



# BOARD OF FIRE COMMISSIONERS MEETING MINUTES

December 18, 2007  
Room 204

**Commissioners Present:** Robert Araujo, Chairman  
Merle Chase  
Bruce Kosowsky  
Justin Sabatino  
John Sonsini

**Also Present:** Paul Hays, Chairman - Awards Committee  
Jim Higgins, Co. 4- Awards Representative  
Tim Hongo  
Fran Jones  
Nick Verdicchio  
Jerry Danco

## A. CALL TO ORDER

Chairman Robert Araujo called the Regular Meeting of the Board of Fire Commissioners to order at 7:42 P.M.

## B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## C. PUBLIC PARTICIPATION

There was no one from the public who wished to address the Commission.

## D. APPROVAL OF MINUTES

1. Minutes of Meeting of November 20, 2007
2. Minutes of Special Meeting of December 3, 2007

**Commissioner Sabatino motioned approve the minutes of November 20, 2007 and the minutes of the Special Meeting of December 3, 2007. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.**

## **E. COMMUNICATIONS**

The Budget is due January 15, 2008.

## **F. REPORTS**

**Commissioner Sabatino motioned to move Training Coordinator Fran Jones Report to New Business, Item #5. Commissioner Kosowsky seconded the motion.**

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

1. Fire Chief John Milo  
No Report
2. Fire Marshal James Tortora  
(September and October Reports attached:)
3. Training Coordinator Francis Jones  
(Item moved to New Business; Item 5 - Report attached:)
4. Quartermaster Report Jack Brand Jr.  
No Report
5. Commissioner Sekelsky  
No Report
6. Commissioner Chase  
No Report
7. Commissioner Sabatino  
No Report
8. Commissioner Kosowsky  
No Report
9. Commissioner Araujo – Chairman’s Report  
No Report

## G. OLD BUSINESS

**Commissioner Sabatino motioned to proceed to New Business, Item #2 first due to the fact that the Commission had two guest speakers. Commissioner Kosowsky seconded the motion.**

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

## H. NEW BUSINESS

### 2. LOSAP Awards Program

Paul Hays, Chairman - Awards Committee and Jim Higgins, Co. 4- Awards Representative addressed the Commission. The Awards Committee has worked very hard to collect the documents from VFIS and also the current policy that the department is currently running under which is the points system.

They have reviewed the benefits side of the program and have an updated summary plan. One of the major issues is the alarm responses and how to streamline the points system. There were also some refinements to the existing policies.

The main objective is to bring the plan up to date and also make it more effective for the average participating member to be involved in the plan and make it more consistent. Proposal 1 is for a step scale from 20% down to 15% then to 10%. It may sound simple but in looking at the way it is represented in the number of calls it gets complicated and is not as effective as it should be.

Discussions were on that not only are the alarms the most important aspects but the drills were just as important. Focus needs to be on point system.

In more discussion with the Commission, it was recommended that the LOSAP representatives come back in February with a draft copy of changes and any requests that were made.

**Commissioner Kosowsky motioned to have the LOSAP Representatives come back to meet with the Commission with their proposal in February after they have had time to review the plan with changes and then present the draft to the Commission. Commissioner Chase seconded the motion.**

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

**Commissioner Kosowsky motioned to go back to Old Business. Commissioner Chase seconded the motion.**

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

**END SIDE A – TAPE 1**

**G. OLD BUSINESS**

**1. Part-time Payroll-Stipend Ordinance**

There was an ordinance change.

**Commissioner Kosowsky motioned the following recommendations: Change the four (4) custodians to an hourly rate of \$10.00 per hour and not exceed 25 hours a month. Commissioner Sabatino seconded the motion.**

Discussion:

Many custodians work more than 25 a month. Motion was amended.

**Commissioner Kosowsky amended the motion. Commissioner Kosowsky motioned the following recommendations: Change the four (4) custodians to an hourly rate of \$10.00 per hour and not to exceed 32 hours a month. Commissioner Sabatino seconded the motion.**

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

**Commissioner Kosowsky motioned to increase the Quartermaster salary to \$4940.00 a year or \$190 per pay period to adjust him from a stipend position to a salary position. Commissioner Sabatino seconded the motion.**

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

**Commissioner Kosowsky motioned to move the Director of Training make \$250.00 per pay period or a maximum salary of \$6500.00 a year. Commissioner Sabatino seconded the motion.**

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

**Commissioner Kosowsky motioned to increase the hourly rate of Records Administrator to \$15.00 an hour with a maximum of 20 hours per week. Commissioner Chase seconded the motion.**

