



**CITY OF SHELTON
SHELTON FIRE DEPARTMENT**

Board of Fire Commissioners Regular Meeting

Minutes

07OCT2008

Commissioners Present: Mike Maglione, Chairman
John Sonsini
Merle Chase
Gary Field
Bob Kosowsky

Also present: Francis Jones, Training Coordinator
John Millo, Fire Chief
Mike Ullrich, Assistant Chief
Christine Corbin, Clerk

A. Call to Order

The meeting was called to order at 07:32 PM EST by Chairman Maglione.

B. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

C. Public Participation

- Mike Ullrich discussed the Fire Alarm Procedure for Shelton High School. A new policy was put into effect in the High School. (Two separate papers are filed in the communications attached to these minutes.) The problem is that the, essentially windowless, 300,000 ft² building underwent a renovation that did not include sprinklers and there appear to be several fire code violations. There is a concern with the current Fire Alarm Procedures in the High School that the Fire Department is not contacted until several people have seen the fire. If there is a fire, the smoke will redistribute in the building until an air main shuts down if equipped with the proper detector. In addition, one of the people listed on the policy as needing to check for the existence of a fire was of the understanding that the motion detectors for the lighting were actually the smoke detectors. Furthermore, the hose cabinets in the building say "Do Not Use", this creates confusion as to whether they are functional or not. Please review the attached papers.
- Fire Chief John Millo welcomed Chairman Maglione.

D. Approval of Minutes

- 1. Minutes of Regular Meeting September 2, 2008.**

A motion was made by Commissioner Chase to accept the minutes from last month's meeting. The motion was seconded by Commissioner Field. A vote was taken and the motion passed unanimously.

Chairman Maglione noted that there was nothing in his packet in terms of a response to the letter that was proposed to be written to the Officer's Council by Commissioner Kosowsky. Commissioner Kosowsky verified that in fact no response has been received.

Chairman Maglione noted that replacing thirty five sets of gear yearly seems like a lot. Commissioner Kosowsky responded that this has not been able to be accomplished for a few years as the funding for the account that these are purchased from has been cut. The sets of Turn Out gear currently being used have a usable life of approximately six years.

E. Communications

1. Shelton High School Fire Alarm Procedures (Discussed in Public Participation.)
2. Letter to Michael A. McKinnon (IBIC) from Louis M. Marusic (City of Shelton, Director of Finance)
 - Update for Bond/Ban Sale
3. E-mail Communication from Former Chairman Robert Araujo
 - A copy of the e-mail is attached.
 - It was discussed what the customary actions were to recognize former commissioners.

F. Reports

1. Fire Chief's Report John Millo

Chief Millo discussed the recently purchased Suburban as well as the continued shortage of vehicles. As a response to this shortage he recommended that the vehicle donated by Echo Ambulance corps be accepted. Chief Millo recommended if there is a suitable vehicle for Emergency response among those vehicles the Police Department is to surplus it also be accepted. This would enable all Chiefs and Assistant Chiefs to have a vehicle.

Chief Millo also explained the recently received Region Two Accountability Grant. This grant includes \$78,000 for equipment purchase. The equipment is being distributed and the training will begin this month. Accountability system; has ability to inventory devices and equipment. It uses the Salamander System. This system will also be used for inventory, a separate ID device has been purchased to make all city IDs for members of all departments. There is another grant working, for approximately \$250,000, for specialized equipment for trench and technical rescue. (More grant discussion available on tape.)

Commissioner Chase questioned Chief Millo regarding the ID system that is in use for Police Department and City employees. He was interested in who the contact person would be and when firefighters could schedule

appointments. Chief Millo responded that a procedure will be developed and times will be scheduled with officers to complete the ID process.

A motion was made by Commissioner Chase to accept the Chief's report. The motion was seconded by Commissioner Field. A vote was taken and the motion passed unanimously.

