Commissioners Present:
Gary Field, Commissioner  
John Sonsini, Commissioner  
Bruce Kosowsky, Commissioner

Commissioners Absent:
Mike Maglione, Chairman  
Marc Connolly, 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 07:33pm by Commissioner Kosowsky. Chairman Mike Maglione was not present.

B. Pledge of Allegiance
All in attendance recited the Pledge of Allegiance.

C. Public Participation
Captain Justin Sabatino / Company #4 was present to speak.
Captain Sabatino wanted to address the board on some concerns that they have. These concerns have been passed through the Commissioner and through the Chief's office. Captain Sabatino wanted to make everyone aware Company 4 has been waiting for months for equipment to be repaired. They are not hearing anything back from the Quartermaster. Captain Sabatino explained that right now they are in such short supply of gear that he has about four members doubling up with other members for gear. Captain Sabatino listed many items of equipment that they needed for repair or replacement. Captain Sabatino is not blaming this Board or Quartermaster. Captain Sabatino thanked the Board and hope they address it tonight.

D. APPROVAL OF MINUTES   Minutes of Regular Meeting June 2nd, 2009
Commissioner Field motioned to approve the minutes of the June 2nd, 2009 Regular Meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS
1. Communication from Sandra Nesteriak to Francis Jones on the Administrative Associate job description.
2. Letter from Chairman Paul Hays, Awards Committee

Board of Fire Commissioners
Shelton Fire Department

6/28/09

Upon request from the BOFC on June 2, 2009, the Awards Committee voted on, and accepted the Revision 1, June 2, 2009. This revision was a result of discussions between Commissioner Field, and Awards Committee during April and May, 2009. There was only one change that the Awards Committee was not in favor of. The document was accepted to move the process forward.

This one change in the Plan Summary, made by the BOFC, was to eliminate the 25 points for 70 alarms. This feature was to provide an incentive for those members that were making far less that the scale alarms, which might be close to 90 points. The feature was also approved by the Officer’s Council.

Paul Hays
Chairman, Awards Committee

3. Resignation letter from Jack Kramer/recorder keeper. Mr. Kramer’s last day will be 7/31/09.

4. Invoice for Benefits in the amount of $82,669.90.

Commissioner Sonsini motioned to add two items under New Business. Item number 5 for payment of a LOSAP bill. Item number 6 for approval for reimbursements of miscellaneous bills. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.
F. REPORTS

1. Fire Chiefs Report Francis Jones

To: Board of Fire Commissioners
From: Francis T. Jones III
Subject: Monthly Report – June
Date: 5/30/09

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of June 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 and approved by the Board of Aldermen. I have met with representatives of the BOA, encouraging that proper funding be allocated to ensure that our proposed SFD Organizational Chart is sufficiently funded as stipend positions. 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) The SFD is in desperate need of the following equipment and servicing of equipment for firefighter and public safety. 1) Purchase of 240 gallons of foam, currently (5) engines are completely empty of Class B foam, 2) The purchase of ANSI Reflective vest for all SFD personnel, 3) Flow Testing, hydrostatic bottle testing and inspection of all SFD Draeger SCBA, it has been found that they are at least two years past due, 4) The need to host a Draeger Level 1 and 2, service class to re-cert our current technicians, 5) The need to obtain a service contract and repair/replace all SFD hazardous material meters, most need calibration/sensor replacement and reliability is questionable.

3) Tanker 59’s was transported to Firematic in Rocky Hill to begin repairs, Tanker 59 was transported by White Hills Express Trucking. Compliments of Past Assistant Fire Chief Sam Stern. We hope to have a turn-around time of less than six months.

4) The SFD was actively involved in the July 2nd – Fireworks. The SFD provided Command/Fire Suppression/Water Patrols and support functions for the event. In addition the SFD conducted a family style picnic for all SFD members and their families. Light refreshments will be served and families are encouraged to make a special food dish. (See attached receipts for rehabilitation)
5) A citywide Mutual Aid Drill was conducted at Wicke Health Care on June 29th, 2009. The drill was well attended, and very positive results were obtained from the drill from both the facility and emergency organizations.

