CALL TO ORDER
Vice Chairman McGorty called the meeting to order at 7:32 P.M.

PLEDGE OF ALLEGIANCE
All in attendance recited the Pledge of Allegiance.

PUBLIC PARTICIPATION
No public participation.

Commissioner Justin Sabatino made a MOTION to close the public portion of the meeting. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

Public portion closed at 7:33 p.m.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of November 13, 2012
Commissioner Justin Sabatino made a MOTION to approve the Minutes of the Regular Meeting of November 13, 2012. Commissioner Mike Ullrich SECONDED. A voice vote was taken; motion passed unanimously.

COMMUNICATIONS:

No Communications.
F. REPORTS:

1. Fire Chief’s Report: All commissioners received a copy of the Fire Chief’s report as attached herein.

City of Shelton Fire Department
Office of the Chief

To: Board of Fire Commissioners
From: Francis T. Jones III
Subject: Monthly Report – November
Date: 11/26/12

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of November 2012. This is a list of completed tasks and a short list of those tasks and projects in progress.

Apparatus:

1) Tower 7 remains OOS, and is being repaired by a KME subcontractor, due to delays in receiving parts the vendor is expecting the Towers’ return back in service by the last week of November or first week of December.

2) Engine 32 received repairs to the throttle cable, and Squad 30 received a new alternator.

3) Car 2, and Brush 54 returned from MHQ after receiving updated emergency lighting.

4) Truck 40 received new reflective safety chevrons to the rear of the vehicle for increased visibility and firefighter safety.

Staff Assignments/Projects:

1) Chief Jones is working on the preliminary budget items for 2013-2014 with staff officers. Attached is a Draft budget for Fire Commission to review.

2) Chief Jones is working with Assistant Chief Verdicchio on the new radio system project. Items are starting to come into Northeastern, Next phase is engraving and programming new radio’s which will begin on December 3rd, followed by subscriber installations, final completion date looks like March of 2013. (in-progress)
3) Chief Jones is working with the Spec committee on new equipment purchases, and standardization of city fire equipment. Next projects are Rescue Stabilization, and Hose & Nozzles. (in progress)

4) Chief Jones, Deputy Hongo and Commissioner McGorty will be attending a seminar conducted by Griffin Occupational Medicine and Medi Weight Loss on December 5th to discuss topics regarding a healthy and active workforce.

5) Chief Jones, and Records Keeper Chase will be attending an OSHA – Workplace Injury Reporting/Records seminar on November 30th in Hamden.

6) Deputy Chief Hongo will be providing Safety Bulletins to the membership and assisting Human Resources by providing established SFD safety policies, procedures and bulletins to other city departments as reference materials to assist in making the City of Shelton a safe workforce.

7) Deputy Chief Hongo is working with Griffin Occupational Medicine on our Respiratory Protection and Medical Monitoring Program. We will conducting a progress meeting on December 13th will Griffin Staff (on-going)

8) Chief Jones is working on finalizing the SFD – SOP Manual so that it may be printed for distribution. (In-progress), All SOP’s are reviewed by Officers Council and Training Coordinator prior to being finalized. We are looking to complete this project by year’s end.

9) Assistant Chief Wilson and Training Coordinator Salemme are coordinating Bail-Out Training to SFD members that received the new gear. Training begins on Thursday 11/29/12.

