



BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES

September 11, 2007
Room 204

Commissioners present: Robert Araujo, Chairman
David Sekelsky
Merle Chase
Justin Sabatino
Bruce Kosowsky

CALL TO ORDER

Chairman Araujo called the Special Meeting of the Board of Fire Commissioners to order at 5:03 P.M.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

BEGIN CHIEF SEARCH PLAN

Human Resources will have responsibility once Board gives a timeframe in which to accomplish.

APPROVE CHIEF'S JOB DESCRIPTION

The Fire Chief's job description was revised and re-typed as to the changes that were agreed to and voted on.

Commissioner Sabatino motioned to approve the City of Shelton Fire Chief Job Description Requirements. Commissioner Sekelsky seconded the motion. Motion passed unanimously.

Commissioner Sekelsky motioned to approve and sign Policy #A-3. Seconded by Commissioner Sabatino. Motion passed unanimously.

APPROVE ASSISTANT CHIEF REQUIREMENTS AND POLICY

Discussion regarding what should be included in the requirements. The Commissioners decided to bring the proposed requirements back to their companies for further discussion.

Commissioner Sabatino motioned to table this for next month's meeting so that all companies can review this requirement and policy. Commissioner Chase seconded the motion. Motion passed unanimously.

APPROVE APPOINTMENT PROCESS

The appointment process that is in place at this time includes:

- * The Board shall notify all Fire Companies, and publicly post a list of positions, vacancies along with the approved job description.
- * A detailed resume shall be required for persons wishing to apply for said positions and forward to the Board of Fire Commissioners.
- * Written test along with an oral examination conducted by three qualified individuals holding a rank or above the position examined.
- * At least one member of the panel shall be a rank or a volunteer fire department similar in nature to the Shelton Fire Department.
- * Panel shall be supplied with copies of approved job descriptions and positions examined. Consideration shall be given provided an examination panel consisting of a majority of volunteer officers.
- * The panel shall provide a numeric score.
- * The Board will have a rank in order and issue the scores to the applicants.
- * The Board of Fire Commissioner will conduct interviews of the top five scorers and select a candidate from appointed basis on set interview.
- * The Board of Fire Commissioners shall as part of the final selection process consider candidates, time and availability in emergency response capabilities.
- * All part-time temporary, seasonal are not considered full-time Merit employees.
- * All positions not considered command shall be filled direct appointment by the Fire Commission.

Discussion regarding whether the Fire Commissioners should go with testing or with oral interview with scoring and the number of panel members for the process.

END SIDE A, TAPE 1

Discussion continued with changes to be made. The Board will consult with Corporation Counsel.

Commissioner Sabatino motioned to accept Policy A-4, and amend section A-4.4. Commissioner Sekelsky seconded the motion. Motion passed unanimously.

Commissioner Sabatino motioned to give the power to Commissioner Kosowsky should any issues arise, grammatical or other changes needed for amendment to the policy. Commissioner Chase seconded the motion. Motion passed unanimously.

SCHEDULE OF TESTING

Human Resources will also have the responsibility of scheduling the testing.

ADJOURNMENT

Commissioner Sekelsky motioned to adjourn. Seconded by Commissioner Chase. Motion passed unanimously.

Chairman Araujo adjourned the Special Meeting of the Board of Fire Commissioner at 5:55 P.M.

Respectfully submitted

Sophia V. Belade

Sophia V. Belade

TAPE IS AVAILABLE IN THE TOWN CLERK'S OFFICE; ATTACHMENTS ARE NOT INCLUDED ON WEBSITE. FULL COPY OF MINUTES WITH ATTACHMENTS IS AVAILABLE IN THE TOWN CLERK'S OFFICE.