



*CITY OF SHELTON
SHELTON FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, September 1st, 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 (arrived at 8:10 p.m.)
Tim Hongo, Assistant Fire Chief

A. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Commissioner Kosowsky. Chairman Mike Maglione was not present.

B. PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

Robert Simon: Fire Fighter with Company 3. Good evening, I wanted to approach the Board about some support for a fire fighter truck rodeo that we want to put together. We came to the last meeting hoping to get on the agenda, but it didn't work out. I put together a brief presentation on what we would like to do. The idea came from the fact that each Fire Company has an identical fire truck. What we wanted to do is put on a professional style driving competition. It's a slow speed course that has somewhere between 8 and 9 obstacles that the drivers have to negotiate through. The idea here is to promote driver safety and get them familiar with what these new trucks can and can't do. This is something fun for the guys to do, more focused on guys who have been around for a long time. OK, so what are we asking for? We put together a budget, which I'll give you a copy of. It's a complete breakdown of the budget. It is \$4,100 dollars total. It's about \$650 cost to lay out the course. There is a lunch that we would like to put on after this; this will be done on Sunday morning, September 27th. Location is Perkin Elmer. We would like to get t-shirts for all the participants. There are trophies we got quotes on to give out. We also need to pick up some insurance. We have got a lot of support for this. We will have opening remarks at 9 and then run course till noon. (Mr. Simon submitted a copy of presentation for the record). Thank you very much.

D. APPROVAL OF MINUTES

1. Minutes of Regular Meeting August 4, 2009
2. Minutes of Special Meeting August 18, 2009

Commissioner Field motioned to approve the minutes of the August 4th, 2009 Regular Meeting and the August 18th, 2009 Special Meeting. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Commissioner Kosowsky stated that Commissioner Field brought up a very important point on our training requests. That being when it comes to travel, when it is out of state, it has to be approved by the City on meals and lodging and also on use of vehicles. Anything having to do with lodging in state or out must have additional paperwork filled out. Commissioner Field stated on the back of the application, the second page is where they would have to fill out if they are expecting food or lodging.

Commissioner Kosowsky moved onto additions to the agenda.

Commissioner Sonsini motioned to add Items 4 -8 under New Business. Item 4 for Fire Police, item 5 for Training, item 6 for Truck Rodeo, item 7 for Food Bill for tornado, and item 8 for Capital Improvement Plan. Commissioner Connolly seconded the motion.
A voice vote was taken; motion passed unanimously.

F. REPORTS:

1. **Fire Chiefs Report Francis Jones** – moved to next meeting
2. **Fire Marshal James Tortora** – none

3. **Training Coordinator Jolynn Van Wart** – moved to next meeting



City of Shelton Fire Department Training Coordinator

To: Board of Fire Commissioners
From: Jo Lynn Van Wart
Subject: Monthly Report –
Date: September 1, 2009

Commissioners,

The following is the Shelton Fire Department training report for September, 2009

August --

The following training took place

ISO – Co#3 – Instructed by CFA Instructors—August 13, 17, 19 & 24 from 6pm to 10pm – 7 members participated.

FSI-2 – Co#1- Instructed by CFA Instructors – August 30th, 8:30am to 4pm

Citywide Pipeline drill on August 27th at Co #4 which was given by Iroquois Gas. Dinner was served.

A training division meeting was held on August 16th at 0900 at Co#1. Breakfast was provided by Co#1. The agenda included suggestions for training, future training, survey of training needs and other items. Instructors requested zipper pants for their uniform. This is one pair of pants and can be zipped to provide shorts for use when instructing in warmer weather. Prices were obtained for shorts alone, BDU shorts and the dual use pants. It was determined that the dual use pants are a more practical item and the most economical choice.

Future Training:

- SFD--FF2 certification class utilizing E-learning combined with practical training with a Statewide practical and written provided by CFA
- SFD hosting RIT class sponsored by Valley Fire School starting the end of September.
- Firefighter 1 class in planning stages—waiting for counts from all departments.
- Tanker drill
- Battle of the two's
- Training dates reserved at Fairfield Fire School for LPG and Live Burns

Training Calendar:

The SFD training calendar is being updated for September. Web site is being resurrected. More information to follow

4. Quartermaster Report – Marc Connolly

Monthly report from Marc A. Connolly Quarter Master Shelton Fire Department for the month of August 2009.

The following Purchase Orders were completed and orders placed.

Item	vendor
Foam	Shipmans
Ansi vest	Shipmans
Helmets	Shipmans
Extrication gloves	Shipmans
Hoods	Shipmans
Gear 2 sets	Shipmans
Batteries	Shipmans
Lights	Shipmans

4 saws were repaired or are be repaired at this time, 1 positive pressure fan is out for repair at Shipmans awaiting quote.

