



*CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 4TH, 2011
7:30 P.M., Room 204*

Commissioners Present:

Tim Manion, Vice-Chairman
John Sonsini, Commissioner
Gary Field, Commissioner

Commissioners Absent:

Ben McGorty, Commissioner

A. CALL TO ORDER

Vice-Chairman Manion 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

None

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting August 2, 2011

Commissioner Sonsini motioned to accept the minutes of the August 2nd, 2011 regular meeting. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to table the minutes of the Special Meeting from August 16th, 2011 till next regular meeting. Vice-Chairman Manion seconded the motion.

A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS - none

F. REPORTS

1. FIRE CHIEFS REPORT - none

2. FIRE MARSHAL JAMES TORTORA - none

3. ACTING TRAINING COORDINATOR STEVE HOFFMANN

See attachments at end.

4. ACTING QUARTERMASTER MIKE PLAVCAN – none

Vice-Chairman Manion stated that Mike has done a lot so far – central storage looks great. Vice-Chairman Manion wanted it on record that he appreciates all of Steve and Mike's hard work so far (Training Coordinator and Quartermaster).

5. COMMISSIONER SONSINI – Touch base about cleaning up firehouse. Work with Chris on paint and cleaning.

6. COMMISSIONER FIELD - none

7. COMMISSIONER MANION - Pump testing complete / ladder testing complete / went out to bid for 25 pagers.

8. COMMISSIONER MCGORTY – not present

G. OLD BUSINESS

1. DEPUTY FIRE CHIEFS JOB DESCRIPTION

Found a copy of job description. Vice-Chairman Manion found it and thought the mayor had reviewed it, but he didn't. Therefore, job description is still under review.

H. NEW BUSINESS

1. FIRE CHIEF APPOINTMENT/STATUS

Assistant Chief Wilson is out of town until the 12th. Board will have to table until he is back for interviews. Commissioner Sonsini stated they needed to follow up quickly on this. Board decided to set up a special meeting for the Fire Chief interviews/appointment. Commissioner Field stated they should have special meeting on the 18th at 7:30 in room 204.

2. DEPUTY FIRE MARSHAL APPOINTMENT/STATUS

Vice-Chairman Manion stated that he had a certified list in front of him.

Vice-Chairman Manion stated that there were two candidates, Robert Albert and Ben McGorty (scored in that order).

Vice-Chairman Manion stated that in his past practice he always goes with the highest scorer.

Vice-Chairman Manion motioned to accept Robert Albert for the position of Full-time Deputy Fire Marshal. Commissioner Sonsini seconded the motion.

No vote was taken.

Commissioner Field motioned to enter Executive Session to discuss Deputy Fire Marshal appointment. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to leave Executive Session at 8:29 p.m. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

No votes were taken during executive session.

Commissioner Field motioned to table the appointment of the Deputy Fire Marshal until the 18th of October at the Special Meeting. Vice-Chairman Manion seconded the motion.

A voice vote was taken; motion passed unanimously.

Need to take some time and review everything – there is a lot to go through.

I. EXECUTIVE SESSION - PERSONNEL

The Board did not go into Executive Session.

J. ADJOURNMENT

Commissioner Field motioned to adjourn. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 8:32 p.m.

Respectfully submitted,

Kimberly Wells

Kimberly Wells / Clerk

1 Tape on file in the Town Clerk's office



**City of Shelton Fire Department
TRAINING COORDINATOR**



2012 Training Calendar
(Projected)

January

- **NIMS compliance for all department members**
 - **(IS 100, IS 200, IS 700 & IS 800)**
 - **Via FEMA Emergency Management Institute**
- **Shelton Recruit Course**
 - **For Members under 18 y/o**
 - **Any new member entering the department**
- **UI Power line Safety Class (Citywide Drill)**
 - **To be taught by UI reps**

February

- **Firefighter 1 course (SFDTD or FFRFS)**
- **Workplace Violence & Sexual Harassment Training for ALL department members (SFDTD)**
- **Haz-Mat Operations (VFCRFS)**
- **Begin Mayday & RIT Training (SFDTD)**
 - **To be held initial and continue as an annual recert**
 - **ALL interior members required to attend**

