



SHELTON FIRE DEPARTMENT
Officers' Council Meeting – 1/10/06
Pine Rock Company #4

MINUTES

Attendance

Chairman Chief John V. Millo
Assistant Chief Michael Ullrich

Fire Marshal James Tortora

Company 1

Captain John Sonsini
1st Lieutenant Paul Wilson (7:55 p.m.)
2nd Lieutenant John Sboros

Company 3

Captain Tim Hongo
1st Lieutenant Michael Pane
2nd Lieutenant Joe Constantino

Company 4

Captain Nicholas Verdicchio
2nd Lieutenant Jack Brand Jr.

Company 5

Captain Lou Cortigiano
2nd Lieutenant Charles Ovesny

Also in Attendance

Commissioner Justin Sabatino
Training Coordinator Fran Jones

Chairman Chief John V. Millo called the Regular Meeting of the Officers' Council to order at 7:05 p.m. All those present rose and pledged allegiance to the flag.

Public Participation

Commissioner Justin Sabatino
193 River Road

I passed out, through the different departments a set of job descriptions that I took the time and wrote. I passed them out to the Officers and the Commissioners. It took me about two months to come up with something that I thought was a good draft and I passed it out. I talked to the Chief a little, I had some input from Chairman Araujo and some other people not related to the department to come up with some kind of guidelines for this and I was looking for input from other people to add or subtract from these. What I did when I developed these – I took all our job descriptions I could find on record – the earliest from 1974 – and compared them to everything we've written and what we've done and how we've gone forward and back and I came up with what has been passed out. I did listen to other people on this – especially people who are not members of our department on how they do things and there are some things in there that we added trying to give you what the whole position is about and what it does. You can tell who wrote some of it – it's a little technical and that's beyond me. After listening to the different people I have run into at the different functions we've had since I wrote it, I do agree that there need to be some changes. We need to have the input from everybody and as a Board member; we want to hear from you. Officers' Council sometimes in the past would voice their opinion but we wouldn't hear from the Council, we would hear from individuals. It would be better if the Council makes a recommendation together to the Board as a unified group instead of individually or through individuals so we have it on record where your support is. There will be changes made, you guys will make changes and we'll make changes. It still has to go through Corporation Counsel to see what's legal and what's not and what we should and shouldn't do. There is something worded in there that was put in there not by myself – it was added and I left it in so everybody could see it – I can tell it's going to be coming out but it's there for your review. It's not all my personal opinion. Some of the things I feel are minimum training items. The department needs to progress but right now a third of our department doesn't have half the standards that we would like to see and if we as a department don't provide those, it's hard to mandate them. All training that we mandate for everybody should be just like the Federal Government – we don't supply it, or we don't fund it, we shouldn't make it so. We shouldn't have to make it so you have to go somewhere else to get that training to have that job. Listening to some of the Officers who went last night, I agree, things need to be

added in phases – as long as the Board or the City funds those items because you might want something in there that is never funded by the Board and we won't let you go and get the training unless you pay for it yourself and that's a hard requirement now a days for any individual here to do. Take what I have written, discuss it, rip it apart but give us something we could work with. I'm willing to work with everybody on this but I felt that the last document that you voted down needed to be adjusted so you guys have something to work with and you guys are the Officers' Council – we do listen to you. If you bring something to us, we'll do it. Thank you.

MOTION made by Captain Hongo to close the Public Participation Portion of the meeting, seconded by Assistant Chief Ullrich and passed unanimously.

Approval of Minutes

MOTION made by Assistant Chief Ullrich to table the Minutes of the December 13, 2005 Regular Meeting, seconded by Captain Hongo and passed unanimously.

Communications

- Alarm Ordinance
- 2006 Meeting Dates for the Officers' Council Meetings and Board of Fire Commissioners Meetings were distributed.

Reports

Fire Chief John V. Millo – Nothing at this time.

Assistant Chief Michael Ullrich – Nothing at this time.

Assistant Chief Daryl Osiecki – Not Present

Fire Marshal James Tortora

Fire Marshal Tortora handed out the Fire Statistics for the year and a City Street update. The fire calls for the year were 1026 and last year they were 1086. False Alarms are about half the calls.

