Revised

CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, August 4th, 2009
7:30 P.M., Room 204

Commissioners Present:
Gary Field, Commissioner
Marc Connolly, Commissioner
John Sonsini, Commissioner
Bruce Kosowsky, Commissioner

Commissioners Absent:
Mike Maglione, Chairman

Also Present:
Francis Jones, Fire Chief
Tim Hongo, Assistant Fire Chief

A. CALL TO ORDER

The meeting was called to order at 07:30 pm by Commissioner Kosowsky. Chairman Mike Maglione was not present.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance

C. PUBLIC PARTICIPATION

Assistant Fire Chief Tim Hongo stated the following:

"Hello. I just wanted to make a couple of quick comments. This Board has the opportunity to do a lot for this department and as an outsider I see a lot of agendas being played here and I really thinks it's important that personal agendas get put aside and the Board works towards the benefit of the department as a whole rather than as individual companies or individual preferences. We have things that have been open for many months that keep getting pushed around and the Board doesn't seem to follow through on it because other things seem to take precedence. I would just like to ask the Board to start focusing back on what they are here for and to help everybody do their jobs the right way and help keep every firefighter safe. Thanks."

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting July 7, 2009
2. Minutes of Special Meeting July 28, 2009

Commissioner Field motioned to approve the minutes of the July 7th, 2009 Regular Meeting and the July 28th, 2009 Special Meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Commissioner Sonsini motioned to add Items 10 -14 under New Business. Item 10 for memo on alarms payment, item 11 for application for clerk position, item 12 for a letter from the BOFC on radio systems, item 13 for a letter on capital improvement, and item 14 for surplus. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

F. REPORTS:

1. Fire Chiefs Report Fran Jones –

Fire Chief Jones stated some highlights. Fire Chief Jones encouraged that Items 1, 2, 10–14 on his report that the Board move forward on.

City of Shelton Fire Department
Office of the Chief

To: Board of Fire Commissioners
From: Francis T. Jones III
Subject: Monthly Report – July
Date: 8/02/09

Commissioners,

The following is the Shelton Fire Department – Chief's Report for the month of July of the fiscal year 2008- 2009. This is a list of completed tasks and a short list of those tasks and projects in progress.

1) I would like to encourage the Board of Fire Commissioners to support the recommended new SFD Organizational Chart set forth from the Chief's Office as presented within our original budget and approved by the Board of Aldermen. I have met with representatives of the BOA, encouraging that proper funding be allocated to ensure that our proposed SFD Organizational Chart is sufficiently funded as stipend positions. In addition the City of Shelton has adopted a new ordinance that was signed by the Mayor that reflects these new positions. This as Chief, I believe is the single most important item to realizing the SFD full potential as an organization. (See attached organization chart and job positions

2) The SFD is still in desperate need of the following equipment and servicing of equipment for firefighter and public safety. 1) Purchase of 240 gallons of foam, currently (5) engines are completely empty of Class B foam, 2) The purchase of ANSI Reflective vest for SFD personnel, 3) Flow Testing, hydrostatic bottle testing and inspection of all SFD Draeger SCBA, it has been found that they are at least two years past due, 4) The need to host a Draeger Level 1 and 2, service class to re-cert our current technicians, 5) The need to obtain a service contract and repair/replace all SFD hazardous material meters, most need calibration/ sensor replacement and reliability is questionable.

3) Tanker 59's progress will be updated every two weeks through email and photos. I will then forward these photos to all to see the progress. JB & I will also schedule a couple onsite inspection dates too.