Packs and bottles were returned that were posi checked and repaired.

The 2 firefighters with special boot orders met with representative to finalize the fitting process.

The bio systems po was forwarded to Connie Shortell to have vendor name changed to purchase the gas.

Jim Brown and myself are preparing to order more speedy dry as the supply on hand is getting low

Respectfully submitted

Marc A. Connolly

5. **Commissioner Sonsini** - none
6. **Commissioner Connolly** - none
7. **Commissioner Field** - none
8. **Commissioner Kosowsky** – none

Commissioner Sonsini asked if the Commissioners could get these reports beforehand using their email addresses; it would make it a lot easier. Commissioner Kosowsky stated he sees no problem with that.

G. OLD BUSINESS

1. Assistant Chief's Description

Commissioner Connolly 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.

Commissioner Sonsini is still looking into this matter and will have ready for next meeting. Commissioner Connolly asked that for the next meeting all Commissioners have their current Company's Assistant Chief's date of appointment, so we can have that as part of our discussion. Commissioner Kosowsky stated that we would have to go back to the minutes, because they were each done at different times.

2. Fire Board Responsibilities

Commissioner Kosowsky stated that he suggests we should table until we have a full board.

Commissioner Connolly motioned to table Item 2 on Fire Board Responsibilities to next meeting.
Commissioner Sonsini seconded the motion.
A voice vote was taken; motion passed unanimously.

3. Purchase Order Request

Commissioner Connolly stated that we tabled this from last month. Commissioner Kosowsky stated they Commissioner Connolly was looking into the status of the bio-systems, the gas, and changes, this is what this item was about. Commissioner Kosowsky stated Commissioner Connolly is also fixing of the air packs, which Commissioner Connolly stated today that he has that under control. Commissioner Connolly stated that Chief Jones also came up with some further information that he was going to share when he got back here. Commissioner Kosowsky stated that they would go to the 'Bids of the Fire Department Equipment' and when they do that, they can get this matter all done. (That is under New Business - Item number 3).

Commissioner Field had one question on the purchase order items; he wanted to know if the Fire Police and Rope Rescue gear had been ordered. Commissioner Connolly stated that the Rope Rescue order that was submit earlier in the year, the Chief sent back to the person who ordered, asking for more information and it hasn't come back to us yet. The Fire Police, the only thing I was aware of was the vest that we wrote in the last P.O. Commissioner Field stated that the only reason he asked was because there was a letter that came back from Shipman's and he was unaware that it even went out. But there is a letter from Shipman's and he didn't know who sent the request. Commissioner Connolly stated that it wasn't from him. Commissioner Connolly stated that this is one of the problems that continue to plague us as far as people who are authorized to go out and speak out on behalf of the department and making commitments and stuff; versus someone going out and just doing fact finding. How they are asking questions is the bigger issue. Commissioner Kosowsky stated that nothing is supposed to be bought without a purchase order. We need to send a letter to the purchasing department and the Mayor stating that any requests needing any additional information on any purchase orders, gets forwarded back to the Board of Fire Commissioners, then it can be forwarded to Commissioner Connolly. This way it will go to one person.

H. NEW BUSINESS

1. Alarm Division/ Transfer of Funds

Commissioner Kosowsky stated that he was able to take care of bill from February through June. He stated that since it was in that year, they were able to use that account for the 2009 budget. So, each individual has been paid up to that date. We still owe for July and August and they are still doing some more work. Commissioner Kosowsky stated that we need to take money out of account to cover taking rest of boxes down, there is also more work to be done but that is something we will have to go to BOA about because that is Capital Improvement.

Commissioner Field motioned that we take \$4,000 out of 2400-512.10-1 regular payroll and transfer it into 2400-512.30-14 alarm maintenance. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

**Amend motion to \$5,000 instead of \$4,000.
A voice vote was taken; motion passed unanimously.**

2. Interview Process for Record Keeper Position

Commissioner Field motioned to go into Executive Session at 8:15 p.m. in order to proceed with interview process for the Record Keeper position. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Field motioned to leave Executive Session at 8:45 p.m. and proceed with regular meeting. Commissioner Sonsini seconded the motion. A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky thanked the interviewee's for coming and stated that they will make the selection process at the October meeting. Board will notify that particular individual. It will be done at the October meeting, tentatively. Thank you both for coming tonight.

For the record, there was no votes, no motions during Executive Session.

