Commissioners Present:
   Chuck Sutton, Chairman
   Ben McGorty, Vice-Chairman
   Mike Ullrich, Commissioner
   Justin Sabatino, Commissioner
   Tim Manion, Commissioner
Also Present: Fire Chief Fran Jones

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
Commissioner Tim Manion announced that during the portion of Executive Session he will be recusing himself from the commissioner seat to be a deputy chief candidate.

D. EXECUTIVE SESSION
Chairman Sutton announced he would like to go into Executive Session to conduct the Deputy Chief interviews. Vice-Chairman McGorty made a motion to enter into Executive Session under the public participation. Commissioner Ullrich seconded the motion.

A voice vote was taken: All were in favor. Motion Passed.

Executive Session began at 7:36 pm.

Commissioner Sabatino made a motion to come out of executive session to invite the first candidate and have Chief Jones sit in and monitor the testing. Vice-Chairman McGorty seconded the motion. A voice vote was taken: All were in favor. Motion Passed.

Executive Session ended at 7:46 pm and Restarted at 7:47pm.

Vice-Chairman McGorty made a motion to come out of executive session at 8:47. Commissioner Manion seconded the motion. A voice vote was taken: All were in favor. Motion Passed.

Commissioner Sabatino made a motion to announce Tim Hango as the new Deputy Chief. Chairman Sutton seconded the motion. A voice vote was taken: All were in favor. Motion Passed.

Chairman Sutton thanked all the candidates for coming in and stated they were all very qualified. Commissioner Ullrich added that it was a tough decision.

Commissioner Sabatino made a motion to move back to the regular part of the meeting which will be the approval of minutes. Vice-Chairman McGorty seconded the motion. A voice vote was taken: All were in favor. Motion Passed.
E. APPROVAL OF MINUTES

1. Minutes of Regular Meeting May 1, 2012
Chairman Sutton made a motion to accept the minutes of the regular meeting of May 1, 2012. Commissioner Sabitino seconded the motion. A voice vote was taken: All were in favor. Motion Passed.

Chairman Sutton made a motion to accept the minutes of the special meeting of May 15, 2012. Vice-Chairman McGorty seconded the motion. A voice vote was taken: All were in favor. Motion passed.

Chairman Sutton made a motion to accept the minutes of the special meeting of May 22, 2012. Commissioner Sabitino seconded the motion. A voice vote was taken. All were in favor. Motion Passed.

F. COMMUNICATION
Commissioner Sabitino presented a letter to Chairman Sutton to be read. Chairman Sutton read the letter. A copy of the letter is attached below.
Dolores P. Collings
187 Rocky Rest Rd
Shelton, CT 06484-4235
June 4, 2012

Board of Fire Commissioners
254 Hill ST
Shelton, CT 06484

Dear Board Members:

In January 2012 F.M. Tortora issued a new directive stating:

“28. Private meetings are not to be held during anyone’s working hours and are not to be conducted in the office or city hall. This includes before punching in and after punching out. This will alleviate the disruption caused to others in the office.”

I believe that this directive is illegal and impinges on my rights.

I am asking the Board of Fire Commissioners to look into this matter. As well, I ask the Board to deal with the continuing harassment and escalating hostile work environment in the Fire Marshal’s Office.

My complaint to Admin Asst. / Human Resource Dir. Tom Taylor has only yielded increased harassment from F. M. Tortora.

I am hoping that you can do something to alleviate this situation.

Sincerely,

[Signature]

Dolores P. Collings
Chairman Sutton also read a letter from Robert Novak to James Tortora. A copy of the letter is attached below.

To: James Tortora  
From: Robert J Novak  
Date: May 8, 2012  
Re: Resignation  

This letter serves as my resignation from the Deputy Fire Marshal position, effective two weeks from today. I have proudly and honorably served the City of Shelton Fire Department for almost 50 years. I will remain as a volunteer firefighter and my certifications will be kept up to date.

Sincerely,  

[Signature]

Robert Novak  

Cc: Thomas Taylor, Human Resources  
    Mayor Mark Lauretti  
    Board of Fire Commissioners
Chairman Sutton announced a letter was received from the Freedom of Information. Everyone was giving a copy. Chairman Sutton announced that this matter has been turned over to Ray Soots. Chairman Sutton also advised the commission about a law suit that has been forwarded to Tom Welch. This was served by Marshall Nicole and forwarding copies of the suit to the board of fire commissioners; Robert Erousso, David Sekelsky, Merle Chase, Bruce Kackowski, John Finn and Justin Sabitino. Chairman Sutton advised the commission he spoke with Attorney Welch who will turn the matter over to the insurance company.

