



# BOARD OF FIRE COMMISSIONERS MEETING MINUTES

November 20, 2007  
Room 204

**Commissioners Present:** Merle Chase  
Bruce Kosowsky  
Justin Sabatino  
David Sekelsky

**Excused:** Robert Araujo, Chairman

**Also Present:** Tim Hongo  
Fran Jones  
Nick Verdicchio  
Randy Jennings  
Jerry Danso  
Bob Simon

## A. CALL TO ORDER

Commissioner Justin Sabatino called the Regular Meeting of the Board of Fire Commissioners to order at 7:32 P.M.

## B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

**Commissioner Sekelsky motioned to have Commissioner Sabatino chair the meeting. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

## C. PUBLIC PARTICIPATION

Captain Tim Hongo from Company 3 addressed the Board regarding issues with software for MDT. Per Tim Hongo, there are no issues. The department needs to move forward. He requested that the Board of Fire Commissioners look at it again.

**D. APPROVAL OF MINUTES**

1. Minutes of Meeting of October 2, 2007

**Commissioner Sekelsky motioned approve the minutes of October 2, 2007. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

2. Minutes of Special Meeting of October 30, 2007

**Commissioner Sekelsky motioned approve the minutes of the Special Meeting of October 30, 2007. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

**E. COMMUNICATIONS**

Communications are attached.

**F. REPORTS**

1. Fire Chief John Milo

(Report attached:)

Engine 35. Estimates are on hold. This engine needs to have a valve replaced. There is no report from survey for frequency.

2. Fire Marshal James Tortora

No report

3. Training Coordinator Francis Jones

(Report attached:)

4. Quartermaster Report Jack Brand Jr.

(Report attached:)

5. Commissioner Sekelsky

Regarding alarms, four firehouses are up and running. Commissioner Sekelsky has been in contact with the alarm company.

6. Commissioner Chase

Commissioner Chase has received the report from building maintenance. Met with Mayor today regarding the sirens at Nichols Avenue. The Mayor requested Commissioner Chase get three quotes from area architects to take action on it. He did meet with an architect from Insight Architects; he is willing to donate a great deal of time. He gave a quote of \$995 for the rough outside design for station 3 so that we could put out to bid.

7. Commissioner Sabatino

No report.

8. Commissioner Kosowsky

No report.

9. Commissioner Araujo – Chairman’s Report

No Report

**ADDITIONS TO THE AGENDA**

**Commissioner Sekelsky motioned to add to New Business:**

**3. Chaplain**

**4. Reimbursement for Fairfield County Fire Chiefs and Valley Fire Chiefs**

**5. Assistant Records Keeper**

**6. Training**

**7. Opticom System through Planning & Zoning**

**8. Office PO’s, Bills and Payroll**

**Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

## G. OLD BUSINESS

### 1. Commissioner's Assignments

**Commissioner Sekelsky motioned that the tasks were completed. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

### 2. Assistant Chief Job Description

Company 3 – recommendation to add to education experience, Line 2 for six years of a Line Lieutenant Captain at an outside fire department, and also include Fire 2 as a requirement

Company 1 – Fire 2 and a test

Company 5 – to vote on the job description as written

Company 4 – to vote on the job description as written

**Commissioner Sekelsky motioned to accept the current policy and to add oral testing to appointment process, and the change under Educational Experience three years of Line Office, remove Shelton Fire Department and have it read Fire Service and to change education to Firefighter 2. Commissioner Chase seconded the motion. A voice vote was taken; 2 in favor, 2 opposed. Motion denied.**

**Commissioner Chase motioned that the Educational Experience be three years as a Line Officer within the Fire Service and education to Fire Firefighter 2. Commissioner Sabatino seconded the motion. A voice vote was taken; 2 in favor, 2 opposed. Motion denied.**

**Commissioner Chase motioned to change line item of experience to three years in fire service and leave the rest as it stands. Commissioner Sabatino seconded the motion. A voice vote was taken; 2 in favor, 2 opposed. Motion denied.**

**Commissioner Sekelsky motioned to table to next meeting. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

**Commissioner Sekelsky motioned to go back to Addition to the Agenda and add to New Business: 9. Pagers; 10. Test for Fire Chief position. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously. Additions to the Agenda are as follows:**

- 3. Chaplain**
- 4. Reimbursement for Fairfield County Fire Chiefs and Valley Fire Chiefs**
- 5. Assistant Records Keeper**
- 6. Training**
- 7. Opticom System through Planning & Zoning**
- 8. Office PO's, Bills and Payroll**
- 9. Pagers**
- 10. Test Chief Position**

**Commissioner Sekelsky motioned to go back to Old Business, 3. Awards Dinner and Gifts – Waiver of Bid. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

3. Awards Dinner and Gifts – Waiver of Bid

The Waiver of Bid has gone through. There was a request from the Committee; they would like to purchase a multi-tool for gear. If we purchase 150 of these items, it will cost \$11.00 a piece. This is in addition to what was approved at the last meeting for the gift card.

