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
   Commissioner Sutton opened the public portion of the meeting.
   No public participation.
   Commissioner Sutton closed the public portion of the meeting at 7:31 P.M.

D. APPROVAL OF MINUTES
   1. Minutes of Regular Meeting of August 7, 2012
      Commissioner Mike Ullrich made a MOTION to approve the Minutes of the Regular
      Meeting of August 7, 2012. Commissioner Justin Sabatino SECONDED.
      A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS
   1. Attorney Ray Sous Letter
      Commissioner Sutton announced that the letter from Ray Sous had been distributed and
      is attached herein:
2. Letter from Chief of Police
Also received was a letter from the Chief of Police to Fire Chief Fran Jones (below):
August 21, 2012

Fire Chief Francis Jones
Shelton Fire Department
54 Hill Street
Shelton, CT 06484

RE: Request for Squad 5

Dear Chief Jones,

It is my understanding that one of the November 2012 referendum deals with the replacement of fire apparatus. I am informed that one of the vehicles you plan on replacing is Squad 5. If the voters of Shelton approve the referendum and your plan proceeds forward I am interested in acquiring Squad 5 for use in the police department.

Squad 5 would meet several needs within the police department as far as accident investigation, Detective Division work, Dive team and a back up to our in-house generator.

Any assistance you can provide would be of great help.

Thank you,

Chief Joel Hurliman
3. Letter from John Lisa re: Sunset Race

The following letter was received:

August 28, 2012

Fire Chief Francis Jones
Shelton Fire Department
54 Hill Street
Shelton, CT 06484

Dear Fire Chief Jones,

On behalf of the Northeast Regional Office of Hope For The Warriors®, I would like to personally thank you for your participation at the Sunset Run for the Warriors® on August 19. Your involvement helped generate both awareness and support for Hope For The Warriors®, our service members, and their families. Everyone truly enjoyed themselves throughout the day and the kids’ Fun Run around the green was a great success. A total of $19,000 was raised and we had over 200 participants at the race, an invaluable feat that could not have been accomplished without your generous efforts.

The devotion of our supporters is expressed continuously through your spirit and enthusiasm for furthering our mission of enhancing the quality of life for service members and their families. Hope For The Warriors® is deeply grateful for being part of your commitment to assist and honor those who have sacrificed so much.

Thank you for your help “restoring self, family, and hope.”

Sincerely,

John Lisa
Run Director
Hope For The Warriors®

www.hopeforthewarriors.org
F. REPORTS
   1. Fire Chief’s Report
      Each commissioner received a copy of the Fire Chief’s report (attached herein):

      City of Shelton Fire Department
      Office of the Chief

      To: Board of Fire Commissioners
      From: Francis T. Jones III
      Subject: Monthly Report – September
      Date: 9/03/12

      Commissioners,

      The following is the Shelton Fire Department – Chief’s Report for the month of August 2012. This is a list of completed tasks and a short list of those tasks and projects in progress.

      Apparatus:

      1) Pump testing is being completed on 2 Series Engines over the next month.

      2) Engine 32 has had its fuel tank replaced, and received some front end work, due to wear/alignment concerns in the front end found during the DOT inspection.

      3) Engine 52 received its new Hose Tarp with reflective chevron striping for firefighter safety.

      4) Engine 35 received upgrades to LED lights, Hose Tarp, Cross-lay hose restraints and the addition of reflective chevron striping for firefighter safety.

      5) Brush 54 is currently in O O S awaiting the new skid unit to be installed by the vendor. We are expecting it will return to service by soon date to be determined.

      6) Marine 1 will be back in service by the week of September 11th, 2012. Training will be conducted in-house to qualify new operators.

      7) Rear Hose Covers are being replaced on E44, E4, and E53. Tarps will include reflective chevrons Quotes for reflective striping and completion of cross lay restraints are being generated.

      8) Aerial and Ground Ladder Testing was completed last week, final report attached, any deficiencies are being addressed.

      9) Quartermaster Field and I will be ordering new hose soon to replace failed hose, we are also looking into standardizing size, and colors of hose to assist in operations and training. This was referred to Spec Committee.
Staff Assignments/Projects:

1) Chief Jones is working with the Public Safety Council and Assistant Chief Verdicchio on the new radio system project. We have a pre-build out planning meeting scheduled for September 14th, with Northeastern (in-progress).

2) Chief Jones is working with the Spec committee on new equipment purchases, and standardization of city fire equipment. Next projects are Rescue Stabilization, and Hose & Nozzles. (In progress).

3) We will then continue to schedule members monthly for their medicals, to keep everyone current. Deputy Chief Hongo will be entrusted to this task.

