



City of Shelton Fire Department
Board of Fire Commissioners

Minutes of the Regular Meeting
December 6, 2005

Commissioners Present

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

Also Present

Chief John V. Millo
Assistant Chief Michael Ullrich
Training Coordinator Francis Jones
Quartermaster Jack Brand Jr.
Captain Nick Verdicchio

Chairman Araujo called the Regular Meeting of the Board of Fire Commissioners to order at 7:35 p.m. All those present rose for the pledge of allegiance.

Public Participation - None

Approval of Minutes

Regular Meeting – November 15, 2005

MOTION made by Commissioner Sekelsky to accept the Minutes of November 15, 2005 as prepared and distributed, seconded by Commissioner Chase and passed unanimously.

Communications

Chairman Araujo reviewed the following communications with the Board:

Chairman Araujo verified that the Commissioners are reviewing the memos from Planning & Zoning with their Companies.

- Letter from Company 4 stating that Justin Sabatino has been elected Commissioner
- List of firefighters that will be attending the Firefighter I Course

Chairman Araujo stressed that if someone signs up for a class that they attend the class.

- Dispatch Procedure

Reports

Fire Chief John V. Millo

Chief Millo discussed the following items with the Board:

Chief Millo stated that he has one Hydrant Request.

Chief Millo stated that the reviews are completed.

Chief Millo stated that he scheduled a vendor to come to the Officers' Council meeting on Tuesday, December 13, 2005 at Station 3 to give a 15-minute presentation on their system and I would like to invite the Board of Fire Commissioners to attend. We are going to continue to invite other vendors to come in and give presentations to evaluate the systems. Chairman Araujo asked if he has someone putting together a list of what they have seen. Chief Millo stated that he will give the Board a final report. Chairman Araujo requested some rough numbers for the Budget.

Chief Millo asked about the radio programming of the EMS frequency in all the fire apparatus. Commissioner Kosowsky stated that everything has been completed except for Truck 9, which has to go back to the Company, the Kenwood and the Chief's car because he was unavailable. Commissioner Kosowsky stated that he will check with Superintendent Brown to see which vehicles have been completed. Chief Millo asked if the Fire Marshal's vehicles have been done. Commissioner Kosowsky stated that he will ask Superintendent Brown.

Chief Millo stated that the other issue is the pump on Truck 54. I asked Superintendent Brown to send a note to the Company 5 Officers. Chief Millo stated that we looked at the foam system and I would like to get

some feedback from them. Commissioner Kosowsky stated that they met with two vendors. One suggested replacing the unit with a full foam system and one of the issues would be the size of the unit. Another vendor suggested going with a pump package with foam and use one of the backpacks that go with the system. The system is a Compressed Air Foam System for the truck. Chief Millo requested that he be informed of any decision.

Chief Millo stated that they are addressing some Dispatching problems.

Fire Marshal James Tortora – No Report

Training Coordinator Francis Jones

MOTION made by Commissioner Sekelsky to accept the Training Coordinator Report, seconded by Commissioner Chase and passed unanimously.

Superintendent of Alarms

Commissioner Sabatino stated that on December 1, 2005 there was a failure with the Alarm System. Mr. Tallberg was unable to come out to help and we were unable to get Mr. Kassheimer. I contacted the Derby Fire Department and they came over on Saturday and repaired our system and we discussed having them maintain our system. I spoke to the Chairman, Administrative Assistant Sandy Nesteriak and the Mayor. They are willing to work for the same salary as consultants. They will finish removing the system and maintain the system. They are requesting one of our members to work with them on traffic and help with the system. Chairman Araujo requested to see the contract. Commissioner Sabatino discussed the work that is necessary to finish taking down the system. Chairman Araujo discussed the firehouse loop and how to maintain the horn and siren system. The current system is over 100 years old and we cannot get parts. Chief Millo requested that each Station have an Emergency phone. Chairman Araujo stated that each Station will have an emergency phone and pull box. The Commissioners discussed the alarm systems for the four fire stations.

MOTION made by Commissioner Sekelsky to accept the Alarms Division Report, seconded by Commissioner Chase and passed unanimously.

