



*City of Shelton
Shelton Fire Department
Board of Fire Commissioners
Regular Meeting Minutes
Tuesday, August 7, 2012
Room 104, Shelton City Hall
7:30 P.M.*

Commissioners Present:

Chuck Sutton, Commissioner, Chairman
Mike Ullrich, Commissioner
Tim Manion, Commissioner
Jason Sabatino, Commissioner

Commissioners Absent:

Ben McGorty, Commissioner

Also Present:

Fran Jones, Fire Chief

A. CALL TO ORDER

Chairman Sutton called the meeting to order at 7:30 p.m.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

Chairman Sutton opened the public portion of the meeting. The public portion was closed at 7:32.

D. APPROVAL OF MINUTES

1. Minutes of Special Meeting July 10, 2012

Commissioner Sabatino made a MOTION to accept the minutes of the Special Meeting of July 10, 2012. Commissioner Manion SECONDED the motion.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Chairman Sutton stated that the Board received an FOI request, Docket # FIC 2012-141, in regard to a meeting of the Commissioners on March 6, 2012. The Fire Marshall is requesting a copy of what happened in Executive Session of that meeting. Each Commissioner was given a copy of the FOI letter. The hearing is scheduled for August 20, 2012, at 2 p.m. at 1820 Trinity St., First Floor, Hartford, CT. Chairman Sutton will forward the letter to Ray Soots.

Commissioner Sutton presented a letter from Jack Brand regarding reinstatement into the LOSAP Program. A copy of the letter is attached herein:

To: The Board of Fire Commissioners

From: Jack Brand

Date: 7/30/2012

Subject: LOASP Program

To the Board of Fire Commissioners,

I'm writing this letter so see if it's possible to be reinstated into the LOSAP program? In July of 2011 when the new LOSAP forms were released I found out that I had missed the LOSAP Program by one drill. I talked to my officers at the time and found out that they lost the Memorial Day drill sheet and it was not handed in, it has since been filled out and handed in. I asked our LOSAP representative to take this to the committee to see if I could be reinstated and I heard a lot of reason why I shouldn't, like Memorial Day is not a drill. Company 4 has been handing it in that way since the program started. I thought the LOSAP representatives were working on this issue but all I've heard is on some new policies that they are working on. I have worked the second shift for over 5 years now and my percentages of calls, drills and work parties have been consistent for all of these years. All I'm looking for is to be reinstated back into the program to get what I have worked for.

Thank you for your help in this matter.

Jack Brand

Commissioner Ullrich presented a letter from Echo Hose Company 1 regarding the need for an Assistant Training Coordinator after the resignation of Mike Plavcan. A copy is attached herein:



Shelton Fire Department



To Commissioner Mike Ullrich,

June 6th, 2012

Presently, Echo Hose Hook and Ladder Company 1 are without an Assistant Training Coordinator. As per the Company By-Laws, a portion of the Lieutenants duties is to conduct company training.

After speaking with Lt. Steve Hoffmann, I have determined that he is willing to fulfill the duties of the Assistant Training Coordinator for Company 1 as he presently conducts these duties already.

As this position must be approved by the BOFC and the Mayor, is it possible to bypass the BOFC approval as the board has found him adequate in the immediate past as the City Training Coordinator? If so, can we move forward on the approval with the Mayor?

Your attention to this matter is appreciated. The Company is eager to begin structured training curriculum to better protect the citizens and our Brother and Sister Firefighters.

Yours in service,

Paul J. Wilson

Assistant Fire Chief

City of Shelton Fire Department

Also presented was a letter from Company 4 requesting to add additional fire police. A copy of the letter is attached herein:



**Shelton Volunteer Fire Co # 4,
Pine Rock Park Inc.**

722 Long Hill Ave.
Shelton, CT 06484

Phone: 203-929-1239 Fax: 203-929-5494

To the board of Fire Commissioner
Please add FF Brain Murcko ID#4039 to the list of Fire Police
for Pine Rock Park #4

Yours in service,
Captain Carlos Chang
Pine Rock Park Co. #4

Visit us on the web at <http://www.pinerockfd.com>

F. REPORTS

1. Fire Chief's Report

- Chief Jones advised that Engine 32 has developed the same water problem Engine 2 has had in the past. It is an expenditure of approximately \$800-1200 for the new tank which will arrive in approximately 4-6 weeks. Discussion ensued about the reoccurrence of such a problem and measures that might be taken to address this. Chief Jones said he is in contact