Commissioner Manion presented a letter from Echo Hose requesting to add some fire police. Commissioner McGorty also presented a letter from Huntington Fire Company requesting to add additional fire police. A copy of each letter is attached below.
June 5, 2012

Board of Fire Commissioners
Shelton Fire Department
54 Hill Street
Shelton, CT 06484

Re: Addition to Fire Police List for Co#3

To: Board of Fire Commissioners

Looking to have Jo Lynn Van Weert (ID # 3125) added to Company #3’s list of Fire Police.

Yours in Service,

Matthew Lawrence
Captain
Huntington Fire Co #3
Board of Fire Commissioners,

The below firefighters are Fire Police for Echo Hose Hook & Ladder Company #1:

Pat Buckley – 1017 – Chief
Max Aulet – 3008
Sal LoCicero – 1119
Randy Nash – 1067

Respectfully Submitted,

Lt. Steve Hoffman
Echo Hose H&L Co. #1
Shelton Fire Department
F. REPORTS

1. Fire Chiefs Report

Chairman Sabitino asked Fire Chief Jones if there were any items on the agenda that are not on the report. Fire Chief Jones indicated there were a few items. He advised the commission that they lost a few links of hose during lost during the hose testing. It is estimated to be around 50 links. A detailed report will follow and he will work with the quartermaster to acquire the hose they lost.

The Fire Chief also advised the commission that Cub Scout 24 Den 2 of Booth Hill School made stuffed animals for the chief’s office to give to kids to assist in tragic situations. This may help deflect when something bad happens. The stuffed animals will be kept in the Chief’s car.
To: Board of Fire Commissioners  
From: Francis T. Jones III  
Subject: Monthly Report – June  
Date: 5/31/12

Commissioners,

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

**Apparatus:**

1) The DOT Inspection Phase is on-going of our preventative maintenance program on all apparatus and fleet vehicles. The majority of the apparatus are complete, and the remaining vehicles will be conducted in June.

2) The SFD apparatus are receiving their DOT Inspection through our contracted vendor, and any items found deficient are being repaired or replaced. The apparatus mechanic as also checking all light fleet vehicles, and addressing any needs as required.

3) Engine 32 is currently being scheduled to receive some front end work, due to wear/alignment concerns in the front end found during the DOT inspection, in addition some other minor issues reported by the fire company engineers will be addressed by the apparatus mechanic.

4) Engine 42 will be scheduled next to receive upgrades to LED lights, Hose Tarp, Cross-lay hose restraints and the addition of reflective chevron striping for firefighter safety.

5) Brush 43 was sent out for repair during the month of May for a blown injector, it has since returned to duty.

6) Brush 54 is currently in O.O.S awaiting the new skid unit. The skid unit was approved by the BOA, and has been ordered per Commissioner Manton through Kurk Products.

7) Marine 4 is in-service at Beacon Point Marine and Marine 4 Zodiac is in service at Company # 4 for citywide service
8) Marine 1 is OOS, it has received its bottom repair, is the new motor was approved by the BOA, and is currently ordered, Marine 1 will be in service for a boat regatta on Saturday June 9th, at Lake Housatonic, it then will be O.O.S again, until the new motor is installed, bottom is painted, and keel guard installed.

9) G & K will be placing hose restraint covers on all SFD apparatus, so far E32 has been completed, up next is E42, E2, and E52, followed by the rest of the fleet.

10) Rear Hose Covers are being replaced on E44, E4, and E42. Tarps will include reflective chevrons

Staff Assignments/Projects:

1) Chief Jones is working with the Public Safety Council and Assistant Chief Verdichio 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. In addition the city has chosen the lease to purchase option through the vendor.

2) 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 bid is complete and have been ordered.

3) Chief Jones is working with the Mayor's Office and Commissioner Ulrich in acquiring/refurbishment of fire stations (on-going)

4) 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 Salemme

5) Chief Jones and the Public Safety Council are working on Power Restoration Priorities List with Ul, and developing a monthly calendar of public events happening within our city, so all emergency services are aware of ongoing events.

6) Assistant Chief Wilson and newly appointed Training Coordinator Salemme are 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, all companies have been assigned dates

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) Assistant Chief Constantino & Captain Ovesny prepared a list of intersections needing upgrades and improvements for Traffic Pre-emption systems (Opticom). Currently, we have received BOA funding for some upgrades particularly the Route 11, and Maple Street intersection in White Hills.

10) Recruitment Officer Mattioli is working on many projects, and asking for information from the respective fire companies. The SFD has a new Official Facebook account, and will be receiving Recruitment Posters Banners soon.