4) The SFD was actively involved in a confirmed EF # 1 Tornado that struck Pine Rock Park Area of Shelton on Friday the June 31st at 15:56 hrs. The SFD provided Search & Rescue, Command, and support functions for the event. In addition the SFD provided shelter needs to the residents of the Pine Rock Park area, at Station # 4. (See attached receipts for rehabilitation during the event) (Final AAP to follow)

5) The SFD responded to a reported structure fire at Shelton Lakes Nursing Home, The fire was contained to an electric motor within the A/C, and a smoke condition within a section of the building, Shelton FD & mutual aid performed well. This due in large part to the recent citywide Mutual Aid Drill that was conducted at Wicke Health Care on June 29th, 2009. Practice makes perfect. (See AAR Report attached report)

6) The SFD shall be hosting an EVOC – Truck Rodeo, the date of the event has been rescheduled to third Sunday in September. FF Bob Simon and members of Huntington Fire Company are calling it the "Battle of the 2's

7) The SFD – Chief's Office has placed Car 5 & Car 7 the White Crown Victoria's into service. Car 4 has been taken O.O.S due to cylinder problems. It is the recommendation of the Superintendant of Apparatus to use it as a parts car only.

8) White Hills Fire Company is continuing their training on their 12ft Zodiac Style Boat from SPD, we had added this boat to our response protocols. A citywide drill on water rescue and boat operations was held on July 25th. Currently Marine 5 is O.O.S awaiting repair, due to a hole in the hull, the Superintendant of Apparatus will be addressing that issue next week. In addition a $560.00 Water Rescue training Mannequin was lost in the Housatonic during training. A search was conducted without finding it. The SPD may perform a training dive to find it in the near future.

9) SFD – Marine 1 performed a water rescue at 2 – mile-island in the Lower Housatonic River on Saturday August 1st. The response time was greatly reduced due to its new in-water home at Ayers Landing on the Lower Housatonic River.

10) The new low band radio antenna has been installed at the White Hills Base station, scheduling for replacement of the Huntington & Echo Base stations has begun, and (8) portables have been ordered. In addition I will be ordering a speaker for Car 1, (2) portable chargers for Engine 2, and a UHF radio for Engine 35, and (2) USB devices for White Hills and SPD to decrease power surges attacking our radio system.

11) I would like to encourage the BOFC's to support the following bid proposals as presented at the August 4th, 2009 meeting.

12) I would like to encourage the BOFC's place a temporary appointment to fill the Records Keepers Position immediately until a new part time employee is hired.

13) I would like to encourage the BOFC's to request that the City go forward with apparatus purchases as recommended from the Capital Improvement Plan, SFD Apparatus Committee, and approved by the Chief, for a Fall 2009 referendum.

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14) I would I also encourage the BOFC's to support my request for a new Command Vehicle for Car # 1 and to support the purchase of a new air compressor for White Hills.

Yours in Service

Francis T. Jones III
Fire Chief
Shelton Fire Department

Revision to minutes: AAR Report Attached:

City of Shelton Fire Department
Office of the Fire Chief

After Action Report

Pine Rock Park - EF # 1 Tornado

July 31st, 2009

Events Time line:

- Severe thunderstorm warning posted for Shelton in the afternoon of July 31st, 2009
- Shelton Fire Companies 1, 4 & 5 responded at 14:38 hrs for possible structure fire on Bruce Drive due to lightning strike – Home checked no fire, Command - Car # 2 (A/C Ullrich)
- Heavy rainfall and thunderstorms on/off throughout afternoon
- Approximately 15:55 – Severe thunderstorm approached Shelton, A/C Ullrich requested all Shelton Fire Companies to man their stations
- Approximately 16:00 Shelton Dispatch received numerous reports of tree/wire incidents in South Shelton (Pine Rock District)
- Shelton Fire Company # 4 requested for numerous tree/wire down Oronoque Trail
- SFD - A/C's Car 2 & Car 4, and Engine Companies responded
- Upon SFD arrival they found very significant damage to the area, numerous trees/ live wires down, initial recon of Oronoque Trail conducted for potential search & rescue activities, and hazard mitigation due to tree's on cars, and tree limbs on houses
- Utility company notified – due to numerous live wires
- Shelton Public works requested to the scene
- Numerous additional reports of damage being received by Shelton Police Dispatch, Fire Company # 4 Dispatcher, and by responding firefighters
- Captain Sabatino (Unit 401) and Company # 4 Engine Companies initiated an area recon of the Pine Rock Park and lower Long Hill Avenue area
- Additional sites identified by recon (Ojibwa Trail, Algonkin Trail, Manhassett/Yutaka Trail, Pochong Trail & Long Hill Avenue), 700 Block of River Road
- A/C Car 2 & Car 4 requested additional resources, Engine 2 responded to Totem & Oronoque Trail to assist Oronoque Command
- Company # 5 requested by Car 4 for Truck 55 & Gator 5
- EMS contacted for Ambulance stand-by and EMS Gator
- SPD units requested to assist fire police
- Car 2 & Car 4 requested a central command post be established, Engine 43 & Command Trailer set-up at Algonkin & Seneca at Basketball court.
- OEM requested to the scene by Car 2
- At 17:30 hrs SFD units contacted for a smoke condition at Cumberland Farms Car # 4 – River Road Command
- SFD fire police units contacted to report to command post

