



CITY OF SHELTON  
FIRE DEPARTMENT OFFICERS' COUNCIL  
SPECIAL MEETING AGENDA  
Tuesday, March 10, 2009 - 7:00 P.M.  
**SHELTON HIGH SCHOOL ROOM 319**  
**(Lecture Hall)**

**A. PLEDGE OF ALLEGIANCE**

**B. APPROVAL OF MINUTES-** Regular meeting on February 10, 2009

**C. COMMUNICATIONS**

**D. REPORTS**

*Chief Francis Jones*  
*Assistant Chief Michael Ullrich*  
*Assistant Chief Daryl Osiecki*  
*Assistant Fire Chief Nick Verdicchio*  
*Assistant Fire Chief Ed Tevolitz*  
*Assistant Fire Chief Paul Wilson*  
*Assistant Fire Chief Tim Hongo*  
*Fire Marshal James Tortora*  
*Assistant Chief Ted Pisciotta*  
*Superintendent of Apparatus James Brown*

**E. OLD BUSINESS**

- 1. Safety Program*
- 2. Recruitment and Training*
- 3. Tax Incentive Program*

**F. NEW BUSINESS**

- 1. Shelton High School Fire*
- 2. Mutual Aid*
- 3. Apparatus Response*
- 4. SCBA*
- 5. Dispatch updates*
- 6. Homeland Security- Executive Session*

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

**H. ADJOURNMENT**



CITY OF SHELTON  
FIRE DEPARTMENT OFFICERS' COUNCIL  
SPECIAL MEETING MINUTES  
Tuesday, March 10, 2009 - 7:00 P.M.  
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**CALL TO ORDER**

Chief Francis Jones  
Assistant Chief Nick Verdicchio, Vice Chairman  
Captain Steve Hoffman  
2nd Lieutenant Gerard Danso  
1st Lieutenant Dave VanWart (left at 7:40 P.M.)  
Captain Michael Pane  
2nd Lieutenant Matt Lawrence  
Captain Justin Sabatino  
1st Lieutenant Joe Martus  
2nd Lieutenant Carlos Chang  
2nd Lieutenant Michael Alterio  
1st Lieutenant Alan Ovesny  
Assistant Chief Daryl Osiecki  
Assistant Chief Ed Tevolitz  
Assistant Chief Tim Hongo  
Deputy Marshal Robert Rockwell (arrived at 7:16 P.M.)

**Also Present**

Kimberly Wells, Clerk

Vice Chairman Assistant Chief Nick Verdicchio called the Special Meeting of the Shelton Fire Department Officer's Council to order at 7:03 P.M.

**A. PLEDGE OF ALLEGIANCE**

All in attendance recited the Pledge of Allegiance.

**B. Approval of Minutes** – Regular meeting on February 10, 2009

Vice Chairman, Assistant Chief Nick Verdicchio questioned the Council in regards to the February 10, 2009 regular meeting minutes.

**Assistant Chief Tim Hongo motioned to approve the minutes with amendments of the February 10, 2009 regular meeting. Captain Steve Hoffman seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

**C. COMMUNICATIONS** - none

**D. REPORTS**

1. *Chief Francis Jones* - Chief Francis Jones went over letter for new response to incidents.



## City of Shelton Fire Department

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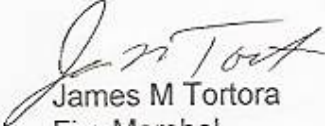
To: Shelton Fire Officers & Deputy Fire Marshals

Re: Response to Incidents

As a result of a meeting between Fire Chief Jones and the undersigned, the following is the response protocol for the Shelton Fire Marshal's Office; **effective 2/26/09**

- 1) Deputy Fire Marshals will be allowed to respond during normal working hours to any reported structure, or car fire. They may also respond with approval from the Fire Marshal to other fire related incidents
- 2) Deputy Fire Marshals shall respond in the capacity of volunteer firefighters and upon the mitigation of the incident, immediately return to duty as Deputy Fire Marshals
- 3) Deputy Fire Marshals shall not conduct duties of the Fire Marshal's Office unless granted approval by the Fire Marshal, this shall be done through Incident Command
- 4) The Incident Commander shall be responsible for the incident report unless an investigation is conducted by the Fire Marshal's Office
- 5) The Fire Marshal shall be contacted by the Incident Commander when a response is requested from the Fire Marshal Office at any incident.
- 6) It is not necessary to "notify" the Fire Marshal unless a response is requested.
- 7) The Fire Marshal shall be contacted through the Shelton Police/Fire Dispatcher Center and shall respond under any of the following conditions;
  - a. The cause of a fire is of suspicious nature
  - b. When a fatality results from a fire related incident
  - c. An injury has occurred as a result of a fire related incident
  - d. Substantial property or monetary damage has occurred as a result of an incident
  - e. A life threatening fire code violation exists as a result of the incident
- 8) If unsure that a Fire Marshal is needed, the Incident Commander can contact the marshal via his department cell phone, for consultation.

