

TOWN OF SOUTHLINGTON
BOARD OF FIRE COMMISSIONERS

Chairman Sherman called the regular meeting of the Board of Fire Commissioners, held at Headquarters on May 17, 2012, to order at 6:00 p.m. Commissioners Sherman, Dandrow, Longo, and Baker were present. Commissioner Nevelos was absent. Also in attendance were Chief Clark and Asst. Chief Wisner.

Pledge of Allegiance

MOTION: by Longo, seconded by Baker, to accept the minutes of the April 19, 2012 regular meeting as circulated. Motion carried with three ayes and one abstention.

MOTION: by Longo, seconded by Baker, to accept the minutes of the May 10, 2012 special meeting as circulated. Motion carried with three ayes and one abstention.

MOTION: by Longo, seconded by Dandrow, to approve the payment of bills for April in the amount of \$42,311.60. Motion carried unanimously.

Chief's Report:

- The Recruitment and Retention Committee held two events during the month. One was a committee meeting and the other was an open house at Company 3. The open house did not attract any candidates. At present we have five recruits for the next class. One has completed their physical, three have been sent notices to schedule their physicals, and one is at the interview stage with the company. Another open house is scheduled for Saturday, June 9, 2012 at Company 5.
- The CERT Shelter Committee hosted Dave Kusack from CROG, who demonstrated accountability system software that could be used in future shelters. A copy of the sheltering job descriptions and protocols have are being proofed and retyped for distribution at the next Board meeting.
- The Ride for Justin was held on Sunday, May 6, 2012. There were 310 motorcycles participated along with most of the Department's spare cars.
- Chief Clark attended the Connecticut Career Chiefs monthly meeting. A discussion was held on developing a class for newly appointed officers. The officer class would be held in a college setting, the University of Connecticut is one site that is being looked at.
- A slot in the fall recruit class has been reserved for the anticipated new hire.
- Chief Clark met separately with three members of the Board of Finance to answer any questions they may have on the Fire Department, along with a discussion on the two appropriations that were requested. On May 16, 2012 the Board of Finance approved the Department's requests.

- The server project is progressing well. Most of the data on the server itself is ready to be transferred to the Town Hall server; the next step will be to move the PCs over to the Town Hall server. Before that can be done they would like to have all Department PCs upgraded to Windows 7. At present we are looking into how many licenses for Windows 7 the Town has available. The migration is scheduled for the last Tuesday in May or the first Tuesday in June.
- Wi-Fi accessibility for all stations is planned and should be completed in June.
- Commissioner Baker asked about the application that was distributed at the open house which stated the volunteer pay was not reported to the IRS. The form was an old version and Captain Urso had struck that sentence out on the copies he had to hand out at the open house. The application on the Town website was updated awhile back. Old copies of the application will be located and destroyed to prevent any confusion.
- The Board had approved Chief Clark's request to attend the New England Chiefs Association convention in Springfield Massachusetts and he has since revised his plans to only attend one day of the convention. He will drive up to attend the Apparatus and Equipment Show and bring along any officers that wish to attend.
- Councilperson Dawn Miceli from the Drive-In Committee contacted Chief Clark to offer the volunteer companies an opportunity to host a night as a company fundraiser. Company 1 and Company 2 have expressed interest in participating and are sending representatives to the next Drive-In Committee meeting.
- Ladder 2 and Engine 31 are back in service. E32 is out for repairs and L1 will be going out for repairs next week. R1 is still out for repairs and is not expected back until the end of next week. All other engines have had all known deficiencies repaired. The only other piece of apparatus that needs repairs is Engine 52 which remains out of service
- All progress reports for the new engine show that it is ahead of schedule and should be delivered by the end of August. A mid-build plant visit will be schedule in the near future.
- An ICMA-RC representative has visited all companies to help them complete the enrollment forms for transferring the incentive plan to ICMA-RC.
- Biennial physicals have begun for the company members due this year.
- The pinning ceremony went very well and was well attended.
- Applications for 1st lieutenant in Company 1 and Company 3 are being accepted.
- Youth Honor Day is June 8, 2012 and a student will be assigned to shadow Chief Clark for the day.
- The Inspection Bureau members are now on a five day work week and lunch breaks are staggered to make them more available to the public.

- Chief Clark and Lt. Roy will be attending a Labor Management Class in Danbury. The class is sponsored by the UFFA and the Connecticut Career Chief's.