10) Assistant Chief Constantino & Captain Ovesny are working on the Opitcom system with funds recently approved from BOA funding for some upgrades particularly the Route 110, and Maple Street interception in White Hills. He will present a detailed report, and timetable of project needs soon (In progress)

11) Assistant Chief Verdicchio, continues to be the lead on all Radio Systems issues and the new proposed radio systems. All radio issues are being address upon notification and in a timely manner. We are meeting regularly radio system. (on-going)

12) Assistant Chief Verdicchio has also been assigned the task of updating the existing text messaging notification program. (on-going)

13) Assistant Chief Osiecki is working with the Apparatus Spec Committee on specifications for the new quint and two rescue vehicles. Apparatus committee meeting on Monday 11/26/12 at Huntington FH (on-going)
14) Assistant Chief Osiecki, FM, and AC Wilson is working with TC Salemme is scheduling a citywide walk through of the new construction being conducted on Canal Street. (on-going)

Training:

1) See Attached report from Training Coordinator

Quartermaster – Tasks and Jobs in progress

1) Inventoried returned gear
2) SCBA POSI Checks completed
3) Hurst Equipment inspection and Preventive Maintenance complete – See provided list in your internal BOFC’s mailbox
4) Preventive Maintenance of four gas meters completed
5) Working on purchase orders for replacement of small power tools and equipment
6) Working on hose replacement and standardization

Recruitment & Retention

1) LT. Mattioli will be meeting with the new company officers to discuss a robust recruitment & retention program for year 2013

2) Working with Chief’s Office, Records Keeper, Quartermaster and Training Coordinator to better streamline application process and required training of new recruits

3) SFD along with SPD & EH VAC conducted a Flag Football fundraiser for the Spooner House and as a recruitment tool on November 20th at the SHS, the event was successful and the Shelton FD won 32-8 winning the Turkey Bowl Trophy for year 2012

Yours in Service,

Francis T. Jones III
Fire Chief
Shelton Fire Department
JOB DESCRIPTION

CITY OF SHELTON FIRE DEPARTMENT

FIRE APPARATUS AND POWER EQUIPMENT MAINTAINER

General Description of Responsibilities

Per Diem position having responsibility to assist the Superintendent of Apparatus for the maintenance and care of all Shelton Fire Department vehicles, apparatus, trailers, marine units, emergency generators, power tools and mechanical equipment. This position requires the ability to assist in performing very difficult diagnostic and skilled repairs to fire department apparatus and equipment. Assists in implementing a comprehensive preventative maintenance program. Assist in developing specifications, inventorying and preparing purchase requisitions for equipment and supplies needed to support the Shelton Fire Department fleet of apparatus.

Supervision Received

Work under the direction of the Shelton Fire Chief, and immediate supervision of the Superintendent of Apparatus

Supervision Exercised

Supervise and coordinate activities performed by suppliers and contractors on Shelton Fire Department equipment, vehicles and apparatus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform routine inspection and scheduled maintenance on all Shelton Fire Department apparatus and equipment by following maintenance schedules and processes as direct by the Superintendent of Apparatus.
- Assist in the diagnose and repair fire apparatus vehicle problems including: Electrical systems, hydraulic systems, drivability issues, engine and power train, braking system and overall vehicle performance issues.
- Assist in the diagnose and repair fire department vehicle special systems including: Fire pumps, valves and related plumbing components, foam injection systems, compressed air foam systems, and electrical systems including emergency warning equipment, remote sensors and battery maintenance systems.
- Assist in performing and/or scheduling all annual Fire Pump, Vehicle Brake Testing, Ladder Testing and DOT inspections
- Able to carry out written and verbal instruction
- Report to the fire scene when directed to assist in an emergency breakdown and repair equipment rapidly in order to insure it safe operation.
- Able to prepare detailed reports on all vehicles, apparatus, power tools and equipment.
- Performs weekly tire inspection of all apparatus, and ensure proper air pressures
- Shall assist the fire companies with weekly exercise of fire department apparatus pumps, gas powered equipment to ensure proper operating condition
- Shall keep abreast of new technology and enhancements in firefighting and apparatus innovations
- Attends professional development seminars, training courses, and educational opportunities when approved by the Fire Chief
- Suggest equipment needs in conjunction with budget preparation
- Possess knowledge of related NFPA standards
- Develop professional relations with Fire Company Officers & Fire Company Engineers

**JOB REQUIREMENTS**

**Formal Education / Knowledge**

High School Diploma or Equivalent

**Experience**

Shall have experience as a Firefighter, and Driver/Operator of Fire Apparatus.