- with Pierce Corporate. It is a work in progress. Chairman Sutton mentioned that he talked to the Chief about the other trucks, and the plan is to keep an eye on them without making unnecessary repairs.
- Marine 1 will most likely not see the water this year. Repairs and refurbishment are still being done. Commissioner Sabatino indicated that the fiberglass repair will begin in about a week.
 - Aerial ground ladder testing was done last week; only one 40-ft ladder was taken out of service. The final report is coming soon.
 - A 2002 Ford Expedition is available for acquisition from VEMS for \$1.
 - Chairman Sutton asked whether Engine 54 would be in service. Commissioner Manion said he inquired today about it and was told they were waiting on scheduling.
 - Recruitment and Retention Officer and Asst. Chief Wilson are planning a volunteer appreciation picnic for Saturday, September 15. Chief would like the BOFC's official approval of this event.
 - Submitted a grant for airpacks; submitting a grant application for a gas card incentive program which will benefit Recruitment/ Retention Program.
 - The Mayor is supporting their efforts to develop the Shelton Fire Dept.'s Adventure Explorer program. There is interest among members to be leaders within this program. Chief Jones requested the Board's support of the program.
 - The Wounded Warriors Road Race will take place this week in Huntington. FD will provide the aerial truck for the flag and firemen for fire police duties.
 - Commissioner Ullrich inquired about the private burn/training exercise that was scheduled to occur recently at the Highlands Golf Club. Chief Jones explained that the issue began with a burn request filed with the Fire Marshall's office which approved the request but indicated that due to the size of the burn, a fire crew should stand by. The FD, as a result, developed an incident action plan. Discussion ensued about coverage for private property burns and possible liability and policy adherence. Chief Jones stated that the compensation aspect would be left up to Companies 1 & 5. Commissioner Sutton inquired about the precedent this might set. Chief Jones clarified that the FD would not be doing the burn, acknowledged the valid concerns and stated that the event is not going to take place any time soon.

2. Fire Marshal James Tortora

Chairman Sutton referred to the FM's report: A total of 88 inspections were completed in the month of June.

3. Training Coordinator Jason Salemme

Item will be removed from future agendas as it is now included in the Chief's report.

4. Quartermaster Report Gary Field

Item will be removed from future agendas as it is now included in the Chief's report.

5. Commissioner Chairman Sutton

No report.

6. Commissioner Manion

Working on Engine 54; also ordered more survival links. Working on light bars for Engine 31. Asked Commissioners to make requests for any other LED needs so he can start pricing. Commissioner Sabatino mentioned that Company 4 expressed to the Chief that they want LEDs (yellow) on 44. Commissioner Manion requested pictures so he can start pricing.

7. Commissioner Ullrich

Attempted to get a copy of the BOFC budget but was unsuccessful. He put in a request, at last year's amount, for the four company allowances. According to the minutes he reviewed, there was an increase of \$1000 for this year, so he will resubmit for the additional funds. Commissioners McGorty and Ullrich attended the grievance hearing, and it was dismissed without prejudice. Commissioner Ullrich is attempting to get official documentation from Attorney Baldwin.

8. Commissioner McGorty: Absent.

9. Commissioner Sabatino

Reported that he has been taking care of issues with both boats. Requisitions are in for the engine for Marine 1 and Marine 4 items including GPS, site scan sonar and T-top. These will be installed in next few weeks. Additionally, the bottom of Marine 1 will be painted, the craft will be detailed and custom covers for the consoles will be made for both boats. Lighting for the boats was discussed. Marine 4 will have LED lighting obtained through donations thus lowering the city's cost. The front apron at his firehouse will be paved by the city as well as another small section to improve ease in snow removal and maneuverability of trucks. Also detailed the mold issue on the roof of the firehouse. Commissioner Ullrich will look into getting the roof treated.

ADDITIONS TO AGENDA:

Commissioner Ullrich made a MOTION to add Item 3: Kim Wells' Resignation; Item 4: Jack Brand LOSAP Letter; Item 5: Company 1 Training Assistant; Item 6: Volunteer Appreciation Picnic; Item 7: Explorer Program; Item 8: Company 4 Fire Police; and Item 9: Hiring of New Clerk to the agenda. Commissioner Manion SECONDED.