March

- **Fire Officer 1 Course (CFA)**
- **Pump Operator or Aerial Operator (VFCRFS or FTI.LLC)**
- **Railroad Response of Emergency Services(Metro North)(Citywide Drill)**
- **Ice Water Rescue (Citywide)(SFDTD)**

April

- **Accident Scene Preservation (SPD Traffic Div)(Citywide Drill)**
- **Boating License Course (DEP or VFCRFS)**
- **Complete Mayday & RIT Training (SFDTD)**
 - **To be held initial and continue as an annual recert**
 - **ALL interior members required to attend**
- **Shelton Recruit Course**
 - **For members under 18 y/o**
 - **Any new member entering the department**

May

- **Begin Online/E-Learning I2 recerts via the SFD Training Website**
- **Begin Smokehouse training (FFRFS)(Dependant on dates) and LPG training**
- **EVOC**
- **Low/High Angle Rope Rescue**

June

- **Water Rescue Tech**
- **Continue Smokehouse training (FFRFS)(dependant on dates) and LPG training**
- **Truck Company Ops Class (Citywide)**

July

- **Continue Smokehouse Training (FFRFS)(Dependant on Dates) and LPG training**
- **Marine Operations (SFDTD)(Citywide Drill)**

August

- **Rescue Technician Core Course (CFA)(EMR Required)**
- **Pump Operator or Aerial Operator (VFCRFS or FTI.LLC)**
- **Shelton Recruit Course**
 - **For members under 18 y/o**

- **Any new member entering the department**

September

- **Firefighter 2 course (SFDTD or outside agency)**
- **Fire Scene Preservation/Investigation (FM Office)(Citywide)**
- **Incident Safety Officer (CFA)**
- **LPG Live Fire Training (FFRFS)(Dates to be determined)**
- **I-2 recerts to be conducted by SFDTD - BBP**

October

- **Mass Casualty Drill (Citywide/Mutual Aide/SPD/EMS)**
 - **To be held at a high hazard facility (Nursing home, High Rise, etc.)**
- **Rescue Technician Vehicle & Machinery (CFA)**
 - **EMR and HazMat Ops Required**
- **Incident Command (CFA)**
- **I-2 recerts to be conducted by SFDTD - HazMat**

November

- **Advanced Forcible Entry Class (Citywide)(VFCRFS)**
- **Fire Instructor 2 (CFA)**
- **Fit Testing at all fire companies**
- **SCBA Practical recert to be evaluated by a certified Fire Service Instructor (SFDTD)**
 - **Evaluation will include a confidence test utilizing an obstacle course of some sort for ALL interior firefighters**
- **Shelton Recruit Course**
 - **For members under 18 y/o**
 - **Any new member entering the department**
- **I-2 recerts to be conducted by SFDTD - SCBA**

December

- **Instructor led I2 requirement classes**
 - **For those who cannot access the internet**
- **Finish Fit Testing at all fire companies**



City of Shelton Fire Department TRAINING COORDINATOR



FROM: Training Coordinator Steve Hoffmann
TO: Board of Fire Commissioners
RE: Monthly Report - September 2011

Current Training:

- I2 requirements have begun at all four fire companies
 - Conducting I2 requirements as we have in the past until next year when we can make it accessible online via E-learning capability
 - Officers will ensure that all members complete their I-2 requirements and submit the completed evaluations and drill sign-in sheets to the Training Coordinator and Keeper of Records.
 - Officers have been advised that if they need any assistance with I-2 Policy material, tests, or equipment to contact the Training Coordinator
 - September will start Bloodborne Pathogens

- Firefighter 2 Course at Monroe Fire Department Station #1
 - Course Begins August 31st and run till November 5th
 - Weeknights 1830 – 2230 hrs, Weekends 0830 – 1630 hrs
 - See attached Schedule
 - Cost: \$500.00 per student
 - Currently 4 members enrolled in the course
 - Firefighters Mike Pellegrino, Chris Brainard, Patrick Buckley and Alex Neufendorf all from Echo Hose H*L Co. #1
 - Total: \$2,000.00

