



*SHELTON FIRE DEPARTMENT  
OFFICERS' COUNCIL  
MINUTES  
Tuesday, February 10, 2009  
7:00 P.M., White Hill Fire Company #5*

**CALL TO ORDER**

Chief Francis Jones  
Assistant Chief Nick Verdicchio, Vice Chairman  
Assistant Chief Ed Tevolitz  
Assistant Chief Tim Hongo  
Assistant Chief Paul Wilson  
Deputy Bernard McGorty  
Captain Steve Hoffmann  
1<sup>st</sup> Lieutenant Dave VanWart  
2<sup>nd</sup> Lieutenant Gerard Danso  
Captain Michael Pane  
Captain Justin Sabatino  
1<sup>st</sup> Lieutenant Joe Martus  
2<sup>nd</sup> Lieutenant Carlos Chang  
Captain Anthony DeSarli  
1<sup>st</sup> Lieutenant Alan Ovesny  
2<sup>nd</sup> Lieutenant Michael Alterio

***Also present***

Melissa Anglace, Clerk

Vice Chairman, Assistant Chief Nick Verdicchio called the regular meeting of the Officers' Council to order at 7:10pm.

**A. PLEDGE OF ALLEGIANCE**

All in attendance recited the Pledge of Allegiance.

**B. PUBLIC PORTION**

None.

**C. APPROVAL OF MINUTES**

Vice Chairman, Assistant Chief Nick Verdicchio questioned the Council in regards to the January 22, 2009 regular minutes.

**Assistant Chief Tim Hongo made a motion to accept the Officers' Council regular meeting minutes on January 22, 2009. Assistant Chief Ed Tevolitz seconded the motion.** A voice vote was taken; motion passed unanimously.

## D. COMMUNICATIONS

Vice Chairman, Assistant Chief Nick Verdicchio told the committee that Chairman, Assistant Chief Mike Ullrich has been hired by the Greenwich Fire Department. Currently he is in the Fire Academy and until he returns Vice Chairman, Assistant Chief Nick Verdicchio will be running the meetings.

## E. REPORTS

1. *Fire Chief Francis Jones*- February 18, 2009 the Chief and Assistant Chiefs will be meeting with the Chief Officer's in Derby to discuss Mutual Aid agreements. February 25, 2009 at 6:30 Company 3 will be holding a Valley Fire Chief Emergency Plan meeting. At this time the Chief held a discussion about the history of the Valley Fire Chief Emergency Plan Committee. Upcoming training classes are Fire 1 and Fire 2 Hazmat Ops in Fairfield, CT starting February 16, 2009. Confined Space class has one or two more openings still and it will be held down at Fairfield Fire School in March. There is a purchase request for Flash over Training. Currently, there is one date so far in April and the class is limited to sixteen people on a first serve basis. Assistant Chief Wilson will be heading up the 60 hour recruitment class. Rope Rescue Training has started down at Company 4. There is the possibility of bringing in Fire Instructor 2 and Fire Officer 2 into the City. The old Shelton Intermediate School is under renovation for the next year and a half. Chief and Joe Laucella are working together to design an Incident Action Plan. With this plan anytime a medical call goes through there will also be an automatic Fire response. This plan should be finished by the end of the week. Each Fire Company should pick out a target hazard within the district and then a walk through will be organized for once a month.

2. *Assistant Chief Michael Ullrich*- None.

3. *Assistant Chief Daryl Osiecki*- None.

4. *Assistant Fire Chief Nick Verdicchio*- At the Valley Fire School he is on the Board of Directors for the organization and will be the Shelton representative. Any comments, concerns or suggestions should be forwarded to him. There was one communication the Mercury letters from the December 30<sup>th</sup> Shelton High School Fire were sent out. Fill them out and document them. The members should mail them back to St. Vincent's.

5. *Assistant Chief Ed Tevolitz*- At the end of the meeting he needs to speak with all the Captains that are present. As the Chief already discussed we are going to start going over the non-hydrant areas starting with the Station 3 area. On the tanker Tri-State came out the quote should be in by the end of the week.

6. *Assistant Chief Paul Wilson*- We need to kept on eye on our guys until we get this Salamander system up and running for Accountability sake. The first High School Fire was a huge eye opener therefore, we need to address this issue and work on it.

7. *Assistant Chief Tim Hongo*- Everyone that has handed in the slips in the System will get photos taken shortly. All the Accountability Slip is going back because the internal and external portion wasn't filled out. The members need to review the qualifications section and company Captains or Officers please review the forms to make sure they are accurate. We are just about ready to kick this off.

8. *Fire Marshal James Tortora*- None.

9. *Assistant Chief Ted Pisciotta*- None.

10. *Superintendent of Apparatus James Brown*- None.

**Assistant Chief Tim Hongo made a motion to add C 1 Policy under New Business plus Gear and equipment under Old Business to the Agenda. Assistant Chief Ed Tevolitz seconded the motion.** A voice vote was taken; motion passed unanimously.

## F. OLD BUSINESS

### 1. *Safety Program*-

The Quartermaster has submitted a purchase order to buy the initial 10 to 20 sets per company. We are trying to work the budget carefully because we are also purchasing fire gear and pagers'.

### 2. *Station Wear*

The station Wear sub committee members are Assistant Chief Paul Wilson and 1<sup>st</sup> Lieutenant Joe Constantino. Assistant Chief Paul Wilson discussed working on the policy however; with all the other purchases maybe this item should place on hold.