A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. Ordinances

Chief Jones asked to table this discussion.

Commissioner Sabatino made a MOTION to table the ordinances item. Commissioner Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

2. Policies

Commissioner Ullrich stated that he has been reviewing the policies to clarify and suggested removal of C-2 policy regarding printing of names on gear.

Commissioner Sabatino made a MOTION to remove Item C-2 from the policy book. Commissioner Manion SECONDED.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich discussed R-7 policy regarding vehicle mileage on reports.

Commissioner Sabatino made a MOTION to table the policy once distributed. Commissioner Manion SECONDED.

A voice vote was taken; motion passed unanimously.

Also mentioned the A-4 policy which he will distribute for review and discussion next month as well as the policy regarding major repairs to apparatus and equipment with a limit of \$250. Ullrich will suggest including the fire chief and allowing him to approve repairs up to the bidding mark.

Fire Chief addressed the Chair regarding the alarm policy and the lack of a budget to address the issue. He requested direction from the BOFC. Commissioner Sabatino recommended Chief Jones discusses the issue with the Mayor directly. In the meantime, Chief Jones will make appropriate recommendations.

3. Future Needs of FM Office

Commissioner Ullrich submitted a letter in June for information to assess the office's needs—inspectors and marshals. He has not received a response and requested assistance from Commissioner Sutton.

4. Deputy Fire Marshal Appointment

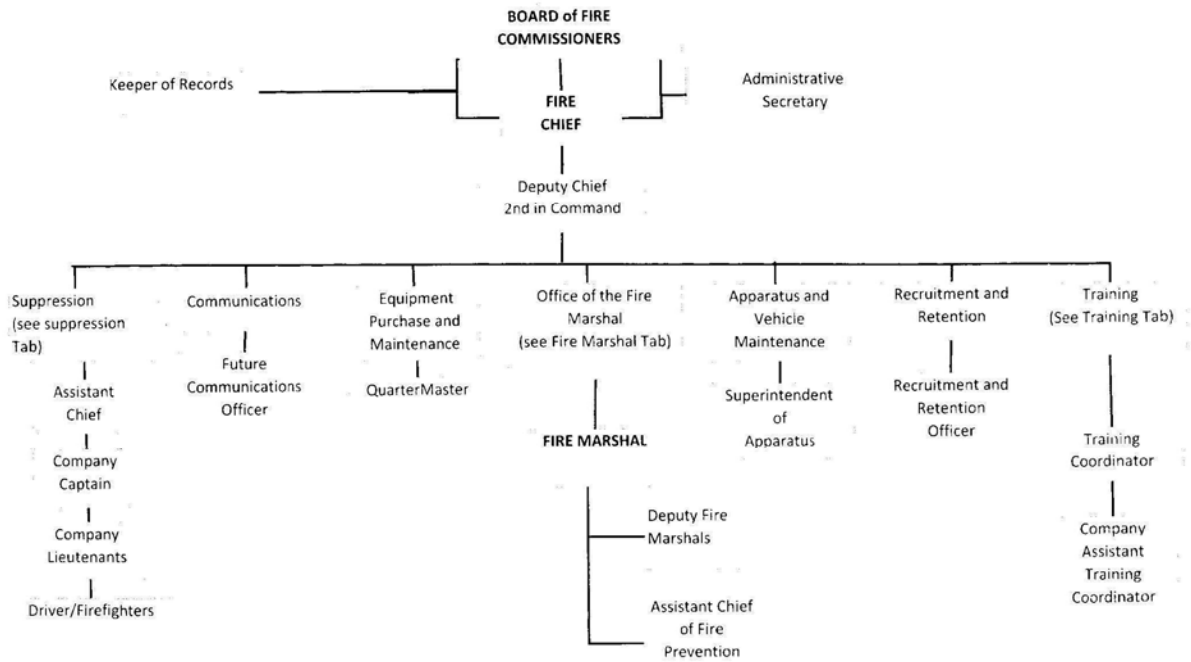
Commissioner Sabatino made a MOTION that this Board of Fire Commissioners did not make any appointment and the process is over. Commissioner Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

