



# CHARTER REVISION COMMISSION

## WORKSHOP MINUTES

May 8, 2012

Room 104

7:00 P.M.

Commissioners Present: Jack Bashar  
Steve Bellis  
Ruth Ann Dunford  
Patrick Lopera  
Ken Nappi  
Bronislaw Winnick

Commissioners Absent: Frank Coyle  
Anthony Metz  
Judy Miko

### **CALL TO ORDER**

Chairman Nappi called the Regular Meeting of the Charter Revision Commission to order at 7:09 P.M.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF MINUTES**

Commissioner Bellis moved to approve the Minutes of the Regular Meeting of April 24, 2012. Commissioner Lopera seconded the motion.

A voice vote was taken; motion passed 5 with Commissioner Bashar abstaining.

Vice Chairman Bellis excused himself at 7:31 PM and returned at 7:56 PM.

### **COMMUNICATION**

Commission received recommendations regarding the Fire Department from Chief Fran Jones. (attached)

### **DISCUSSIONS OF PROPOSED CHANGES TO THE 1994 CHARTER**

Honorable Mayor Mark Lauretto joined the Charter Revision Commission from 8:00 PM until 8:15 PM.

#### *6.1.1. Appointment and Removal; Qualifications:*

- Addition of the word "The"

#### *6.1.2. Powers and Duties:*

- clarification needed with (a)
- clarification needed with last paragraph

#### *6.2.2. Powers and Duties:*

- clarification needed in regards to Board of Education and Bond Attorneys

#### *6.2.2. Powers and Duties:*

- possible additional verbiage

#### *6.2.4. Other Positions:*

- additional verbiage added, "and Assistant Corporation Counsel"

#### *6.4.4.1. Division of Central Purchasing*

- additional verbiage added, "within the Department"

#### *Section 6.6. Building Official*

- additional verbiage added, "subject to the approval of the Mayor"

*Section 6.8. Health*

- Connecticut State Statutes spelled out

*6.9.3.2. Board of Fire Commissioners*

- addition of word relating to 3<sup>rd</sup> paragraph

- To review recommendations submitted by the Fire Chief and receive input from the Board of Fire Commissioners and the Officers Council.

Vice Chairman Bellis motioned to adjourn. Commissioner Dunford seconded the motion.

A voice vote was taken; motion passed unanimously.

Chairman Nappi adjourned the Workshop of the Charter Revision Commission at 8:39 PM.

The next meeting scheduled for the Charter Revision Commission is a Regular Meeting on May 22, 2012 at 7:00 PM in Room 104 at City Hall.

Respectfully submitted,

*Sophia V. Belade*

Sophia V. Belade  
Charter Revision Clerk



## City of Shelton Fire Department Office of the Fire Chief

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To: Charter Revision Committee  
From: Chief – Francis T. Jones III  
Re: Charter Revision Proposal  
Date: May 7, 2012

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Charter Revision Committee,

As Chief of the Shelton Fire Department, I am submitting in writing my suggestions for Charter Revision. To the applicable portions of the Fire Department and Office of Fire Marshal sections of the Charter.

My suggestions are based from my current and past service as your Fire Chief and my overall experience, training, and knowledge as a volunteer, and professional firefighter/fire officer for the past twenty five years. In 2008, I had the opportunity to work with Mr. Ken Nappi on the proposed 2008 Charter Revision and have spent numerous hours reviewing the current Charter, and past attempted revisions in order to formulate the below recommendation to your committee.

I would also like to schedule a meeting with your committee as the Chief of the Fire Department to discuss my proposal after you have all had the opportunity to review it.

If you have any questions, I can be reached at [f.jones@cityofshelton.org](mailto:f.jones@cityofshelton.org), or via phone (203) 892-5131 cell, or (203) 922-1778 (h)

Thank You,

*Francis T. Jones III*

Francis T. Jones III

Fire Chief

Shelton Fire department

### 6.9.3. Fire Department:

#### *6.9.3.1. Department Composition and Functions:*

The City shall have a Fire Department 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 Alderman. The Department shall provide for the protection from fire, provide for rescue service, aid in the enforcement of all laws and ordinances 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. (See section 6.9.3.3)

#### *6.9.3.2. Board of Fire Commissioners:*

The Board of Fire Commissioners shall serve as the 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. Each Commissioner shall serve for a term of two (2) years.