Quartermaster Jack Brand Jr.

MOTION made by Commissioner Sekelsky to accept the Quartermaster Report, seconded by Commissioner Chase and passed unanimously.

Commissioner Sekelsky

Commissioner Sekelsky stated that he has not heard back from Officers' Council since August regarding the Assistant Chief's Job Description.

Commissioner Chase

Commissioner Chase provided a copy of the Open Work Orders for the Commissioners.

Commissioner Sabatino

Commissioner Sabatino stated that he will have a contact sheet if the Alarm System needs repair.

Commissioner Sabatino reported that Tower 7 is back. Superintendent Brown sent a note regarding the electrical systems for the new trucks. Chairman Araujo requested that Commissioner Sabatino, Chief Millo and Superintendent Brown make sure that everything in the cab is secure even if new brackets have to be purchased. Commissioner Sabatino suggested adopting the NFPA Standard. Chief Millo stated that he will have the Safety Committee review the issue.

Commissioner Kosowsky

Commissioner Kosowsky stated that he is waiting for the meeting schedule for the Board of A&T to make the budget transfers.

Commissioner Kosowsky stated that we need to do something with our Radio System. I spoke with Motorola and they will no longer be making the radio that we use in most of our fire trucks. The last order date for the radio is December 30, 2005. Commissioner Kosowsky stated that he requested a price for the radios so we can order some spares.

Commissioner Kosowsky stated that he feels they should get a new Base Station. Chairman Araujo suggested that Commissioner Kosowsky get a price quote. Chairman Araujo stated that we cannot purchase a low band base station anymore. Commissioner Kosowsky stated that he would like to replace one base station and move one to another location to give us additional coverage.

Commissioner Araujo – Chairman’s Report

No report at this time.

Additions to the Agenda

MOTION made by Commissioner Sekelsky to add to the Agenda under New Business Items H2 – Training Coordinator Recommendations and Item H3 – Communications, seconded by Commissioner Chase and passed unanimously.

Old Business***G1 – Job Descriptions/Policies******G2 – Radio’s for Company 4 & Company 1***

MOTION made by Commissioner Sekelsky to table items G1 – Job Descriptions/Policies and G2 – Radio’s for Company 4 & Company 1, seconded by Commissioner Chase and passed unanimously.

Commissioner Sekelsky requested finishing the items under New Business before going into Executive Session for the reviews.

MOTION made by Commissioner Sekelsky to deviate from the Agenda and go to New Business, seconded by Commissioner Sabatino and passed unanimously.

New Business***H1 – Hydrant Request***

Chief Millo reviewed the Hydrant Request for Buddington Road and Maggie Lane with the Board. Chief Millo recommended putting in one (1) hydrant. Commissioner Kosowsky stated that some of the driveways on the interior lots are very long and hard to reach with the apparatus.

MOTION made by Commissioner Sabatino to approve the one (1) hydrant as recommended by Chief Millo for Buddington Road and Maggie Lane, seconded by Commissioner Chase and passed unanimously.

H2 – Training Coordinator Recommendations

Chairman Araujo stated that the Training Coordinator has asked for three items: The first request is for laptops for training.

MOTION made by Commissioner Sekelsky to purchase 3 laptops for training with funding to come from the Training Budget, seconded by Commissioner Chase and passed unanimously.

The second item is for a child size mannequin. The Commissioners stated that they approved this request. The clerk stated that she needs a vendor – items cannot be ordered off the Internet. Training Coordinator Jones stated that he will provide a vendor.

The third item is for hot and cold water coolers.

MOTION made by Commissioner Sabatino to purchase hot and cold water coolers, seconded by Commissioner Chase and passed unanimously.

The Commissioners discussed the Training Division Staff Assignments and Duties. Commissioner Sekelsky stated that he would like to take this back to his Company Officers for their input. Commissioner Kosowsky suggested providing an additional Training Representative from each Company and provide for the position in the Budget. Commissioner Kosowsky discussed the position with the Commissioners.

