Commissioners Present:
   Marc Connolly, Commissioner
   John Sonsini, Commissioner
   Bruce Kosowsky, Vice-Chairman
Also Present:
   Francis Jones, Fire Chief

A. CALL TO ORDER
Vice-Chairman Kosowsky called the meeting to order at 7:30.

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

C. PUBLIC PARTICIPATION

Fire Fighter Ullrich stated that during the Medical portion, he is allowed to be involved in that. He has been involved for the last several years and has a lengthy report. He does not want to discuss members in the public and would ask if he could be added to the agenda. The discipline policy, he has worked on for two years and after an incident, he sent it on to Fran for review. He was hoping that the BOFC had time to review. Report has guidelines on how to properly discipline, forms to fill out for proper record keeping, etc. Fire Fighter Ullrich also forwarded letter to department about qualification for officers, requirements have not been changed for past 8 years and FF Ullrich has done some research. FF Ullrich discussed some OSHA requirements for officers. He believes all the rank of LT. and Captain should attend Fire Fighter class 2 for certification this coming fall. He also asks that any new members coming into the department have 18 months to complete Fire Fighter 1. He also believes that any member who handles hazardous materials should be Hazmat Ops by OSHA. FF Ullrich read a letter that he had sent out detailing his requests. He asked once again if he could be added to their agenda during this discussion.

Lt. Ferris (Pine Rock) stated that he has been around many more years than the past Asst. Chief and he thinks it’s rude that he is saying OSHA says, first of all half of the departments don’t reach those requirements. We are the highest trained volunteers in the state of CT. What happened to people who have the background and years of experience? This is wrong; when he was a Chief he never wasted his time with us. But now he comes and tries to bully us into this, I think it’s wrong.
D. APPROVAL OF MINUTES

Commissioner Sonsini motioned to approve the corrections for the minutes of the regular meeting of June 1st under Old Business/9-Bids/ for clothing bids to award bid to Guard-Line Fire and Safety for Fire Hoods at $19.00 and Coastal Fire System be awarded bid for Gloves for $60.62. Commissioner Connolly seconded the motion. 

A voice vote was taken; motion passed unanimously.

1. Minutes of Regular Meeting June 1, 2010
Commissioner Connolly motioned to approve the minutes of the regular meeting on June 1, 2010 with the corrections. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

2. Minutes of Special Meeting June 22, 2010
Commissioner Sonsini motioned to approve the minutes of the special meeting on June 22, 2010. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Commissioner Sonsini motioned to add (8) Training Application/Request to New Business and I.(A) Medical Report to Executive Session. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to add (9) Request for Military/Losap request and (10) Truck Rodeo to New Business. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.
F. REPORTS:

1. Fire Chiefs 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 – June
Date: 7/3/10

Commissioners,

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

1) Gear and equipment purchasing is a top priority during the month of July. Company Chief’s and Officers were asked to update the gear excel sheets, and recommend members requiring new gear to the Chief. Gear fitting will then be scheduled.

2) 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 purchase new radio equipment and continue the process of frequency acquisition.

3) The SFD shall have a destructive use of (3) homes slated for demolition. The SFD Training Division will scheduling training with A/C Wilson as the Lead Instructor assigned to this project. Proposed training to include Company Operations, RIT, Roof Operations, and 1403 Burns scheduled for August. (See attached cost estimate for 1403 burn)

4) Additional Training – The SFD will be scheduling FF Safety and Survival Training, 2Q Driver training, Basic Rope Rescue, and the SFD Training Division shall be coordinating smokehouse and I-2 training this Fall of 2010 to ensure that all our SFD members have the opportunity to obtain required training.

5) The proposed date for the annual SFD – Apparatus Rodeo is September 26th with a rain date of October 10th. I would like to seek up to $4000 from Recruitment & Retention account to conduct this rodeo.
6) The SFD is assisting the City in Shelton in seeking reimbursement from FEMA for manpower, and equipment used during storms during the period of March – May 2010. The Fire Chief, Administrative Assistant Taylor, FM Tortora, and the Records Keeper are working on this project.

7) I would like to continue ensuring interoperability by outfitting Car 1, 2, 3, 4, 5 with additional mobile radios (UHF, VHF, and 800 Band).

8) The following radios are needed Car 1 (VHF), Car 2 (VHF, UHF, 800) Car 3 (VHF, UHF, 800), Car 4 (VHF, UHF, 800), Car 6 (UHF, 800) to ensure interoperability.