**Certifications and Other Requirements**

Valid Connecticut 2Q or CDL Driver’s License

Active member of the Shelton Fire Department

**Additional Requirements**

A pre-employment Physical examination including drug and alcohol testing will be required due to the agility and endurance required to perform the required tasks in adverse weather conditions and or as required on the scene of an emergency.

The employee must supply own tools normally used in the trade.

**Per Diem Position - No greater than 20 hours per week**
City of Shelton Fire Department
Training Coordinator

Shelton Fire Department
Training Division

Shelton Fire Department – Training Division Monthly Report
November 2012

Training In Progress:
Firefighter 2 class in progress at White Hills Fire Station
Class written is Wednesday November 28, 2012

Planned Training:
Live Fire training is being scheduled for 2013 at Fairfield Fire School May 18th Co.5, June 23rd Co.1 waiting for companies 3 and 4 for dates

Haz Mat ops only class for members who need the new version of haz mat ops February 2013 – White Hills Fire Co

Basic Aerial ops course to clear drivers and train any new drivers needed by Instructors Hoffmann and Dunn

Completed training for 2012
Live Fire Training - is complete for 2012
LPG- is complete for 2012
I-2 Recerts are complete for 2012
Cpr and Aed training/refresher- is complete for those members that chose to take it

Jason Salemme
Training Coordinator Fire Dept
City of Shelton Fire Dept
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Note: The table details include specific items and their conditions as of December 4, 2012.
City of Shelton Fire Department
2013-2014
Capital Improvement Plan

1) Structural Fire Gear Replacement (Phase # 2 of 6) (Estimated Cost $ 100,000.00)
   A. Gear replacement plan to meet the demands of the SFD use. approximately 1/3 of the total #
      of firefighters currently 260 firefighters, around 50 sets needed each fiscal year
   B. Meets fire gear manufacture safety guidelines for replacement
   C. Ensures fire gear rotation for new membership

2) Installation of Breathing Air Fill Station upgrade for Echo Hose Fire Company # 1 (Phase 2 of 3)
   (Estimated cost $ 55,000 of total $112,000)
   A. Phase # 2 of 3, in providing SCBA filling stations at each Fire Station
   B. Allows for the ability to re-fill SCBA & Dive Team Cylinders at each Fire Companies

3) Replacement of (2) Fire Department Command Vehicles (Estimated total cost $ 82,000)
   A. Replace year 2000 Ford Explorer
   B. Replace year 2002 Chevy Tahoe

4) Replace all current Self Contained Breathing Apparatus
   (Estimated cost $ 900,000)
   A. To comply with NFPA & NIOSH requirements
   B. Required replacement based on manufacture expiration dates on current SCBA in use

5) The need to improve current SCBA, to integrate new firefighter safety devices for air
   management and accountability Purchase of a Security Key System for all (4) fire companies
   (Estimated cost $32,000)
   A. To ensure secure facilities, and to limit accessibility to emergency infrastructure facilities for
   per Homeland Security recommendation
   B. To standardize entry to each Shelton Fire House, and to keep accountability of entry into
      these facilities

6) Traffic Pre-exemption System – Upgrades (Estimated cost $ 25,000)
   A. Improvements to apparatus traffic control pre-exemption devices
   B. To reduce fire department accidents
7) Upgrade Shelton Fire Department computers at individual firehouses, Chiefs Office, Record Keeper, and Fire Marshal Office with “Firehouse” and purchase (14) I-Pads for Fire Chief’s and Fire Marshal Division, and each fire company for the purpose of Pre-Fire Planning, and Inspections Reports (Estimated total cost $ 15,000)

8) Begin a feasibility/cost survey followed by the selection of an Architectural firm to remodel Huntington Fire Company #3, in order to meet current and future service demands (Estimated cost of survey and construction $ 3,000,000)