- Fire police units then detailed to Long Hill Ave/ Murphy's Lane, River Road/ Long Hill, Pochong/Long Hill Avenue, Manhassett/Shinnacock, Seneca/Algonkin trail
- Huntington relocated (1) Engine company to Station # 1
- Derby FD contacted for additional Gator (mutual aid of 4 firefighters & gator)
- Seymour EMS assisted – Echo Hose Ambulance with establishing additional shelter (tents) and personnel at Command Post
- At 17:00hrs – Pine Rock Park Area Command established by Car # 5 (A/C Tevolitz), Command Aid (402) Lieutenant Martus
- Pine Rock Park Area Command turned over to Car # 1(Chief Jones) at 17:15hrs
- Unified Command Post established SFD - Car # 1 (Chief Jones), Safety Officer SFD – Car # 5 (A/C Tevolitz), SFD Car # 2 (A/C Ullrich) & SFD Car # 4 (A/C Verdicchio) Forward Command, Unit 402 (Lieutenant Martus) Command Aid, EMS Operations (A/C Laucella- Echo Ambulance), Tree Warden Dean Cawthraw, Police Chief Hurliman, OEM Director Millo, OEM # 3 Bednarsky (IT & resources), UI Supervisor Respesto discussed current event status and incident action plans
- SFD – Car # 7 (A/C Hongo) established citywide base command function and ensured that citywide fire coverage was maintained
- Recon reports from Unit 401 (Captain Sabatino) – Primary search concluded no injuries, hazards being mitigated
- Top priority to secure power to all downed utilities
- Fire units re-organized into (3) sectors each with a SFD Fire Officer, Gator, Firefighters with equipment, secondary recon and hazard assessment conducted
- Unit 401 (Captain Sabatino) accompanied utility company (UI) to ensure power was completely secured prior to public works and private tree cutting to begin
- Station # 4 personnel assembled resources to provide rehabilitation for firefighters on scene (food/water), lights/generators brought to Command Post, shelter established at Pine Rock Fire Company # 4 for residents, information relayed to Company # 4 dispatcher on operation status to update concerned/displaced residents
- Car # 4 (Verdicchio) now assigned (P.I.O)
- Additional PD units requested due to a few upset motorist due to traffic detours
- Approximately 18:00hrs (River Road site open to traffic), Engine 42 relocated to Station # 4
- Huntington Units returned to Company # 3
- Echo Hose Fire Units returned to Company # 1
- SFD resources in operations/staging Engine 44, Rescue 45, Engine 43, Command Unit, Truck 55, Gator 5, Ems 25, EMS Gator, Derby Gator
- Recon Units report power completely off, secondary investigation confirmed no injuries, or significant structural damage
- SFD major operations transformed from search/rescue, to assisting residents back to homes, and assisting Shelton Public Works remove trees to open the roads at approximately 18:30hrs
- Town of Stratford offered their Public Works Crews to assist Shelton remove tree's and debris approximately 21:00hrs, through Captain Sabatino (Unit 401)
- SFD- Car 1 (Chief Jones) & Tree Warden Cawthraw accepted Town of Stratford offer of mutual aid public works assistance
- Command transferred to SFD - Car # 4 (A/C Verdicchio)
- SFD Car #1 (Chief Jones), OEM # 1 (Director Millo), & Mayor Lauretti canvassed area to assess damage and speak with residents approximately 21:00 – 23:00hrs
- Pine Rock Park Area Command Post – placed on stand down at 23:00hrs
- EMS units & Derby Units returned
- SFD Units Truck 55 & Gator # 5 returned
- Engine 44, Truck 43, Command Unit returned to Company # 4
- Command Post now at Company # 4 (A/C Verdicchio)
- Rescue 45 & Truck 40 remained on-scene with Unit 401 (Captain Sabatino) assisting public works from Shelton & Stratford

