Commissioners Present:
  Marc Connolly, Commissioner
  Gary Field, Commissioner
  Bruce Kosowsky, Vice-Chairman

Also Present:
  Francis Jones, Fire Chief

A. CALL TO ORDER

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

C. PUBLIC PARTICIPATION
None

D. APPROVAL OF MINUTES

1. Minutes of Regular Meetings September 7th, 2010
Commissioner Field motioned to approve the minutes of the regular meeting on September 7th, 2010 as posted. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS
LOSAP would like to meet in December to go over letter relative to questions on entitlements and age. LOSAP would like two dates that would work for the Board. Also, someone bought gloves with no purchase order.

Additions to Agenda:
A voice vote was taken; motion passed unanimously.
To: Board of Fire Commissioners  
From: Francis T. Jones III  
Subject: Monthly Report – October  
Date: 11/1/10

Commissioners,

The following is the Shelton Fire Department – Chief's Report for the month of October for the fiscal year 2010 - 2011. This is a list of completed tasks and a short list of the tasks and projects in progress.

1) The Rubber boots have arrived and are available at Central Storage. We are still obtaining sizes from the membership on the trial gloves, prior to placing a final order.

2) The Structural Gear (Coats & Pants) were delivered, but some has been shipped back to the manufacture, due to the vendor/manufacturer failing to add the bid spec options as requested. This is being coordinated by Commissioner Kosowsky and Chief Jones.

3) The SFD Respiratory & Medical Monitoring Program bids are awaiting action by the BOFC's.

4) I have received equipment request from each fire company for the (616) account, I have been putting together vendor, and price lists. We may want to consider placing some items for bid. Due to the overall combined cost. Other items of needed replacement equipment can be purchased from specific line items. Commissioner Field has been extremely helpful in preparing the PO's and data required to purchase this much needed equipment.

5) Frequency acquisition continues to be a top priority, as well ensuring proper maintenance of our current system. In addition, we need to continue upgrading mobiles and portable radios for our fire officers and apparatus to ensure interoperability and reliability at incidents.

6) Commissioner Kosowsky has informed me that the Minator 5 Pagers have arrived and are being processed and distributed by Commissioner Kosowsky.

7) The 12 new portables have been distributed, and have been mostly installed. A few are still awaiting installation due to the recent injury of the Apparatus Superintendent.
8) I have also been in contact with Northeaster Communications Representative Scott Harrison. He stated there has been positive movement with our frequency acquisition and the frequency has been submitted to the FCC for action.

9) The SFD shall have destructive use of (3) homes slated for demolition. The SFD Training Division will scheduling training with A/C Wilson as the Lead instructor assigned to this project. Proposed training to include Company Operations, RIT, Roof Operations, and 1403 Burns scheduled from September – November 14.

10) The SFD is actively engaged in Fire Prevention training over the next two months assisting the A/C of Fire Prevention deliver fire safety education to all Shelton Public and Private schools and daycare establishments.

11) The Training Coordinator has been on light duty since early October do to an off the job injury. A/C Hongo has been taken on the Training Coordinators duties during her absence.

12) The Apparatus Superintendent is currently on Workman’s Compensation until further notice due to a work related injury. The Fire Chief has been coordinating repairs and service during the Apparatus Superintendents absence from injury, with repairs being conducted by outside qualified mechanics and vendors as needed. Non priority items have been shelved until the Apparatus Mechanic can return to duty. Such as the installation of the new opicom devices.

13) Training – A Hazardous Materials Operations Course is being conducted through the Valley Fire School, and the Shelton FF1 course has started. We are looking to conduct a Shelton FF2 course this Winter.

14) I would like to continue ensuring interoperability by outfitting Car 1, 3, 4, 5, 6, with portable VHF radios, and mobile VHF radios in Engines 2, 32, 35, 52, and Tower 7. (Quotes for radios to be distributed at meeting)

15) I have been working with the SFD Officers, SPD, and EMS to update our SFD Dispatch Protocols. Training dates are being scheduled for all SFD Officers, and SPD Dispatchers and their supervisors. In addition when new dispatchers are hired by the SPD, they will begin to receive training from the SFD on the dispatch protocols through the SFD, and will be provided a tour of each firehouse. (On-going)

16) Marine 1 is currently OOS. It is in need of service over the winter months, items that require attention are repairs of soft spots in the hull and transom, causing seepage into the hull, replacement/repair new outboard engines and other items such as a mooring cover, bottom paint, and the possible installation of a bimini roof top, and additional storage/seat area.