11) Quartermaster Field is working on SCBA Bottle testing, Air Quality testing, Structural and Fire Gear purchases and various other items. See Quartermaster report for details of projects.

12) Training Coordinator Salemme 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. See Training Officer report for details of projects.

13) Assistant Chief Verdechio, 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 Verdechio 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.

16) Assistant Chief Osiecki is working with TC Salemme is scheduling a citywide walk through of the new construction being conducted on Canal Street.

17) TC Salemme is scheduling a citywide drill with UI, on electrical safety.

18) KME provided bids on all four apparatus. They are currently under review by the Truck Committee, Chief’s Office, and BOFC’s. Truck Committee meeting on Monday June 4th, 8:00pm at Huntington FH.

Training:

1) The Shelton Fire Department Spring/Summer FF1 program is moving ahead well.

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 on May 2nd (Huntington) and well attended. It is also scheduled for June 14th (Echo Hose) using the Friction Force Door and instruction provided by the VFS.

4) Rope Rescue Citywide Training continues monthly, it was well attended on May 14th. participants performed practical evolutions

5) Elevator Course is scheduled and posted (See Attached)

6) Three Shelton Firefighters are attending the Fire Instructor 1 course in Monroe

7) Fall programs being scheduled are 2Q, Basic Aerial Ops, BBP, CPR/AED Training

Bids/Specs/Equipment:

1) The following bids have been received back to the SFD, for Structural Gear Replacement. Gear fitting will be conducted on June 10th, from 08:30 -10:30 am at Company # 4 (Citywide) and June 12th from 9:00am – 10:00 am, and 6:00 – 8:00 pm at Company # 4 (Citywide)

2) Quartermaster Field is working on scheduling the fire police gear fitting dates and locations

3) The Respiratory Protection Plan & Medical Monitoring bid has returned and Griffin Hospital has been selected, final details are being presented to the BOFC's, Chief's and Company Captains at the June Special BOFC's Meeting.

4) The firefighter escape system has been ordered – it is the Sterling F-4 System and will integrate with our new fire gear, all members receiving new fire gear will receive training in the new escape system.

5) The new Fire Chief Command vehicle is out to bid, bid opening scheduled for June 14th, at the Board of A & T.

6) 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. Commissioner Marion and I attended the Federal Grant Workshop in New Haven. The SFD will be putting together a grant proposal for the new AFG which is scheduled to be out in June.

2) The Deputy Chief’s - BOFC’s Interview is scheduled for June 5th, 2012.

3) Commissioner Marion 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)

4) Comm. Sutton and I attended the Board of A & T on the bid opening for many SFD items.

5) The Chief’s Office has a meeting scheduled with the SEDC to review current and future development in Shelton.

6) The new Radio System Console is scheduled to go live on June 5th, and the dispatch center will be operation out of the basement of PD, until room renovations are complete, then they will be back in their original work stations, with the new console.

Yours in Service,

Francis T. Jones III
Fire Chief
Shelton Fire Department
### FD Monthly Expense Report

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### Expense Summary

- **May**: 12,543
- **June**: 12,543
- **Total Expense**: 25,086

Overall, the report shows a consistent expenditure with minor changes between May and June, indicating stable usage and maintenance costs for the month.
City of Shelton Fire Department
Training Coordinator

May 2012 – Monthly Report

Training in Progress:
Firefighter 1 in-progress at Fire Company # 3
Elevator Rescue Course – Classroom Co. 4, Practical - 2 Corporate Drive
Monthly – Citywide Rope Rescue Training – next date June 16th
Live Fire Training on-going at New Haven Fire School – Late Summer – Early Fall

Firefighter Escape System Train the Trainer, followed by training to be conducted to each Firefighter that received new fire gear.

Planned Fall Training:
Firefighter 2
Hazardous Materials Operations (Certified Course)
Basic Aerial Operations
2 Q – Driver Course

CPR/AED Initial/Re-cert Training
Fall – Re-certifications
Blood-borne Pathogens – New Program to be delivered by EHVC
Hazardous Materials Refresher (Meter Program)
SCBA Recertification
Fill Testing
2. Fire Marshal James Tortora
None

3. Training Coordinator
In Fire Chief’s report

4. Quartermaster Report
Chief Jones advised the commission the quartermaster has been working on the projects as discussed. The gear fitting is scheduled for Sunday June 10, 2012 from 8:30 -10:30 at company 4 for all 50 people receiving new gear. Additional fittings will be held Tuesday from 9:00 am -10:00 am and 6:00 pm-8:00 pm. A list has been sent to each of the Fire Company Captains that provided names. In addition anyone needing gloves or boots we will be taking sizes for those individuals at that time. Chief Jones also advised he is also working with New England Uniform and other vendors to set up dates for the fire police. They are holding off because Echo Hose and Huntington have some additions to the fire police. The big project the quartermaster is working on is the Hydro testing and SBA models. Commissioner Sabitino asked if packs need to be tested this year. Chief Jones indicated the quartermaster is scheduling that. A detailed report will be available next month.

