A. CALL TO ORDER
The meeting was called to order at 7:30 pm by Vice-Chairman Kosowsky.

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

C. PUBLIC PARTICIPATION
A/C Tim Hongo stated that the Board received a letter regarding Huntington Station keeping their air horn and compressor. Tim asked the Board to please vote in favor of this request.

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting August 3rd, 2010
Commissioner Connolly motioned to approve the minutes of the regular meeting on August 3rd, 2010 as posted. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS
1. Letter on janitor change
2. Huntington #3 letter on air compressor and air horn
3. Center Deli food bill
4. Reimbursement bill member of Company #3
5. Budget
6. Letter from FC Jones stating his interest to reapply for his position
7. Training application
8. Approval to send out to LOSAP
9. $ to transfer funds for awards and alarm maintenance
10. Fire Apparatus – sent letter to Chairman Kudea with one bid
11. Letters from A/C Verdiccio and A/C Osiecki

Additions to Agenda:
Commissioner Connolly motioned to add (2) Request for Reimbursement, (3) Huntington Letter, (4) Reimbursement for Center Deli and (5) Letter from Attorney for LOSAP to New Business and to add (4) Truck Rodeo and (5) Chief’s Letter to Old Business. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.
Commissioner Connolly motioned to return to Communications. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go back to Reports. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

F. REPORTS

1. Fire Chiefs Report Francis Jones

To: Board of Fire Commissioners  
Cc: Officer Council  
From: Francis T. Jones III  
Subject: Monthly Report – August  
Date: 9/1/10

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of August for the fiscal year 2010 - 2011. This is a list of completed tasks and a short list of the tasks and projects in progress.

1) The 75 sets of Structural Firefighting Gear have been ordered, all 75 personnel in need of gear was fitted during the month of August. I have also ordered the additional, helmets, helmet shields, and spare rubber boots. Commissioner Koslowsky is working on the gloves, and fire hoods order.

2) The PO for the hose has been submitted to the vendor to order the hose; it is scheduled to be dropped ship at White Hills FH for distribution. We are currently awaiting a delivery date.

3) The SFD Respiratory & Medical Monitoring Program contract needs to be sent out for competitive bid. I submitted the necessary bid related information to Vice Chairman Koslowsky for action to be taken.

4) I placed a New General Order during the month of August for Firefighter Safety, General Order 2010-004. (See Attached)

5) 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. Commissioner Koslowsky has informed me that the 12 portables have been ordered, and that there is a hold up in ordering the Minator 5 Pagers due to a recall. I have obtained updated inventory lists from each respective fire company, and fire officers in regards to current levels and condition of department portables. (See Attached List). I have also been in contact with Northeaster Communications Representative Scott Harrison. He stated there has been positive movement with our frequency acquisition, and hopes to have some good news by September 10th, 2010.

6) I would like to hold a special meeting with the BOFC & Officer Council during the month of September, with Northeaster Communication to discuss the status of the radio system and future improvements
7) The SFD shall have destructive use of (3) homes slat 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. (This project is currently on hold, the SFD is awaiting signed paperwork from the owners of the property)

8) Training – The SFD will be conducting 2Q Driver training through the Valley Fire School, and the SFD Training Division shall be coordinating smokehouse and I-2 training, and FF Safety and Survival Training this fall of 2010 to ensure that all our SFD members have the opportunity, and receive the proper required training. (See Training Coordinators Report)

9) The annual SFD – Apparatus Rodeo is September 28th with a rain date of October 10th. These dates are good, posters have been distributed, and insurance has been obtained for this event.

10) A/C Verdicchio mobile radio in Car 4 needs a new repeater, I have asked Northeast Communications to provide a quote for a new compatible repeater and installation.

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

12) 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. (Ongoing)

13) Marine 5 are currently OOS, and have been deemed non-repairable, per FF Mike Dunn and A/C Tevollitz. I would like to recommend it be surpluses by the BOFC’s.

14) 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. (See attached Spec’s) In addition I spoke to Police Chief Hurliman, for their support of this public safety boat, and supplied him the specifications for review too. This boat will have firefighting, surface rescue, and dive rescue capabilities. It will be maintained, secured, and under the authority of the fire department, but be made available for all Shelton Emergency Services.

15) Engine 32 has a leak in the Class A foam tank, this is covered under warranty, and the Apparatus Superintendent is working with the vendor to repair/replace the tank. Engine 32 is currently OOS at Frematic being repaired.
16) 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. Being scheduled for repair after Engine 32 returns.

17) 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)

18) 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)

19) 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)

20) 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)

21) Marine 1 is also in need of service over the winter months, items to include a mooring cover, bottom paint, and possible new outboard engine replacement, and the possible installation of a roof top, and additional storage/seating areas.

22) The PO for Ladder 33 upgrades to the Window Wiper system has arrived; the Superintendent of Apparatus will be scheduling it for repair.

23) Firematic will be conducting a survey of all the SFD Hurst/Lucas Tools as part of a preventative maintenance program.
24) The Shelton Fire Companies purchased some minor tools over the past week, in preparation of a possible Tropical Storm.