9) Car 3 & Car 4 Explorers were outfitted with updated SFD Mobile radios and repeaters during the month of June.

10) Letters have been sent to former A/C Ulrich & A/C Osiecki that their appointments have not been re-issued. (See attached letters)

11) See attached list of duties assigned to the Chief’s Office, due to the changes in the Command Structure, due to the loss of (2) A/C’s and un-filled Deputy Chief and Quartermaster Positions (See attached letter)

12) Due to the reduction of staff within the Command Structure, and the loss of A/C Ulrich as the Department Health & Safety Officer, The Fire Chief shall assume the duties of Department Health & Safety Officer until further notice. I will continue to work with the Records Keeper and Fire Department Secretary to ensure that all members are in compliance. Those members not within a one year compliance shall be re-assigned to Station Help Duties.

13) I would like to re-assign Car 3 – vehicle to the future Huntington Assistant Chief position, and re-assign Car 2 – vehicle to the White Hills Assistant Chief. That will ensure that all Chief Officers will have 4x4 staff vehicles. The former Car 5 – 1997 Red Crown Vic can be placed reserve status. The former Car 7 - 2000 White Crown Vic, can be surpluses.

14) In addition, I would like to have Car 2 and Car 3, detailed and new emergency decals applied. Both these vehicles need some TLC, due to their age. I have also instructed the Apparatus Superintendent to repair any deficiencies to these vehicles.

15) I have been working with the SFD Officers, SPD, and EMS to update our SFD Dispatch Protocols. Training dates are being scheduled for 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.
16) 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. (Carry over from last month)

17) All SFD apparatus has completed yearly, DOT, Brake inspection, and Pump Testing. Some deficiencies were found and are being repaired and/or replaced in order to keep the SFD apparatus in-service and safe. (See Apparatus Superintendent report for details)

18) Marine 5 are currently OOS due to a leak in the Hull. FF Mike Dunn has stated he will complete the repair for us during the week of July 6th, 2010.

19) I would like to encourage that the BOFC’s support the process to obtain funding to replace Marine 5; the current Marine 5 was a donated boat from the Police Department, that is over 20 years old. In addition, Marine 1 is 19 years old. A/C Tevollitz has specifications drawn up. I would encourage the BOFC’s to seek Request for Bids for future replacement.

20) Engine 32 has a leak in the Class B foam tank, this is covered under warranty, and the Apparatus Superintendent is working with the vendor to repair/replace.

21) Engine 42 has a leak in the water tank, this is covered under warranty, and the Apparatus Superintendent is working with the vendor to repair/replace.

22) Engine 53 ladder racks have been repaired and we are currently waiting on the new ladders to arrive to complete this repair.

23) 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. (Carry over from previous report)

24) I would like to encourage the BOFC’s to 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)

25) 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) (Final authorization letter is still needed from BOFC’s to continue)

26) 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 until additional space can be found for use by the Chiefs. (Carry over from previous reports for action to be taken)

27) 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)

28) (4) Automatic Call boxes, have been purchased and are available to be installed at each fire house, I am currently working with each Fire Company and IT to install these phones. 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.

29) 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. (Work still in progress)

30) The SFD needs to immediately replace the following amount of hose that failed during testing. This hose needs to be purchased ASAP. Now that the bids have returned. (Carry over from previous reports for action to be taken)

31) The SFD provided fire watch and stand-by coverage to ensure public safety at the Annual – July 2nd Fireworks celebration. Refreshments were provided at staging located at Carroll’s Home Improvement. A Safe & Great time was had by all.

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

33) Ladder 33 has returned from Gowns & Knight from Tank to Pump Value repairs.
34) Ladder 33 upgrades to the Window Wiper system however is still delayed, according to the vendor to repair/replace it correctly, will be costly, since the entire wiper system would need to be re-engineered, due to lack of available parts. I would encourage the BOFC’s to seek estimates of work, prior to initiating this potentially costly repair.

35) 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, and 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)

36) I have developed a preventative maintenance program for are four gas hazardous material meters, thus reducing the problems that occurred this year with multiple meter failures. This plan will included contracted service every 4 – months (January, May, September)

37) All Bio-system four gas meters have been repaired and placed, the (3) Scott Scout meters from Huntington Fire Company were placed out of service, and given back to the Huntington Fire Company. They are not cost efficient to repair.

