Commissioners Present:
   Gary Field, Commissioner
   Marc Connolly, Commissioner
   John Sonsini, Commissioner
   Bruce Kosowsky, Commissioner

Also Present:
   Tim Hongo, Assistant Fire Chief

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

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

C. PUBLIC PARTICIPATION
Captain Justin Sabatino from Company #4 stated, we had the driver’s rodeo last weekend and I would like to thank Company 3, Mark Ptak, Bob Simon, and Tom Whalley for doing an excellent job. They did a great job! As Captain of Company #4, I spoke earlier this year about having some equipment fixed. I still haven’t had any feedback when that equipment will be back to us. If there is a financial issue or a time issue and the City can’t afford to do it, I’ve asked in the letter that was sent to the Chief, my Commissioner, and the Quartermasters office, give it back to us, we’ll have it fixed. I can’t see three or four months to have a piece of equipment, maybe even longer, to have it fixed. We are still missing air pack parts. Thank you.

2nd Lieutenant Gerard Danso from Company #1 stated, I did some research about a year and a half ago. I talked to this Company called Survival. It’s for a Class B uniform. They gave me a price for 20 shirts, with the City patch and the Company patch. For 20 people they gave us quote of $997.00. Wanted to see if you can get it out of the Recruitment and Retention fund, it’s open to other Companies if they wanted to do it.
(Proposal below)
Proposal

THIS IS NOT AN INVOICE

<table>
<thead>
<tr>
<th>Date</th>
<th>Estimate #</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25/2009</td>
<td>9224</td>
</tr>
</tbody>
</table>

Ship To:
Shelton Fire Department
Lt. Danso
379 Coram Avenue
Shelton, CT 06484

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bravo series uniform shirt in 100% cotton with functional button front.</td>
<td>20</td>
<td>41.85</td>
<td>$877.00</td>
</tr>
<tr>
<td>Long sleeve, navy blue</td>
<td>40</td>
<td>4.00</td>
<td>160.00</td>
</tr>
<tr>
<td>Sew-on emblem provided by customer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 patches on each shirt</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal $997.00
Sales Tax (6.0%) $0.00
Total $997.00

Thank you for the opportunity to be of service!

We reserve the right to withdraw any proposal not accepted within thirty (30) days.

Signature

Phone #  Fax #  E-mail  Web Site
203/234-5326  203/234-2218  sales@survival-group.com  www.survival-group.com
D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting September 1, 2009

Commissioner Field motioned to approve the minutes of the September 1st, 2009 Regular Meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Commissioner Kosowsky stated, we have a letter from Nicole Mattioli, White Hills, who has been appointed to Fire Police, Company #5. Please take necessary actions to have her sworn in with the City. There is also a bill for food here from Commissioner Field. I also have clarification from Corporation Council relative to the voting. I see no issues on any of the voting we’ve done at past meetings with LOSAP and policies.

F. REPORTS:

1. Fire Chiefs Report Fran Jones

City of Shelton Fire Department
Office of the Chief

To: Board of Fire Commissioners
From: Francis T. Jones III
Subject: Monthly Report – September
Date: 9/30/09

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of September of the fiscal year 2009 - 2010. This is a list of completed tasks and a short list of those tasks and projects in progress.

1) Tanker 59 progress is moving along we are hoping for it return by late October. The cab had been replaced, and it is back at Firematic for additional work. A new light-bar will need to be ordered ASAP. So, that it can be mounted prior to delivery. I will have JB schedule an inspection soon

2) The new foam is scheduled to arrive the week of 9/28 per the vendor. The old foam will be pumped out of the tanks, into clean barrels then transported to Fairfield Fire School to be used for training. Apparatus Mechanic Brown has asked for (2) assistants to assist him with this project
since it is very labor intensive. In addition care must be given to flush the foam tanks completely after removing the concentrate. Then the new foam will be able to be placed on the apparatus.

3) The new ANSI Reflective vests for SFD personnel have arrived and were distributed by the Quartermaster, I would like to encourage that an additional (60) be purchased to cover the remaining vehicle positions and each Fire Officer position. (See Quartermaster report for further details)

4) I would like to encourage purchasing additional four gas Bio-system meters to standardize our SFD meters, and to purchase replacement Draeger Chips to replace the expired chips for the CMS Meters. These meters will then be issued to the Assistant Chief’s as a secondary metering device to back up the four gas meters. In addition, the Dreager meters have the capability to meter additional hazards depending on the chips. (See attached list of Meter Chips as recommended through consultation with DEP)

5) The SFD Truck Rodeo was an overwhelming success, congratulations to all the participants, and many thanks to FF Bob Simon, FF Tom Whalley, SGT Ptak, and the many judges in making this a very successful day.