25) 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)

26) At this point in time bids were received by the Board of A & T, on August 26th, 2010 for the apparatus suggested by the Apparatus Replacement Committee. The next step will be to work collectively with the City's Administration, to begin the purchase procedures necessary to begin replacing this needed equipment.

27) 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)

28) 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 Responsible 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
General Order: 2010 – 004

Date: 9/01/10

Subject: No Entry Order – 273 Canal Street

Effective Immediately – Post all Companies

From: Chief Jones

Effective immediately –

Officers and Members:

The building located at 273 Canal Street shall be considered a life safety hazard for entry. Due to its deteriorated condition, holes in floors, debris throughout, non working fire protection system, unstable stairs, collapsed roof, and various other dangerous to life hazards.

If an incident were to occur, this is a Defensive Operation only, establish large water supply to protect exposures Please establish collapse zones when working around this structure.
2. Fire Marshal James Tortora

3. Training Coordinator Jolynn VaWart

City of Shelton Fire Department
Training Coordinator

To: Board of Fire Commissioners
From: Jo Lynn Van Wart
Subject: Monthly Report – September, 2010

Commissioners,

The following is the Shelton Fire Department training report for Aug 3, 2010.

Training:
- 2Q training classes will be starting on September 7.
- Basic Ropes class was held at Company 3
- FF2 classroom training is being scheduled for the fall with E-learning capabilities on an as needed basis.
- Live burn training is scheduled with Fairfield Fire School
- I-2 training recertification per OSHA standards starts this month with September being Bloodborne pathogens month. Classes will be offered both daytime and evenings and Sunday, days. Instruction will come from certified instructors or those deemed qualified to teach the program by the training coordinator.

Future training:
- Depending on the numbers, FF1 will be started in the winter
- There is a rigorous training calendar planned for SFD including a flashover class
- Working on two specialty programs for the fall/winter months
  - UI seminar for first responders and dispatchers
  - Tour of Honey Cell and their Solar Panel System Operations

4. Quartermaster Report - Chief Jones

5. Commissioner Sonsini

6. Commissioner Connolly

7. Commissioner Field

8. Commissioner Kosowsky
G. OLD BUSINESS

1. Bids on Trucks
Commissioner Sonsini motioned to table. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

2. Part time pay
Commissioner Connolly motioned to pay Jack Kramer for time served. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

3. Training

4. Truck Rodeo
Commissioner Connolly motioned to pay up to an additional $2,500.00 for Truck Rodeo coming out of recruitment retention. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

5. Chief's Letter

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City of Shelton Fire Department
Office of the Fire Chief

To: Board of Fire Commissioners
cc: Mayor Lauretti
From: Chief Jones
Re: Fire Chief - Re-appointment & Job Posting
Date: August 12, 2010

Commissioners,

On Tuesday August 3rd, 2010 your Board of Fire Commissioners voted 3-1 to begin the process as per the BOFC’s policy and job description to post the position of Fire Chief.

As per the Board of Fire Commissioners - Term of Office for Department Employees Policy (T-1). I am officially notifying you with my intent to continue employment based on your decision to post the Fire Chief’s position. A copy of my resume and training qualifications are on file with the City of Shelton – Human Resource Department.

Yours in service,

Francis T. Jones III
Fire Chief
Shelton Fire Department
H. NEW BUSINESS

1. Janitor Co. 5
Commissioner Connolly motioned to make custodian changes at White Hills Fire Department. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

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To: Board of Fire Commissioners
From: Tony DeSarli
CC: Bruce Kosowsky
Date: 8/17/2010
Re: Custodial Position at Company 5

Dear BOFC,

I would like to appoint John Krostoff as custodian of White Hills Company Five as of September 1, 2010. Matt Egensteiner has resigned effective this date. If you have any questions or would like to discuss this matter further please contact me at your convenience.

Regards,

Tony DeSarli
Captain

White Hills Fire Company
2. Request for Reimbursement
Commissioner Connolly motioned to pay $134.34 to Firefighter Joseph Tassitano for healthcare follow-up. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

3. Huntington Letter
Commissioner Connolly motioned that Huntington Fire Company may keep their air horn, air compressor, and Gamewell system. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed 2-1 (Vice-Chairman Kosowsky opposed).

4. Reimbursement for Center Deli
Commissioner Connolly motioned to pay the bill to Center Deli for Road Race Standby and funeral for Sgt. Orville Smith. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

5. Letter from Attorney for LOSAP
Commissioner Sonsini motioned give permission to Vice-Chairman Kosowsky to sign document. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to go back to additions to agenda. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to add (6) Bid Medical under New Business. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

6. Bid medical
Commissioner Connolly motioned to add amendment for calibration for equipment and to go out to bid at earliest convenience. Commissioner Sonsini 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 8:46 p.m.

Respectfully submitted,

Kimberly Wells
Kimberly Wells / Clerk
1 Tape on file in the Town Clerk’s office