MOTION made by Commissioner Sabatino to approve the Training Division Staff Assignments and Duties as presented by Training Coordinator Jones, seconded by Commissioner Chase and passed unanimously.

Training Coordinator Jones stated that there is one last item – the 6-Month Plan for the Training Division.

MOTION made by Commissioner Chase to accept the Training Division 6-Month Plan for January 2006 to July 2006 as presented by Training Coordinator Jones dated December 4, 2005, seconded by Commissioner Sabatino and passed unanimously.

Training Coordinator Jones stated that he provided the Commissioners with his 2006/2007 Budget Packet and information.

H3 – Communications

Chairman Araujo stated that we have two items: One is for Company 1 and Company 4's two-way radios.

Commissioner Sabatino stated that he did the research and he talked with Commissioner Sekelsky. Truck 9 has a Kenwood radio and we want to make sure that we are not going to have a problem with that unit.

Truck 40 only needs a Motorola CM200 with installation and heavy-duty microphone. This is a VHF Radio for Marine use and we can talk to the Stratford Fire Department. The total should not exceed \$750.

MOTION made by Commissioner Sekelsky to proceed with the purchase of the Motorola CM200 with installation and heavy duty microphone with the cost not to exceed \$750, seconded by Commissioner Sabatino and passed unanimously.

Chairman Araujo stated that the second item is the Base Station.

Chairman Araujo stated that Commissioner Kosowsky did find two Base Stations that are available. I would like for Commissioner Kosowsky to get the quotes on two units – one to be used as a spare or replacement of an existing unit and one that will be with an antenna. The second thing I would like to do along with this is to make sure that every vehicle we have and we will start with the Chief's vehicles is make sure they have a police radio, fire radio and EMS radio which is a UHF and a High Band Radio and I would like us to go out to bid for the items.

MOTION made by Commissioner Sabatino to purchase three additional Base Station Radios and to go out to bid for the Chief's Vehicles to be provided with police radios, fire radios and EMS Radios which include a UHF and a High Band Radio, seconded by Commissioner Chase and passed unanimously.

Executive Session – Homeland Security

MOTION made by Commissioner Sabatino to enter into Executive Session for the purpose of discussing Homeland Security and inviting Chief Millo, seconded by Commissioner Chase and passed unanimously.

The Board entered into Executive Session at 8:42 p.m.

MOTION made by Commissioner Sekelsky to come out of Executive Session regarding Homeland Security at 8:57 p.m., seconded by Commissioner Chase and passed unanimously.

Commissioner Sekelsky noted for the record that no votes were taken during Executive Session.

Old Business

G3 – Semi-Annual Reviews – Executive Session

MOTION made by Commissioner Sekelsky to go into Executive Session for the Semi-Annual Reviews, seconded by Commissioner Chase and passed unanimously. The Board entered into Executive Session at 8:57 p.m.

Quartermaster Brand entered Executive Session at 9:07 p.m. for his semi-annual review. Quartermaster Brand came out of Executive Session at 9:30 p.m.

Training Coordinator Jones entered Executive Session at 9:30 p.m. for his semi-annual review. Training Coordinator Jones came out of Executive Session at 9:57 p.m.

Chief Millo and Assistant Chief Ullrich entered Executive Session at 9:58 p.m. for Assistant Chief Ullrich's semi-annual review. Assistant Chief Ullrich came out of Executive Session at 10:03 p.m.

Chief Millo stayed in Executive Session for his semi-annual review. Chief Millo came out of Executive Session at 10:21 p.m.

Commissioner Sabatino left the meeting at 10:22 p.m.

MOTION made by Commissioner Kosowsky to come out of Executive Session at 10:45 p.m., seconded by Commissioner Sekelsky and passed unanimously.

Commissioner Sekelsky noted for the record that no votes were taken during Executive Session.

Remarks/Comments for the Good of the Commission

None

Adjournment

MOTION made by Commissioner Kosowsky to adjourn the meeting at 10:45 p.m., seconded by Commissioner Chase and passed unanimously.

Minutes respectfully submitted by Patricia Kelley, Temporary Clerk