Fire Marshal Tortora stated that the Poster Contest Awards Ceremony is tomorrow night at City Hall at 6 p.m.

Superintendent of Apparatus James Brown

Chief Millo stated that the problem with Tower 7 has been resolved. Assistant Chief Ullrich and Chief Millo discussed the repairs being made to Tower 7.

Training Coordinator Fran Jones

Training Coordinator Jones stated that the City Wide Training Live Fire Schedule is out. The Board approved the Driver Operator Plan Training and I have a Training Manual with lesson plans being made for each Company. Training Coordinator Jones discussed the Driver Operator Training Program. I have scheduled a DEP Boating Class on February 6th and 13th at Company 4. I have been in contact with Yankee Gas to schedule a City Wide drill in February or March at Company 1. I have been in contact with Otis Elevator to schedule Elevator Training. Applications are still being taken for Firefighter II.

Training Coordinator Jones stated that there will be some training at the property on Todd Road. Captain Hongo discussed the training that will happen at the property. Captain Hongo stated that he still has to complete the paperwork for the property. Training Coordinator Jones stated that he has an Instructors meeting scheduled for January 16th at 7 p.m. to discuss the Driver Operators Plan and some of the other classes that will be offered. The big drill for this year will be a High Rise Drill, which will be Regional. Chief Millo stated that he will speak to Mr. Scinto regarding use of the buildings.

Training Coordinator Jones stated that they will be changing the yearly training to Computer Based Training. We will start with Hazmat and Bloodborne. I would like to see the Companies get back to fire ground type training. Let's get back to our Firefighter I type training – ladders, ropes & knots and I would like to especially see us practice advancing hose lines, fire ventilation, forcible entry and building construction. When we do respond to an incident we have to remember – Rescue – Exposure – Confinement – Extinguish – Overhaul – in that order. Training Coordinator Jones suggested using Animated Knots.com for rope training. Chief Millo asked about the NIMS Training. Training Coordinator Jones stated that everyone here has had the training except for a couple Officers from White Hills. My plan is that we put the training on a disk and the Officers can do the training at a Drill or Meeting. Training Coordinator Jones reported that he ordered laptops for each Company for Training. Chief Millo asked about Dispatching. Training Coordinator Jones stated that he and Captain Hongo met on Sunday and we put together a program and we

are waiting to hear back from Sergeant Millington regarding the training.

Old Business

F1 – SOP Life Star – Not Complete

F2 – SOP 902

Captain Hongo stated that there are some small changes that still need to be made to the SOP but we have nothing right now and I would rather approve the SOP as it is to get it into practice and then we can make the changes. Captain Hongo stated that the SOP is eight pages.

MOTION made by Assistant Chief Ullrich to approve SOP 902 as distributed, seconded by Fire Marshal Tortora and passed unanimously.

Chief Millo requested that Captain Hong and the Clerk distribute the SOP to the Officers, Board of Fire Commissioners and Keeper of Records Jack Kraemer.

F3 – Pre-Plans

Assistant Chief Ullrich stated that Captain Verdicchio has turned in his pre-plans and I will be giving him more. I will meet with Captain Cortigiano after the meeting to discuss the pre-plans for Company 5. Captain Hong has just returned and I will review his pre-plans with him.

Chief Millo stated that he would like to invite another vendor regarding the Mobile Data Terminals to the next meeting.

F4 – Safety Committee

Fire Marshal Tortora stated that they were supposed to meet tonight but Captain Verdicchio had a delay. Fire Marshal Tortora requested that the other Companies have someone attend the meeting. We meet the last Thursday of the month. Assistant Chief Ullrich stated that Company 1 has a mold issue. Fire Marshal Tortora requested that Assistant Chief Ullrich forward an Officers Referral Form and they will forward the form to the proper people.