- 9) The Incident Commander shall be responsible for filing the "Fire Officer's Referral Form" for any other concerns as a result of any incident. The form shall be submitted to the Fire Marshal for action by fax as soon as possible after the incident in question
- 10) The Incident Commander shall be responsible for properly securing the incident scene until the arrival of a representative of the Fire Marshal's Office when one is requested. The Incident Commander should remain on the scene until the arrival of the marshal
- 11) The Fire Marshal's Office shall report to the Incident Commander upon arrival of any incident, and conform to the Accountability & Incident Command System of the Shelton Fire Department.
- 12) Occasionally, representatives from the Fire Marshal's Office may arrive on scene prior to the Incident Commander, or Fire Apparatus. They shall whenever possible, give a brief size-up to the responding Fire Officer or Fire Apparatus responding. Based upon the initial size-up the Fire Officer or Fire Apparatus may consider alternate response modes. Upon arrival of a Fire Officer or Fire Apparatus, the Fire Marshal's Office Representative shall then report to them for a face to face transfer of information and for further assignments as issued by Incident Command.
- 13) The investigating Fire Marshal Representative shall be responsible for additional notifications requiring the Shelton Police, a Building Official and/or the State Fire Marshal when needed for investigation purposes
- 14) Information regarding the origin and cause of any incident shall be in conjunction with the Fire Department Public Information Officer and the Shelton Police Public Information Officer. The PIO's shall not release any information regarding the cause and origin of any incident without first consulting the Fire Marshal
- 15) Preplans: The Fire Marshal's Office will initiate preplans as a result of fire code inspections on any business occupancies more than two stories above the lowest level of fire department access, all hotels/motels, assembly occupancies, educational occupancies, industrial occupancies and any occupancies deemed hazardous by the Fire Chief or Fire Marshal. The Fire Marshal shall review the preplan report and submit it to the Fire Chief or his designee for assignment



James M Tortora  
Fire Marshal



Francis T. Jones III  
Fire Chief

Chief Francis Jones announced that Assistant Chief Nick Verdicchio, Vice Chairman is our new PIO (public information officer). Any official correspondence on operational issues will be directed to Assistant Chief Verdicchio. Fire Marshal will still give his report.

Chief Francis Jones then discussed new radios and prices. Chief Francis Jones discussed that they are looking into federal funding.

Chief Francis Jones also discussed that the Deputy Fire Chief position has been approved by the Board of Fire Commissions and will be posting the Deputy Fire Chief position soon.

2. *Assistant Chief Michael Ullrich* – not present

3. *Assistant Chief Daryl Osiecki* – Assistant Chief Daryl Osiecki had made recommendations for changes for the dispatch manuals. They touched base on residential fire alarms and commercial fire alarms. Knowing when the engine is to go with lights and siren on. Changes in dispatch manuals have not gone into affect yet. When you do receive the new manuals with changes, please go over with your department. All changes will be highlighted. All district changes are completed. Problems that they were having with intersections will all be taken care of. Mutual Aid is waiting for Chief Francis Jones to approve with Derby. They also have meeting with Trumbull on 31<sup>st</sup>. Map books will be ready for distribution at next meeting.

4. *Assistant Fire Chief Nick Verdicchio, Vice Chairman* - none

5. *Assistant Fire Chief Ed Tevolitz* – Fire Chief Ed Tevolitz talked about tanker. Jimmy Brown and Assistant Fire Chief Ed Tevolitz discussed what they wanted to do. They also had meeting with Mayor Lauretti. They are waiting to get more prices back. Mayor Lauretti wants to keep it in the state of Connecticut to get it fixed. Assistant Fire Chief Ed Tevolitz also discussed that there is a compressor out of service in company 5. Assistant Fire Chief Ed Tevolitz is working on non hydrant streets. (See attachment)

**Streets to be taken off the non hydrant list**

**Button Road  
Grace Lane  
Suburban Drive  
Winthrop Drive  
Winthrop Woods Road**

**Non hydrant on Buddington Road**

**152-259 will need Tankers**

**Lane Street**

**11-66 will need Tankers**

**Walnut Tree Hill Road**

**96-190 may need tankers**

**New Castle Road (Be advised you may need to shut down Mohegan Road)**

**18 and up will need hydrants.**

**WhiteWood Drive(you may need to shut down Mohegan Road)**

**14 and up will need tankers**

**Treeland address from 26 and up need tanker**

**Dome @ Old Stratford to Andrew is 500 ft  
Andrew to dead end is 1200 ft  
From Andrew to end of Dome is 600 ft**

**Old Stratford Road @ Daybreak to Partridge 900 ft.  
Partridge to dead end 600 ft  
Partridge to end of Daybreak 400ft**