6) I would like to encourage the BOFC’s to move forward on filling the following approved budgeted positions via Ordinance for Recruitment Officer & Training Assistants.

7) Marine # 5 is currently being repaired by FF Mike Dunn; he has graciously volunteered his time and talents to repair the hole in the fiberglass. I am expecting that Marine # 5 will be back in service by late October. Since Marine # 5 is very old, and its long use status uncertain. A/C Tevolitz has been working on specs for a new Marine # 5, those specifications are forthcoming.

8) There were (3) significant incidents over the past two months in which specialized mutual aid was requested, those incidents were for a car into the water at Sunnyside Boat launch and two hazardous materials incidents that prompted a response by the NHASH Team. All incidents had positive outcomes.

9) The Apparatus Replacement Committee is finalizing their plans. Specifications for a new Squad 5 and Engine/Quint 44 are almost complete. They are striving to completed their report by the November 2009 - BOFC’s meeting

10) Replacement of the Huntington & Echo Base stations is being scheduled I hope to have these stations completed by the end of October. In addition, the public safety committee in continuing to work with our vendor in acquiring new frequencies for the SFD, and upgrading our current radio infrastructure. The next upgrades will be for additional portables, and UHF radios for Engine 35, Tanker 59, and Tower 7 and (2) USB devices for White Hills and SPD to decrease power surges attacking our radio system.

11) The eight new MT -1500 radio have been installed, in addition a complete inventory of al SFD Portables has been completed. Please see the attached Portable Radio List and replacement plan (Attached)

12) I have received the completed SFD Gear inventory from each of the four fire companies this is a complete list of the current status of SFD Personnel Protective Equipment. I have provided a
copy for each Commissioner and the Quartermaster. I would encourage the BOFC’s take immediate action to assist the Quartermaster in securing the needed PPE for our membership

13) I would like to encourage the BOFC’s to request that the City go forward with apparatus purchases as recommended from the Capital Improvement Plan, SFD Apparatus Committee, and approved by the Chief, for a Fall 2009 referendum.

14) I would like also encourage the BOFC’s to support my request for a new Command Vehicles for Car # 1 and Car # 4. Please see specifications, and Command Vehicle replacement plan. (Attached).

15) I would also like to encourage the BOFC’s support the purchase of a new Thermal Imager for Echo Hose Company # 1, I believe that the SFD should fund the entire cost of this imager.

16) I would also like to encourage the BOFC’s reimburse Echo Hose Company # 1 for the purchase of new bed frames, and support their efforts to remodel the dorm room.

17) I would like to suggest that a BOFC’s move forward with 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.

Yours in Service

Francis T. Jones III
Fire Chief
Shelton Fire Department

2. **Fire Marshal James Tortora** – in packet there was Fire Marshal’s report from last couple of months.

3. **Training Coordinator Jolynn VanWart** - none

4. **Quartermaster Report Marc Connolly**
City of Shelton Fire Department
Office the Quartermaster

To: Board of Fire Commissioners
From: Marc A. Connolly
Subject: Monthly Report - October 2009

Commissioners,

The following is the Shelton Fire Department Quartermaster’s report for the month of September 2009.

1. The following items have come in to central storage
   A. Firefighting gloves
   B. Shields (Junior Members)
   C. Extrication gloves
   D. Floods
   E. Turnout gear (2 sets)
   F. ANSI vests

2. I am still waiting on the following items to arrive:
   A. Helmets
   B. Fire Police Vests

3. The Foam has arrived in the city and the Mechanic is in the process of getting it into the trucks.
4. Only 2 companies submitted list of items they want the city to purchase for them.
   Company 1 and company 3 (attached to report for review)

The major issue the Chief of the department and myself have been working on is the gear review by the companies and the overall need of the department. At this time we have a fairly detailed list from all companies that shows the overall status of the gear used in the department. Thanks to the hard work of company officers we are now able to properly address the gear replacement needs of the department.

In order for this department to continue to work toward a more efficient purchasing process that will allow us to plan for the future needs of the department I have developed an initial purchase need assessment as well as a 5 year replacement plan.

This department needs to provide criteria for the development, implementation of a program for the selection, care, maintenance, retirement and related issues affecting
protective ensembles and fire gear elements. The standard we should review to ensure compliance is NFPA 1851 – 2008. The goal of this standard is to reduce the safety and health risks associated with the inappropriate selection and use of fire gear and fire gear elements as well as the use of poorly or non maintained turn-out gear and turn-out gear element.

NFPA 1851 is considered a user standard rather than a manufacturing standard and therefore becomes the responsibility of the authority having jurisdiction rather than the fire gear manufacturer.

A review of current policies and procedures should be done to ensure we have the required components going forward.