A motion was made by Commissioner Chase to develop a procedure for Fire Department members to be entered into the city identification system. The motion was seconded by Commissioner Sonsini. A vote was taken and the motion passed unanimously.

2. Fire Marshal James Tortora

A motion was made by Commissioner Sonsini to accept and submit the Fire Marshall's report noting that it is complete up to July 2008. The motion was seconded by Commissioner Field. A vote was taken and the motion passed unanimously.

3. Training Coordinator Francis Jones

A motion was made by Commissioner Field that the Training Coordinator's report be accepted and submitted. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed unanimously.

4. Quartermaster Report Jack Brand Jr.

A motion was made by Commissioner Kosowsky to accept and submit the Quartermaster's report. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed unanimously.

5. Commissioner Sonsini

- Crown Vic that was donated by the ambulance Corps. The vehicle was received a week ago, but has not been looked at because of other vehicle priorities. A full mechanical report will be given to Commissioner Sonsini upon the vehicle's inspection/review by the mechanic. The vehicle will also receive the same striping and lettering as the Suburban in addition to receiving a low-ban radio.

6. Commissioner Chase

- Grants: Report covered by Chief Millo Chairman Maglione asked who determines what grants are applied for. Commissioner Chase responded that the Chief or Mayor determine what grants to apply for, and that one Commissioner is responsible for follow up on grant applications.

- Purchase Orders/Requests: Keeping track as they progress. There are only 15 of 71 that are being held up. (It usually takes 3-4 days to get a PO through the system.) Chairman Maglione asked for all PO's older than 30 days be brought to his attention.
- Fitness and Wellness Program: September 2008 Fire Chief Magazine article noting reduction of heart attacks and individual well being. Fran Jones added that we are five classes into the program, which is being administered by an outside vendor. Chairman Maglione inquired as to if the individual stations had their own equipment, to which Fran replied they do not.

7. Commissioner Field

- Waiting to hear back on AED quotes.
- Chairman Maglione noted that there are grants from insurance providers that would allow money to purchase AEDs.

8. Commissioner Kosowsky

- Nothing further to add.

9. Commissioner Maglione – Chairman's Report

- Chairman Maglione noted that he has "A lot to learn" and is open to assistance.
- Safety is the most important thing.
- Four companies, one Department.

G. Old Business

1. Alarms Division

Commissioner Kosowsky requested to table this discussion until the next meeting to obtain further information.

A motion was made by Commissioner Kosowsky to table Item 1 Alarms Division discussion until the next meeting. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed unanimously.

2. Pagers for Fire Department

- Commissioner Kosowsky noted that none were purchased last year, due to the amount spent on the low-ban system. There are a number of pagers that no one can be found to fix. In order to get the money to get more pagers Commissioner Kosowsky suggested going to the Hose and Ladder Account (an equipment account) to supply the Communications Account with the money needed to purchase more pagers. There were two communication studies performed, one by the Fire Department and the other by the Public Safety Council through Oliver Associates (an outside company that was also used for the Fire Department study). Mike

Ullrich added that the main area of trouble is the high-rise, and that more voter/receiver sites are needed to cover area. Chairman Maglione asked that all Commissioners are to report back the number of pagers needed within their companies at the next meeting, and that this be put on the agenda for further discussion at the next meeting.

3. Amplifier for Company 5 Quote, Radio System

- Commissioner Kosowsky noted that the remote unit at Station Five has had issues since the new system was put in place. The PO for a new remote unit was written but has yet to be received. The price to install an amplifier along with the system is \$545.

A motion was made by Commissioner Chase to approve the purchase of an amplifier for Company 5. The motion was seconded by Commissioner Sonsini. A vote was taken and the motion passed 5-0.