5. Chairman Sutton
None

6. Commissioner Ullrich
Commissioner Ullrich advised the commission he met with Theresa Gallagher in regards to properties. He got a better feel of what is available future fire stations. Now that more information is available would like to get a committee started.

7. Commissioner McGorty
Vice-Chairman McGorty advised the commission he is still having problems with the Generator. He asked Fire Chief Jones if the quartermaster is up and running on the computer to order supplies. Fire Chief Jones indicated it is something they are still working on email communications on the lap top. He plans to bring it to IT. In the meantime Vice-Chairman McGorty will continue to go through or CC the Fire Chief for what he needs.

Vice-Chairman McGorty also asked about ladder testing, extension 24 foot, that was done a year ago and some hose that failed. Fire Chief Jones replied they are working on the hose. He will have to bring himself and the quartermaster up on what happened last year.

8. Commissioner Manion
Commissioner Manion advised the commission that 54 has been out of service for a while but it was signed off on yesterday. The PO is in the system. An email was received by him and the Chief about the Grant School. It should be open any day now for firefighter grants. Commissioner Manion contacted Charlene DeFlippo advising her they would like to go through last year’s communication grant. Last year they did very well. Just came in a little short. They came in 90th out of 85 spots. They did not miss by much. This year they plan to try to get the air packs through the grant. He plans to
9. Commissioner Sabitino
Commissioner Sabitino advised the commission he is working on the Marine bid for the motor that went out for Echo 1. This will include the cable and the steering that it needs. Marine 4 is in the water and is in service. Last night he went over it with the company officers. It however does not have safety lights at night. The company 4 would like to have that addressed.

Agenda Additions:

Commissioner Sabatino made a motion to add the fire police list to the agenda under new business item #4. Commissioner Ullrich seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Sabatino made a motion to add radios under old business item #4. Commissioner Ullrich seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Mannion made a motion to add a special meeting for sometime this month to deal with the issues that were brought up in communications regarding personnel issues under new business item #5. Vice-Chairman McGorty seconded the motion.
A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. Bids
Commissioner Manion advised the commission that bids have come in for the air compressor for Company 3. There were three bidders. All meet the specs. The cities contract is attached to it.
Mid State is the lowest at $50,047.00. They also gave a bid for 3 compressors for $153,129.00.
Shippman’s Fire came in at $53,200.00. They also gave a bid for 3 compressors for $153,129.00 if we were to buy three compressors.
Air Compressor Engineering came in at the highest at $61,096.00. They too gave a bid for 3 compressors for $153,129.00. They also offered a $1,000 trade in. No one else offered that however we do not have any trade-ins.

Commissioner Manion made a motion to accept Mid State’s bid of $50,047.00 for the air compressor. Commissioner Ullrich seconded the motion.
A voice vote was taken; motion passed unanimously.

2. Policies
Commissioner Ullrich is going to the officer’s council meeting next Tuesday per their request to have someone come to explain and answer some question they have.
May 1st, 2012

Regular Meeting Minutes

Board of Fire Commissioners

There are six policies that are currently in the policy book that conflict how we operate. Copies will be sent to everyone for review and are prepared to discuss them at the next regular meeting.

3. Ordinances
There are some differences in the ordinance verses the State Statue. The report is not ready but will have at the next meeting.

4. Radios
The antenna at Pitney Bowes is still a work in progress. The site in the proposal, that building is up for sale. There is a full report that is attached to the Public Safety Committee meeting. They are awaiting an official letter from Pitney Bowes to allow the use of the building for the Antenna. Another option is to use their other building at #27. There are parts of a radio system up there and could affect other systems in the area. This may require us to put additional equipment up there. Another option is to look at other public buildings within the general area. Any building we use will require approval letter. If another building is used a complete study would not be needed. They would have to make an amendment to the proposal. Depending on what needs to be put on regarding a new site a study may be needed for coverage and terrain. These are just other options if they do not get the approval letter from primary site.

The decision is to go with a Lease to Purchase option for the antenna. It was a better financial decision for the taxpayers. There are no changes to the proposal.

