under bids is the contract for Northeastern which is due by July 1st and Chief needs to know if we are moving forward on it. This needs to go to purchasing first and then Commission. Must be on July Meeting Agenda.
5. 470 Howe avenue letter – already spoke about
6. Deputy Chief position – position is on hold

H. NEW BUSINESS

1. Develop Policy for Special Requirements in Job Descriptions
2. Reorganization of the Shelton Fire Dept.
3. Fire Board responsibilities

Commissioner Sonsini motioned to Table Item 1, 2, and 3. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

4. Training

Commissioner Sonsini motioned to reimburse Chief and Assistant Chief Hongo for expenses associated with the FDIC. Commissioner Kosowsky seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to reimburse Rob Cummings of Valley Fire Chiefs for \$57.42. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

5. Bids for year 2010

Commissioner Kosowsky motioned to forward to the secretary, put a cover letter on it and send it to the purchasing department for the three bids which were for minimum qualification for the apparatus repairs, small tool repairs, and pump testing. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go back to Old Business / Awards Program. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

3. Awards Program

Commissioner Kosowsky motioned to approve the change from AIG/AI to Combined Insurance Company of America. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky motioned to go back to Item number 6 under New Business. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

6. Training for AED CPR and SCBA specs for the self-contained breathing apparatus compressors. They are trying to get unit replaced. No firm pricing given. Would like purchasing, while writing up cover letter, to ask what kind of multiple discounts would be available.

Commissioner Sonsini motioned to reimburse Company 5 up to \$200.00 for training related to AED CPR. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky motioned that this be forwarded to purchasing to go to bid. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

7. 2 Assistant Chief Positions.

Commissioner Kosowsky motioned to reappoint Assistant Chief Michael Ullrich and Assistant Chief Daryl Osiecki to one year appointments starting July 1st, 2009 and end on June 30th, 2010 to be forwarded to the mayor's office. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed 3 in favor and 1 opposed with Commissioner Field opposing.

8. Cars

Commissioner Sonsini motioned to request two cars to go to New England Chief Show in Massachusetts in June and one car for Fire House Expo in Maryland in mid-July. Commissioner Kosowsky seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to add the appointment of training coordinator under New Business number 9. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky motioned to go into Executive Session to discuss the training coordinators position and the current individuals. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION – HOMELAND SECURITY

1. Interview of applicants for training Coordinator
2. Discussion of interviews
3. Selection

H. NEW BUSINESS

9. Appointment of Training Coordinator

Commissioner Kosowsky motioned to appoint Jo Lynn Van Wart as the Training Coordinator starting on July 1st, 2009 for two years. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

J. ADJOURNMENT

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

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 9:03 p.m.

Respectfully submitted,

Kimberly Wells

Kimberly Wells, Clerk

1 TAPE ON FILE IN TOWN CLERK'S OFFICE