

City of Shelton Fire Department  
Board of Fire Commissioners  
Minutes of Regular Meeting  
Tuesday, June 6, 2006

**Commissioners Present**

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

**Also Present**

Chief Millo  
Assistant Chief Michael Ullrich

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**

Chairman Araujo asked if there was anyone wishing to speak at this time – no public participation.

**Approval of Minutes**

MOTION made by Commissioner Sabatino to approve the minutes of May 16, 2006 as printed and distributed. Seconded by Commissioner Sekelsky and approved unanimously.

**Communications**

Chairman Araujo reviewed the following communications with the Board:

- Budget information
- Meeting cancellation of the Public Health and Safety Committee

**Reports****Fire Chief John V. Millo**

Chief Millo stated that he had received a letter from the DEP in reference to the trailer at Echo Hose and has had several conversations with the personnel from there. The DEP has never been faced with what the Board is asking for as far as the indemnification and the hold harmless. They would like the Board to draft out what they would like and then they will bring it to their legal personnel for review. Chairman Araujo stated that he would contact the DEP and Corporation Counsel to see what kind of paperwork should be filled out.

**Fire Marshal James Tortora – No Report****Training Coordinator Francis Jones**

Chairman Araujo stated that the Board received a copy of the Training Coordinator's Report and that he would like to add his information on air packs to the agenda.

**Quartermaster Jack Brand Jr.**

The Board received a monthly report for April and May.

**Superintendent of Alarms – No Report****Commissioner Sekelsky – No Report****Commissioner Chase – No Report****Commissioner Sabatino**

Commissioner Sabatino wanted to bring to the Boards attention that he is working with the alarms personnel and the Police Department in investigating the theft of boxes off the poles. The alarms personnel is giving address information on where the boxes were taken from and police reports are being filed.

**Commissioner Kosowsky**

Commissioner Kosowsky still has not received all the questionnaires and he would like to send them out by next Tuesday. Commissioner Kosowsky also asked if he should have the radio people come to the next meeting in June or the first meeting in July. Chairman Araujo stated that it would be best for him to come for the first meeting in July.

**Commissioner Araujo- Chairman's Report**

Chairman Araujo stated that there are several minor issues with the computer system, one being a connection problem at Company #3. Chairman Araujo wanted to make it very clear that this equipment/computer system is for Fire Department and City use, and should this privilege be abused the Board will take whatever action is deemed necessary. Commissioner Kosowsky reported that his wireless system does not work, nor does his printer. Commissioner Sekelsky reported that his printer does not work either.

**Additions to the Agenda**

MOTION made by Commissioner Sekelsky to add to the agenda under NEW BUSINESS Item #3 – Air Packs, #4 – Fire Marshal Reports #5 – Engine Phones, #6 – Executive Session with Fire Chief, and #7 – Part-Time Clerk. Seconded by Commissioner Chase and approved unanimously.

**Old Business****G1 – Use of Echo Hose by Connecticut DEP**

This was discussed under the Fire Chief's Report. Chairman Araujo will get in contact with the DEP and Corporation Counsel to see what kind of paperwork needs to be filled out.

**G2 – Hydrant Requests/Sanford Drive**

MOTION made by Commissioner Sekelsky to approve the hydrant request for Sanford Drive for one hydrant. Seconded by Commissioner Chase and approved unanimously.

**Patriot Way @ Buddington Road and John Dominick Drive @ Buddington Road**

MOTION made by Commissioner Sekelsky that a letter be sent to both Planning and Zoning and the Engineering Department requesting that they respond in writing to the Board by their next meeting on what their course of action will be to get the hydrant unimpeded on Patriot Way @ Buddington Road and the hydrant installed on John Dominick Drive @ Buddington Road that was never put in. Seconded by Commissioner Sabatino and approved unanimously.

**New Business**

MOTION made by Commissioner Sekelsky to deviate from the agenda to discuss items # 2, 3, 4, 5 & 7 under New Business and then go back to discuss items # 1 and 6 under executive session. Seconded by Commissioner Chase and approved unanimously.

**H2 – Appointment Process**

MOTION made by Commissioner Kosowsky to accept policies A-3 and A-4 (Appointments and Appointment Process). Seconded by Commissioner Sekelsky and approved unanimously.