A. Modification to door height to allow for future apparatus

B. Extension of length of structure to accommodate new aerial apparatus, no manufacture makes a aerial device to fit the current structure

C. Make the second floor handicap accessible to meet all ADA requirements

D. Replacement of current roofing shingles, and repair flat roof on rear of building which has water damage

9) Begin a feasibility/cost survey followed by the selection of an Architectural firm to relocate/rebuild Echo Hose Hook & Ladder Fire Company #1, in order to meet current and future service demands (Estimated cost of survey and construction $ 10,000,000)

A. Consolidation of Command Staff Offices, Board of Fire Commissioners, Training Division, and Fire Marshal offices in one facility.

B. Company #1’s building was built in 1961, and is in failing condition with structural floor problems, and maintenance issues that may be not be cost effective to repair. (As reported by the MMA Consulting Group Inc. in August 2000)

C. The current Echo Hose second floor is not handicap accessible and does not meet all ADA requirements
2. **Fire Marshal’s Report:** Commissioner Sabatino noted that the required monthly report was not provided by Fire Marshal James Tortora.

3. **Commissioner Ullrich:** Commissioner Mike Ullrich reported that he had sent an email out to all companies regarding the rules and regulations and had not received any replies.

4. **Commissioner Sabatino:** No report.

5. **Commissioner Manion:** Absent.

6. **Commissioner McGorty:** Commissioner Ben McGorty mentioned that the air compressor at Huntington needs some repair and adjustments and that a related request was sent to the building department. Commissioner Ullrich will follow up on the issue. There are windows that need to be reglazed as well. Also he stated that he would like to hire a consultant to look into making changes to a bay at Huntington. Lastly, the generator is still an eye sore to the public but will be cleaned up.

**ADDITIONS TO AGENDA:**
Commissioner Mike Ullrich made a MOTION to add: Under New Business, Item 2: Consultant for Company 3; Item 3: Outstanding Purchase Orders; Item 4: Temporary Rules, Regulations and Policies; Item 5: Reporting Relations and Day-to-Day; and Under Executive Session, Item 1: Merle Chase, Record Keeper. Commissioner Justin Sabatino SECONDED.
A voice vote was taken; motion passed unanimously.

**G. OLD BUSINESS**

1. **Budget**

   Fire Chief Fran Jones clarified some of the figures in the draft of the budget he had submitted to the Commissioners. Commissioner Ullrich asked about the position of Communications Assistant position; this will be kept in mind for future discussions.

   Commissioner Justin Sabatino made a MOTION that Commissioner Sabatino and the Vice Chair present the budget and will work with the Fire Chief on any changes. Commissioner Mike Ullrich SECONDED.
   A voice vote was taken; motion passed unanimously.

   Commissioner Mike Ullrich made a MOTION to send a formal request to Tom Taylor and the Mayor to receive a copy of the Fire Marshal’s budget prior to its submission to the Board of Apportionment & Taxation (A&T). Commissioner Justin Sabatino SECONDED.
   A voice vote was taken; motion passed unanimously.

2. **Company 1 Training Assistant**

   Commissioner Mike Ullrich stated that Tom Taylor needs two weeks posting time for the position.
Commissioner Mike Ullrich made a MOTION to post the position of Training Assistant Company 1 with the Human Resources office so that it is returned prior to the January meeting of the Board of Fire Commissioners. Commissioner Justin Sabatino SECONDED.
A voice vote was taken; motion passed unanimously.

3. Rules and Regulations Committee

Commissioner Ullrich has not heard back on his request for feedback on the Rules and Regulations committee. There has been discussion among the companies. Commissioners Sabatino and Ullrich will set a first meeting of the Rules and Regulations Committee.