6) The SFD shall be hosting an EVOC – Truck Rodeo, the date of the event has been rescheduled to third Sunday in September. FF Bob Simon and members of Huntington Fire Company are calling it the “Battle of the 2’s”

7) The Shelton FD participated in the Seymour (Citizen Hose Company) Fire Department’s 125 year anniversary celebration on June 28th. Huntington Fire Company received Best Appearing Custom Pumper Award, and Echo Hose Company # 1 received 1st Runner –up for Best appearing Fire Company in Uniform, and my son, and Engine 41 was featured on the front page local section of the Waterbury Republic Newspaper promoting the SFD. Great job SFD!

8) The SFD – Chief’s Office has placed Car 5 the White Crown Victoria’s into service. The remaining vehicles are currently being worked on 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 mid to late July 2009.

9) White Hills Fire Company is continuing their training on their 12ft Zodiac Style Boat from SPD, we had added this boat to our response protocols. A citywide drill on water rescue and boat operations is planned for July 25th.

10) SFD – Marine 1 is now in-water and in-service at Ayers Landing on the Lower Housatonic River, Mr. Ayers has provided the SFD with a dock for no cost. The members are receiving beginning training and river familiarization on the lower river. A gas account has been set-up at River End Marina – The account name is Shelton Marine Unit. In order to top of the Marine Unit after use, and keep the fuel fresh. Members have been encouraged to use the boat, and make public safety a priority on the lower river.

11) 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.

12) The Shelton Fire Department shall be hosting a NIMS 300 Course this Summer/Fall, dates to be determined.

13) 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 soon. I’m still awaiting the SPD IT department to finalize upgrades.

14) 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. The BOA approved $27,000 and change to make some much needed improvements, I have Northeastern scheduling those improvements, we are currently working through the red tape to acquire the new radio frequencies, our hope is that we obtain these frequencies, and that we can go out for referendum this Fall, to fully upgrade our radio system.

15) 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. The bid awards are scheduled for Thursday July 9th.

16) All SPD Dispatchers have completed their certification from Public Safety Dispatching in Fire Service Dispatching.

17) 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.

18) 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.

19) 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. Assistant Chief Ullrich has been assigned to chair this committee and will begin meeting in July 2009.

20) A/C Verdicchio has been chosen to head the Apparatus Replacement Committee. I would like to have recommendations, and basic specifications set-forth for apparatus to be forwarded to the BOFC’s for approval by September. I would like to place these recommendations for apparatus replacement for referendum this Fall. The committee will use the past SFD study and our current situation, and future anticipated service commitment in developing this recommendation.
21) I would like to recommend that the BOFC’s support the purchase of (2) new staff command SUV’s from the state contract list, and (1) used SUV from Mt. Kisco NY asap from the city fleet vehicle replacement account.

22) SFD Tower 7 is at Tracy’s Garage receiving motor work, the week of July 6-10th, Derby Truck 15 is covering, Ladder 1 is O.O.S awaiting rung repair from Firematic, hope to be fixed by mid July, Engine 2 and Engine 4 have experienced mechanical issues and are being repaired by Apparatus Superintendent Brown. Engine 42 was moved to Company #1 while their apparatus is being repaired and a 24/7 citywide response protocol has been placed into service, Squad 5 is scheduled to receive its reconditioned generator the week of July 13th. Squad 30 is scheduled for air quality testing and repairs to its compressor late July.

Yours In Service

Francis T. Jones III
Fire Chief
Shelton Fire Department

2. Fire Marshal James Tortora - none
3. Training Coordinator

City of Shelton Fire Department
Training Coordinator

To: Board of Fire Commissioners
From: Jo Lynn Van Wart
Subject: Monthly Report –
Date: July 7, 2009

Commissioners,

The following is the Shelton Fire Department training for the fiscal year 2009-2010. This is a list of completed tasks and a short list of those tasks and projects in progress.

1) July 23rd will be a CPR/AED training program sponsored by Echo’s Ambulance which is being held at Company #1. It is open to Companies 1, 3, and 4. Co#5 is holding their own class that night and due to the high number of registrations, they were not able to combine with the class at Co#1.

2) The SFD will be hosting a in-house Fire Service Instructor 2 program commencing on August 30th and continuing on September 13, 27, October 4, 18 and ending on November 1. The examination date is November 12. The program is being taught by instructors from the Cl. Fire Academy at a cost of $3,400.00 not including textbooks. Approx. $800.00 for books.