In order to meet the immediate needs of the department I am recommending that the department immediately seek funding from the Board of Aldermen to purchase 100 complete sets of turn-out gear to include Coat, Pants, Hood, Boots, Firefighting gloves, extrication gloves and helmet with shield for an estimated cost of $259,100.00

In years 2011, 2012, 2013 purchase 50 full sets each year to replace the current gear in service. (Estimated cost for program per year $129,550) Starting in 2014 purchase replacement pants and coats only. (Estimated cost for replacement gear only $94,000.00) The replacement program does not plan for new members and gear damaged due to fire conditions. Additional funding should be planned for each year based on gear inspections and new members joining the department.

Based on the above plan the Board of Fire Commissioners and the Chiefs office will be able to track which firefighters will need gear replaced by the spreadsheet and the FDID # in the year they would be scheduled to have the gear inspected by the Manufacturer and placed as reserve gear.

Respectfully submitted

Marc Connolly
Quartermaster

5. **Commissioner Sonsini** - none
6. Commissioner Connolly

The above listed deficiencies are small in comparison to physical limitations of the structure. The size of the bays (ceiling height, Door opening size and depth of the bays) will require the Shelton Fire Department to continuously incur additional fees to make custom apparatus to fit this firehouse. In so much as building trucks to fit the building we are failing to meet the true needs of the city which is to have the proper trucks to meet the ISO requirements to protect the lives of those people within the response district. This building is also not ADA compliant and restricts access to most areas of the building.

Echo Hose Station 1 is also at need for immediate repair and replacement however due to the lack of a accessible location at this time I believe that one of the following plans should be presented to the Board of Alderman.

Option 1. Renovate the current facility to accommodate larger fire trucks and make the facility ADA and OSHA compliant and allow for storage and training rooms. (Plans for this option are attached to this for review)

Option 2. Build a new fire station in the parking lot of the current firehouse in Huntington that would provide the station the space required.

As time is truly a factor I would recommend option 1 and request this board to pass a motion to seek funding from the Board of Alderman to begin this remodeling project by the spring of 2010. As this department has identified the need to replace Huntington Squad 30 and Huntington Ladder 33. Both trucks are prone to mechanical failures that require the trucks to be out of service. Before the units can be replaced a new building that can house the new trucks needs to be in place or in the process of being completed. Or the City of Shelton will be forced to custom build trucks to fit the current building however the trucks that are custom built may not truly meet the needs of the department to protect the lives and property we respond to.

As we progress with building issues we should ensure that City of Shelton obtain and develop the access to property for a new station for Echo Hose Company #1 as the structure they are in is also limiting the Shelton Fire Department.

Yours in Service,

Marc A. Connolly
To: Board of Fire Commissioners
From: Marc A. Connolly
Subject: Monthly Report – October 2009

Commissioners,

The following is the Huntington Fire Company #3 Commissioners report. At the May 2009 I requested that the officer’s Council minutes be included in our monthly reports as well as the review of hydrants to date neither request has happened, at this time I am also requesting all sub committee reports assigned by the chief to be enclosed for review starting in November.

I still have seen no hydrant requests come before the Board of Fire Commissioners and this needs to be corrected as well.

The issues reported on in February of this year remain unanswered and still need to be addressed.

1) The Flat roof on rear of building continues to leak. The Underlayment is rotten, causing damage to ceiling tiles as well as carpeting.
2) The Cuppolo has severe rot on all sides and leaks.
3) The roofing shingles on roof are beginning to blow off in the wind.
4) Gutters and leaders need to be replaced.
5) Soffits beginning to rot 2nd to gutters failing.
6) Door below Huntington Street staircase Rotten and removed. (originally written up by Commissioner chase 10/3/07)
7) Double door entrance on Church Street does not open with a key all the time. (Originally written up by Commissioner chase 1/30/08)
8) Parking Lot sinking IFO of bays (location of old building)
9) Air Horns OOS.
10) Siren on Nichols Ave. OOS.
11) Stair treads in main staircase are loose and pose a fall hazard.
12) Bay entry door and frame rotten and does not close properly.
13) The Oil separator continues to be a problem with strong odors coming out of floor Drains.
14) The meeting hall lights need to be repaired.
15) The lower bay door on Huntington Street was recently repaired after repair noted there are no safety eyes on door this poses a life safety issue.
7. **Commissioner Field** - Just wanted to make note on your custodians. If they haven’t filled out the paperwork to move them to the stipend position, they need to do so, so they can have the Mayor’s signature and have them done, so they don’t have to keep doing the time cards.

Also, any bills that do come in, if you could just note on the back of them, let me know whether you want the bill to be reimbursed to Company or an individual.