F5 – Assistant Chief Job Description and Others

Fire Marshal Tortora stated that we met last night quickly with the Company Captains to discuss the job descriptions that Commissioner Sabatino had distributed. It was a courtesy from the Board to allow us to look at them and give them some input from the four Company Captains as to how they would make some recommendations for some changes. Some of the changes are common sense and some are technical. It was a good meeting and everybody came to the same conclusion and summary, which I gave to the four Captains today. Captain Hongo stated that the Captains did not get the chance to discuss the changes with the Lieutenants and members and should we wait until the next Officers' Council to make sure these changes are what we want. Fire Marshal Tortora stated that is why we had the four Captains. I will forward the changes to the Board of Fire Commissioners and let them come back with a final job description. In the meantime you can discuss the job description and the changes with the Lieutenants and members. Chief Millo stated that he will forward the changes to the Board. Fire Marshal Tortora stated that Officers' Council can't make the Board do the changes we are only asking them to take them into consideration. Captain Cortigiano stated that he would like to take more time before we submit them. I just got back and my Officers have not had the time to look at them. The Officers discussed the job descriptions. Assistant Chief Ullrich stated that he didn't think it was fair that the Chief's Office didn't get copies of the job descriptions for review or notified of the meeting for input. I don't think it's fair to the Company 5 Officers – they are just coming back. I think we should have a joint work session with the Board of Fire Commissioners to go over the job descriptions so everyone can attend. Chief Millo stated that he has a letter from Assistant Chief Ullrich from December 8, 2005 regarding what he had in mind and I will attach that and forward it to them. Assistant Chief Ullrich stated that letter is regarding a job description that isn't even here. Chief Millo stated that the process won't happen overnight – this still has to go to Corporation Counsel. Chief Millo stated that there is no timeline. This is something that is going to take a couple of months. Assistant Chief Ullrich stated that the longer it gets delayed, the less time you have to put somebody in the position. The positions are not even included in the budget. Assistant Chief Ullrich discussed the changes necessary with the budget and the Ordinance.

MOTION made by Assistant Chief Ullrich to sit with the Board of Fire Commissioners to have a joint meeting to discuss the job descriptions, seconded by Lieutenant Ovesny.

Discussion

The Council discussed the job description and the process. Chief Millo stated that the Council is not being asked to vote on the job description tonight.

In Favor

Assistant Chief Ullrich
Captain Sonsini
Lieutenant Sboros
Captain Hongo
Lieutenant Pane
Lieutenant Constantino
Captain Verdicchio
Lieutenant Brand
Captain Cortigiano
Lieutenant Ovesny
Fire Marshal Tortora

Opposed

Motion Carried

Chief Millo stated that he would request a work session.

F6 – Recruitment

Lieutenant Hoffmann was not present for the meeting.

F7 – Homeland Security – Executive Session

MOTION made by Fire Marshal Tortora to go into Executive Session to discuss Homeland Security, seconded by Captain Hongo and passed unanimously. The Council went into Executive Session at 7:51 p.m.

Lieutenant Wilson entered the meeting and Executive Session at 7:55 p.m.

MOTION made by Fire Marshal Tortora to come out of Executive Session at 7:56 p.m., seconded by Captain Hongo and passed unanimously.

Chief Millo noted for the record that no votes were taken during Executive Session.

Chief Millo invited Commissioner Sabatino and Training Coordinator Jones back to the meeting.

New Business***G1 – Change February Meeting Date***

Chief Millo stated that the February meeting date is the same day as Valentine's Day.

MOTION made by Captain Hongo to change the Meeting date to February 28, 2006, seconded by Fire Marshal Tortora and passed unanimously.

Remarks/Comments for the Good of the Council

Chief Millo welcomed the new Officers to their new term. I look forward to working with each one of you. The theme we need to add is TEAM – Together – Effectively – Accomplishing – More. Lets keep focused to that regardless of how you feel about certain issues. Let's look at the big picture. We have gone a long ways and we have a lot further to go. Welcome again to the new Officers and the returning Officers.

Captain Sonsini stated that regarding the sub-committees – everything was done fairly and it can't just be the Captains. I spoke with Assistant Chief Ullrich about keeping everybody in the loop. If we are going to put a sub-committee together we should accept what they do or have everything ready to pass out at a meeting for review because I don't want to start off the year going to 27 meetings a month and doing the same thing. Nothing is going to be cut and dry and there will be changes but we should try and focus a little more and if we have committees we should accept that they know what they're doing.

Adjournment

MOTION made by Captain Cortigiano to adjourn the meeting at 8:02 p.m., seconded by Lieutenant Ovesny and passed unanimously.

Respectfully submitted by
Patricia Kelley, Clerk
Officers' Council