



*CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, JULY 28th 2009
7:00 P.M., Room 204*

Commissioners Present:

Gary Field, Commissioner
Marc Connolly, Commissioner
John Sonsini, Commissioner
Bruce Kosowsky, Commissioner

Commissioners Absent:

Mike Maglione, Chairman

Also Present:

Francis Jones, Fire Chief
Kim Wells, Clerk

A. CALL TO ORDER

The meeting was called to order at 07:00pm by Commissioner Kosowsky. Chairman Mike Maglione was not present.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance

C. OLD BUSINESS

1. Review Record Keepers Position

Commissioner Kosowsky asked if anyone had any ideas of a brief job description. The job is going to be a part-time position. Commissioners need to figure out how many hours they want this person to work. The hardest part of this position will be inputting the LOSAP. Commissioner Field handed out a job description that he had prepared. It stated the following:

Individual will be responsible for duties assigned by Board of Fire Commissioners. Examples are:

1. Must have knowledge of computers.
2. Will enter all calls, incidents, and drills for each company of Shelton Fire Department.
3. Will enter all paperwork and incidents for LOSAP Program.

4. Will enter and delete all new medical records and file same.
5. Also any other fire department related items deemed necessary by Board of Fire Commissioners.
6. Pt. position, maximum of 20 hours per week.

Fire Chief Jones suggested putting examples for 2, 3, and 4 under each one. Commissioner Connolly wanted to get clarification if this was a permanent position or temporary. At this point, the Commissioners do not have an end date to position; therefore they will not list it as temporary. Commissioner Connolly wanted to know what program was in computer that the applicant would have to have actual knowledge of. Fire Chief Jones stated that it was Fire House Software, Excel, and Word. Fire Chief Jones suggested that they should put examples of these programs for computers under point number 1.

Commissioner Sonsini motioned to accept Commissioner Field's draft copy as the job description for records keeper position. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

2. Letter to all four companies for Record Keeper Position

Commissioner Field handed out letter for all four companies. It stated the following:

As of August 1st the position of Records Keeper for the Shelton Fire Department will be open to anyone from the four fire companies that are interested in applying. Person interested must submit a resume and letter requesting to be interviewed for job position. Request all applications be back to Shelton Board of Fire Commissioner's secretary by August 10th, 2009, 2PM. The interviews shall be held approximately August 17th, 2009.

Thank you. B.O.F.C.

Commissioner Connolly asked what would be done as of August 1st. Commissioner Kosowsky stated that any records that had to be done could be done by pt. secretary. As far as the LOSAP end, that may be a problem. Commissioner Field asked if August 17th was sufficient for interview day because we will need to have a special meeting. Commissioner's decided that the 18th would be better. Interviews will be scheduled on August 18th. Fire Chief Jones suggested that applicants fill out application and a resume. Commissioner Sonsini stated that an application would go to Linda, not Fire Department. Commissioner Kosowsky stated that they would stick with applicant handing in resume and letter.

Commissioner Sonsini motioned to accept Commissioner Field's draft copy of the letter and to be dispersed to all four companies. Commissioner Field seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly asked who would maintain records from August 1st until August 18th or date of new hire. Fire Chief Jones also stated that new members would need a new I.D. issued. Commissioner Kosowsky stated they have 30 days from date of hire. Fire Chief Jones stated that he kind of anticipated this happening; he stated that the Board of Fire Commissions has the ability to make a temporary appointment of someone up to 90 days. Fire Chief Jones stated that he and the current Records Keeper brought a gentleman on board who used to be a former Fire Commissioner, in the event that the Records Keeper retired, someone could sit in this position on an interim position until the proper process of hiring a part-timer, as we know how difficult it is, that way it doesn't hinder operations, it actually helps the flow of the office to keep that continuity of business happening. Fire Chief Jones stated that granted this individual didn't have much time to learn the entire system, but between his past experience as a Fire Commissioner and his time spent with the current Recorder Keeper, I would stronger suggest the Board consider an interim appointment. And then we won't disrupt business. Commissioner Kosowsky stated that everyone should keep that in mind for next Tuesday's meeting.

3. Training Request

Fire Chief Jones brought forward two different requests. One was for a reimbursement for a member of Company 4. He took an EMT class, he sent in his certificate, and then he had a copy of how much the class cost. It was \$475.00. He went to the class already and passed. Commissioner Field asked how long he had been with Fire Department. Commissioner Field felt he had only been with Company for two months. Commissioner Connolly looked at physical list; he did not find his name on it.

Commissioner Connolly motioned to table training request until next regular meeting in order to give Commissioner Field more time to obtain further information. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

The second training request that Fire Chief Jones submitted was sent to Commissioners via email. Fire Chief Jones read the email.

“Commissioners I would like to recommend approval of the following applications submitted by myself and Asst. Fire Chief Mike Ullrich to attend the 43rd Fire Inspector Pre-Certification Course. This course is to be held starting in September. One of my initiatives presented to the Board of Fire Commissioners upon me becoming Fire Chief was to initiate additional training opportunities for Command Staff. This included training for the Chief level Fire Officer to become certified as fire inspectors. This specialized training shall be extremely beneficial to our Command Staff. It will assist our staff in conducting pre-fire plans, plan reviews with the fire marshal division and will assist operations division in determining when the fire marshals office is required for code enforcement and violations. If needed we will also be able to perform the duties of investigation if requested to assist by the fire marshals office upon successful completion of this course. There is no cost to the City of Shelton for this course and upon successful completion we are not looking to seek any additional compensation of stipends for becoming certified as fire inspectors.”

We will not be fire marshals; it is a fire inspector course. Currently the City of Shelton does not have anyone listed as fire inspectors. Fire Chief Jones explained that it was a timely matter that is why he sent an email asking for consideration to grant this application for both of them. Without signed application, they will be replaced. Commissioner Sonsini believes that this is a good course and would be beneficial; it would be worth the knowledge.

Commissioner Connolly is in disagreement that they are not given time to discuss and look at what they are really doing. And the process that the applications and the individual's names were submitted without this Board having a chance to discuss it ahead of time is a concern. And the process of the choice has not been made by this Board; the process of this choice has been made by one of the individuals doing it.

Commissioner Kosowsky stated that Commissioner Connolly had a valid point. Fire Chief Jones explained that he was emailed these three nights ago; that's how quickly this happened. Fire Chief Jones explained that they have never been privy to knowing ahead of time when these courses are, so this was an opportunity. Commissioner Connolly's concern is that they are setting a precedence here where someone can sign up for a course and say, I need you to do it. Fire Chief Jones stated that one occurrence doesn't make precedence. Commissioner Kosowsky stated the issue here is that you can not have two paid positions; you can not be fire inspector and be fire chief. Therefore, the Board would have to decide if they want to put someone in that position in a non-paid position. Fire Chief Jones once again stated that they are not asking to become fire inspectors for the Shelton Fire Department; we are asking to take the class so they have the knowledge. Fire Chief Jones explained that you can not get this training anywhere for free.

Commissioner Sonsini motioned to approve a request for an inspector course for Chief Jones and Chief Ullrich and move forward on request so they can get it back into the state. Commissioner Field seconded the motion.

A voice vote was taken; motion failed to pass with a 1- 2 vote. (Commissioner Connolly and Commissioner Field opposed)

D. ADJOURNMENT

Commissioner Connolly motioned to adjourn. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 7:53 p.m.

Respectfully submitted,

Kimberly Wells

Kimberly Wells
Clerk

1 TAPE ON FILE IN TOWN CLERK'S OFFICE