MOTION: by Dandrow, seconded by Baker to accept the Chief's Report as given. Motion carried unanimously.

ASSISTANT CHIEF'S REPORT:

- Activities of the Southington Fire Department for the month of April 2012
 1. Fire Marshal's Inspections – 84
 2. Reports to the State Fire Marshal – 137
 3. Damage to Property Involved in Fire - \$25,000
 4. Damage to Motor Vehicles involved in fire - \$8,125
 5. Other losses - \$1,600
 6. Total - \$34,725
 7. Total units responded were - 363
- The Fire Marshal's Office is working on annual private hydrant maintenance and testing compliance. A form letter is being prepared that will be sent to property owners and property managers of private hydrants, detailing the regulation. A list of hydrant contractors is also planned to be included with a disclaimer that the list is not intended as a recommendation. All notices will be approved by Deputy Town Manager/Town Attorney Mark Sciota before they are sent out. The Water Department has also expressed concern over private hydrant maintenance.
- The Fire Marshal's Office (FMO) is back at full staff.
- All members of the FMO attended a class this week on the changes to the State of Connecticut fireworks regulations.
- Current projects being regularly inspected are:
 1. UCONN Medical building on West Street
 2. Yarde Metals addition
 3. Municipal Center, 200 North Main Street
- The annual apartment inspections are 90% complete.
- Mercantile inspections need to be done every three years and Captain Zygmunt is working on a report that would identify the businesses that are due.
- There has been a spike in inspections for generator installations.
- New businesses coming to town include Worldwide Wine & Spirits, Bocci Restaurant and El Pulpo Restaurant & Tapas Bar.

Commissioner Baker asked about the procedure to track inspection due dates. Assistant Chief Wisner reported that the capabilities of Firehouse Software are being explored in creating lists.

Commissioner Baker asked how illegal burning is handled. Assistant Chief Wisner discussed the procedure of educating the offender of the state regulations and the open burning permit procedure.

MOTION: by Longo, seconded by Dandrow to accept the Chief's Report as given. Motion carried unanimously.

COMMISSION COMMENTS:

Commissioner Baker asked about the status of the summer deadline for ICS compliance for the officers. Chief Clark reported that Captain Training Officer DiBattista has sent out reminder emails to all officers with instructions for taking the class online.

COMMUNICATIONS:

Memo from Chief Clark recommending FF Brian Drena's request for a one-year leave of absence.

Memo from Chief Clark recommending Headquarters Personnel's request to conduct the annual "Fill the Boot" campaign this summer while on duty.

Memo from Chief Clark recommending Company 3's request to hold their annual Strawberry Shortcake Fundraiser June 4, 2012.

Memo from Chief Clark recommending a request for transfers into the Gasoline account #10012071-562605 of \$6,000.

COMMUNICATIONS FROM THE PUBLIC: None

OLD BUSINESS: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

Commissioner Baker asked about the state of the current Department budget. Chief Clark reported that accounts that are being closely monitored and may need additional funds are the overtime account and vehicle maintenance. There are other accounts that may need funds that can be handled with small transfers. Recommendations for any transfers or appropriations to finish out the fiscal year will be presented to the Board by the next meeting or by e-vote if needed.

NEW BUSINESS – CONSENT ITEMS:

MOTION: by Dandrow, seconded by Longo, that the Board adopts Consent Item 11.A. through 11. D. as recommended. Motion carried unanimously.

- A. FF Brian Drena's request for a one-year leave of absence.
Recommendation: That the Board approves the request.
ACTION: Approved.
- B. Headquarters Personnel's request to conduct the annual "Fill the Boot" campaign this summer while on duty.
Recommendation: That the Board approves the request.
ACTION: Approved.
- C. Company 3's request to hold their annual Strawberry Shortcake Fundraiser June 4, 2012.
Recommendation: That the Board approves the request.
ACTION: Approved.
- D. Requesting transfers into the Gasoline account #10012071-562605 of \$6,000.
Recommendation: That the Board approves the request.
ACTION: Approved.

MOTION: by Dandrow, seconded by Baker, to adjourn to Executive Session, excluding the public and the press with the exception of Chief Clark and Assistant Chief Wisner, to discuss personnel matters at 6:30 p.m. Motion carried unanimously

EXECUTIVE SESSION:

Personnel matters were discussed.

Returned to regular session at 7:50 p.m.

No action was taken.

Meeting adjourned at 7:51 p.m.

Mary Baker, Secretary
Board of Fire Commissioners