- All SFD operations & command terminated at 04:00hrs on August 1st, 2009
- At 08:00hrs on August 1st, 2009 – Pine Rock Fire Company re-assembled for public service detail
- SFD Co. # 4 members provided informational safety leaflets to residents, performed additional area assessments, opened the fire house for area of refuge or residence to store food, and take showers since the Pine Rock Area power was out, IC/ P.I.O for August 1st detail Lieutenant Martus, detail concluded at 18:00hrs

The overall performance by all Shelton Fire Department and mutual aid services was outstanding. Units quickly identified that a significant weather event occurred prompting additional resources and a unified/area command post to be established. The scene rapidly transformed from a hazard mitigation, and potential search & rescue to an extended support service event. The Shelton Fire Department maintained a command structure and operational posture for twelve (12) hours. Shelton Fire Department units then re-assembled to provide public service details and assist the Office of Emergency Management for an additional fourteen (14) hours. Overall the event was the first live test of our overall unified emergency service capabilities within Shelton, with all components of the system working efficiently together to ensure that our citizens needs were addressed in a professional, safe and timely manner.

Submitted by:

Francis Jones
Fire Chief

The goal of the Shelton Fire Department is to provide the highest level of life safety and property conservation to our community through fire education, fire prevention, suppression, and rescue services. Our mission is to perform life safety, incident stabilization and property conservation. The all-volunteer membership of the Shelton Fire Department is committed to upholding a standard of excellence, by building on a solid foundation of community spirit by dedicated neighbors helping neighbors

2. Fire Marshal James Tortora -none

3. Training Coordinator –

City of Shelton Fire Department
Training Coordinator

To: Board of Fire Commissioners
From: Jo Lynn Van Wart
Subject: Monthly Report –
Date: August 4, 2009

Commissioners,
The following is the Shelton Fire Department training report for July-August, 2009
Two citywide drills were held in July:

July 23rd – CPR/AED Training—Held at both Co#1 and Co#5

Attendance:	Co#5 - 20
	Co#1 –15
Total	35 SFD members certified

July 26th – Boat/Water Rescue Drill – Companies 1,4,5
Training included familiarization of boating techniques, equipment and operations for Co#5. This was done by Lt. David Van Wart from Co#1.
Captain Justin Sabatino from Co#4 instructed on techniques of water rescue. Training was done on a rotating basis so that all were able to learn both skills. Lunch was served after the drill at Co#1.

August --
The following training is scheduled in August
ISO – Co#3 – Instructed by CFA Instructors—August 13, 17,19 & 24 from 6pm to 10pm.
FSI-2 – Co#4- Instructed by CFA Instructors – August 30th, 8:30am to 4pm This is the start of the class. It has been opened to SFD instructors and Valley Instructors who are on a waiting list if there are still slots.

There is a Citywide Pipeline drill planned on August 27th at Co#4 which will be given by Iroquois Gas. Dinner will be served. The drill will be starting at 6:30pm.

Eight members of SFD Fire Police took part in Fire Police Training sponsored by the CT. Fire Police Association on August 2nd. The all day program was held at Great Hill Hose Co. in Seymour.