- Leadership Training Seminar being hosted by the Middlebury Fire Department featuring FDNY Battalion Chief John J. Salka, Jr. concerning Fire Ground Responsibility and Fire Alarm Leadership.
 - Was emailed to all Command Staff and Line Officers for interesting in attendance.
 - Cost: \$75.00 to include lunch
 - Date: September 24th at 0900 hrs in Southbury
 - See Attached Flyer
 - Currently 3 members interested in the seminar
 - Lt. Mike Plavcan from Echo Hose H&L Co. #1 and Lt. Dave Catlin from Pine Rock Co. #4 expressed interest

- Fire Officer 1 Course being held at Orange Fire Department
 - Starts September 24th at Orange Firehouse at 355 Boston Post Rd, Orange
 - Cost: \$425 per student with a class limit of 24
 - To register, please contact Captain Joseph Pugh of the Orange FD by phone at 203-619-4257 or e-mail at Engine7hgp@aol.com.
 - Dates: Sept. 24th & 25th, Oct 12, 15, 16, 22, 23, 29 & 30, Nov. 5 & 6
 - Emailed out to SFD Officers to email to membership

Future Training for 2011:

- Dan Johnson from the Valley Fire Chiefs Regional Fire School will be teaching a Haz-Mat Awareness recert to include Metering & Monitoring at Huntington Co. #3 on Wednesday, October 26th
 - Per Lt. Lawrence he would like to limit attendance to 5 from the 3 other fire companies.
- Response to Propane Incidents and Safety Class being held at White Hills Co. #5
 - Being sponsored and paid for by Propane Gas Association of New England
 - Date: October 8th, 2011
 - Time: 0830 – 1645 hrs
 - Looking for 10 members from each firehouse to sign up, sign-up sheets have been emailed out by Firefighter/Instructor M. Kellet.
 - See attached Itinerary and Sign-up Sheet
- 2Q course being scheduled for October.
 - Emails with sign-up sheets have been sent out to the Fire Company Line Officers to be posted for members at their respective firehouse
 - Looking at utilizing the Valley Fire Chiefs Regional Fire School to conduct the course at Pine Rock Co. #4
 - Cost: \$1,500.00 does not include DMV testing costs and scheduling for the test portion
 - Approx. \$800 for DMV inspector to come out
 - Possible Dates are on Tuesday Nights and Sunday Days
 - October 11, 16, 18, 23
- Engine Company Operations & Ladder Company Operations Seminar being held in Bridgeport for the Bridgeport Fallen Firefighters
 - Being held Saturday, October 15th from 0830 to 1600 hrs at the University of Bridgeport
 - \$25 per person and includes lunch
 - Emailed to SFD officers to send out to the membership

- Smokehouse Training at Fairfield Regional Fire School
 - Dates secured for all four fire companies
 - October 16th (Co. #4), October 19th (Co. #3), October 20th (Co. #1), October 27th (Co. #5)
 - Also working on securing dates for next year for Smokehouse Live Fire Training & LPG training for all fire companies
- Engine/Ladder Company Back to Basics Class at Fairfield Fire School
 - October 30th – Details still to follow
- Basic Pump Operations Back to Basics Class at Fairfield Fire School
 - Coming early November – Details to Follow

Additional:

- 2012 Training Calendar and included Citywide Training have been completed. This may change depending on availability of classes and dates
 - (See Attached)
- Applications to the SFD Training Division have been handed in by Lt. Mike Plavcan (Echo Hose Co. #1) and Lt. Sean Welch (Pine Rock Co. #4).
 - Requires BOFC approval for appointment
 - Both found favorable by Training Coordinator
- Email sent to all Shelton Fire Department Officers concerning the following:
 - 1.) A list of your fire company members who are CT certified Fire Service Instructor 1 and would like to be a part of the Shelton Fire Department Training Division?
 - 2.) A list of your current training materials & equipment at your respective fire companies (i.e. Fit Testers, White Boards, Training Manuals, laptops, etc.)
 - 3.) A list of state certified courses and department level training your members would be interested in seeing occur in Shelton
- Currently trying to go through all the training material, locate where everything is, and organize it. Will be attempting to get everything in all one location in the future. Echo Hose Co. #1 has a compressor room that is no longer being utilized which I have been granted the ability to use. City has to remove the equipment that is currently in the space beforehand. Hopefully, this will become the Training Division Office for the Shelton Fire Department.