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

**Commissioner Sabatino motioned to have these position changes effective January 1<sup>st</sup>. Commissioner Kosowsky seconded the motion.**

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

**Commissioner Sabatino motioned that he and Commissioner Chase work on a draft job description for the custodian position. Commissioner Chase seconded the motion.**

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

2. P.O.'s and Bills

- a. Awards Banquet - \$754.00
- b. VFIS - \$2088.00

**Commissioner Sabatino motioned to pay the above bills. Commissioner Chase seconded the motion.**

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

- c. Estimate to repair Digitize 300

**Commissioner Sabatino motioned to table this to the January 8, 2008 meeting. Commissioner Chase seconded the motion.**

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

Commissioner Kosowsky wanted to reiterate that all requisitions are to be filled out properly. Unless it is an emergency, everything needs to have a purchase order before ordering. There also needs to be a good description when filling out the requisitions. Also, if the requisition comes with a pink copy, the person making out the requisition must make a copy of it for the records.

**END SIDE B – TAPE 1**

There were some requisitions from Training Coordinator Fran Jones regarding some training. The reimbursements were for the class taken and the mileage.

**Commissioner Sabatino motioned to reimburse the individual for the cost of the course and the mileage incurred once the proper forms are filled out. Commissioner Chase seconded the motion.**

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

**Commissioner Sabatino motioned that the Commission revisit the policy on training reimbursement at the January or February meeting for any necessary modifications. Commissioner Chase seconded the motion.**

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

3. Assistant Chief Job Description and Process

**Commissioner Sabatino motioned that the recommendation of the Board is to send out the job description to the companies and ask them for their candidate selections by February 1, 2008. Along with their candidate selection they will have to provide evidence of training and certification necessary for the position and a letter from the Company Secretary on stationery that they have been selected by their individual companies. Commissioner Chase seconded the motion.**

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

4. Budget Review

Tabled to end of meeting.

**H. NEW BUSINESS**

**Commissioner Sabatino motioned to go to Executive Session at 9:37 P.M. Commissioner Chase seconded the motion.**

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

**Commissioner Sabatino motioned to come out of Executive Session at 9:45 P.M. Commissioner Chase seconded the motion.**

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

1. Appointment of Dolly Collings – Fire Marshal Office

Copies of certificates of completion are attached.

**Commissioner Kosowsky motioned to appoint Delores Collings to the position of Deputy Fire Marshal at the next available position opening. Commissioner Chase seconded the motion.**

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

2. LOSAP Awards Program

Discussed earlier

3. FDIC Trip Training

**Commissioner Sabatino motioned to approve \$9690.15 or \$1954.00 per person for FDIC Trip for Training to be taken from Training Account. Commissioner Chase seconded the motion.**

Discussion:

This was offered to all instructors.

**A voice vote was taken; motion passed with 3 in favor, 1 opposed.**

Training Request – Fran Jones

Fran met with Rehabilitation Associates in Shelton. They came in and did a presentation last week in regards to the Physical Conditioning for Firefighters.

**END SIDE A – TAPE 2**

**Commissioner Sabatino motioned to have Fran Jones and Tim Hongo meet with Rehabilitation Associates and then come back to the Board in February with the organization to see some proposals as well as having Dr. Hussein meet with the Board. Commissioner Chase seconded the motion.**

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

4. Radio Communications

**Commissioner Kosowsky motioned to request a Waiver of Bid and purchase, not to exceed \$17,000 from Northeast Communications to Daniels Base Station to have frequency 1 and frequency 2 installed. Commissioner Chase seconded the motion.**

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

**Commissioner Sabatino motioned to request a Waiver of Bid, not to exceed \$17,000 for the installation of the bridge and ask Motorola for a formal quote on a Service Agreement. Commissioner Chase seconded the motion.**

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

**G. OLD BUSINESS**

4. Budget Review

**Commissioner Sabatino motioned to have Chairman Araujo and Commissioner Kosowsky develop the draft for the budget and have it available for the January meeting. Commissioner Chase seconded the motion.**

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

**I. EXECUTIVE SESSION – Homeland Security**

**J. ADJOURMENT**

**Commissioner Sabatino motioned to adjourn. Commissioner Kosowsky seconded the motion.**

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



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

Respectfully submitted,

*Sophia V. Belade*

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**TAPE IS AVAILABLE IN THE TOWN CLERK'S OFFICE; ATTACHMENTS ARE NOT INCLUDED ON WEBSITE. FULL COPY OF MINUTES WITH ATTACHMENTS IS AVAILABLE IN THE TOWN CLERK'S OFFICE.**