



City of Shelton Fire Department Board of Fire Commissioners

Minutes of the Regular Meeting October 4, 2005

Commissioners Present

Robert J. Araujo, Chairman
David Sekelsky
Merle Chase
Justin Sabatino
Bruce Kosowsky

Also Present

Fire Chief John V. Millo
Captain Tim Hongo
Training Coordinator Francis Jones

Chairman Araujo called the Regular Meeting of the Board of Fire Commissioners to order at 1935 hours. All those present rose for the pledge of allegiance.

Public Participation - None

Approval of Minutes

Regular Meeting – September 6, 2005
Regular Meeting – September 20, 2005

MOTION made by Commissioner Kosowsky to table the approval of the Minutes, seconded by Commissioner Chase and passed unanimously.

Chairman Araujo stated that he will speak with the clerk and resolve the issue. Commissioner Sabatino stated that the Clerk would like the Minutes on disk so they can post them on the web site.

Communications

Chairman Araujo reviewed the following Communications with the Board:

- Memos from Planning & Zoning
- Memo from Administrative Assistant Sandy Nesteriak with a copy of Public Act 05220 regarding State Vehicles and the use of Mobile Telephones. My recommendation is to post this at the fire stations.
- Letter regarding Certified Fire Officials and their Status
- Updated Phone List
- Memo from Superintendent Brown regarding Pump Tests
- Letter from Attorney Souse regarding the Mutual Aid Agreement

Reports***Fire Chief John V. Millo***

Chief Millo reported that he had two hydrant requests that were distributed to the Board. One is for East Village Road at Block Farm and I found that there is no need for a hydrant there and one is for Lane Street and I am recommending that we install on hydrant at the end of the line.

Chief Millo reported that the pre-plans seem to be going well. We do have participation from the Companies, the Chief's office and the Marshal's office. They are out visiting the schools and we should have some results at the next Officers' Council meeting. We also had some interaction with the Corporate Community and I am pleased with the result so far.

Chief Millo asked if the Board has done anything with the Mobile Data Terminals. Chairman Araujo stated that he had some conversation with the Finance Director but we have not contacted the vendor. Commissioner Sekelsky stated that Trumbull Center just put the system in. Chairman Araujo asked Commissioner Sekelsky for a contact. Chief Millo stated that he gave the Board some paperwork from a vendor last month – did you make any arrangements to have that vendor come in. Chairman Araujo stated that he asked the clerk to have the vendor come

in. Chief Millo stated that the system is currently in Town and is successful with the Police Department.

Chief Millo stated that the apparatus is set to go and I want to say that Station 5 has done a remarkable job. I stopped up to take a look at Engine 52 and it was a job well done with getting that truck ready. Engine 34 is set. Engine 35 had some minor plumbing problems that we addressed the best we can. There are a couple of caps that are missing but we can send the truck the way it is. We do have an official request that is being handled by Emergency Management Director Dick Tallberg and three of our trucks are going to Mississippi along with a truck from Milford.

Chief Millo reported that Engine 2 was involved in an accident a week ago and I have received some quotes for the repairs and Firematic has submitted the lowest repair estimate. I turned the information over to the Purchasing Department and they will submit this through the proper Insurance procedures. Commissioner Sekelsky stated that his only concern is that we have to worry about the warranty on the body, which is 10 years, and if Pierce does not recognize the body shop that does the work and later on we have body problems, will they stand behind it. Chief Millo stated that we will make Pierce and the Insurance Company aware of it. I have referred the accident report to the Safety Committee because we have had several of these accidents and I want the Safety Committee to review this and to give me some recommendations on corrective actions that are necessary.

Chief Millo stated that the second denial was issued to the Avalon Bay process based on the same problems that we had with the first one.

Chief Millo requested that he be informed when the Board is going to schedule the work session regarding the Mobile Data Terminals so that he can have his Officers available for the demonstration.