There will be a training division meeting on August 16th at 0900 at Co#1. The agenda will include items for training, future training, survey of training needs and wishes and other items. A report from the meeting will be included in next month's report.

Future Training:

Plans are in the works to either offer a combined FF1/2 with e-learning, FF1/HMWMD alone with e-learning and FF2 with e-learning. I-2 requirements may be put off until the winter months.

Valley Fire School is offering a FF2 program in the fall. We are trying to decide whether to send students there or continue with our plan to have SFD host FF2 via e-learning.

Training Calendar:

The SFD training calendar is up and running and will be available via a link given to all departments and hopefully soon on the training web site. Companies will be emailing me their training schedules for the month as well as any special events and I will place them on the calendar and send it out the each company for posting in hard copy. Some of the companies have added the link to their web sites. So far, it is running smoothly

Yours in Service,

Jo Lynn Van Wart

Jo Lynn Van Wart
Training Coordinator
Shelton Fire Department

4. Quartermaster Report Marc Connelly –

Quartermaster will discuss surplus under New Business/ Item 14, and vests under New Business/ Item 8.

5. Commissioner Sonsini - none

6. Commissioner Connolly - none

7. Commissioner Field - none

8. Commissioner Kosowsky - none

9. Commissioner Maglione - Chairman's Report - none

G. OLD BUSINESS

1. Assistant Chief's Description –

Commissioner Kosowsky asked who was working on this. Commissioner Sonsini stated that he believed it was a timeline issue of when they would be reappointed. Commissioner Sonsini stated that he would take this issue on and report back with his findings for the Companies' Assistant Chief's Description.

Commissioner Field motioned to table Item 1 on the Assistant Chief's Description to next meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

2. Administrative Associate Job Description –

Commissioner Field stated that the last thing we had on this was a letter from Sandy stating that the Commission needs to write a letter to the Mayor requesting that the job be advertised. Commissioner Field asked if the letter ever went to the Mayor. Fire Chief Jones stated that it did not because the Commissioners did not vote on it. Commissioner Kosowsky questioned the section on job description of supervision received. Commissioner Kosowsky believed supervision should be only from Board of Fire Commissioners. Commissioner Kosowsky believed having two different supervisors causes a problem. Fire Chief Jones explained that this job description has gone through the Administrative Assistant, the Labor Council, and through HR for job grade. If the job description is changed, the Commission will have to start the process all over again.

Commissioner Field motioned to accept the Administrative Associate Job Description as written. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed 3 – 1.

3. Awards Program (LOSAP) -

Commissioner Kosowsky stated that the reason he brought this up was because on the bottom of Table of Content page it had a section for two different signatures. One was for approved by the Awards Chairman and the other was the Board of Fire Commissioners. Commissioner Kosowsky feels it would be better to state approved by Board of Fire Commissioners and date.

Commissioner Sonsini motioned to accept revision plan on the Table of Content, to eliminate the two signatures and just have Board of Fire Commissioner with effective date on it. Commissioner Field seconded the motion. A voice vote was taken; motion passed 3 – 1 (Commissioner Connolly opposed).

4. Deputy Chief position -

Commissioner Connolly motioned that the Vice Chairman send a letter to the Mayor requiring to the status of the position of Deputy Chief and requesting that it be posted immediately. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to move back to Item 2 / Old Business. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Field motioned that the Vice Chairman send a letter to the Mayor in reference to the Administrative Associate Job Description and that it be posted. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

