



CITY OF SHELTON
SHELTON FIRE DEPARTMENT
Fire Commissioner's Regular Meeting
September 2, 2008
Minutes

Commissioners present: Robert Araujo, Chairman

Merle Chase

John Sonsini

Gary Field

Bruce Kosowsky

Also Present: Paul Hayes, LoSap Awards Committee, Chairman

Fran Jones

Melissa Anglace

Christine Corbin, Clerk

A. Call to Order

Chairman Araujo called the regular meeting to order at 7:37 PM.

B. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

C. Public Participation

Paul Hayes, Chairman of the LoSap Committee, inquired about the progress on evaluating and reviewing the proposed projects and summary plans, as presented in the August meeting. Chairman Araujo invited the members of the LoSap awards committee to the next meeting of the Board of Fire Commissioners, and asked Mr. Hayes to send the presentation electronically so that it can be distributed to the Board Members for further consideration prior to discussion at the next meeting.

Agenda Item for next meeting: LoSap Awards Committee Decision on process.

Chairman Araujo thanked Chairman Hayes and the LoSap committee for their hard work.

D. Approval of Minutes

- **A Motion was made by Commissioner Merle Chase to approve minutes from the following meetings:**

1. **Special Meeting August 7, 2008**

2. Special Meeting with Captains on August 7, 2007
3. Special Meeting on August 11, 2008
4. Special Meeting on August 12, 2008.

The Motion was seconded by Commissioner John Sonsini.

The motion was discussed and Commissioner Bruce Kosowsky pointed out there were errors in the minutes.

The Motion was amended by Commissioner Chase to accept the minutes with the two changes suggested by Commission Kosowsky for the August 7, 2008 meeting;

1. There were four commissioners present; John Millo is not a commissioner.
2. The vote on the surplus vehicle will have to be re-voted upon as the vote was 3-1 which does not meet the policy.

The motion to approve the minutes with the changes was seconded by (tape inaudible). A vote was taken, and the motion passed, 5-0.

- A Motion was made by Commissioner Chase to add the following items to the New Business section of the agenda;

Item 6. Vehicle Disposal

Item 7. Business Cards

Item 8. AED

Item 9. Training

Item 10. Medical Bid 29-22

The motion was seconded by Commissioner Gary Field. A vote was taken, and the motion passed, 5-0.

E. Communications

The only communication will be covered by Chairman Araujo under item H. New Business.

F. Reports:

1. *Fire Chiefs Report John Millo*

An electronic copy was received by Chairman Araujo, but was not printed at the time of the meeting.

2. *Fire Marshal James Tortora*

None

3. *Training Coordinator Francis Jones*

No questions were posed concerning the Training report.

Commissioner Kosowsky asked Fran to add the shipping charges to the information on what he is ordering in the future.

4. *Quartermaster Report Jack Brand Jr.*

None

5. *Commissioner Sonsini*

None

6. *Commissioner Chase*

Grant funding for trench rescue item is open until the end of the year. Commissioner Chase stated that he will keep track of the grant writing.

Commissioner Chase would like to express the displeasure of the Charter Revision committee as presented to the Board of Aldermen. He would like to see more the Board of Fire Commissioners recommendations in the Officer's Council. In addition he does not like the idea of the Chief being a contract person.

7. *Commissioner Field*

The Quartermaster is a little upset with the SCBA.

8. *Commissioner Kosowsky*

Would like to send letter to Corporation Council from Board of Fire Commissioners discussing who has the authority to supersede the Purchase Order System. It's time to find out what is going on with this. Bills have to be paid and they are being held up.

9. *Commissioner Araujo – Chairman's Report*

Purchase Orders: Make sure when Purchase requisition is issued please provide as much information of purchase requisition. When standard equipment needs to be ordered, use Quartermaster to order.

Chairman expressed his continued interest in having the Quartermaster present at one of the meetings. Commissioner Chase replied that he (the Quartermaster) works the second shift, and will check the Quartermaster's schedule for time off, and if not a special meeting will have to be called.

G. Old Business

1. *Extension for Training and Quartermaster positions*

Discussed with Item G. 2; please see below.

2. *Job Posting for Training and Quartermaster positions*

A Motion was made by Commissioner Field to ask the secretary to send out the job posting for the Training Coordinator and Quartermaster positions by the end of the week to be back in 30 days. The motion was seconded by Commissioner Chase.