Chairman Araujo requested that Chief Millo stress to the Officers' Council Safety Committee that they take these issues seriously. Chairman Araujo stressed that the Board is extremely concerned about the safety of every firefighter. Chief Millo stated that there was a minor incident where a firefighter received a burn with a pair of gloves and the Safety Committee will look into that incident also.

Commissioner Chase stated that as we start gaining more of these Mutual Aid Agreements with the neighboring Towns, could you report back to us any information you are getting as far as what type of SCBA equipment they are using and what type of accountability system they

have. Chairman Araujo stated that we have to discuss with the Chief and decide how many more Mutual Aid Agreements we need. Is it just with our surrounding Towns or is it with organizations such as Milford and Bridgeport who have the trench rescue teams. Chief Millo and the Board continued to discuss the Mutual Aid Agreements.

Fire Marshal James Tortora – No Report

Commissioner Sabatino stated that since we have not been getting anything from the Fire Marshal, I would like an explanation why two years ago we put on an inspector and to date in the reports that we have been getting there is no activity for that inspector.

MOTION made by Commissioner Sabatino to send the Fire Marshal a letter requesting an explanation as to why two years ago we put on an inspector and to date there is no activity for the inspector, seconded by Commissioner Sekelsky.

Commissioner Sabatino and Commissioner Sekelsky rescinded their Motion and Second and will add this item to the Agenda for the vote.

Training Coordinator Francis Jones

MOTION made by Commissioner Sabatino to accept his report as submitted, seconded by Commissioner Sekelsky and passed unanimously.

Quartermaster Report – Jack Brand Jr.

MOTION made by Commissioner Sabatino to accept his report as submitted, seconded by Commissioner Sekelsky and passed unanimously.

Superintendent of Alarms Report – No Report

Commissioner Sekelsky

Commissioner Sekelsky stated to Chief Millo that he has not heard back from Officers' Council regarding the Draft Job Description for Assistant Chief. Chief Millo stated that they should have some action next month. They have been discussing it. Commissioner Sekelsky stated that he is just about finalized with a Draft copy of a Chief's Job Description and hopefully within two weeks I will be able to distribute it.

Commissioner Chase

Commissioner Chase stated that he has not received a report from Mr. Sewack this month regarding the open work orders for the buildings.

Commissioner Sabatino

Commissioner Sabatino noted that Superintendent Brown reported that all four compressors were serviced. We are going to go out to bid for this so the compressors can be serviced annually.

Commissioner Kosowsky

Commissioner Kosowsky stated that the air quality on the compressors were checked again and everyone should have received a certificate. Chief Millo stated that he did not see a copy of the certificate. Commissioner Kosowsky stated that the Companies and the Records Keeper keep the certificates. Commissioner Sabatino stated that when we go out to bid for the service we will also schedule the test.

Commissioner Kosowsky stated that he met with the Engineers that will be doing the work regarding the Communications. They will be sending us another letter with an update regarding the cost of doing a complete survey. Chairman Araujo requested that when the Engineer is ready to submit the draft, I would like for us to meet with him to discuss the options. Commissioner Kosowsky discussed the communications and the problems the fire department is experiencing and the topics he discussed with the engineer. The Engineer has a good knowledge of the whole system. The Commissioners discussed the topic.

Commissioner Kosowsky stated that he has the specification for the Minitor V Pagers. Commissioner Kosowsky suggested going out to bid for more InstAlert Home Monitors.

Chief Millo asked what the result was in regard to the fire department being able to communicate with EMS. Chairman Araujo stated that EMS has a low-band fire radio in every one of their vehicles. Chief Millo stated that they couldn't communicate with them. Chairman Araujo stated that we re-programmed some of the apparatus to include the EMS frequency – we need to re-program the cars. Chief Millo stated that the Incident Command can communicate with the Police Department and we need to be able to speak to an EMS Commander.

Commissioner Araujo – Chairman's Report – No Report at This Time

Additions to the Agenda

MOTION made by Commissioner Sekelsky to add to New Business Item H1 – Hydrant Request, Item H2 – Fire Marshal Report, Item H3 – Vehicle Radio Program, Item H4 – Vehicles and Item H5 – I-2 Requirements 2004/2005 and 2005/2006, seconded by Commissioner Chase and passed unanimously.