1. Develop Policy for Special Requirements in Job Descriptions -

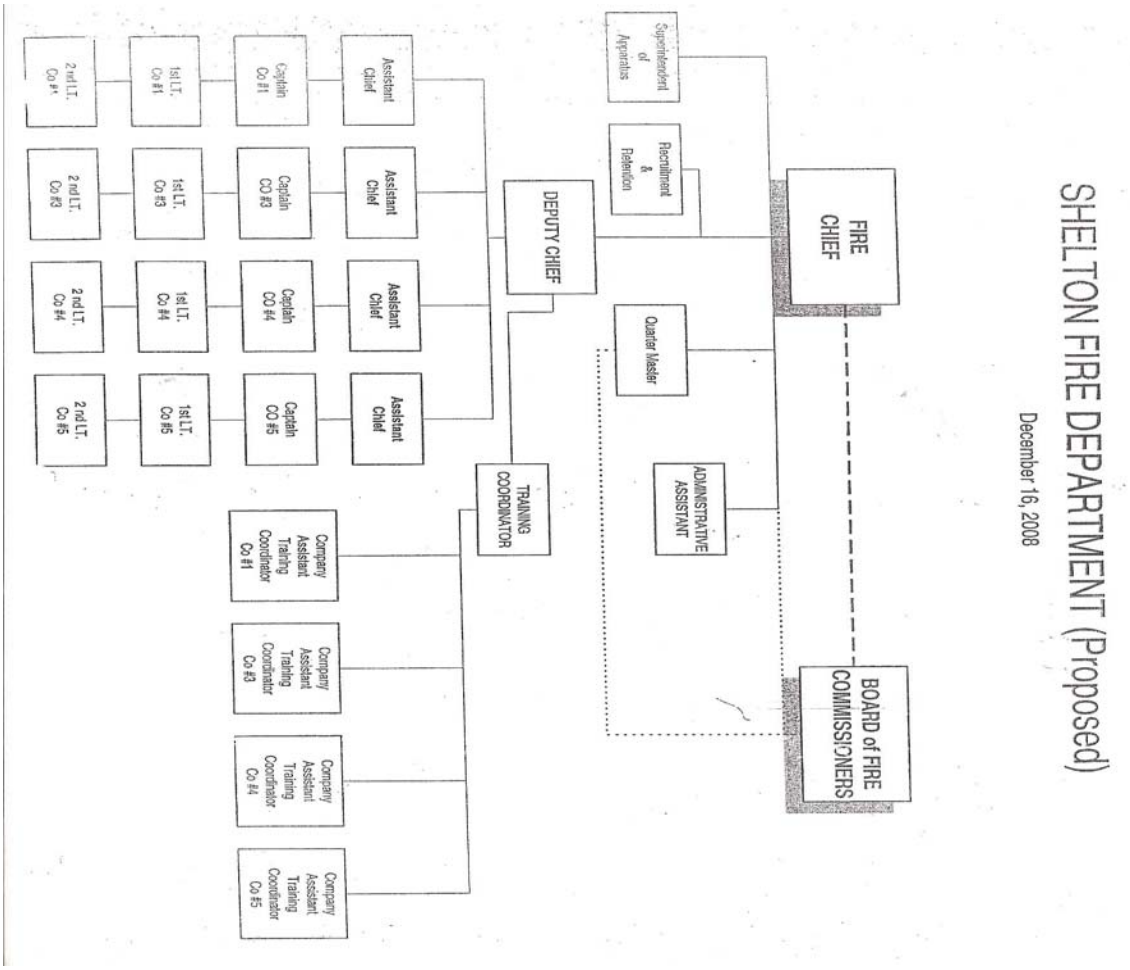
Commissioner Sonsini motioned to remove item from agenda. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

2. Reorganization of the Shelton Fire Dept. -

Commissioner Connolly stated that as we are on the cusp of making some changes within this department on the individual level and quantitatively within the City, with the approval of the funding and the budget; the proposed flow sheet that was first presented by the Chief seems to be fairly accurate and precise and I think it could really help improve what the department is trying to accomplish.

Commissioner Connolly motioned to accept proposed flowchart and Shelton Chain of Command that was presented by Fire Chief Jones back on December 16th, 2008. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to amend previous motion and to add in the title underneath Shelton Fire Department "Organizational Flowchart for Administrative and Operational". Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.



3. Fire Board responsibilities -

Commissioner Connolly motioned to table Item 3 / Fire Board responsibilities. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

4. Training Request/Reimbursement –

A training request came in from Gary Field and Jeffrey Caporaso for EMT training courses. Commissioner Kosowsky stated that training requests need to come in before classes are taken.