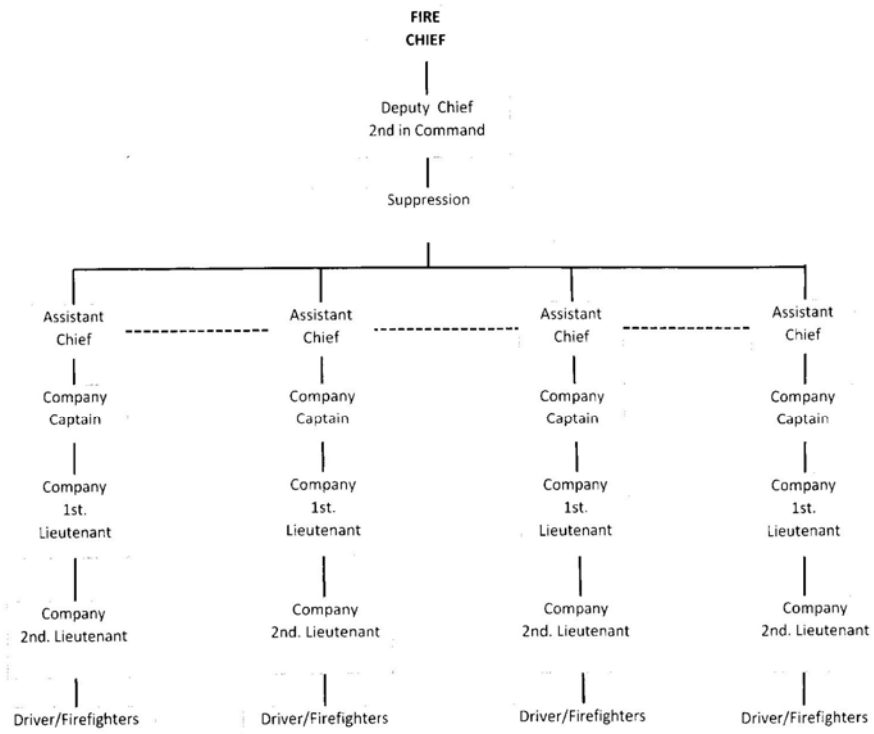
H. NEW BUSINESS

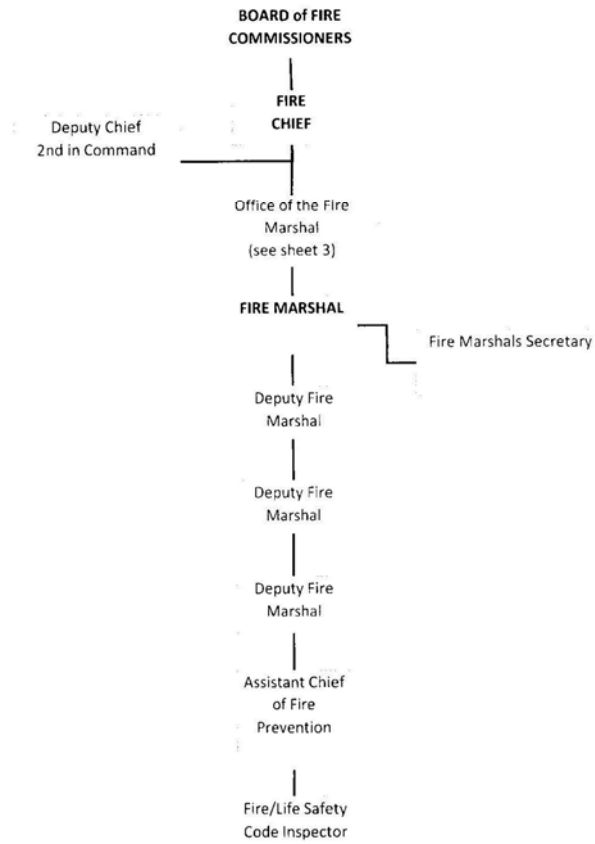
1. Organization Chart

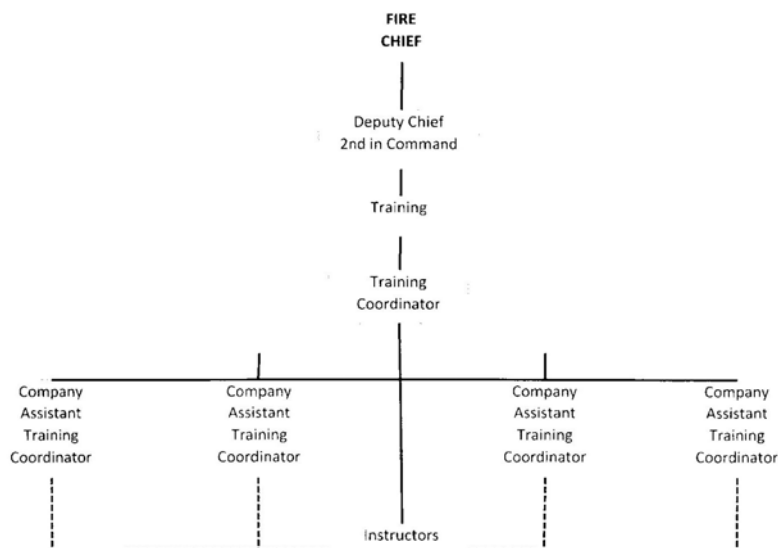
Chief Jones explained the chart (attached herein) was created by his Deputy Chief to provide a snapshot of how the department operates currently. Discussion ensued.



SHELTON FIRE DEPARTMENT ORGANIZATION CHART
JULY 19TH 2012







Commissioner Sabatino made a MOTION to add the Chief's chart into the T-3 policy.
Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed unanimously.

2. **Propose I-7 Policy**

Commissioner Manion provided background on the need for revisiting this policy. Commissioner Ullrich explained this is being worked on with the Officer's Council and a workshop will be scheduled in the near future. This policy was previously tabled to the September meeting.

3. **Kim Wells' Resignation Letter**

Commissioner Ullrich made a MOTION to accept Kim Wells' resignation and to send her a letter of thank you for her services that were provided over the last several years. Commissioner Manion SECONDED the motion.

A voice vote was taken; motion passed unanimously.

4. **Jack Brand LOSAP Letter**

Letter from Jack Brand was reviewed and discussed. Commissioner Ullrich stated that rules and regulations are needed.

Commissioner Sabatino made a MOTION to grant the reinstatement provided VFIS allows it. Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed 3-1, with Commissioner Manion opposed.

5. Company 1 Training Assistant

Commissioner Manion made a MOTION to accept the Company 1 Training Assistant's resignation. Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Manion made a MOTION to reopen the post for Company 1 Training Assistant. Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed unanimously.