Commissioner Kosowsky stated that in regard to the car phones the cradle can be changed. The cost is about \$300 each. Commissioner Sabatino stated that one problem with the City Nextel's is that we are not on a Government Plan. The cell phone on the truck is still turned off and the same thing with White Hills and we need to make arrangements to take care of that. Commissioner Kosowsky explained the problems with the phones on the trucks.

Old Business***G1 – Job Description/Policies******G2 – Radio's for Company 4 and Company 1***

MOTION made by Commissioner Sekelsky to table both items, seconded by Commissioner Kosowsky and passed unanimously.

New Business***H1 – Hydrant Requests***

Chairman Araujo stated that we have two Hydrant Requests to approve.

MOTION made by Commissioner Sabatino to approve both Hydrant Requests, seconded by Commissioner Chase and passed unanimously.

H2 – Fire Marshal Report

MOTION made by Commissioner Sabatino that we ask the Fire Marshal for the status on Robert Albert who was appointed two years ago and there is no activity, seconded by Commissioner Sekelsky and passed unanimously.

MOTION made by Commissioner Sekelsky to ask the Fire Marshal why he has not been handing his reports into us, seconded by Commissioner Sabatino and passed unanimously.

H3 – Vehicle Radio Program

MOTION made by Commissioner Sabatino to have the radio people come in and re-program all our vehicles with the EMS frequencies, seconded by Commissioner Chase and passed unanimously.

H4 – Vehicles

Commissioner Sekelsky asked Chairman Araujo if he found out if the Explorer is being purchased for the Fire Marshal. Chairman Araujo stated that he asked Mr. Marusic and he has not heard back. Commissioner Sekelsky stated that the Explorer went out to bid and the bid was approved. I would like to send a Registered Letter to the Board of Aldermen from this Board requesting that no vehicle be purchased without this Boards permission. We actually need four (4) vehicles and the Deputy Fire Marshal needs the vehicle before the Fire Marshal. This Board has not been addressed in regard to the purchase of that vehicle and it is part of the Fire Department per Charter. Chairman Araujo discussed this topic with the Board. Chairman Araujo stated that our intention was to purchase two vehicles for the Fire Marshal's Office and two vehicles for the Chief's Office. Commissioner Sekelsky requested sending a letter because the Chairman is not getting the job done in finding out what is going on. Chairman Araujo stated that is a personal attack. The Fire Marshal came to us and we did not get the bid specifications so the Fire Marshal went forward and went to the Finance Director and asked him to go out to bid and he now has a bid for two vehicles, which he needs. We have a choice – if we don't want four vehicles for the fire department and one for the mechanic then we can send a letter to anybody we want. If our intent is to move forward and get four vehicles for the fire department, the Fire Marshal went out to bid, lets tack onto that bid, let's get two additional Chief's vehicles – request that through the Board of Aldermen and get the bid spec finalized for the mechanics vehicle and move on. Commissioner Sekelsky stated that the Fire Marshal runs the fire department. Chairman Araujo stated that nobody said that, you are making assumptions. Commissioner Sekelsky stated that we have a Procurement Policy. Chairman Araujo stated that the Procurement Policy states that we must go to out to bid. Commissioner Sekelsky stated that it must come to the Board. Commissioner Kosowsky stated that it has to come to the Board of Fire Commissioners. Chairman Araujo stated that we will ask the Finance Director to send the Bid to the Board of Fire Commissioners. Commissioner Kosowsky stated that the question is there is a Bid 26-29 out for a 4-wheel drive Utility Vehicle for the Fire Department and I don't recall us authorizing anybody to go out to bid for a 4-wheel drive Utility Vehicle. It was advertised in the Connecticut Post on Friday, September

