Commissioners Present:
Chuck Sutton, Chairman
Ben McGorty, Vice-Chairman
John Sonsini, Commissioner
Justin Sabitino, Commissioner

A. CALL TO ORDER
Chairman Sutton called the meeting to order at 7:30 p.m.

B. PLEDGE OF ALLEGIANCE
All in attendance recited the pledge of allegiance.

Chuck Sutton introduced himself as the newly appointed Chairman for the Board of Fire Commissioners.

C. PUBLIC PARTICIPATION
None

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting November 1, 2011
Commissioner Sabitino motioned to not accept the minutes. Commissioner McGorty seconded the motion.
A voice vote was taken; motion passed unanimously.

Commissioner Sabitino stated that the November 1st, 2011 meeting was an illegal meeting due to the fact that the date was changed because of Election Day – therefore it should have been a Special Meeting.

E. COMMUNICATIONS – skipped over

F. REPORTS – skipped over

1. Fire Chiefs Report
2. Fire Marshal James Tortora
3. Training Coordinator
4. Quartermaster Report
5. Commissioner Sonsini
6. Commissioner Sabitino
7. Commissioner McGorty
8. Commissioner Manion
G. OLD BUSINESS

1. Post for Deputy Fire Chief
   Commissioner Sabitino motioned to table to the January 3rd Regular Meeting. Commissioner McGorty seconded the motion. A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

1. Vice chairman and meeting rules
   Commissioner Sabitino motioned to nominate Ben McGorty to Vice-Chairman of the Board of Fire Commissioners. Commissioner McGorty seconded the motion. A voice vote was taken; motion passed unanimously (4-0).

   Commissioner Sabitino motioned otherwise noted, to follow Roberts Rules of Order. Vice-Chairman McGorty seconded the motion. A voice vote was taken; motion passed unanimously.

2. Equipment
   Commissioner Sabitino stated that Commissioner Manion will be handling equipment until a Chief is appointed.

3. Budget
   Chairman Sutton stated that the Board needed to get on this immediately. Vice-Chairman McGorty stated he would.

4. Awards Dinner Committee
   Commissioner Sabitino motioned to set up a committee, which Commissioner Sabitino would like to be on, with Officer’s Council. Vice-Chairman McGorty seconded the motion. A voice vote was taken; motion passed unanimously.

5. Policies
   Commissioner Sabitino motioned to table to the January 3rd Regular Meeting. Commissioner McGorty seconded the motion. A voice vote was taken; motion passed unanimously.

6. Training
   Commissioner Sabitino motioned to table to the January 3rd Regular Meeting. Commissioner McGorty seconded the motion. A voice vote was taken; motion passed unanimously.

7. LOSAP
   Commissioner Sabitino will have ready for next month’s meeting a letter drafted to Attorney Tom Welch to see if Tom has heard back on the lawsuit concerning our LOSAP program.
8. **Weekly Radio & Apparatus**

Commissioner Sabitino motioned that they send a letter to all the Assistant Chiefs asking them to come up with a plan to update the Board with radio in/out services and apparatus in/out services. Vice-Chairman McGorty seconded the motion.

*A voice vote was taken; motion passed unanimously.*

9. **Asst. Chief appointments**

Commissioner Sabitino motioned to table to the January 3rd Regular Meeting. Commissioner McGorty seconded the motion.

*A voice vote was taken; motion passed unanimously.*

10. **Meeting Dates**

Commissioner Sabitino motioned to accept the meeting dates with the addition of Room 104 as first choice for room, otherwise picked by town clerks office. Vice-Chairman McGorty seconded the motion.

*A voice vote was taken; motion passed unanimously.*

I. **EXECUTIVE SESSION**

1. Fire Chiefs Appointment

No interviews due to the fact that a Chairman or a Vice-Chairman must set this up. Board did not have either.

Tentatively set up Special Meeting for interviews for Fire Chief for Tues 13th at 6 pm/ with appointment at 7:30.

Commissioner Sabitino motioned to go back to New Business/ Item 10 / Meeting Dates. Vice-Chairman McGorty seconded the motion.

*A voice vote was taken; motion passed unanimously.*

Commissioner Sabitino motioned to add 7:30 start time to meeting dates. Vice-Chairman McGorty seconded the motion.

*A voice vote was taken; motion passed unanimously.*

J. **ADJOURNMENT**

Commissioner Sabitino motioned to adjourn. Vice-Chairman McGorty seconded the motion.

*A voice vote was taken; motion passed unanimously.*

**MEETING ADJOURNED AT 7:50 p.m.**

Respectfully submitted,

*Kimberly Wells*

Kimberly Wells / Clerk

1 Tape on file in the Town Clerk’s office
CITY OF SHELTON

BOARD OF FIRE COMMISSIONERS
MEETINGS FOR THE YEAR 2012

7:30 pm

JANUARY 3 2012
FEBRUARY 7 2012
MARCH 6 2012
APRIL 3 2012
MAY 1 2012
JUNE 5 2012
JULY 3 2012
AUGUST 7 2012
SEPTEMBER 4 2012
OCTOBER 2 2012
NOVEMBER 13 2012, 2ND TUESDAY (Election Day is November 6th)
DECEMBER 4 2012

Submitted 12-6-2012
CHARTER OF THE CITY OF SHELTON 6-9 PUBLIC SAFETY

6.9.3. Fire Department:

6.9.3.1. Department Composition and Functions: The City shall have a Fire Department headed by the Board of Fire Commissioners and consisting of such existing fire companies and such other fire companies as may be deemed necessary or convenient by the Board of Fire Commissioners and approved by the Board of Aldermen.

6.9.3.2. Board of Fire Commissioners: The Board of Fire Commissioners shall be the chief administrative body of the Fire Department. It shall consist of one (1) Commissioner appointed by the Mayor, who shall be the Chairman of the Board, and one (1) Commissioner from each volunteer fire company providing service to the Department. Company Commissioners shall be elected by the members of each individual company in such manner as may be provided in the bylaws thereof.

The Commissioners shall be equal in rank and authority and shall serve without compensation, but may receive reimbursement for reasonable and necessary expenses. The Chairman shall preside at all meetings of the Board of Fire Commissioners and shall have a vote in any matter before the Board. If the total number of Commissioners, including the Commissioner appointed by the Mayor, is an even number, then the Chairman, in the event of a tie vote, shall have an additional vote to break the tie. Each Commissioner shall serve for a term of two (2) years.

The Board shall appoint and may remove, subject to the approval of the Mayor, a Fire Chief, such assistant chiefs, deputies and all other officers and employees of the Department as the Commissioners may deem necessary or convenient to the operation of the Department.

The Board shall also appoint and may remove the Fire Chief.

The Board, subject to the approval of the Mayor, shall also appoint and may remove the Fire Marshal and any other paid employees in the Fire Department in accordance with the procedures set forth in the General Statutes.

6.9.3.3. Powers and Duties: The Fire Department shall provide protection from fire and enforcement of all laws relating to fire prevention and fire safety. The Department shall have such other related duties as may be prescribed by the Mayor or the Board of Aldermen.

6.9.3.4. Officers Council: The Fire Department shall have an Officers' Council, which shall consist of the Fire Chief, the Assistant Chiefs, the Fire Marshal, the Deputy Fire Marshals and the captains and lieutenants from each company. The Officers' Council shall serve to resolve operational problems as well as to hear appeals within the Department and shall recommend policy to the Board of Fire Commissioners.

6.9.3.5. Fire Chief: The powers and duties of the Fire Chief, his assistants and deputies shall be defined by the Board of Fire Commissioners.