4) Chief Jones is working on finalizing the SFD – SOP Manual and Dispatch Manual so they may be printed for distribution. (In-progress). SOP’s being review by Officers Council and Training Coordinator.

5) Dispatcher training is tentatively being scheduled for late September, to roll out anew Manual and Codes.

6) Assistant Chief Wilson and Training Coordinator Salemme are working on a new RIT/May-Day Procedure for the SFD, and Basic Truck Company Programs. Course scheduled for September. (In-progress).

7) Assistant Chief Wilson is working on scheduling Live Fire training for all SFD Companies, all companies have been assigned dates (In-progress).

8) Assistant Chief Constantino has been assigned to the Volunteer Workforce Solution Grant, in which the SFD is a participant, for Recruitment and Retention. (On-going).

9) Assistant Chief Constantino & Captain Ovesny are working on the Opitcom system with funds recently approved from BOA funding for some upgrades particularly the Route 110, and Maple Street interception in White Hills. (In progress).

10) Recruitment Officer Mattioli is working on many projects, and asking for information from the respective fire companies. Recruitment Posters Banners have arrived.

11) Recruitment Officer Mattioli and A/C Wilson are working on a Volunteer Appreciation Picnic scheduled for September 15th.

12) A SFD Drivers Rodeo is scheduled for October 13th.
13) Quartermaster Field is working on SCBA Bottle testing, Air Quality testing, Structural and Fire Gear purchases and various other items.

14) Training Coordinator Salemme is working with the Chief and Company Officers on many projects, including establishing a new SFD Instructors List, initiating the Driver Operators Program, and developing a standardized training program with the Training Assistants for yearly training. See Training Officer report for details of projects.

15) Assistant Chief Verdicchio, continues to be the lead on all Radio Systems issues and the new proposed radio systems. All radio issues are being address upon notification and in a timely manner. We are meeting regularly with the Public Safety Council on the progress of the new console install, and radio system. Details of Public Safety Council meetings are available via their minutes

16) Assistant Chief Verdicchio has also been assigned the task of updating the existing text messaging notification program. (on-going)

17) Assistant Chief Osiecki is working with the Apparatus Spec Committee on specifications for the new quint and two rescue vehicles. (on-going)

18) Assistant Chief Osiecki, FM, and AC Wilson is working with TC Salemme is scheduling a citywide walk through of the new construction being conducted on Canal Street.

19) TC Salemme is scheduling a citywide drill with UI, on electrical safety Tabled til Winter 2013

20) Assistant Chief Osiecki is currently coordinating visits by various apparatus vendors for the Apparatus committee to review their products.

Training:

1) The Shelton Fire Department Spring/Summer FF1 program has been completed awaiting final results.

2) The SFD has contracted with the VFS to provide FF2 Training Starting September 5th. 20 SFD members are taking the course. As a follow-up to our FF1 program, and to ensure SFD members can meet the proposed new I-7 policy of FF2 for consideration as Company Officers

3) 2Q state test is September 22nd, we have 7 candidates, BBP, CPR/AED Training is posted and scheduled
Commissioner Mike Ullrich asked Chief Fran Jones for clarification on the following items:

- Apparatus: Truck 9 and the issue with the water fuel light. Chief Jones said he had not yet been notified of this and will check on the status.

Additional Items:

1) The SFD submitted the Federal Grant for AFG funding for new air-packs and various SCBA components. Awaiting to hear status if an award status.

2) We submitted a proposal for gas reimbursement for the SFD membership, as a Retention item through the SAFER Grant.

3) I have received permission to re-instate the SFD Fire Explorer/ Venture Program, I am looking into a joint venture with EMS, and will be looking for members interested in assisting with this program. (in progress – delayed till Winter)

4) The SFD performed well at the recent fires on Shelton Avenue and Howe Avenue

5) Please correspondents of thank you from Wounded Warriors Project, and Letter from Police chief in regards to Squad 5

Yours in Service,

Francis T. Jones III
Fire Chief
Shelton Fire Department
- Staff Assignments/Projects: Question whether Deputy Chief Hongo is currently doing the medicals or if this was a new assignment. Chief Jones confirmed the Deputy Chief has been doing them and will continue.

- Public Info Officer: Clarification on whether Deputy Chief is the PIO. Chief Jones said the job description states that he may be assigned the duty of the PIO. Asst. Chief Verdicchio has been doing a good job with it and Chief Jones has not seen a need for a change.

- Sunset Race: Commissioner Ullrich reported that he wanted to relay to the chief information he had heard regarding the event. Two captains said that they had not been informed about the race in a timely fashion. Chief Jones stated that they use multiple means of disbursing information and will continue to try to inform all of the companies in as timely a manner as possible.