Commissioner Connolly motioned to accept both requests for Gary Field and Jeffrey Caporaso for reimbursement for EMT training course. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

A second training request came in for members who went to a training course in Seymour. Commissioner Connolly stated that the issue here is being aware of these courses before they are taken, going through the proper channels of communication. It's the understanding of the training coordinator, the Fire Chief, and this Board, that going forward; we need to follow the policy. Fire Chief Jones stated that he did not disagree, but he felt the policy needed to be revisited; it requires 45 days prior to the course to submit the application to the Board of Fire Commissioners.

Commissioner Field motioned to reimburse $15 for all those individuals from all four fire companies who went to training in Seymour for the Connecticut Fire Academy Course. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

A third training request came in from Fire Chief Jones and Assistant Fire Chief Tim Hongo, they are asking for at least course reimbursement for a training course from last year that was disapproved by the Mayor.

Commissioner Field motioned to reimburse Fire Chief Jones and Assistant Fire Chief Tim Hongo for training courses and to write a letter to the Mayor requesting to know why he disapproved the airfares and lodging. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

A fourth training request came in for bills for all City Wide drills. It will come out of the training division account.

Commissioner Field motioned to pay the bills for all city wide drill courses. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

5. Bids for year 2010 -

Bids for Air Compressor Unit- Commissioner Kosowsky stated that there were three bids which were from Shipman's, Air Compressor Engineering, and Independent Air Compressor. Commissioner Kosowsky explained that Air Compressor Engineering is an Eagle, Independent Air is a Mako, and Shipman's is a Bauer. Lowest bidder in the group is Eagle Air Compressor Engineering at $51,359, which also does the service. It is a complete unit so you will have your air compressor, fill station, and monitor all in one unit. In the center there is a reel so you can take it out and fill up any of the rescue trucks and spare bottles. It is a good size, not too big. Commissioner Kosowsky stated that if the Board were to accept the bid there are several avenues that they will need to go. First, it will need to go to the Board of A&T to accept the bid, next it will have to go to the Board of Finance and the Board of Aldermen for approval for financing because this is a capital improvement issues.

Commissioner Sonsini motioned to take care of the air compressor using the lowest bidder American Compressor Engineering. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

The second bid is for the testing of fire pumps. We received one bid for $450 per unit; we have another one for $165 per unit from Shipman's.

Commissioner Sonsini motioned to accept the $165 per unit bid from Shipman's on pump testing. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

The third bid is for repairs to the apparatus, on the spec sheet it was labor rate for general mechanic work and specialized mechanic work and labor work for body work and paint refinishing. So there was one bid from Tracy's Garage at $65 per hour for Item 1, $65 for Item 2, they did not bid on Item 3, 10% discount on parts in Item 4. Item number 5 is picking up and delivery is available at no extra cost and Item 6 is $120 per axle for doing the break inspections.

Second bid was from Gowans-Knight which is out of Watertown. Item 1 was $90 dollars, Item 2 was $90, Item 3 (body work) bid at $90, Item 4 is 15% discount on parts, Item 5 charges $90 per additional cost per vehicle for pick up and delivery and Item 6 he charges $200 for the break inspections.

Commissioner Kosowsky stated that they have one vendor that did the complete bid spec and the other vendor was 2 out of the 3. The mechanic superintendent of apparatus recommended that they award the body work to Gowans-Knight for specialized repairs. He then recommended general mechanic work and brake inspections to Tracy's. He suggested splitting bid up. Which means the regular labor rate would be the $65 for Item 1. Item 2 would go to Gowans-Knight which would be your fire apparatus, pumps, plumbing, and hydraulic systems with the $90 rate. Item 3 would also be at the $90 rate.

Commissioner Sonsini motioned to award item 1 and 6 on bid to Tracy's Garage. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Sonsini motioned to award Gowans-Knight items 2, 3, 4 and 5 on bid sheet. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Connolly is working on bids for batteries, gloves, foam, vests, and gear.