4. Apparatus Repair Bids

Commissioner Justin Sabatino made a MOTION to table discussion of the Apparatus Repair Bids to the January regular meeting of the Board of Fire Commissioners. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

1. Meeting Dates

Commissioner Mike Ullrich made a MOTION to approve that the Board of Fire Commissioners will meet the first Tuesday of each month at 7:30 p.m. on the following dates in 2013: January 8, January 15, February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, September 10, October 1, November 12, December 3 and December 10. Commissioner Justin Sabatino SECONDED.
A voice vote was taken; motion passed unanimously.

The approved meeting dates will be filed with the Clerk’s office.

2. Consultant for Company 3

Commissioner Mike Ullrich made a MOTION to ask the Board of Aldermen for approval to seek professional services through the City’s Building Committee and establish a Building Committee of Fire Department members to look into renovation of one bay at Company 3 to allow for additional height clearance for new apparatus. Commissioner Justin Sabatino SECONDED.
A voice vote was taken; motion passed unanimously.

3. Outstanding Purchase Orders

Commissioner Mike Ullrich made a MOTION to send a letter to the Board of Aldermen requesting the Mayor’s signature and authorization of the requisitions previously submitted for the additional $1000 allowed each fire company per the City budget: Company 1, Requisition #57580, submitted 8/16/12; Company 3, Requisition #57581, submitted 8/16/12; Pine Rock, Requisition #57582, submitted 8/16/12; White Hills, Requisition #57583, submitted 8/16/12. Commissioner Justin Sabatino SECONDED.
A voice vote was taken; motion passed unanimously.

4. Temporary Rules, Regulations and Policies
Commissioner Justin Sabatino discussed the need for rules, regulations and policies as a result of the changes to the Charter and the need for some temporary policies.

Commissioner Justin Sabatino made a MOTION to stop recording the meetings of the Board of Fire Commissioners effective immediately. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

Commissioner McGorty noted that the public is welcome to come and record with its own devices. Commissioner Sabatino noted that they obtained clearance of the State of CT FOI Commission counsel regarding the issue.

Commissioner Justin Sabatino made a MOTION that all operational purchase orders must go through the Fire Chief. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

5. Reporting Relations and Day-to-Day

Commissioner Justin Sabatino made a MOTION that all service and staff will report to the Fire Chief. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

Commissioner McGorty acknowledged the work of the officers and Officers Council on the charter and referendum.

I. EXECUTIVE SESSION
1. Merle Chase, Record Keeper

No motions were made during Executive Session.

Commissioner Justin Sabatino made a MOTION to end Executive Session. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

Executive Session ended at 8:30.

Commissioner Justin Sabatino made a MOTION to return to Temporary Rules and Regulations under New Business Item 4. Commissioner Mike Ullrich SECONDED.
A voice vote was taken; motion passed unanimously.

H. New Business
4. Rules, Regulations and Policies

Commissioner Justin Sabatino made a MOTION that at this time the use of bubble sheets be eliminated and that the official company sign-in sheets with individual signatures be used. Commissioner Mike Ullrich SECONDED.

Discussion ensued.
Commissioner Mike Ullrich made a MOTION to amend the motion and add that the sign-in sheets will reflect member identification numbers with the signatures. Commissioner Justin Sabatino SECONDED.

A voice vote was taken; motion passed unanimously.

Commissioners returned to the original motion, with amendment:

Commissioner Justin Sabatino made a MOTION that at this time the use of bubble sheets be eliminated and that the official company sign-in sheets reflecting individual identification numbers and signatures be used. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

Commissioner Justin Sabatino made a MOTION to return to Item J, Adjournment. Commissioner Mike Ullrich SECONDED.

A voice vote was taken; motion passed unanimously.

J. ADJOURNMENT

Commissioner Mike Ullrich made a MOTION to adjourn the meeting. Commissioner Justin Sabatino SECONDED the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 8:33 P.M.

Respectfully submitted,
Kathryn Gilbert
Kathryn Gilbert / Clerk

1 tape on file