8. **Commissioner Kosowsky** - none

Additions to agenda:

**Commissioner Sonsini motioned to add Items 3 – 11 under New Business (Fire Police, Company #3 Building, Reimburse Ice Machine repair, Thermal Imager, Purchasing of additional Ansi Vests, Purchasing of bio-system meters and replacement draeger strips, Moving forward on approval and posting of recruitment officer and training assistant, New command vehicle, and Surplus the old air system in Company #5).** Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

**Commissioner Field motioned to add Item 3 under Old Business (Gear Report).** Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

G. OLD BUSINESS

1. Assistant Chief’s Description

2. Fire Board Responsibilities

**Commissioner Field motioned to table Item 1 and Item 2 on Assistant Chief’s Description and Fire Board Responsibilities to next meeting.** Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

3. Gear Report

Commissioner Connolly stated, I’m asking the approval of this Board to move forward on the 100 full sets and adopt the plan going forward so we could actually build on this plan. Commissioner Kosowsky stated, I would question as to why we need to buy 100 helmets. The helmets we have are fairly new and can be rebuilt. Commissioner Connolly stated, but at this point we have a fragmented system, we are continuously having to transition black, yellow, black, and yellow as they are progressing through. Right now we have an immediate need of 25 helmets for new members. This administration made a promise to this Board that if we came to them with detailed information, they would get the appropriate funding to take care of us. I’m asking this
Board to go with its entirety to go forward and present it, based on the needs assessment that we conducted.

**Commissioner Field motioned to send letter to Board of Aldermen in reference to the turnout gear purchases. Commissioner Sonsini seconded the motion.**
A voice vote was taken; motion passed unanimously.

**H. NEW BUSINESS**

1. Approved Training Requests – none

2. Selection for Record Keeper Position

**Commissioner Sonsini motioned to move Item 2 (Selection for Record Keeper Position) to end of agenda (Executive Session). Commissioner Field seconded the motion.**
A voice vote was taken; motion passed unanimously.

3. Fire Police

**Commissioner Field motioned to accept letter stating the appointment of Fire Police Nicole Mattioli for Company #5, White Hills. Commissioner Sonsini seconded the motion.**
A voice vote was taken; motion passed unanimously.

4. Company #3 Building

Commissioner Connolly stated, I would like to present this to the full Board of Alderman to give us the guidance as to where we need to be. Commissioner Kosowsky stated, I think that we (the Board), should request a meeting with the Board of Alderman requesting to know what their process is to approve a building committee to start the work on Company #3 and also Company #1’s issues.

**Commissioner Field motioned to request a meeting with the Board of Aldermen requesting to know what their process is to update the City buildings and/or pick a new location. Commissioner Sonsini seconded the motion.**
A voice vote was taken; motion passed unanimously.

5. Reimbursement of Ice-Machine

Commissioner Kosowsky stated, it should go through building maintenance.

6. Thermal Imager

Commissioner Sonsini stated, we have a thermal imager that is not repairable. We were wondering if City/Board would put up half of the $8,000 needed. Commissioner Connolly stated, we also are in need of a thermal imager and would like to be tagged in on this request.
Commissioner Sonsini motioned to go out to bid for four imagers (one for each company). Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

7. Purchasing of Ansi-Vests

Commissioner Kosowsky stated, Quartermaster needs to find out how much money is left and purchase what it left to purchase for vest. If we need to transfer funds, we will.

8. Purchasing of bio-system meters and draeger

Commissioner Field motioned that we buy the four meters out of the Sarah Account and the test strips for the draeger. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

9. Moving forward on recruitment officer and training assistant

Commissioner Field motioned to table Item #9 (moving forward on recruitment officer and training assistant) to next month’s meeting. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

10. New Command Vehicle

Asst. Fire Chief Hongo stated, just to let you know, the police department is going out to bid for new vehicles and Fran was hoping to piggyback on it, however I think their bid ends October 29th. That is why Fran is trying to get this done now and save some money.

Commissioner Field motioned to send a letter to the purchasing agent and to ask them to add one Explorer and one Expedition in color red to their bid. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

11. Surplus the old air system Company #5

Commissioner Field motioned to surplus all three items of air system belonging to Company #5. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION - Quartermaster Evaluation

Commissioner Connolly motioned to go into Executive Session to discuss selection of Record’s Keeper Position at 9:15 p.m. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to leave Executive Session at 9:30 p.m. and proceed with regular meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

2. Selection for Record Keeper Position

Commissioner Connolly motioned to appoint Merle Chase to the position of Record’s Keeper for the Shelton Fire Department. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed 3-1 with Commissioner Field opposed.

Commissioner Field motioned to table Quartermaster Evaluation until next month’s meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

J. ADJOURNMENT

Commissioner Field motioned to adjourn. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 9:32 p.m.

Respectfully submitted,
Kimberly Wells
Kimberly Wells / Clerk

1 TAPE ON FILE IN TOWN CLERK’S OFFICE