



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

January 8, 2008
Room 204

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

A. CALL TO ORDER

Chairman Robert Araujo called the Regular Meeting of the Board of Fire Commissioners to order at 7:47 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 December 18, 2007

Commissioner Sabatino motioned approve the minutes of December 18, 2007. Commissioner Chase seconded the motion. A voice vote was taken; motion passed unanimously.

E. COMMUNICATIONS

Communications received:

1. Letter informing the Commission that Mike Alterio, Sr will be the new custodian at White Hills, Company 5.

Commissioner Sabatino motioned to accept the letter and transfer Mike Alterio, Sr as the custodian for Company 5 and remove Leroy Rogers and Wayne Rogers from the payroll. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed unanimously.

2. Memo received from Sandy Nesteriak regarding preliminary design for Huntington Fire Co. Building
3. Correspondence has been received that the Commission has been cc'd.

All communications received are attached.

F. REPORTS

1. Fire Chief John Milo
Report attached

Commissioner Sabatino motioned to send the Chief a letter to notify the Board immediately when a vehicle does not meet a requirement or is taken out of service. Commissioner Sonsini seconded the motion.

Discussion: Commissioner Chase stated that this was an operational issue. Chairman Araujo stated this is two-fold, one could be the vendor and the other could be that if there is a major equipment failure, the Commission should know ASAP. If service is not getting done by the vendor then this Commission needs to know immediately.

A voice vote was taken; motion passed unanimously.

2. Fire Marshal James Tortora
Report attached

3. Training Coordinator Francis Jones

The Commission has approved the training from now until the end of the budget year. Fran Jones submitted a detailed summary of training for next year which is in the budget. Chairman Araujo suggested that the detailed training be brought back to each perspective Companies.

Fran Jones stated he broke down the training into different categories: Officer level training, driver operator training, firefighter and recruit training. Within those categories there is also fire suppression and rescue.

Report attached

4. Quartermaster Report Jack Brand Jr.

Report attached

5. Commissioner Sonsini

No Report

6. Commissioner Chase

Open work orders. He will try to go to each Company this week to verify which open orders have been completed.

7. Commissioner Sabatino

Commissioner Sabatino worked with Jack Brandt and organized central storage. Most of the equipment has been set up. A phone that was ordered has been received. Suggestion made to have Jack Brandt attend a meeting with the Commissioners to set up a Master Checklist of central storage items.

8. Commissioner Kosowsky

Commissioner Kosowsky stated that at last meeting, there was correspondence received from Northeastern Communications as to what is needed to be replaced. It is on the agenda because there needs to be a transfer of funds. There is a need to purchase two (2) UHF portable radios, one for Company 3 and one for the Assistant Chief that had his stolen from his vehicle.

Commissioner Sabatino motioned to approve a budget transfer as detailed by Commissioner Kosowsky to purchase necessary communications equipment that was talked about in December of 2007. Commissioner Chase seconded the motion

A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky also stated that the Commissioner write two (2) letters: (1) to the Purchasing Agent requesting a Waiver of Bid to cover these expenditures and; (2) a letter written to the Board of Aldermen advising them of the process taken.

Commissioner Sabatino motioned for the Commission to write a letter to the Purchasing Agent requesting a Waiver of Bid for communications and also to the Board of Aldermen advising them as to what the Commission has requested from the Purchasing Agent. Commissioner Kosowsky seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Kosowsky motioned to send a letter to the Board of A&T with the necessary line item transfers to back up the purchase orders. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

9. Commissioner Araujo – Chairman’s Report

Chairman Araujo stated that the wireless network is locked down. We are now on a State system and a Municipal system. He has been in contact with Dan, the IT rep and there will be a form forthcoming listing ID’s. This is when the Company is tied to the City network.

G. OLD BUSINESS

1. Estimate to Repair Digitize 300

Commissioner Sabatino motioned to table this to next months meeting. Commissioner Sabatino waiting to meet with vendor to verify is repair is needed. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

2. Budget Approval

Commissioner Chase motioned to accept the changes discussed at the Special Meeting regarding the budget for 2008-2009. Commissioner Sabatino seconded the motion.

A voice vote was taken; motion passed unanimously.