4. Turn Out Gear

- Chairman Maglione inquired as to the status of the sets of turn out gear currently in use in the Fire Department; the general response was "fair to good." Commissioner Kosowsky explained that all clothing comes out of the same fund. Currently the Defender System upgrade, the Station Uniforms, and the Turn Out gear needs that are looking to be fulfilled are to be drawn from this fund. Commissioner Chase stated that turn out gear will be needed for new members as well as a member whose gear failed inspection last week, and other members who need their gear replaced. Commissioner Field asked if a special order could be placed for the new members who need gear. It was also discussed that due to the time elapsed since the last bid was obtained, there may need to be a new bid.

A motion was made by Commissioner Kosowsky to purchase six sets of turnout gear based upon Shipman holding the previously quoted price, and that there is a communication stating such. The motion was seconded by Commissioner Field. A vote was taken and the motion passed, 5-0.

5. Training: Live Burns and Ice Water

- Fran Jones stated that last month the opportunity arose for training with live burns. The availability is in the springtime to use these structures. The cost will be approximately \$4,500 to prepare the two structures for the live burn, including hiring EMS and contract instructors. Two structures meet the parameters for

1403 Live Burns, and the other two can be used to breach walls, cot roofs, stretch hoses, etc. Chairman Maglione inquired as to how to earmark/set aside money for this training. Fran stated that he could earmark a portion of his training budget.

Commissioner Koskowsky inquired, of Fran, as to how the planning for the FDIC training is proceeding. Fran stated that there has not yet been movement on this.

Commissioner Koskowsky explained that last year training ran out of money, and discussed the amount of money remaining in the training account, and the cost of the proposed training events (Live burns, FDIC training, etc.). Fran is going to provide more information concerning the FDIC training trip.

- Ice Water Training: Fran stated that the plan last year was to send two members to become ice water certified. The cost of the program is about \$1,970 for two firefighters, all expenses paid. This is on the agenda because it is out of state travel/training, and needs a second approval from the Mayor's office.

6. Bid 29-17 Defender System

- This item was discussed last month but never voted upon due to determining needs. Commissioner Chase sought to have a motion made to accept the bid pending identifying priority. Commissioner Kosowsky brought up the fact that there are two different 1010 helmets with a difference in the impact shells.

A motion was made by Commissioner Kosowsky to accept the low bid from the Fire Store/Whitmer Associates pending identifying priority. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed, 5-0.

7. Station Uniforms

- Mike Ullrich described the process that has occurred to this point in deciding what clothing articles are being proposed. The Officer's Council voted last month to go with their original request of button down shirt. Chairman Maglione asked if they had to be NFPA approved or if they could be a cotton shirt. Commissioner Sonsini added that he suggests we go with what Officer's Council recommends, and that there were just a few concerns that were posed to the council, who maintained their original decision on clothing choice. Chairman Maglione suggested to go to bid for cotton pants, zippered pants, and the button down shirt.

A motion was made by Commissioner Kosowsky to go to bid for station uniforms, with specs to be supplied by the officer's Council. The motion was seconded by Commissioner Field. A vote was taken and the motion passed, 5-0.

H. New Business

1. Accept Applications for Quartermaster & Training Coordinator

A motion was made by Commissioner Field to accept the applications for Training Coordinator and Quartermaster for review. The motion was seconded by Commissioner Kosowsky. A vote was taken and the motion passed, 5-0.

Francis Jones –Training Coordinator

Mark Connolly –Quartermaster

Jack Brand, Jr. – Quartermaster

David VanWart - Quartermaster

I. Executive Session

A motion was made by Commissioner Chase to move to Executive Session. The motion was seconded by Commissioner Sonsini. A vote was taken and the motion passed, 5-0. This motion was made at 9:05 PM EST.

A motion was made by Commissioner Kosowsky to return to regular session. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed, 5-0. This motion was made at 09:38 PM EST.

A motion was made by Commissioner Kosowsky to call for a special meeting on October 15, 2008 at 6:00PM EST. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed, 5-0.

- Agenda for Special Meeting will be interview for Fire Chief Applicants and decision on new Fire Chief.

J. Adjournment

A motion was made to adjourn at 09:40 PM EST by Commissioner Kosowsky. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed unanimously.