1. BIDS (revisited)
Chairman Sabitino pointed out they forgot to take care of some business under bids. Chairman Sabitino made a motion to REJECT the truck bids per the recommendations of the truck committee. Chairman Ullrich seconded the motion. A voice vote was taken: All were in favor. Motion Passed.

A discussion ensued about why only one bid was received. It was determined that perhaps the specifications of the bid were too specific limiting the number of vendors able to provide the equipment. The commission was not comfortable accepting only one bid. It appears what happened was due to time constraints and the need to a generic spec it was left to the fire companies who went to a certain vendor and requested specs for a certain type of apparatus. They needed something right away as they wanted to put it on a referendum and get it to the commissioners. Many of the vendors did not bid as they could not meet the specs.

The general parameters for the bid were for an aerial truck with a pump, a rescue non walk-in truck and for a rescue truck with a pump. Due to how business is done in Shelton a rear mount is needed for the aerial truck. That limits the number of vendors. The non walk-in rescue truck became a customized truck due to the height and length restrictions at the Huntington Fire House. There are significant limitations at that firehouse now it becomes a custom built truck. There are also size and weight issues at Company 1 and put in for a Peirce ultimate regulation pump. Peirce is the only manufacture that makes this pump. One of the 4 trucks was very specific but that is the type of truck that is needed. The other trucks are competitive. Moving forward we have our truck committee revisit the specs and ensure they are open and allow for
competition. In general the plan is still the same. They have an ageing fleet. The last
time trucks were purchased was 2004. The trucks they are looking to replace are over
20 years old.

There is a need to have a close number for the board of alderman to give for the
referendum. There are also a number of upgrades for equipment and apparatus
needed. Fire Chief Jones would like to ask the board of alderman this fall to seek a
referendum made this fall for some upgrades. That is when the funding should be in
place. Another option may be to have a company gather the bids for us. The number
they are looking at is 4 million to 4.2 million for an overall referendum question to meet
the needs of the department. Fire Chief Jones will put something in writing for the next
meeting.

Fire Chief Jones then talked about the air Pack Bid. The committee had a meeting last
week. The specifications have been reviewed. All three bids meet the specs. The
vendors were Drager, MSA and Scott. They were deemed acceptable per the
committee. The low bid was from Drager for $652,000. MSA bid was for $665,000.
The Scott bid was for $803,000. The committee recommends moving forward pending
funding and possibly use the AFG Grant application funding for the Drager bid.

Commissioner Sabitino made a motion to accept Drager's low bid for the air packs.
Commissioner Ullrich seconded the motion. A voice vote was taken. Commissioner
McGorty opposed. Motion passed.

H. NEW BUSINESS
1. AFG GRANT
Commissioner Sabatino made a motion to move forward with the grant for
Commissioner Mannion and Chief Jones to spearhead the grant and report back to the
board.
Fire Chief Jones advised the commission that the city of Shelton will be responsible for
10% of the cost.
A voice vote was taken; All were in favor. Motion passed.

2. LOSAP Letters new members
Commissioner Sabatino made a motion to accept letters submitted by LOSAP record
keepers as letters to be sent out to the new membership. Commissioner Manion
seconded the motion. A voice vote was taken. All were in favor. Motion passed.

3. Fire Police
Commissioner Sabatino made a motion to accept the two letters, one from Echo Hose
and one from Huntington for the additions of Pat Buckley, Max Aulet, Sal Locicero and
Randy Nash to company 1 and Jo Lynn Van Wart to company 3. Commissioner
McGorty seconded the motion. A voice vote was taken. All were in favor. Motion
passed.

4. Special Meeting
Commissioner Manion made a motion for a special meeting be scheduled to allow the
Fire chief to get all the information needed to move forward with the bonding for
May 1st, 2012                                  Regular Meeting Minutes
Board of Fire Commissioners

apparatus and other equipment that is necessary. Commissioner Manion would like to
also have a closing interview with former Chief Deputy Novak and thank him for his
services and discuss his reasons for leaving the position. Lastly he would like to include
the Mayor, the Fire Marshall and corporate council to discuss the letter received from
Delores Collings regarding harassment issues. Commissioner Sabatino seconded the
motion. A voice vote was taken; motion passed unanimously.

The meeting is tentatively scheduled for June 11th or 12th depending availability.

I. ADJOURNMENT
Commissioner Sabatino made a motion to adjourn. Chairan Sutton seconded the
motion.
A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 9:49 p.m.

Respectfully submitted,
Terri Gannon
Terri Gannon / Clerk

1 Tape on file in the Town Clerk’s office