6. Volunteer Appreciation Picnic

Details regarding funding sources and items to be provided were discussed.

Commissioner Sabatino made a MOTION to accept Chief's proposal for the picnic. Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed unanimously.

7. Explorer Program

Commissioner Manion made a MOTION to reopen the Explorer Program for the Shelton Fire Department. Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed 3-1, with Commissioner Sabatino opposed.

8. Company 4 Fire Police

Commissioner Ullrich made a MOTION to add Brian Murcko to Fire Police. Commissioner Manion SECONDED the motion.

A voice vote was taken; motion passed unanimously.

9. Hiring of New Clerk

Commissioner Manion made a MOTION to hire Kathryn Gilbert as new clerk for Board of Fire Commissioners. Commissioner Ullrich SECONDED the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sabatino made a MOTION to revert back to Reports to Additions on the Agenda. Commissioner Ullrich seconded.

A voice vote was taken; motion passed unanimously.

Commissioner Sabatino made a MOTION to add to New Business Item 10: Acquire VEMS Vehicle. Commissioner Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

Commissioner Ullrich made a MOTION to go back to Item H New Business. Commissioner Sabatino SECONDED.

A voice vote was taken; motion passed unanimously.

Commissioner Sabatino made a MOTION to buy the VEMS vehicle for \$1 to add to our fleet.
Commissioner Manion SECONDED.

A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION: None.

J. ADJOURNMENT

Commissioner Sabatino made a MOTION to adjourn the meeting. Commissioner Manion
SECONDED the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 8:44 P.M.

Respectfully submitted,

Kathryn Gilbert

Kathryn Gilbert / Clerk

1 tape on file in Town Clerk's office