H. NEW BUSINESS

1. Fire Police List

Commissioner Sabatino motioned to accept Company 4's Fire Police List as submitted. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed unanimously.

2. Gear and Equipment Bids

This is in regards to the bids on the leather boots. The Commission accepted the specs, now the specs need to be forward to the Purchasing Agent.

Commissioner Sabatino motioned to have the Chairman forward the specs to the Purchasing Agent. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed unanimously.

3. Custodial Job Description

Commissioner Sabatino motioned to table this item to next months meeting. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed unanimously.

4. Office Help

At this point there is office help three days a week. The help will be there for one more month. There will need to be some action taken once the office help leaves.

5. Commissioner Assignments

Recommendation made by Chairman Araujo:

Commissioner Sonsini assumes the responsibilities of the Maintenance Work Orders from Commissioner Chase. Commissioner Chase to help transition to Commissioner Sonsini all the open work orders and the process.

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Commissioner Chase be the point of contact regarding bids and bid specs as well as purchase requisitions, that everything is coded properly and also to be aware of the expiration on any bids. Also for Commissioner Chase to be aware of the Appointments regarding the Companies.

Commissioner Kosowsky to work on communications and budget details.

Commissioner Sabatino to take over Equipment and Vehicles as well as Fire Alarm Systems.

Commissioner Sabatino motioned to accept the recommendation from the Chairman as to the Assignments of the Commissioners. Commissioner Sonsini seconded the motion.

A voice vote was taken; motion passed unanimously.

6. New Assistant Chief Equipment and Car # Assignments

The Quartermaster needs to get the equipment.

Commissioner Sabatino motioned to have the Quartermaster procure and obtain the necessary equipment for the four (4) Assistant Chief positions. Commissioner Chase seconded the motion.

Discussion: Commissioner Kosowsky suggested that the Quartermaster provide the Commission with an inventory of what has already been received.

A voice vote was taken; motion passed unanimously.

Commissioner Sabatino motioned to continue on with the cars with consecutive single numbers and assign as they come up. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed unanimously.

7. Budget Transfer for Radio Repairs

Have been completed in the budget review process.

8. Doors – Company 5

Request was made to have insulated doors.

Commissioner Kosowsky motioned to have the Commission sent a letter to the Board of Aldermen requesting remote controls on the existing doors at Company 5 to save energy costs. Commissioner Sabatino seconded the motion.

Discussion: Need price quote. Commissioners Chase and Sonsini to get price quotes.

A voice vote was taken; motion passed 3-2 in favor.

9. Chief Position

The original job description that has been worked on still stands due to ordinances and the City Charter.

Commissioner Sabatino motioned to repeal all other Chief Job Descriptions that have been approved. Commissioner Chase seconded the motion.

Discussion: Commissioner Kosowsky requested that the Commission review this with an attorney that Corporation Counsel appoints.

A voice vote was taken; motion passed 4-1 in favor.

Commissioner Sabatino motioned to approve the existing job description and number it according to the book. Commissioner Chase seconded the motion.

Discussion: Commissioner Kosowsky stated that this job description was not included on the agenda under H-New Business, item 9. Per Chairman Araujo there is a nexus towards that subject based on an FOI hearing. There can be discussion and a vote be taken.

A voice vote was taken; motion passed 4-1 in favor.

Commissioner Sabatino motioned to have the Chairman take care of the postings for the job description and the distribution to the Companies. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed 4-1 in favor.

10. Communications Service Contract

Commissioner Sabatino motioned to accept the service contract from Motorola Communications Program and prepare the information for the Purchasing Agent for a Waiver of Bid from the Board of Aldermen. Commissioner Chase seconded the motion.

Discussion: Commissioner Kosowsky is concerned that portables equipment is not going to be a part of the maintenance agreement. There is no price for installation included or for outside labor for broken base stations.

A voice vote was taken; motion passed 4-1 in favor.

I. EXECUTIVE SESSION – Homeland Security

None discussed.

J. ADJOURMENT

Commissioner Sabatino motioned to adjourn. Commissioner Chase seconded the motion.

A voice vote was taken; motion passed unanimously.

Commissioner Araujo adjourned the Meeting of the Board of Fire Commissioner at 9:11 P.M.

Respectfully submitted,

Sophia V. Belade

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