A Motion was made by Commissioner Field to extend, for an additional 90 days, the Quartermaster and the Training Coordinator positions. The motion was seconded by Commissioner Chase.

Discussion: Thank you to incumbents.

A vote was taken and the motions passed, 5-0.

3. *Purchase Request Status*

Commissioner Chase stated that there are thirteen open Purchase Requests.

(See attached PO Spread Sheet)

- *#2 (Bottle Repair (SCBA)): Repair requested April 28 and entered July 24. A bid was not required, so the repair was single sourced. Repair has been approved by the Board of Aldermen and is on Mayor's desk. The vendors are calling the Quartermaster looking for the Purchase Order because the SCBAs were shipped to the vendor to be evaluated. Fran Jones called Jack and found out the following: The SCBAs were shipped out and repaired, and have been shipped back to Connecticut and are being held in North Haven.*
- *#3(Replacement parts August 2008) and #10 (Replacement Parts September 2008) have been approved and are in the "In Box."*
- *#4 (Batteries Eng 42) #9 (Batteries Eng 32) waiting on Purchase requisitions for both.*
- *#5 (Fit Tester Calibration) on Mayor's desk*
- *#6 (Apparatus Exam Prep) has been approved, and the purchase order is back.*
- *#7 (Air Quality Testing) Completed.*
- *#8 (Repair for Digitize System): Progress unknown.*
- *#11 (Badges for Commissioners): Purchase Order has not yet been received.*
- *#12 & 13 (Exams, Exams/Inoculations): In progress*
- *#14 (SFD Training replace uniform): In progress*

Chairman Araujo would like to keep this as item one on the standing Agenda in the Old Business Section. He asks the advocate of each Purchase Request to have the data so the Board can see what the items are.

H. New Business

1. Chief Test Status

A note was received from Linda Hooper saying the Technical Oral Exam is scheduled for Friday Sept 12 from 9:30AM to 1:30PM. (For full text of the note see attachment.) Chairman Araujo suggests a meeting shortly after this exam to make final review and exam and find out when they will be ready. This item will be kept in New Business.

2. Station Uniforms

Chairman Araujo expressed his concern about the 65% polyester uniform shirt. Due to the price Chairman Kosowsky stated that it would have to go to bid, and the NFPA requirements would have to be consulted concerning the materials in the shirts. Due to the price of the uniforms and the \$13,000 of funding allotted for this purchase, each company would only receive 25 sets of station uniforms for a total of 100 sets. There are 235 firefighters in dept and 170 about to be qualified. Therefore 170 sets are needed for the new firefighters alone, in addition to those that need to be replaced. Officer's Council has asked for 100 sets of uniforms. Also, 35 sets of gear need to be replaced each year, purchasing the station uniforms limits the number of sets of gear that can be replaced. Chairman Araujo posed the question: Do we want station wear or do we want a Class B Uniform?

A Motion was made by Commissioner Kosowsky to write a letter to Officers Council to see if they would consider a 100% Cotton Polo Shirts with Shelton Fire Department logo with the pants instead of the proposed long sleeve shirts and short sleeve shirt. These shirts will meet the NFPA requirements as well as be useful for public events. **The motion was seconded by Commissioner Chase.**

The motion was discussed. In discussion Commissioner Chase asked if the Money from Recruitment and Retention could be used to purchase these uniforms. Commissioner Kosowsky added that Company Allowances could also be used for the purchase. Chairman Araujo inquired about the ability of New England Uniform to store the uniforms to keep the quartermaster from having to store uniforms pants in odd sizes.

The motion was voted upon and carried, 5-0.

3. Bid 29-17

(The following motions and discussion concerns the Defender System as listed in item five of New Business.)

It was determined that The Fire Store/Whitmer Associates is the lowest bidder. (Please see the Attachments for further details.)

A Motion was made by Commissioner Chase to award bid 29-17 to The Fire Store/Whitmer Associates.

This motion was discussed. In discussion, it was determined that the combined cost of the Defender System upgrade and the Station uniforms would consume half of the yearly clothing budget. This would leave only enough money to purchase ten sets of turnout gear, and thirty six sets are needed to fulfill yearly replacement needs.

This motion was not seconded, and was not voted upon and therefore did not pass.

A new Motion was made by Commissioner Sonsini to have the board members discuss, with their company members, how much turnout gear is needed for each company. The members of the board will return with information on how much turnout gear is needed at the next meeting. The motion was seconded by Commissioner Chase. A vote was taken and the motion was carried, 5-0.