17) Marine 5 are currently OOS, and have been deemed non-repairable, per FF Mike Dunn and A/C Tavolitz. I would like to recommend it be surplus by the BOFC’s. (Carry Over from last month)
18) I would like to encourage that the BOFC’s support the process to obtain funding to replace Marine 5; the current Marine 5 was a donated boat from the Police Department that is over 20 years old. In addition, Marine 1 is 19 years old. A/C Tevolitz has specifications drawn up. I would encourage the BOFC’s to seek Request for Bids for future replacement. (See previous provided Spec’s) In addition I spoke to Police Chief Hurliman, for their support of this public safety boat, and supplied him the specifications for review too. This boat will have firefighting, surface rescue, and dive rescue capabilities. It will be maintained, secured, and under the authority of the fire department, but be made available for all Shelton Emergency Services. (Carry over from last month)

19) Engine 52 has a leak in the Class A foam tank, UPF & Firematic will be coming out to investigate the source and make recommendations for action.

20) Tower 7 is being scheduled for repairs (Belts & Fuel Injectors) during the month of November.

21) Shipman’s has been scheduled to perform Pump Testing on E4, E53, E44, T7, L33, and E43. To be conducted on November 10th.

22) I would like to recommend that the salvageable components of the municipal fire alarm system be donated to the cities of Ansonia & Derby which still maintain a municipal alarm system. Currently, the SFD municipal fire alarm system has been de-commissioned. I have obtained a detailed list of the remaining equipment from our contracted alarms mechanics of the remaining inventory of the municipal fire alarm system. The following items that still need to be removed by our contracted alarm mechanics are the digitizers, batteries, and the fire alarm circuit wires on the telephone poles. Approximately 50% of the wires have already been removed from telephone poles over the past year. (Carry over from previous reports for action to be taken) (Final authorization letter is still needed from BOFC’s to continue)

23) Upon the surplus of old fire alarm equipment, I would like to suggest that the old Fire Alarm Room located on the apparatus floor at Echo Hose be delegated for use by the Shelton Fire Department for the office space to be used by the Assistant Chief’s until additional space can be found for use by the Chiefs. (Carry over from previous reports for action to be taken)

24) I also like to ask approval to have the contracted alarm mechanics work with our radio service provider to upgrade the fire sirens at each Fire House, to a radio controlled system. This system will be compatible with our new console at Police Headquarters, and will serve as a tertiary warning device, and could also be used during natural disasters. This function will be funded in part with special appropriations from the BOA as approved at their April meeting. (Carry over from previous reports for action to be taken)
25) The PO for Ladder 33 upgrades to the Window Wiper system has arrived; the Superintendent of Apparatus will be scheduling it for repair. (Ongoing)

26) Firematic conducted a survey of all the SFD Hurst/Lucas Tools as part of a preventative maintenance program. Please see provided handout of needed repairs and suggested preventative maintenance cost. Commissioner Field has obtained PO’s for the replacement and repairs as recommended.

27) The Apparatus Replacement Committee has finalized their plans. Specifications for a new Squad 5, Squad 30, Engine/Quint 44, and Engine/Quint 53 are complete. I would like to encourage that we look into purchasing these vehicles to replace our aging fleet of vehicles. My only change to the proposed specifications is, that I would like to see both Rescue Trucks be identical copies of each other, this will reduce the cost of these vehicles and will provide standardization of resources. I would like to suggest using the Huntington Specification as a template for this purchase. The only difference would be in overall height of the Rescue Vehicles, the Huntington Rescue has a height restriction due to apparatus bay restrictions at Station # 3. The (2) Engine/Quint specifications are very similar the only difference is due to length and maneuverability requirements needed for Engine/Quint 44. Otherwise these are almost identical replicas. I have met with the Mayor to discuss these purchases and distributed a modified plan that works within our Capital Improvement Plan to the Mayor and Officers Council. (Carry over from previous reports for action to be taken)