**Commissioner Sekelsky motioned to approve purchasing the multi-tool in addition to the gift card. Commissioner Chase seconded the motion.**

Discussion: The funding will be taken from the Incentive Award fund.

Commissioner Sekelsky amended the motion.

**Commissioner Sekelsky motioned to approve purchasing a multi-tool gear in addition to the gift card and have Commissioner Kosowsky to find the appropriate fund to subtract it from. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

**Commissioner Sekelsky motioned to purchase a gift for the Board's past secretary, Michele Lewis for the years of service she's done for this office and the Fire Department. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

## H. NEW BUSINESS

1. Medicals – Status – Fran Jones

The membership goes for their physicals on their anniversary date. Dr. Hussein would like to come to speak to the Board after the New Year.

2. Helmet Cams

The intent was that people are using different things on their gear. Some Officers are asking the Board to approve the use of a camera as training purposes.

**Commissioner Chase motioned that the Board leaves it to the discretion of the Captains of the Companies on the use of helmet cams and send back to the Officer's Council for their recommendations on policy and procedures. Commissioner Sekelsky seconded the motion. A voice vote was taken; motion passed unanimously.**

3. Chaplain

(Letter attached:)

**Commissioner Sekelsky motioned to send request to the Officer's Council for a policy regarding a Chaplain. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

4. Reimbursement for Fairfield County Fire Chiefs and Valley Fire Chiefs

**Commissioner Sekelsky motioned to pay bills out of commissary expenses. Commissioner Chase seconded the motion. A voice vote was taken, 2 in favor, 1 opposed. Motion passed.**

5. Assistant Records Keeper

**Commissioner Sekelsky motioned to develop a job description for an Assistant Records Keeper. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

6. Training

**Commissioner Sekelsky motioned to approve the next six months of training scheduled by Fran Jones. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

7. Opticom System through Planning and Zoning

Commissioner Sekelsky spoke with Rick Schultz from Planning and Zoning regarding blasting permits. The Board will send a letter to P&Z requesting that when a new

applicant comes in to request a permit, that they install an Opticom light in each direction of travel. Per Mr. Schultz, not an issue, it will be included in the application packet as a requirement.

**Commissioner Sekelsky motioned to send a letter to Rick Schultz in Planning and Zoning requesting him that the Board would like to have any new lights or repairs on lights within the town have Opticom Systems put in for each travel direction that**

**the light handles with a prioritized system. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

#### 8. Office PO's, Bills and Payroll

We still don't have a secretary. There are not enough hours in the day. We need help. The request is that the requisitions need to be filled out properly with the proper commodity codes. Do not buy anything without a P.O. If you do, the pink copy stays here. There needs to be cooperation.

**Commissioner Chase motioned to send a letter to Sandy Nesteriak, Administrative Assistant for status of a secretary and the Board would like the response in writing. Commissioner Sekelsky seconded the motion. A voice vote was taken; motion passed unanimously.**

Regarding payroll, there is a new ordinance. The only people that will be stipend pay are in the ordinance. Every one else will be considered part time and will have to fill out a time card. It will be the custodians. Bruce will have to look at the ordinance to see who was eliminated off the ordinance.

#### **END SIDE A, TAPE 1**

#### 9. Pagers Return

The Metrocall pagers need to be returned. The department is getting charged.

**Commissioner Sekelsky motioned to cancel the service and return the pagers to Metrocall and send the appropriate letters to the necessary people. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

#### 10. Test Chief

Commissioner Kosowsky spoke with Human Resources; this should take place in December.

**Commissioner Sekelsky motioned to go back to Additions to the Agenda and add to New Business: 11. Leather Boots and 12. Station Uniforms. The line items under New Business now reads:**

**H. NEW BUSINESS**

- 1. Medicals – Status – Fran Jones**
- 2. Helmet Cams**
- 3. Chaplain**
- 4. Reimbursement for Fairfield County Fire Chiefs and Valley Fire Chiefs**
- 5. Assistant Records Keeper**
- 6. Training**
- 7. Opticom System through Planning & Zoning**
- 8. Office PO's, Bills and Payroll**
- 9. Pagers**
- 10. Test Chief Position**
- 11. Leather Boots**
- 12. Station Uniforms**

**Commissioner Chase seconded the motion. A voice vote was taken, motion passed unanimously.**

11. Leather Boots

**Commissioner Sekelsky motioned to have the Quartermaster go out to bid for leather boots. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

12. Station Uniforms

**Commissioner Chase motioned that the Board adds and looks into next year's budget for Station Uniforms. Commissioner Sekelsky seconded the motion. A voice vote was taken; motion passed unanimously.**

**I. EXECUTIVE SESSION – Homeland Security**

**ADJOURMENT**

**Commissioner Sekelsky motioned to adjourn. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**



Commissioner Sabatino adjourned the Meeting of the Board of Fire Commissioner at 8:33 P.M.

Respectfully submitted,

*Sophia V. Belade*

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