Commissioner Justin Sabatino inquired about the issues with the two series trucks. Chief Jones mentioned the trucks are approaching 10 years of age. The mechanic is aware of the problems and contact has been made with the supplier regarding the steering boxes and other front end issues. Engine 42 tire issue was discussed. Chief Jones stated that it is going in for pump service and will be looked into. Pierce Manufacturing has been called on the trucks and now information has to be gathered in regard to the issues and when they occur and how this might be addressed.

Fire Chief Jones reported that they are currently working to update and create electronic files and working on other recording and filing procedures. Costs of upgrading the computers were discussed.

Commissioner Sabatino inquired about priority of repairs. Chief Jones stated that apparatus and responding vehicles are the priority. Discussion ensued on mechanic’s work load and the possibility of adding a part-time position. Chief Jones stated there are day-rate people who help the mechanic. Chief Jones will take a month to analyze the needs and will return to the Commissioners with more information.

Firehouse software was discussed. Older versions need to be updated, but the service agreement is no longer in effect. Commissioners McGorty and Ullrich recommended bringing in the vendor, along with Dan from in-house, to move forward with software upgrades. Commissioner Ullrich would like to add this item to next month’s New Business.

2. **Fire Marshal’s Report**

Attached herein:
3. Commissioner Sutton
No report.
4. **Commissioner Ullrich**  
Building & Maintenance Issues: Company 1’s washing machine is currently out of service. The new machine will replace the old machine. If part can be fixed on old machine, it will be used as a backup. In the meantime, Commissioner Ullrich advised Company 1’s personnel to contact officers from other firehouses to wash gear.

Refrigerator for Company 1 has a compressor out of service. Chris is working with a vendor to get it repaired.

Sewer drain issues of Company 3 are being addressed. A plumber is to be in place tomorrow to deal with the leak from the urinal above the officer’s room and drainage pipe cracks and leaks.

Company 3’s roof is scheduled for replacement at end of the week, weather permitting. Vendors are being lined up to look at Company 4’s roof.

5. **Commissioner Manion**  
Absent.

6. **Commissioner McGorty**  
Huntington’s air compressor is going into the basement which is below grade. They would like to look into an industrial grade dehumidifier.

The heat and A/C unit in the dispatch room is no longer working.

Commissioner Ullrich said he would talk to Chris about both items for Huntington.

7. **Commissioner Sabatino**  
Work on Marine 1 is continuing including the painting of the bottom and installation of the motor. Sea trials have been done.

Zodiac 4 has some of its equipment on; other equipment will wait until the winter.

Commissioner Sutton inquired on Engine 54. Chief Jones mentioned that the skid was put in a week ago and Commissioner Manion has been in contact in its regard.

**ADDITIONS TO AGENDA:**
Commissioner Justin Sabatino made a MOTION to add: Under Old Business, Item 4: Approval of Special Meeting Minutes of August 31, 2012; Under New Business, Item 1: Letter from Attorney Ray Sous; and Item 2: Letter from Police Chief. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

**G. OLD BUSINESS**

1. **Policies**
Commissioner Justin Sabatino made a MOTION to accept the R-7 and R-1 policies and table the S-4, T-2, T-3 & U-1 policies. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

The policies are attached herein:

CITY OF SHELTON
FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS POLICY MANUAL

Policy # R-1

Page 1 of 1

TITLE: MAJOR REPAIRS TO APPARATUS AND/OR EQUIPMENT

The Board of Fire Commissioners reserves the exclusive right to administer any and all Major emergency repairs to apparatus or equipment under its jurisdiction.

The Board’s decision shall be final, providing such decision is consistent with the provisions and procedures of the Charter of the City of Shelton.

The Board shall seek waiver of bid procedures as required when deemed in the best interests of the Fire Department and the City of Shelton.

Payment for services rendered, travel allowance and/or personal expense incurred during execution of the repair order shall be made at the discretion of the Board by majority consent (3 years) based upon the merits of each case and within monetary limits of the Fire Department budget to execution of the order so there will be no misunderstandings.

For ease of operation, the Board of Fire Commissioners may allow the Fire Chief to authorize repairs up to the required limit before a bid is required as per the City Charter. Any amount that may exceed the bid requirement shall be brought to the Board of Fire Commissioners for approval to go out to bid. The Board of Fire Commissioners may upon the recommendation of the Fire Chief approve bids as necessary. All expenditures $1000.00 or more shall require three (3) quotes prior to purchase.

Failure to comply with this policy shall be grounds for disciplinary action by the Board of Fire Commissioners. A second Offense shall be an automatic dismissal.