MOTION made by Commissioner Sabatino that Chairman Araujo handle ordering the tests. Seconded by Commissioner Sekelsky and approved unanimously.

MOTION made by Commissioner Sabatino to have up to a 100 questions on the test, broken down into various sections. Seconded by Commissioner Sekelsky and approved unanimously.

MOTION made by Commissioner Sekelsky to post for the positions of Fire Chief, Deputy Fire Chief and Quartermaster, and that all applications are to be turned in no later than June 26<sup>th</sup> at noon to the Administrative Secretary. Seconded by Commissioner Chase and approved unanimously.

A copy of the postings, job descriptions and policies A-3 and A-4 will be faxed to each firehouse by Friday of this week, along with the same information being given to each commissioner for their company.

### **H3 – Air Packs**

MOTION made by Commissioner Sabatino to have Chief Millo along with the Training Coordinator investigate the situation on the air packs and report back to the Board at their next meeting. Seconded by Commissioner Sekelsky and approved unanimously.

### **H4 – Fire Marshal Reports**

Commissioner Kosowsky questioned why there was no monthly report again for the Fire Marshals Office making it two months of no reports, considering all the administrative time that is filled in on the reports that have been turned in, in the past, there should be plenty of time to fill out these reports.

MOTION made by Commissioner Kosowsky to send a letter to the Fire Marshal and the Mayor stating that it is no longer acceptable that monthly reports are not being filed in a timely fashion. Seconded by Commissioner Sekelsky and approved unanimously.

### **H5 – Engine Phones**

MOTION made by Commissioner Sekelsky to ask the Finance Director to purchase Nextel Phones for the apparatus (one for each company). Seconded by Commissioner Chase and approved unanimously.

MOTION made by Commissioner Sabatino to purchase Nextel phones for all of the Fire Commissioners. Seconded by Commissioner Chase and approved unanimously.

### **H6 – Part-time Clerk**

MOTION made by Commissioner Sabatino that at this time the Board no longer needs the services of the part-time clerk. Seconded by Commissioner Chase for discussion. An amendment was made by Commissioner Sabatino to go into executive session at 8:33 P.M. Seconded by Commissioner Chase and approved unanimously.

Returned back to regular session at 8:40 P.M. No votes or motions taken during executive session.

Commissioner Sekelsky needed to excuse himself from the meeting for a few minutes.

AMENDMENT TO MOTION by Commissioner Sabatino to send the Human Resources Director a letter that we are replacing the part-time clerk and we are asking for a replacement. Seconded by Commissioner Chase and approved unanimously. Commissioner Sekelsky not present at time of vote.

Vote on original MOTION was approved unanimously. Commissioner Sekelsky not present at time of vote.

### **H1 – Job Performance Reviews**

MOTION made by Commissioner Kosowsky to go into Executive Session to discuss Job Performance Reviews with Chief Millo and A/C Ullrich at 8:48 P.M. Seconded by Commissioner Chase and approved unanimously.

The Board ended their portion of Executive Session discussing job performance reviews at 9:50 P.M.

### **H6 – Executive Session with Chief Millo – Personnel Issue**

MOTION made by Commissioner Kosowsky to return to regular session at 10:00 P.M. Seconded by Commissioner Sekelsky and approved unanimously.

No votes or motions were taken during executive session.

MOTION made by Commissioner Sekelsky to send a letter to the Fire Chief asking that a copy of the investigation letter by the Chief of Police be obtained by the Fire Chief and presented to the Board in reference to a medical response of a firefighter. Seconded by Commissioner Kosowsky.

Those in favor – Commissioners Araujo, Sekelsky, Chase, Kosowsky  
Abstained – Commissioner Sabatino

MOTION PASSED

MOTION made by Commissioner Sabatino to accept the job reviews of the two Assistant Chiefs and the Chief. Seconded by Commissioner Chase and approved unanimously.

**Remarks/Comments for the Good of the Commission**

Chairman Araujo wanted to compliment everyone on a great job on putting together the job descriptions.

**Adjournment**

MOTION made by Commissioner Sekelsky to adjourn at 10:10 P.M. Seconded by Commissioner Sabatino and approved unanimously.

Minutes submitted by Michele Lewis