6. Fire Police Safety Equipment –

Commissioner Field stated that they want to put in for all Fire Police to have the same gear. Need to put in for about 20 sets. Commissioner Kosowsky stated it needed to go to Quartermaster.

7. Rope Rescue Equipment-

Commissioner Field stated that this is also additional items needed in case they had to go to rope rescues they need more equipment. Commissioner Kosowsky stated it needed to go to Quartermaster.

8. Purchase Order Request -

Commissioner Connolly stated he needed a total of 157 vests needed. Commissioner Kosowsky stated to ask the Fire Marshals if they wanted to use their own clothing budget to buy their vests. We will get a better quantity price for the more we order. Commissioner Kosowsky stated that Commissioner Connolly use his best judgment with the $5,000 budget.

Commissioner Sonsini motioned to approve purchase of vests for the Quartermaster Connolly. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky stated they will come up with standardized practice to eliminate all the confusion and also all the issues with signing and not signing.
Commissioner Sonsini motioned to table item number 8 to next meeting. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

9. Temporary Interim Position for Record Keeper –

Commissioner Kosowsky stated that they posted the job description and letter in all four fire companies. Commissioner Kosowsky wanted to know where keys to filing cabinets were. Commissioner Connolly stated that Jack Kramer still had them. Commissioner Kosowsky stated they needed to be returned immediately. Commissioner Kosowsky asked Commissioners what they wanted to do with Interim position. Commissioner Sonsini feels better knowing that this Interim has prior knowledge of all files and records. Commissioner Connolly feels that regardless of the end appointment, and the fact that we have a vacancy, and even when we go to appoint the new person, as Gary mentioned, it could be 30 days before the Mayor signs off on it. To have a temporary appointment put into that positions as companies are bringing in new members, then that alone is going to be a point. Commissioner Field stated there could be an issue putting in a temporary person.

Commissioner Sonsini motioned to approve temporary interim position for Record Keeper with approval from Mayor on part-time position. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed 3 – 1 (Commissioner Field opposed).

10. Memo from alarms -

Fire Chief Jones stated that all City buildings, except City Hall, are all on Central Station, which is a telephone line. The plan of action is to continue to dismantle all these old lines. There are still about 14 miles of lines that need to come down. After these lines come down, decisions will have to be made.

Commissioner Sonsini motioned to give Commissioner Kosowsky approval to talk to Finance Director about last year's budget of account and then report back to the Board. Commissioner Connolly seconded the motion. A voice vote was taken; motion passed unanimously.

11. Application for clerical –

Fire Chief Jones stated that they have set up subcommittees under Officer's Council Committee for Strategic Planning, for Safety Committee and Truck Replacement. It doesn't require a professional clerk there, but it is advisable to have a City Clerk. Fire Chief Jones went to HR to find out how to find a clerk and HR put a posting out. Fire Chief Jones asked Committee to put this item on the next Special Meeting.

Commissioner Field motioned to table to next special meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

12. Radio System

13. Capital Improvement –

Commissioner Kosowsky wanted support from Board to send out letter to Board of Finance, the BOA and also Public Safety and ask them what the status of the radio system is. Our membership wants to know what's going on with this radio system, are we getting new one or not? We need support from Board to get this done. Commissioner Kosowsky would like to form two letters to cover this and the Board to come up with plan for next meeting.

14. Surplus

Commissioner Sonsini motioned that Quartermaster Connolly drafts letter for surplus and submits to Board for approval. Commissioner Field seconded the motion. A voice vote was taken; motion passed unanimously.

I. EXECUTIVE SESSION – HOMELAND SECURITY - none

J. ADJOURNMENT

Commissioner Field motioned to adjourn. Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 10:14 p.m.

Respectfully submitted,
Kimberly Wells
Kimberly Wells
Clerk

2 TAPES ON FILE IN TOWN CLERK'S OFFICE