



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

Tuesday, July 1, 2008

Shelton City Hall

Room 204

Commissioners present: Robert Araujo, Chairman

Merle Chase

John Sonsini

Gary Field

Bruce Kosowsky

Chief Millo

Assistant Chief Hungo

A. CALL TO ORDER

Chairman Araujo called the Special Meeting of the Board of Fire Commissioners to order at 7:34 P.M.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. PUBLIC PARTICIPATION

Assistant Chief Hungo states we sent last year a policy recommending to the Board about portable radio use. That policy was tabled because the Chief never reviewed. That policy has never come back up again for approval. Was wonder where the recommendation is and what the status of it is?

We sent that back to the Chief and Officer's Council and it did not come back to us states Chairman Araujo.

The Chief states that he needs to review because he states he never saw it that was at one meeting and never heard about it again.

Chair Araujo asks for another copy of the policy.

There were a couple of question that we brought up on it.

Please add to our next meeting agenda under Communications - Portable Radio Usage.

D. APPROVAL OF MINUTES

COMMISSIONER FIELD MOTIONED TO APPROVE THE MEETING MINUTES OF THE SPECIAL MEETING FROM MAY 13, 2008 AND THE REGULAR MEETING FROM JUNE 3, 2008. SECONDED BY COMISSIONER CHASE. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.

E. COMMUNICATIONS

No communications

F. REPORTS

1. Fire Chiefs Report John Millo - present for June

2. Fire Marshal James Tortora - none

Submittal of reports for next meeting.

3. Training Coordinator - Francis Jones -

Chairman Araujo congratulates Francis Jones and his team for the work he has done on the training for the Fire Department.

Since the Training Coordinator covers the Fitness Program and we have an expired bid. The bid for the medical program is under old business.

The rest of the report is present.

4. Quartermaster Report - Jack Brand, Jr. - report present. Quartermaster is asking for confirmation of fax machine with a dedicated line and a City e-mail address.

Training gear will be here about August 1, 2008.

Chairman Araujo asks Assistant Chief Hungo to contact him when the Hose testing is ready.

5. Commissioner Sonsini - Bid for the floor at Company #1 has been open. Air Compressor problems - we decide to look for in house compressors. With the new rescue trucks, I have been

working on with Company #1. We have decided to remove the on board compressors. So we are working with them. The specs are in coming up with the specs for the compressors and trucks for both Companies #1 and #3. We are hoping to have the final specs for submission to the Board for your next meeting.

6. Commissioner Chase - 124 purchase orders and only 17 purchase orders are open most of them from June.

Please have Lisa attain a final copy of the Budget for 2008-2009.

7. Commissioner Field - With everything wiped out from end of year I have nothing.

8. Commissioner Kosowsky - We need to see where we are with everything because purchasing and finance were closed on Monday.

Commissioner Chase asks if he can add one thing. He received an e-mail from the Chief today concerning the expense of a bus going to the Barnum Festival Parade. He is asking for us to pay \$150.

Why are we doing after the fact? No one notified us.

Commissioner Kosowsky states the low band/UHF portable radios came in and distribution has occurred on the 8 portable radios for the Assistant Chiefs.

Also warns about letting the batteries run down they take a long time to recharge so don't let them wear down.

All the wires and lines are in for the new radios at the communication site. Telephone Company states their end is done now it's the Communication Company.

Minotaur Vs for pagers are still ok but Three's and fours are harder to get.

Please go to your companies and find out how many pagers you need for our next month meeting.

Commissioner Kosowsky states why would I not let the Board know there is no money in the Fuel Account and being accused of holding up the purchase.

I was told the measuring device was not working properly and was unsure how much fuel was left.

Commissioner Araujo asks Commissioner Sonsini to procure the measuring device for the fuel and have one in spare for the Quartermaster. We need to track the fuel levels appropriately because of fuel costs as of this time.