**Captain Justin Sabatino made a motion to remove Station Wear from the Agenda. Captain Steven Hoffman seconded the motion.**

Discussion:

Assistant Chief Hongo explained to the Council instead of removing this item from the agenda, he would like to ask the Board of Fire Commissioners we would like purchase cotton shirts.

Captain Justin Sabatino stated if the Assistant Chief's haven't decided on a gift to give out at the Awards dinner? If not decide on what shirts you want, give them out at the dinner and the Mayor might pay for them.

Fire Chief explained that for the Volunteer appreciation there is \$6,000 allocated for that still.

A voice vote was taken; all were in favor motion passed unanimously.

The subcommittee for Station Wear is going to be Assistant Chief Paul Wilson, 1<sup>st</sup> Lieutenant Joe Constantino and Assistant Chief Hongo. This item will be taken off the agenda but the committee will continue to work on this.

### *3. Homeland Security- Executive Session-*

Fire Chief Jones would like this item until the end of the meeting.

**Assistant Chief Tim Hongo made a motion to remove Homeland Security- Executive Session under Old Business and add it under New Business as the last agenda item for now on. Captain Justin Sabatino seconded the motion.** A voice vote was taken; all were in favor motion passed unanimously.

### *4. Recruitment and Training*

Chief Fran Jones discussed how the new job descriptions had minor revisions and hopefully will be approved at the Special meeting February 17, 2009. Discussion on new positions was held at this time.

### *5. Tax Incentive Program*

Captain Justin Sabatino needs to reschedule a new meeting date with all the Captains. This will be sent out this week.

### *6. Gear and Equipment*

Assistant Chief Hongo held discussion on a study that was performed two years ago in order to look at different gear and equipment out there. Would anyone object in allowing the Quartermaster to take over this over? The Quartermaster has better contacts and this will help this item move forward.

**Assistant Chief Tim Hongo made a motion to hand the gear and equipment study over to Quartermaster to coordinate equipment coming in the department, get what he can for evaluation and let the Officers' Council come up with the criteria of the questionnaire and evaluation forms and when they will be evaluated. 1<sup>st</sup> Lieutenant Dave Van Wart seconded the motion.**

Discussion:

Fire Chief Jones agrees that this should be handled by the Quartermaster.

More gear and equipment discussion is available on tape.

A voice vote was taken the motion passed unanimously.

## **G. NEW BUSINESS**

### *1. Shelton High School Fire*

Captain Justin Sabatino made a motion last month and wanted the letter to go to Vice Chairman Assistant Nick Verdicchio and Chairman Assistant Chief Mike Ullrich for review.

Fire Chief Jones held a discussion about another incident at the Shelton High School. At 12:53pm an alarm was transmitted from the school via pull station. There was a six minute delay between the alarm being relayed from the central dispatch alarm company to the Shelton Fire police dispatch 911 center. The call came in at 12:59pm. at 1300 hours the Companies 1 and 5 were dispatched. During the dispatch a 911 was received from the High School stating that they had an electrical fire. There was a lot of public and Fire Fighter concern about the delay.

Captain Steve Hoffmann discussed with the committee his concern that the Board of Education was told that there was a fire and the Fire Marshal decided show up and investigated the fire before the fire department was called. This is an operational issue.

Fire Chief Jones discussed with the committee that there is a new procedure being worked on. When a fire alarm is pulled or activated the school will be evacuated and 911 will be called.

Captain Justin Sabatino there is always a communication problem there. Seeing that this school is under construction this should be our biggest target hazard especially when the children and staff are in the school.

Fire Chief Jones discussed with the committee all the renovations that are being worked on currently.

More Shelton High School Fire discussion is available on tape.

### *2. Mutual Aid*

Fire Chief Jones discussed with the committee that this is a work in progress. This was discussed at the Captain's and Assistant Chief's meeting having mutual aid going into other towns.

Further Mutual Aid discussion is available on tape.

3. *C 1 Policy*

Assistant Chief Tim Hongo discussed with the committee about the change to the C 1 policy. We need to follow the guidelines so the children under the age of eighteen are more protected.

**Assistant Chief Tim Hongo made a motion to make a small change to the C1 policy to identify a junior fire fighter and the color scheme will be orange. Captain Justin Sabatino seconded the motion.** A voice vote was taken; the motion passed unanimously.

4. *Executive Session*

**Assistant Chief Ed Tevolitz made a motion to go into Executive Session at 8:20pm. Captain Justin Sabatino seconded the motion.** A voice vote was taken; the motion passed unanimously.

**Assistant Chief Ed Tevolitz made a motion to come out of Executive Session at 8:36pm. Captain Steven Hoffman seconded the motion.** A voice vote was taken; the motion passed unanimously.

**H. REMARKS/COMMENTS FOR THE GOOD OF THE COUNCIL**

Fire Chief Jones Thank You to the council for the great work and the support and continue the good work.

**I. ADJOURNMENT**

**Motion made by Captain Justin Sabatino to adjourn the Officers' Council meeting at 8:45 p.m. Captain Steven Hoffman seconded the motion.** A voice vote was taken; the motion passed unanimously.

Respectfully submitted,

*Melissa A. Anglace*

Melissa A. Anglace  
Clerk

**ALL TAPES ARE AVAILABLE IN THE TOWN CLERKS OFFICE.**