38) I would like to purchase an 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)

39) 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)
40) 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)

41) The Chief’s Office, the Records Keeper, Secretary, and Training Coordinator 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)

Yours in Service

Francis T. Jones III
Fire Chief
Shelton Fire Department
2. Fire Marshal James Tortora
3. Training Coordinator Jolynn VanWart

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City of Shelton Fire Department
Training Coordinator

To: Board of Fire Commissioners
From: Jo Lynn Van Wart

Commissioners,

The following is the Shelton Fire Department training report for July 6, 2010

Training:
- FF1 State practical exam to be held 7/10/2010 at Fairfield Fire School
- FF1 State written exam is scheduled for 7/21/2010 at Co#3
- Forcible entry classes were taught by VFS and were hosted at Co#5. Each SFD company went to Co#5 for the class.
- Incident Safety Office is being offered two dates in August. 8/21-22 is scheduled for the weekend and the other is for 8/24-25, 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.

Future Training:
- 2Q training classes are in the process of being established. Tentative dates have been sent to VFS for review because Valley Fire School will be the trainers.
- Planning stages for MRT classes in July or August. Tentative start date is 7/27 and will be held every Tuesday and Wednesday evening ending 9/7/2010
- FF2 classroom training is being scheduled for the fall with E-learning capabilities on an as-needed basis.
- Fire Service Instructor 1 and Fire Officer 1 are planned for the fall and winter months.
- Live burn training is being scheduled with Fairfield Fire School.
- Depending on the numbers, FF1 will be started in the fall to avoid the long involvement into the summer as was this year. It is hoped that SFD instructors will be able to instruct in Hazmat Operations this time.

VFS has notified me that Co#5 and Co#4 still have not completed their Basic Pump Operations class. This class has already been paid for. This needs to be taken care of immediately.
4. Quartermaster Report Marc Connolly

5. Commissioner Sonsini

6. Commissioner Connolly

7. Commissioner Field

8. Commissioner Kosowsky

G. OLD BUSINESS

1. Quartermaster

Commissioner Sonsini motioned that each Company’s Assistant Fire Chief’s compile a list of what is needed to give to Chief’s office to go back to the Board of Fire Commissioners for discussion. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.
H. NEW BUSINESS

1. Review rescue specifications

Commissioner Connolly saw some discrepancies on list. One was about type of light, one was about steamer connection and there are many more. We need to get these corrected. We need to clean these up. Commissioner Connolly has corrections highlighted.

2. Assignment of Vehicles for command staff

3. LOSAP

Commissioner Sonsini motioned letter be forwarded to the Record’s Keeper to have Tim Hill from Company #3 put on Military Leave. Commissioner Connolly seconded the motion. 
**A voice vote was taken; motion passed unanimously.**

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7/06/2010

Board of Fire Commissioners
Shelton Fire Department

Subject: Military Service Credit for Tim Hill

The Awards Committee requests that Tim Hill be granted four (4) years of Military Service credit as per the LOSAP Plan Summary Version 1, section 3.2.6.2 – Military Service. Tim joined Co 3 on 5/10/02, a member in good standing, and was enrolled in 2008 – 2009, into the 2009 SFD plan year. He currently has 1 year in the plan, and left for Military Service in September 2009. Huntington Fire Company #3 has requested that he be placed on Military Service leave. The Awards Committee expects that this is contingent upon Tim returning to Active duty with the Shelton Fire Department, after his Military Service. Also, this Military Service status will only continue while he is in the service. The policy is stated as follows:

3.2.6.2 - Military Service

Any active participant in good standing in the Length of Service Awards Program prior to their military service may be awarded funding up to four years of service in the plan. The number of years to be awarded shall be determined and approved by the LOSAP Committee, and the Board of Fire Commissioners.

Respectfully,

Paul Hays
Chairman, Awards Committee
4. Request to attend Training courses

Commissioner Sonsini motioned to accept request for training courses. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

5. Previous Assistant Fire Chiefs

Commissioner Connolly motioned to send letters to the past two Fire Chief's thanking them for all their service. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

To: Shelton Fire Officers
Cc: Board of Fire Commissioners & Officers Council
From: Chief Jones
Re: A/C Position's Ullrich & Osiecki
Date: July 1st, 2010

SFD Officers,

Effective – July 1st, 2010, the positions of Assistant Chief Ullrich and Osiecki have not been extended and are now vacant. Assistant Chief Ullrich & Assistant Chief Osiecki had been a tremendous asset to our fire department for many years and their departure from the Command Staff shall be greatly missed.