4. *Fire Alarm System*

There was a gentleman who asked Commissioner Kosowsky to put this item on the agenda; he was not in attendance at the meeting.

A Motion was made by Commissioner Kosowsky to table the Fire Alarm System discussion until next meeting. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed, 5-0.

5. *Defender System*

6. *Vehicle Disposal*

The Board's policy says that there must be four affirmative votes from the board to dispose of a vehicle. When last discussed there were not four affirmative votes.

A Motion was made by Commissioner Sonsini to surplus Engine 20 and put Engine 4 into reserve status. The motion was seconded by Commissioner Field. A vote was taken and the motion carried, 4-1.

7. *Business Cards*

Mock ups of Black and White as well as Color Business cards in addition to a price quote were shared with the Board.

A Motion was made by Commissioner Sonsini to procure business cards not to exceed one hundred and fifty dollars for eight sets. The motion was seconded by Commissioner Chase. A vote was taken and the motion passed, 5-0.

8. *AED*

The issue being discussed was weather to purchase an AED for each station. The cost per unit would have to be obtained, and the training, monitoring, upkeep and maintenance would have to be considered when deciding if this purchase will be made. Fran Jones added that CPR and AED training is provided yearly. Commissioner Field will provide further information on this topic.

9. Training

a) *FireFighter I has increased by 48 hours, you have to be certified in HazMat Awareness and Ops you also have to be certified in FF1. HazMat Awareness and Ops is an additional 48 hours, and an addition 100 question quiz/test and stand alone practical in addition to the written test in FF1 and Fire Practical and FF1 test. This means an additional 48 hours of instructor time and an additional \$4,800 per course, and an additional \$1500 books and materials.*

A Motion was made by Commissioner Sonsini to approve seven thousand dollars for Fire Fighter I training and books. The motion was seconded by Commissioner Chase. A vote was taken and the motion carried, 5-0.

There will be an additional cost of \$420 to purchase the licensing permit for FireLearn, a distance learning program. A question was posed by Chairman Araujo concerning the availability of other distance learning programs. Fran Jones said he would have to research this more.

A Motion was made, by Commissioner Kosowsky, to purchase distance learning license for Fire Fighter I and Fire Fighter II Courses, not to exceed five hundred dollars. The motion was seconded by Commissioner Chase. It was discussed that access to the distance learning portions of the course be available to all students enrolled in the Fire Fighter I or Fire Fighter II courses. A vote was taken and the motion carried, 5-0.

b) *Four acquired structures will be evaluated and used for destructive training. The costs associated with these will be instructor time. Fran will return with complete costs.*

c) *Ice Water Train the Trainer Program in New Hampshire. Fran would like to offer this training program to two trainers. Chairman Araujo suggested that Fran returns with two names and two backups of those interested in the training next month. In addition return with the total cost of the program including travel.*

d) *Two spots are preregistered for the FDIC Conference in Indianapolis. Last year's total cost was \$5000 and two people were sent, making the per person coast approximately \$2500. Fran is looking to send up to four people this year.*

A Motion was made by Commissioner Sonsini to make a request to the Mayor to send four people to FDIC conference in Indianapolis in April 2009. The cost is covered in the Training Budget, and the names of the individuals interested in attending will be provided this week. The motion was seconded by Commissioner Field. The motion was put to vote and carried 3-2.

10. Medical Bid 29-22

Commissioner Kosowsky expressed his concern over the fact that the billing for x-rays has two parts. The first is approximately \$98 for the x-ray, and the second part is about \$45 for reading the x-ray. The problem is that the second portion of the bill is being sent to the individual on whom the x-ray was performed, and by the time the second portion of the bill arrives, it's five months old and not in our name.

The individual items of the quoted prices for each test in the complete exam were discussed and St. Vincent's was the lowest bidder in most categories.

A Motion was made by Commissioner Kosowsky to accept the bid to use St. Vincent's as the medical provider and to forward it to the board of A&T. The motion was seconded by Commissioner Field. A vote was taken and the motion carried, 5-0.

I. Executive Session – Homeland Security

None

J. Adjournment

A Motion made by Commissioner Kosowsky to adjourn at 9:40. The motion was seconded by Commissioner Sonsini. A vote was taken, and the motion was approved unanimously.