6. *Assistant Fire Chief Paul Wilson* – not present

7. *Assistant Fire Chief Tim Hongo* – Accountability system – Assistant Fire Chief Tim Hongo has 147 people in the system so far to date. He will begin printing tags and within the next couple of weeks everyone will get cards he has completed. Assistant Fire Chief Tim Hongo will give listing of who he has or does not have. Awards dinner is pushed off until April for volunteer appreciation. Training for MRT is also coming up. Flash over training coming up. Recruit class coming up. There is a request from fitness instructor Pete, he is asking for all to please show up on the 12<sup>th</sup>, even if you were going through reevaluation. Pete will also be doing train the trainer training.

8. *Fire Marshal James Tortora* – not present

9. *Assistant Chief Ted Pisciotta* – not present

10. *Superintendent of Apparatus James Brown* – not present – Chief Francis Jones discussed that tomorrow Ladder 1 will be getting brakes repaired. One problem that they had with it is that the air dryer was broken, so when the temperature reached less than 32 degrees, moisture would get into brakes. Therefore, it will be going out for outside repair and brake inspection.

## E. OLD BUSINESS

1. Safety Program

**Assistant Chief Daryl Osiecki motioned to remove the item from agenda. 1st Lieutenant Joe Martus seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

2. Recruitment and Training

**Assistant Chief Tim Hongo motioned to remove the item from agenda. Assistant Chief Daryl Osiecki seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

3. Tax Incentive Program – currently still collecting other town's proposals. As soon as we have all the information we will have meeting.

**1st Lieutenant Joe Martus motioned to table the item. Captain Steve Hoffman seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

**F. NEW BUSINESS**

## 1. Shelton High School Fire

There were two ongoing projects discussed. The first one was a discussion about the city's electrical inspector and how he has never been to school. When they called today to get inspector out to see school, they were told he is on vacation. They were assured that the city's electrical inspector would be out on Tuesday morning for his first job of the day. Secondly, the sprinkler system needs to be put in the back corridor, the boiler room, maybe the kitchen, also storage rooms, and maintenance rooms. They want to bring sprinkler system over from the existing new system. It was discussed that this may not be best option because this is a dead end option. Other options need to be explored.

**1st Lieutenant Joe Martus motioned to remove the item from agenda. Assistant Chief Daryl Osiecki seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

2. Mutual Aid – Chief Francis Jones discussed how Mutual Aid is broken into three parts now. The first part is still single resource. The second part is the added Mutual Aid for RIT team (rapid intervention). Shelton will commit an engine company in tower 7 to that community requesting it. Doing this for our own safety. The third part is that Chief Francis Jones asked for a full first alarm assignment (in Shelton we don't do box alarms). Chief Francis Jones wrote up an assignment chart for Mutual Aid. Basically another town can call up and say they need a full Mutual Aid box assignment. That will give them two engines, a ladder, a rescue and an assistant chief from our community. We are about a week away from that going live and be up and running.
3. Apparatus Response - Chief Francis Jones discussed public service calls and when possible they will have duty chief or back-up duty chief called via their phones and asked to respond to some of these calls. A ticket will be punched that it was a response. The duty chief has power to send company if needed. If they can't reach chief in reasonable amount of time, three to four minutes, a 911 emergency call will be placed.
4. SCBA – Discussed that there is a new draeger in town. It is in car 6 now and it will be passed around for everyone to try. Chief Francis Jones is also trying to obtain more five point straps. The mesh hair nets are having problem with them stretching. Debating over whether five point straps or nets are better. Chief Francis Jones said they would discuss it further. When you take fit test – it is noted what type of mask you were wearing.
5. Dispatch updates – none
6. Homeland Security – Executive Session – none

## G. REMARKS/COMMENTS FOR THE GOOD OF THE COUNCIL

There was a structure fire last week and everyone did great. Thank You.

In the new update, there is structure fire confirmed and structure fire reported. Structure fire confirmed is firsthand knowledge that building is on fire (this is a four company). Reported structure fire (see smoke) is a three company. Confirmed is forth due and reported is third due. Also try and give your radio traffic talk to a minimum.

## H. ADJOURNMENT

**Captain Steve Hoffman motioned to adjourn. 2nd Lieutenant Carlos Chang seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

MEETING ADJOURNED AT 8:27 p.m.

Respectfully submitted,

*Kimberly Wells*

Kimberly Wells

1 TAPE ON FILE IN TOWN CLERK'S OFFICE