Both members shall be re-assigned to the rank of Firefighter/ Driver Operator status within the Shelton Fire Department.

The following duties performed by these Chief Officers shall now be re-assigned.

1) Please see updated the duty rotation as presented by A/C Wilson.
2) Direct Company # 3 liaison to Chief’s Office will remain Captain Constantino, until Co. # 3 selects an A/C.
3) Accountability and Salamander System shall remain with SFD Records Keeper and added to Car 1 duties
4) Standard Operating Procedures & PIO duties shall be the responsibility of Car 4
5) Liaison to the Training Division re-assigned to Car 6
6) Health & Safety Officer Duties – Car 1
7) SPD Dispatcher and Text Messaging Liaison – Car 5
8) Pre-Fire Plans – Shall be assigned to the future A/C of Co. # 3
9) Quartermaster Duties – Car 1 and to the future A/C of Co. # 3
10) Training Division Liaison – Car 6

Stay Safe,

Francis T. Jones III
Fire Chief
Shelton Fire Department

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Assistant Chief Ullrich,

Effective – July 1st, 2010 your term of office expired, and that the position of Assistant Chief of the Shelton Fire Department has not been re-instated by the Board of Fire Commissioners or Mayor’s Office. As of this date you shall be re-assigned to the rank of Firefighter/Driver Operator status within the Shelton Fire Department.

Please return the following City of Shelton – Fire Department equipment: During the week of July 1st, 2010.

1) Car 102 to the Superintendent of Apparatus
2) Issued portable radios to Fire Chief Jones
3) Knox box key to Fire Marshal Tortora. Please get a signed receipt when returning your key
4) New accountability tags from the SFL Records Keeper
5) Please obtain any needed fire equipment (yellow helmet, shield) from the your company A/C or Fire Chief Jones
6) Any Company issued keys to their respective Fire Captains

It is my recommendation to the Board of Fire Commissioners that you should retain the tailored city issued uniform, any hardware, and the issued Assistant Chief’s helmet and shield for your dedication of service to the City of Shelton Fire Department.

As Chief of the Department, It has been an absolute pleasure having you been part of our SFD Command Structure. I am hopeful that you will continue to serve the Shelton Fire Department for many years, and may once again become part of our SFD Command Structure within the near future in order to meet our operational objectives as a fire department.

Yours in Service,

Francis T. Jones III
Fire Chief
Shelton Fire Department

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To: Assistant Osiecki  
Cc: Board of Fire Commissioners, Mayor Lauretti  
Officer Council, SFD Records Keeper  
From: Chief Jones  
Re: A/C Position  
Date: July 1st, 2010

Assistant Chief Osiecki,

Effective – July 1st, 2010 your term of office expired, and that the position of Assistant Chief of the Shelton Fire Department has not been re-instanted by the Board of Fire Commissioners or Mayor’s Office. As of this date you shall be re-assigned to the rank of Firefighter/ Driver Operator status within the Shelton Fire Department.

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Francis T. Jones III  
Fire Chief  
Shelton Fire Department

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6. Fire Chief Position

Commissioner Connolly motioned that he will review for next month. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

7. Equipment distribution

Commissioner Connolly motioned to go from Item 7 to Item 10/Truck Rodeo. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned for the distribution/allocation of pagers to go as followed: 15 for Huntington Fire Company and 13 for Company 1, 4, and 5. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go back to F./Reports. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

8. Training Request - repeat

9. Request for Military/Losap - repeat

10. Truck Rodeo

Commissioner Connolly motioned to approve Event/Rodeo with the start of $1000.00. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go back to Item 7/Equipment Distribution. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION – Homeland Security

Commissioner Connolly motioned to go into Executive Session to discuss Homeland Security. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to go back into Regular Session. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go into Executive Session to discuss I.(A) Medical Report. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.
Commissioner Sonsini motioned to go back into Regular Session. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

J. ADJOURNMENT
Commissioner Connolly motioned to adjourn. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 10:10 p.m.

Respectfully submitted,

Kimberly Wells
Kimberly Wells / Clerk

2 Tapes on file in the Town Clerk’s office