The Commissioners shall be equal in rank and authority, have one (1) vote each, 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, appoint the chairpersons of all committees and shall have a vote in any matter before the Board. The Commissioners shall at the January meeting following the General election elect one of its members Vice Chairman of the Board of Fire Commission. The Vice Chairman shall act in the place of the chairman in the event of his/her temporary disability or absence.

The Board of Fire Commissioners shall be responsible for general oversight of administrative policies, long range planning, capital improvements, the department budget, and all appointments as provided for by the Charter. The Board of Fire Commissioners shall also serve as the appeals board of the Fire Department. The Board of Fire Commissioners shall also certify compliance to all position requirements and may remove, subject to the approval of the Mayor, all appointments for just cause.

*6.9.3.3. Appointments:* The Board of Fire Commissioners shall appoint and may remove, subject to the approval of the Mayor:

The Fire Chief, Deputy Fire Chief, Assistant Fire Chiefs, and all other department officers and employees of the department as the Board of Fire Commissioners may deem necessary or convenient to the operation of the department.

*6.9.3.4. Officers' Council:* The Fire Department shall have an Officers' Council, which shall consist of the Deputy Fire Chief, Assistant Fire Chiefs, and the Training Officer of the fire department, and the Captain and Lieutenants from each fire company. The Fire Chief and the Fire Marshal shall serve as Ex Officio members. The Officers' Council shall serve to recommend operational policies and procedures to the Fire Chief and may recommend administrative policy to the Board of Fire Commissioners.

*6.9.3.5. Fire Chief:* The Fire Chief shall be the operational head of the Fire Department and shall exercise the day-to-day supervision and control over the Department and staff as to all operational matters. The Deputy Chief shall be second in command to the Fire Chief. The Fire Chief shall report to the Mayor consistent with the provisions of this Charter. The Fire Chief shall have all powers and duties as provided for in accordance with applicable Connecticut General Statutes.

The Fire Chief shall be responsible for the submission and the administration of the fire departments operational budget to the Board of Fire Commissioners and once approved administer the same. The Fire Chief shall work closely with the Board of Fire Commissioners and shall propose long range planning, capital improvements, and administrative policy to the Board of Fire Commissioners and once approved administer the same. The Fire Chief or his/her designee shall serve as the representative/liaison of the Department on all operational matters. The Chief shall make quarterly reports to the Board of Fire Commission and to the Mayor on the status of the Fire Service within the City.

*6.9.4. Office of Fire Marshal:*

*6.9.4.1. Function and Activities:* The Office of Fire Marshal shall aid in the prevention and investigation of fires and the enforcement of the State Fire Code as provided by the Connecticut General Statutes and Regulations. The Office shall have such other related duties as may be prescribed by the State Fire Marshal, the Mayor or the Board of Aldermen.

*6.9.4.2. Appointments:* The Board of Fire Commissioners shall appoint and may remove, subject to the approval of the Mayor and in accordance with the procedures set forth in the Connecticut General Statutes and this Charter, the Fire Marshal, Deputy Fire Marshals, Fire Inspectors and other employees as the Board may deem necessary or convenient to the operation of the Office of Fire Marshal.

*6.9.4.3. Fire Marshal:* The Fire Marshal shall serve as the division head of the Office of Fire Marshal and shall control and supervise the operations and staff of the Office. The Marshal shall be responsible for carrying out the duties and responsibilities of that office in accordance with the provisions of Connecticut General Statutes and this Charter. The Marshal shall report to the Mayor consistent with the provisions of this Charter and Connecticut General Statutes. In addition, the Marshal shall be responsible for the submission and the administration of the division's budget. The Marshal shall work closely with the Fire Chief in implementing fire prevention planning, site and plan

review, and fire safety within the City. The Marshal shall make quarterly reports to the Fire Chief and to the Mayor on the status of the Office of the Fire Marshal.