

City of Shelton Fire Department
Board of Fire Commissioners
Minutes of Regular Meeting
October 17, 2006

Commissioners Present

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

Also Present

Assistant Chief Michael Ullrich
Captain John Sonsini
Captain Tim Hongo
Captain Nick Verdicchio

Chairman Araujo called the regular meeting of the Board of Fire Commissioners to order at 7:30 P.M. All those present rose for the pledge of allegiance.

Public Participation

Assistant Chief Ullrich asked the Board if there had been any further action on the cord and plugs that are suppose to be done. The Board advised the Assistant Chief that the second purchase order is awaiting the Mayors approval and will be done soon. Assistant Chief Ullrich also brought up a letter he received from City Engineer Robert Kulacz on the concrete floor at Co.#1. This will be added to the agenda.

Approval of Minutes

MOTION made by Commissioner Sekelsky to accept the minutes of October 3, 2006 Regular Meeting as printed and distributed. Seconded by Commissioner Sabatino and approved unanimously.

Communications

Chairman Araujo reviewed the following communications with the Board:

- Letter from City Engineer Robert Kulacz on Co.#1 Floor
- Letter From City Engineer Robert Kulacz on Water Separator Fees

Communications (continued)

- Letter from Iroquois Gas inviting all emergency responders to dinner and a short presentation on November 16, 2006 in reference to emergency response.
- Pump Operator Training Request from Lt. Paul Wilson
- Fire Marshal/Inspector Pre-Certification Course beginning on April 9, 2007

Additions to the Agenda

MOTION made by Commissioner Sekelsky to add under New Business Item #2 - Concrete Floor Co.#1 and Water Separator Fees, Item #3 – Fire Marshals Office, Item #4 – Pump Operator Training Request and Item #5 Chiefs Job Description. Seconded by Commissioner Chase and approved unanimously.

Old Business**F1 – DEP/Mutual Aid Agreement**

MOTION made by Commissioner Sekelsky to table this item until the next meeting. Seconded by Commissioner Chase and approved unanimously.

F2 – Status of Temporary Appointments

There was a lengthy discussion among the Board on how the Fire Chiefs temporary appointment should be handled since the required certifications for the job description dated 7/19/2000 were not turned in with his acceptance letter for the position.

MOTION made by Commissioner Kosowsky to send a letter to Corporation Counsel along with the form sent back by John Millo for a ruling on the added effective date 7/1/06 for clarification on the temporary appointment because it was not made at that particular time and also that we did not receive the proper documentation agreeable to the job description dated 7/19/2000. Seconded by Commissioner Sabatino and approved unanimously.

MOTION made by Commissioner Kosowsky to send a letter to Corporation Counsel explaining the Boards situation relative to the letter dated October 6, 2006, and also the Boards letter of request and to communicate back to the Board on what their next option would be. cc: the Mayor. Seconded by Commissioner Sabatino and approved unanimously.

F2 – Status of Temporary Appointments (continued)

MOTION made by Commissioner Sabatino that until this issue is resolved, John Millo is to refrain from operational duties. Seconded by Commissioner Sekelsky and approved unanimously.

MOTION made by Commissioner Sekelsky to accept Fran Jones acceptance letter for temporary appointment. Seconded by Commissioner Sabatino and approved unanimously.

F3 – Budget Equipment

MOTION made by Commissioner Sabatino to allow the Quartermaster to order equipment in the amount of \$5000.00 per company. Seconded by Commissioner Sekelsky and approved unanimously.

F4 – Assistant Quartermasters Position

A draft Assistant Quartermasters Job Description that was worked on by Commissioners Sekelsky and Chase was turned into the Chairman.

MOTION made by Commissioner Sekelsky to have the Administrative Secretary distribute copies of the draft to all the commissioners to vote on at the next Board of Fire Commissioners Meeting. Seconded by Commissioner Chase and approved unanimously.

F5 – Recruitment Committee

MOTION made by Commissioner Sekelsky to table this item until the next meeting. Seconded by Commissioner Chase and approved unanimously.

F6 – Requested List of Inventory

The Board has received a list of inventory from the Quartermaster, but all the companies have not turned in their lists.

MOTION made by Commissioner Sekelsky to table this item until the next meeting. Seconded by Commissioner Chase and approved unanimously.

F7 - Hydrant Request/Mohegan Road

MOTION made by Commissioner Sekelsky to have two hydrants for the request at Mohegan Road and that the Chairman resign the paperwork. Seconded by Commissioner Sabatino and approved unanimously.

New Business**G1 – Administrative Secretary (Executive Session)**

MOTION made by Commissioner Sekelsky to move this item to the last item under New Business. Seconded by Commissioner Chase and approved unanimously.

G2 – Concrete Floors at Co.#1 and Water Separator Fees

Assistant Chief Ullrich stated that there are many cracks in the truck room floor. Szeker Engineering originally did the drawing for the floor in 1996 when they had to pin the floor when the Tower came in, and again in 2001 did another study noting that there were multiple cracks in the floor. There are detailed drawings loaded on there as S-1 and S-2 which nobody has seen, and Assistant Chief Ullrich stated that the Board needs to get copies of those drawings and see what was recommended to do.

MOTION made by Commissioner Sekelsky to have Commissioner Chase and Chairman Araujo sit down with the Mayor and ask what their course of action will be and to advise Commissioner Sekelsky on such since it is his company. Seconded by Commissioner Kosowsky and approved unanimously.

MOTION made by Commissioner Kosowsky to forward the letter for fee reimbursement from City Engineer Robert Kulacz to Joe Sewack and have him reimburse the Engineering Department out of the Building Maintenance Account. Seconded by Commissioner Chase and approved unanimously.

G3 – Fire Marshals Office

MOTION made by Commissioner Sekelsky to post the Fire Marshal/Inspector Pre-Certification Course to see if anyone is interested in it. Seconded by Commissioner Kosowsky and approved unanimously.

MOTION made by Commissioner Sekelsky to send a letter to the Mayors Office and the Administrative Assistant asking them to respond in writing on whether the Mayors Office or the Board of Fire Commissioners is in charge of the Fire Marshal. For several years they have verbally been telling the Board that the Mayor is in charge, but they want it in writing. Seconded by Commissioner Sabatino and approved unanimously.

MOTION made by Commissioner Sekelsky to request all time cards and pay stubs of all personnel in the Fire Marshals Office including stipend paid positions from January 1, 2006. Seconded by Commissioner Kosowsky and approved unanimously.

G4 – Training Request/Pump Operator

MOTION made by Commissioner Sekelsky to approve the training request from Paul Wilson and to reimburse him upon successful completion of the course. Seconded by Commissioner Chase and approved unanimously.

G5 – Chiefs Job Description

MOTION made by Commissioner Sabatino to table this until a special meeting can be called to discuss this item. Seconded by Commissioner Chase and approved unanimously.

G1 – Administrative Secretary (Executive Session)

MOTION made by Commissioner Sabatino to go into Executive Session at 8:35 P.M. Seconded by Commissioner Sekelsky and approved unanimously.

MOTION made by Commissioner Sabatino to return to regular session at 9:25 P.M. Seconded by Commissioner Sekelsky and approved unanimously.

There were no votes or motions taken during Executive Session.

Remarks/Comments for the Good of the Commission

Adjournment

MOTION made by Commissioner Sekelsky to adjourn at 9:28 P.M. Seconded by Commissioner Kosowsky and approved unanimously.

Minutes submitted by Michele Lewis