3. Bids for Fire Dept. Equipment

Commissioner Kosowsky stated that he put this on the agenda and he thinks it would be a good idea if we go back to the bidding process for the equipment. He spoke with the Quartermaster and he thinks he agrees with him on several issues. One issue would be that we go out to bid for the servicing of our Draeger equipment, so that clears that. Commissioner Kosowsky believes this will make Quartermaster's job easier, especially on repairs. Second one on the fire equipment would be that each fire Company comes up with a list of equipment that they need, and forward it to the Quartermaster and he compiles a list and we go out to bid. This will make it easier on number of purchase orders that we won't have to write, you'll be able to write one or two or three, depending on the bids. You'll be able to order all the items, it will go through the Board of A&T, and it will go through the bidding process. It will also give us a better idea where we stand financially. Commissioner Connolly stated that starting off the orders should be a list of 10 items per Company. Using the items from the perspective of, when we are talking about equipment, its equipment that is carried on the vehicles. When we are talking about gear and flashlights, it's the flashlight that's on the individual. Commissioner Kosowsky stated that if we could come back to the October meeting with a list, we can give it to the Quartermaster, he can review it, and he can come back to us. Commissioner Connolly stated

that he would ask for a Special Meeting in October so he could bring back to Board and the Board could move forward on the bid.

4. Fire Police

Commissioner Sonsini motioned to add Robert Cummings to the Huntington Fire Co. #3 fire police roster. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

5. Training

Commissioner Connolly motioned to allow the attendance to the training course and upon successful completion and presentation of certificate; we will reimburse the \$275 for the course. Commissioner Field seconded the motion.

A voice vote was taken; motion passed unanimously.

6. Truck Rodeo

Commissioner Connolly stated that he knows we have already endorsed this program and I believe the efforts that the individuals that are working it and what they have presented to us is more than something that is just a fly by night. It looks like they have put a lot of effort into it, and with the idea of bringing in the luncheon for the members and their families to participate, the fact that this is a chance for some positive public relations, I whole heartedly feel that the \$4,110.00 that they are asking for is a small price to pay for some good positive public relations at this time. We have \$7,000 in our recruitment account and we can use this as a recruitment event seeing that it is going to be open to the public and the press is going to be there. Commissioner Sonsini stated that during the last few months a lot of trucks have had a lot of motorcycle runs for breast cancer and 9/11 and the department has dedicated itself to touch a truck and stuff that they do for free. He believes that this would be good to give back to them.

Commissioner Connolly motioned to appropriate the total of \$4,110.00 out of the recruitment fund. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Sonsini stated to make a note that we already gave them \$1,000.

7. Food and Bills for Tornado

Commissioner Kosowsky stated that he thought this was all coming out of emergency management and his suggestion is to forward it to the Officer of Emergency Management or to the City. Commissioner Connolly stated that he agrees with what he is saying, but I think what we need to do is get them an answer quickly and it needs to be handed over to the people. As Commissioner Field stated, these are the companies that they choose to use during fire emergencies. Commissioner Kosowsky stated that we will have to go back to storm watch emergencies and watch what we spend and get a better handle on this. Commissioner Kosowsky stated that all the Companies come to next meeting with their bills from that day and then we will reimburse those Companies in the same matter.

Commissioner Field motioned that we pay the bill of \$831.58 for July 31st and August 1st receipts. Commissioner Connolly seconded the motion.

A voice vote was taken; motion passed unanimously.

8. Capital Improvement

Commissioner Kosowsky would like to see the Board come up with a Capital Improvement Plan and then move forward on it. Commissioner Kosowsky stated that the Board of Fire Commissioners' have had for over 10 - 15 years now complaints over their radio system. The Board went out and hired a professional consultant to do a study on the radio system. The study was handed in and nothing has been done. There is a lot of talk, but no action. That's one capital improvement they need to work on. The second is Company #3; they have a problem with their building. It is time the City moves forward on Company #3. The next item is Company #1, they were supposed to relocate it and it never happened. We need to put together plan with communication system and our buildings. Commissioner Connolly stated that he thinks his ideas are where we need to move, what he thinks is that for our October meeting what would be good is if each Commissioner comes back with a deficiency list of their companies, of their structures of their companies.

I. EXECUTIVE SESSION

Commissioner Connolly motioned to go into Executive Session to discuss Homeland Security with Fire Chief Jones at 9:20 p.m. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Connolly motioned to leave Executive Session at 9:43 p.m. and proceed with regular meeting. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

For the record, there was no votes, no motions.

J. ADJOURNMENT

Commissioner Field motioned to adjourn. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

MEETING ADJOURNED AT 9:44 p.m.

Respectfully submitted,

Kimberly Wells

Kimberly Wells
Clerk

1 TAPE ON FILE IN TOWN CLERK'S OFFICE