Approved September 4, 2012
Revised

Commissioners Signature

Chairman
Company #1 Commissioner
Company #3 Commissioner
Company #4 Commissioner
Company #5 Commissioner
CITY OF SHELTON
FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS POLICY MANUAL
Policy # R-7

TITLE: MONTHLY REPORTS – FIRE CHIEF AND FIRE MARSHAL

PURPOSE:

THE FOLLOWING WILL ENSURE THAT MONTHLY REPORTS ARE
SUBMITTED AS REQUIRED:

1. The following shall apply to the Chief of the Shelton Fire Department:

   A. The Chief of the Shelton Fire Department shall submit his monthly report at
      least 2 business days prior to the regularly scheduled meeting of the Board of Fire
      Commissioners. The report shall be submitted to the Chairman of the Board of Fire
      Commissioners’ or in his absence the Vice-Chairman or the department
      secretary.

   B. The report shall include as a minimum, a report on all fire calls, apparatus and
      vehicles, staff activities, training, purchase orders, communications, and any other
      items deemed necessary for the efficient operation of the department.

   C. Fire Calls – Provide a report that details the amount of calls and the type of
      calls that occur each month.

   D. Apparatus and Vehicles – Provide an up to date status on all vehicles,
      including a mileage report. Provide costs per vehicle of monthly repairs.

   E. Staff Activities – Provide monthly reports of all staff activity.

   F. Training – Provide a monthly report on all training conducted by the
      department.

   G. Purchase orders – provide a list of purchase orders for the month.

   H. Communications – Provide a report on monthly communication
      issues/upgrades.

2. The following shall apply to the Fire Marshal of the Shelton Fire Department.

   A. The Fire Marshal shall submit his monthly report as required by CT state
      statute 29-305(d) at least 2 business days prior to the regularly scheduled meeting
of the Board of Fire Commissioners. The report shall be submitted to the Chairman of the Board of Fire Commissioners’ or in his absence the Vice-Chairman or department secretary.

B. The report shall include as a minimum, a list of inspections conducted, re-inspections conducted, investigations conducted, plans reviewed, permits issued, site visits, complaints investigated, weekly and monthly activity reports of staff and any other items deemed necessary for the efficient operation of the Fire Marshal’s Office.

C. Inspections and re-inspections – Provide a list of all inspections to include the date inspected or re-inspected, the address of the property, and the inspector’s name.

D. Plan reviews and Site visits – Provide a list of all plans submitted, include the date submitted, date reviewed, name of plan reviewer and number assigned to the plans. Include a list of all sites visited, include the date of the visit and name of site inspector and plan number.

E. Permits – Provide a list of all permits issued for burning and blasting. Include the date issued, name and address and the fees charged as well as the issuer’s name.

F. Certificates of Occupancy – Provide a list of all temporary and permanent Certificates of Occupancy issued.

G. Complaints – Provide a copy of all complaints your office receives and the status of each complaint.

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**Commissioners Signature**

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2. Ordinances
Commissioner Justin Sabatino made a MOTION to remove item 2, Ordinances, until Fire Chief Fran Jones comes back with it. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

3. Co. 1 Training Asst.
Commissioner Justin Sabatino made a MOTION to fill unopposed single applicant for the Co. 1 Training Assistant position. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

4. Minutes of the Special Meeting of August 31, 2012
Commissioner Justin Sabatino made a MOTION to approve the Minutes of the Special Meeting of August 31, 2012. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS
1. Letter from Attorney Ray Sous
Commissioner Sutton referred to the communication from Attorney Sous in regard to the FOI James Tortora v. Board of Fire Commissioners FIC # 2012-281 and FIC # 2012-141 and explained that an approval from the commissioners is needed.

Commissioner McGorty suggested a motion to table the issue until Commissioner Manion was in attendance. No motion was made in this regard.

Commissioner Ullrich stated his only concern was the appearance of the document with scratched letters and that he would prefer it be properly updated.

Commissioner Justin Sabatino made a MOTION to accept the Memorandum from Attorney Ray Sous once grammatical changes are met. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

2. Letter from Police Chief
Commissioner Justin Sabatino made a MOTION to keep this item in consideration once the Board of Fire Commissioners gets to the point of declaring any apparatus surplus. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION
None.
J. ADJOURNMENT

Commissioner Justin Sabatino made a MOTION to adjourn the meeting. Commissioner Mike Ullrich SECONDED the motion.
A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 8:11 P.M.

Respectfully submitted,
Kathryn Gilbert
Kathryn Gilbert / Clerk
1 tape on file in Town Clerk’s office