28) At this point in time one bid was received from Firematic by the Board of A & T, on August 26th, 2010 for the apparatus suggested by the Apparatus Replacement Committee. The next step will be to work collectively with the City’s Administration, to begin the purchase procedures necessary to begin replacing this needed equipment. (Awaiting action to be taken by the BOFC’s on received bid)

29) I would like to suggest that a BOFC’s move forward with the 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. I would also like the BOFC’s to ask the BOA to formally consider putting together a fire house renovation/building committee and to provide funding for engineering studies. (Carry over from previous reports for action to be taken)

30) The Chief’s Office, the Records Keeper, Secretary, and Training Coordinator are in the process of updating, and notifying all Shelton FD members to complete their annual medicals and re-certs. Failure to complete these OSHA requirements will result in change of status as defined by the I-2 policy. Notice of status changes for non-compliance shall be sent to the Respective Assistant Chiefs and Records Keeper. Members not meeting the I-2 Policy have had their Structural Status within the SFD changed to Station Help, until providing documentation of Structural clearance. (on-going)
2. Fire Marshal James Tortora

3. Training Coordinator Jolynn VanWart

4. Quartermaster Report

5. Commissioner Sonsini

6. Commissioner Connolly
   Commissioner Connolly wanted to make everyone aware that they still are having heating problems and they had no heat for 4 days during the first cold days of month.

7. Commissioner Field
   Commissioner Field wanted to make everyone aware that their compressor went down and was repaired. A bill will be going out.

8. Commissioner Kosowsky
   Commissioner Kosowsky wanted to make everyone aware that the pagers and the portable radios came in.

G. OLD BUSINESS

1. Surplus Equipment
   Commissioner Connolly motioned to put Marine 5 on surplus list. Commissioner Field seconded the motion.
   A voice vote was taken; motion passed unanimously.

2. Radio Report vendor presentation
   The radios vendor presentation is sitting in inbox waiting for a stamp.

3. Bids SCBA Rescue Tools
   Need to format something for next meeting. Need to make bid for rescue tools.

   Commissioner Connolly motioned to take a 5 minute recess. Commissioner Field seconded the motion.
   A voice vote was taken; motion passed unanimously.

   Commissioner Connolly motioned to go back into meeting. Commissioner Field seconded the motion.
   A voice vote was taken; motion passed unanimously.

4. Fire Chief Position
   Commissioner Connolly motioned to table to a Special Meeting at an agreeable time for entire Board prior to November 20th, 2010. Commissioner Field seconded the motion.
   A voice vote was taken; motion passed unanimously.

5. Medical Bids
   Commissioner Field motioned to retain St. Vincent’s as medical provider based upon the bids. Commissioner Kosowsky seconded the motion.
   A voice vote was taken; motion passed 2-1 (Commissioner Connolly opposed).
6. Truck Bids
Commissioner Connolly motioned to accept bid 31-09 for 2 Quints at $854,320 each and bid 31-09 for 2 Rescues one at $640,443 and one at $649,646 pending all funding and approval. Commissioner Field seconded the motion. A voice vote was taken; motion passed 3-0 unanimously.

H. NEW BUSINESS

1. Hurst Survey Report
Take a look at report; we will go out to bid.

2. Purchase Equipment

3. 2010 Bid Equipment

4. Copy of letter from Meryl/LOSAP
Commissioner Connolly motioned to offer December 7th as first choice and December 14th as second choice for two dates to speak with LOSAP. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

5. Marine 1
Marine 1 is out of service; both motors are 20 years old.

6. Budget 2011
Limit December meeting to budget.

7. Ladder 33 Repairs
Commissioner Connolly motioned to send vehicle to Gowans-Knight for windshield wiper repair. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

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

MEETING ADJOURNED AT 9:10 p.m.

Respectfully submitted,

Kimberly Wells
Kimberly Wells / Clerk

1 Tape on file in the Town Clerk's office