9. Commissioner Araujo - Chairman's Report - We are in the beginning year of the 2008-2009 Fiscal Year.

Communications System for the next meeting's agenda.

G. OLD BUSINESS

1. LOSAP - we had a proposal from the LOSAP committee. We do not have dollars for them. I think my recommendation to the LOSAP Committee is to take the 33 or 32 people that are officers of the City and we give them their points. That was my recommendation to them. They had a couple of other suggestions.

Commissioner Chase recommends a work session with the LOSAP Committee.

2. Fitness Program - We had three proposals. This is a test program. The advantage to the test program is to evaluate and coordinate the program with our needs. The cost of the pilot program is

\$4900 per person.

Bid for Medical Program – We need to re-bid for the medical program process.

**COMMISSIONER KOSOWSKY MOTIONS TO ASK TRAINING COORDINATOR AND
COMMISSIONER FIELD TO GET PROPOSALS ON THE MEDICAL PROGRAM CANDIDATES.
SECONDED BY COMMISSIONER FIELD. A VOICE VOTE WAS TAKEN. MOTION PASSED
UNANIMOUSLY.**

**COMMISSIONER CHASE MOTIONS TO ACCEPT THE BID FROM REHAB ASSOCIATES,
REALIZING THAT THEY ARE NOT THE LOW BIDDER. SECONDED BY COMMISSIONER
SONSINI. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

3. Purchase Process – Budget Challenges is going to be energy and fuel costs. Make sure we have a purchase order and the money in the account and anything over \$1000 come to the Board for approval.

Commissioner Kosowsky submits proposal where the different companies submit a list to the quartermaster then one list is compiled and submitted to the chief for recommendation for approval then submit it to us.

**COMMISSIONER SONSINI MOTIONS TO ACCEPT THE PURCHASE ORDER PROCESS
SUBMITTED BY COMMISSIONER KOSOWSKY. SECONDED BY COMMISSIONER CHASE. A
VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.**

The Training Coordinator states our rehab station stock is expended. Commissioner Araujo states to create a purchase order for \$1000 and have it delivered every six months.

Commissioner Araujo states to replenish the supply and then go get three bids for this.

COMMISSIONER SONSINI MOTIONS TO REPLENISH THE REHAB SUPPLY STOCK FROM TRAINING AND REIMBURSE COMPANY #4 THEN GO TO BID FOR FUTURE PURCHASES. SECONDED BY COMMISSIONER FIELD. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.

COMMISSIONER CHASE MOTIONS TO GO BACK TO FITNESS PROGRAM. SECONDED BY COMMISSIONER FIELDS. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.

H. NEW BUSINESS

1. Distribution of Purchased Items - Commissioner Araujo asks to have someone contact the Quartermaster to have him contact Commissioner Araujo to discuss the distribution process.

2. Discussion of Positions:

Quartermaster

Training Coordinator

Assistant Chief Fire Prevention

Commissioner Araujo asks to have Lisa make a spreadsheet on appointments and extension on positions so we can post open positions.

COMMISSIONER FIELDS MOTIONS TO EXTEND THE POSITIONS FOR 60 DAYS TO RESEARCH AND CHART APPOINTS. SECONDED BY COMMISSIONER CHASE. A VOICE VOTE WAS TAKEN. MOTION PASSED UNANIMOUSLY.

I. EXECUTIVE SESSION - HOMELAND SECURITY

No discussion.

J. ADJOURNMENT

COMMISSIONER KOSOWSKY MOTIONED TO ADJOURN. COMMISSIONER CHASE SECONDED THE MOTION. A VOICE VOTE WAS TAKEN; MOTION PASSED UNANIMOUSLY.

Chairman Araujo adjourned the Special Meeting of the Board of Fire Commissioner's at 8:58 P.M.

Respectfully submitted

Denise M. Domorod

Denise M. Domorod,

Clerk

One tape two sides on file with City Clerk's Office. .