



*SHELTON FIRE DEPARTMENT
OFFICERS' COUNCIL
REGULAR MEETING
Tuesday, December 9, 2008
7:00 P.M., Huntington Company #3*

CALL TO ORDER

Assistant Chief Michael Ullrich, Chairman
Assistant Chief Nick Verdicchio, Vice Chairman
Assistant Chief Ed Tevolitz
Assistant Chief Tim Hongo
Assistant Chief Ted Pisciotta arrived at 7:09pm
Lt. Steve Hoffman
Lt. Dave VanWart
Lt. Matt Lawrence
Capt. Justin Sabatino
Lt. Dave Catlin
Capt. Shaun Wheeler
Lt. Francis Wheeler
Capt. Mike Pane

Also present

Melissa Anglace, Clerk

Chairman, Assistant Chief Michael Ullrich called the regular meeting of the Officers' Council to order at 7:00pm.

A. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

B. PUBLIC PORTION

None.

C. APPROVAL OF MINUTES

Chairman, Assistant Chief Michael Ullrich questioned the Council in regards to the November 18, 2008 regular minutes.

Capt. Shaun Wheeler made a motion to accept the minutes of the Officers' Council Regular Meeting on November 18, 2008. Captain Mike Pane seconded the motion.

A voice vote was taken motion passed unanimously.

D. COMMUNICATIONS

None.

E. REPORTS

1. *Fire Chief Francis Jones*- Fire Chief Fran Jones sent an e-mail to Chairman, Assistant Chief Michael Ullrich to have the Council discuss the Chief duties. This item was already on the Agenda.

2. *Assistant Chief Michael Ullrich*- Sent out a communication that should have been received today in the packages in regards to the LOSAP. One letter was missed but will be out shortly. The Budget is coming up and any requests should be brought to the Assistant Chief's prior to the next Board of Fire Commissioners meeting. All the Assistant Chief's are invited to attend the meeting.

3. *Assistant Chief Daryl Osiecki*- None.

4. *Assistant Fire Chief Nick Verdicchio*- One hour ago Engine 43 had a problem with its on spots. It's not a contagious problem however, with the bad weather approaching checking the trucks would be a good idea. Also check for chains in the apparatuses.

5. *Assistant Chief Ed Tevolitz*- Please be safe it's getting to be that time of year.

6. *Assistant Chief Paul Wilson*- None.

7. *Assistant Chief Tim Hongo*- The Accountability System Questionnaire was e-mailed out to all the Chief's to pass along to the Company Officers and its in the form of an excel spreadsheet. Fill out as much as possible especially the qualifications section. No photos will be taken until all the data is entered. The initial information can be updated at anytime. The training for the Accountability System is December 16th through December 18th the time and location was unknown.

8. *Fire Marshal James Tortora*- None.

9. *Assistant Chief Ted Pisciotta*- Tomorrow over at the Scinto's Building there is going to be a Fire Safety seminar. The following Monday is the poster judging any member willing to judge is welcome. The judging event will take place Monday, December 15 at 7:00pm no uniforms are required. The awards will take place the third Wednesday in January.

10. *Superintendent of Apparatus James Brown*- Chairman, Assistant Chief Michael Ullrich spoke explaining to the Council the issue on squad 5. Currently, the Chairman is

using a portable generator to power the lights on the truck. The truck is staying in service. Truck number 33 is back in service and the fitting is fixed.

F. OLD BUSINESS

1. *Safety Program*

Captain Shaun Wheeler forwarded some information to Captain Justin Sabatino about the vests. Captain Justin Sabatino then spoke to the Council about forwarding the Vest Booklet to the Board of Fire Commissioners.

Chairman, Assistant Chief Michael Ullrich will send a letter to the Board of Fire Commissioners about the vests.

2. *Station Wear*

Chairman, Assistant Chief Michael Ullrich explained to the Council that Assistant Chief Paul Wilson received a lot of prices from a few different vendors. The prices will be forwarded out to everyone for review.

Assistant Chief Fire Nick Verdicchio motion to table Station Wear. The motion was seconded by Captain Mike Pane. A voice vote was taken motion passed unanimously.

3. *Homeland Security- Executive Session- None.*

4. *Recruitment and Training*

Chairman, Assistant Chief Michael Ullrich explained to the Council that the Fire Chief Fran Jones is in the process on working with the budget for the Training Director to take this and create the position recruitment and retention.

Vice Chairman, Assistant Fire Chief Nick Verdicchio motion to table Recruitment and Training. The motion was seconded by Captain Justin Sabatino. A voice vote was taken motion passed unanimously.

G. NEW BUSINESS

1. *Chief's duties and responsibilities*

Chairman, Assistant Chief Michael Ullrich discussed with the Council about the e-mail sent out by the Fire Chief Fran Jones to all the Assistant Chiefs. The following assignments must be worked on as soon as possible as the New Year arrives.

Car 1 will be responsible for; apparatus response, municipal alarm systems, job descriptions, Budget, apparatus repairs and City wide radio communications.

Cars 2 and 3 are responsible for dispatcher training, dispatch protocols, revisions and roll outs.

Car 3 is still responsible for the pre-plan paperwork with the Fire Marshals office, Fire incident reporting forms and private duty assignments.

Cars 4 and 5 will be responsible for review and revision of all department SOP's and Board of Fire Commission's policy's that relate to operations.

Car 6 is still responsible for the Chief's vehicle equipment list, overall inventory for standardization with the Department of the Quartermaster and duty Chief rotation scheduling.

Car 7 is responsible for the Accountability System and the Department training with the new Training Coordinator.

Chairman, Assistant Chief Michael Ullrich also discussed the new Deputy Fire Chief Job description. The Board of Fire Commissioners original description included that the Deputy Chief would be responsible for all the training, all medical monitoring, second in command and be the safety officer. Taking the training portion out will help because this is a lot of work for a part-time position.

Chairman, Assistant Chief Michael Ullrich emailed Fire Chief Fran Jones with the possibility of a (PIO) Public Information Officer.

2. Tax incentive program

Captain Justin Sabatino made a motion that the Officers' Council Chairman form a committee to present a tax incentive program to the Cities Board of Alderman. The motion was seconded by Lt. Steve Hoffman. A voice vote was taken motion passed unanimously.

3. Budget requests

Chairman, Assistant Chief Michael Ullrich explained to the Council to please think conservative and try to budget for things that are the really needed. If you want to see what was budgeted in the past years, see your Commissioners.

4. Meeting Schedule 2009

Assistant Fire Chief Tim Hongo motion to accept the new meeting dates for 2009. The motion was seconded by Captain Justin Sabatino. A voice vote was taken motion passed unanimously.

H. REMARKS/COMMENTS FOR THE GOOD OF THE COUNCIL-

Captain Shaun Wheeler would like to thank everyone for their support. Yesterday morning there was the opportunity to have a bad fire and everyone did a great job.

Captain Justin Sabatino we are really lucky and please wear your seat belts.

Chairman, Assistant Chief Michael Ullrich spoke with the Council about the fatal incident last week which was witness by a few younger members. Please don't hesitate to use CISD.

More discussion is available on tape.

I. ADJOURNMENT

Assistant Fire Chief Tim Hongo motion to adjourn at 7:30 pm. The motion was seconded by Captain Justin Sabatino. A voice vote was taken motion passed unanimously.

Respectfully submitted,

Melissa A. Anglace

Melissa A. Anglace
Clerk

ALL TAPES ARE AVAILABLE IN THE TOWN CLERKS OFFICE.