30, 2005. I think the point is that we have a Policy and that's what the Charter says too – our Policies and Procedures. We are one fire department not two fire departments – divisions are divisions. We have one Chief Executive Office of the Shelton Fire Department according to the Charter and we have a Procurement Policy. We also have a Vehicle Policy that is not being followed apparently. The bottom line is that we don't have to send a Registered letter but a letter should be sent to the appropriate bodies stating that everything should come through the Board of Fire Commissioners just like the fire trucks had to come through and just like the volunteer fire Companies had to get a recommendation from the Board of Fire Commissioners. We have a Charter and we have Policies and Procedures and they are not being followed Bob and that's the bottom line including the Vehicle Policy. This is how many months and I have not seen one vehicle mileage report in our file. I don't know about you but it cost me \$3 a gallon to go to a fire and I don't see to many City cars going to fires lately. I think we should start to see vehicle reports because what it says in there is for fire department usage.

MOTION made by Commissioner Kosowsky to send a letter to the appropriate people including the Board of Aldermen, Board of Apportionment and Taxation and the Finance Department stating that the Board of Fire Commissioners should approve the specification.

Commissioner Kosowsky stated that he does not feel that anyone is against buying any vehicles.

Commissioner Sabatino stated that he feels that there is a break in communications between us, the Board of Aldermen, the Board of Finance and the Mayor's Office and it can be handled first with a simple letter or phone call from the Chairman.

MOTION made by Commissioner Sabatino that the Chairman inform the Mayor, Board of Aldermen and the Board of Finance of our Policies on how we procure vehicles and whatever the Charter states for us regarding this and the Chairman report to us in two weeks at our next meeting on his conversations with the parties and remind them that when the two Companies went for funding they were sent back to us because they must go through the Board of Fire Commissioners, seconded by Commissioner Sekelsky and passed unanimously.

Commissioner Chase asked about the old apparatus being sent for relief. What is the status – I see two listed here that are repaired and ready to go. Chairman Araujo stated that the Chief reported on that. Three vehicles are ready to go and we have been in touch with Dick Tallberg

and the transportation people are getting us the date. Engine 35 does have some leaks and it's going to ship with some drain leaks. Commissioner Chase asked if it is capable of pumping. Chairman Araujo stated that according to Superintendent Brown it is capable of pumping. The Board discussed the truck with Captain Hongo and Chief Millo.

MOTION made by Commissioner Sabatino to surplus old truck 9 because it is not being used by the department, seconded by Commissioner Sekelsky and passed unanimously.

H5 – I-2 Requirements

MOTION made by Commissioner Sabatino to find out the status of last years members who were supposed to be dropped from the department for failure to meet the I-2 Requirements, seconded by Commissioner Chase and passed unanimously.

Training Coordinator Jones reported that the members that the Captains sent a list back to the Keeper of Records have been removed from the list. There are still people on there that have not met the qualifications for many years. Chairman Araujo stated that we need to send a letter that the members that have not met the I-2 Policy are to be removed immediately from last years list.

MOTION made by Commissioner Sabatino that the cut-off for the completion of the I-2 Requirements be set for April 1, 2006, seconded by Commissioner Chase and passed unanimously.

Homeland Security – Executive Session – No Action

Remarks/Comments for the Good of the Commission

Chairman Araujo stated that he was at a business safety review meeting and there were some fatalities (not in this Country) that had to do with ladders and all I can say is we just need to be very very careful.

Commissioner Kosowsky stated that it still bothers him that we don't have a separate fax line for the office. Chairman Araujo stated that he will speak with Mr. Marusic.

Commissioner Sabatino stated that at Shelton Day we tried to recruit some people and we did a joint extrication with Company 4 and Company 1. We had a big crowd and we got to show off the new tools to the taxpayers and we got a lot of good reviews from that and I want to thank everybody for putting their effort in on that day.

Adjournment

MOTION made by Commissioner Kosowsky to adjourn the meeting at 2030 hours, seconded by Commissioner Sekelsky and passed unanimously.

Minutes respectfully submitted by Patricia Kelley, Temporary Clerk
Minutes transcribed from the tape and Motions provided by Training
Coordinator Jones. The clerk was not present for the meeting.