3) The SFD will also be hosting a Incident Safety Officer Class which will run on August 13, 17, 19 and 24th. The class is being taught by instructors from the Cl. Fire Academy.

4) Changes to FF1 at the National & State level, have prompted the SFD to hold a freestanding FF2 Class in the fall. This program is presenting in the planning stages and further information will follow.

5) IS300 and IS400 classes are also in line for the fall and schedules are being determined at this time.
4. Quatermaster Report  Marc Connolly - none

5. Commissioner Sonsini

Commissioner Sonsini is in full support of Caption Sabatino’s remarks. Commissioner Sonsini also wanted to thank Company #4 who spearheaded the event for the 4th of July at Carrolls.

6. Commissioner Connolly - none
7. Commissioner Field

Some of the PO’s they are trying to locate and see where they are sitting. Also, some of the PO’s were changed and now are going under a bond. Commissioner Kosowsky stated for the boards’ information the two sets of gear, the extrication gloves, and the helmets – they are the only three purchase orders that were resubmitted under the bond. They did not approve the vests. As far as on the communication side on the bond issue, there was a total of $27,101. That is for the new remote Company 1, new remote and new base for Company #3, and to purchase 8 UHF portables to replace all the HD600, which are no longer supported. The antenna was also approved.

8. Commissioner Kosowsky - none

9. Commissioner Maglione – Chairman’s Report - none

Commissioner Sonsini motioned to revert back to adding to the agenda. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to add item number 7 under New Business for three training requests for reimbursement of $100 each for attending July 9th – July 12th training seminar. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. Assistant Chief’s Description

Commissioner Field motioned to table Item 1. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

2. Administrative Associate Job Description

5. Deputy Chief

Commissioner Field motioned to table Item number 2 and 5 to a special meeting on a date when the full board is present. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

3. LOSAP

Commissioner Field explained that at the time it was done the motion came back because it was not approved by whole committee. We were waiting for full committee approval, which we have now. Commissioner Kosowsky asked about letter and the 25 points for 70 alarms. Commissioner Kosowsky wanted to get clarification on this because they would be handing them out to all the fire companies to give out to all their members. He wanted to make it clear that if you didn’t make the sliding scale, you’re going to get 0 for your fire alarms.

Commissioner Sonsini motioned to approve the Shelton Fire Department Length and Service Rewards Program Plan Summary revision 1 June 2nd 2009. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

Chairman Paul Hays/Awards Committee presented a new copy with some minor word changes. Same document with grammar correction changes.
Commissioner Sonsini motioned to accept the Shelton Fire Department Length and Service Rewards Program Plan Summary revision 1 June 2nd 2009 with grammar corrections to be accepted by the board for distribution. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

4. Radio update

Chief mentioned in his report some of the issues we have been facing. Commissioner Kosowsky feels that this Board needs to go before the BOA as a group and ask them why there is a delay in getting our system up.

H. NEW BUSINESS

1. Develop Policy for Special Requirements in Job Descriptions

Commissioner Field motioned to table Item number 1 to the special meeting and/or the next regular meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

2. Reorganization of the Shelton Fire Dept.

Commissioner Kosowsky didn’t feel like we needed all the blocks on the diagram. There was discussion between Commissioner Kosowsky and Fire Chief Jones on the issue. All decided to table item until next meeting or special meeting.

3. Fire Board responsibilities

Commissioner Field motioned to table Item number 2 and 3 to the special meeting and/or the next regular meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

4. Record Keepers Position

Commissioner Field motioned to send out copies of job description to all four companies once one is made. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to accept letter of resignation from Jack Kramer, keeper of records. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

5. LOSAP Bill

Commissioner Field motioned to pay the LOSAP bill of $82,669.90. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

6. Reimbursement

Commissioner Field motioned to reimburse the companies for bills related to miscellaneous items. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.
7. Training Reimbursement

Commissioner Field motioned to reimburse the three firefighters $100 each for attending class July 9th – July 12th pending the successful completion of the training course. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION – Homeland Security - none

J. ADJOURNMENT

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

MEETING ADJOURNED AT 9:00 p.m.

Respectfully submitted,

Kimberly Wells
Kimberly Wells, Clerk

1 TAPE ON FILE IN TOWN CLERK’S OFFICE