

TOWN OF SOUTHWINGTON
BOARD OF FIRE COMMISSIONERS

Chairperson Bunko called the special meeting of the Board of Fire Commissioners, held at Headquarters on April 20, 2016, to order at 6:00 p.m. Commissioners Bunko, Baker, Kanute, and Robertson were present. Also in attendance were Chief Clark and Assistant Chief Wisner. Commissioner Stanforth was absent.

Roll Call

Pledge of Allegiance

MOTION: by Kanute, seconded by Baker, to table the minutes of March 10, 2016, special meeting as circulated. Motion carried unanimously.

MOTION: by Kanute, seconded by Baker, to accept the minutes of March 29, 2016, special meeting as circulated. Motion carried unanimously.

MOTION: by Baker, seconded by Robertson, to approve payment of bills for March 2016 in the amount of \$24,524.55. Motion carried unanimously.

Secretary's Report:

Memo from Chief Clark recommending the appointment of FF John Thompson as the training officer of Company 1.

Memo from Chief Clark recommending the approval of FF Steven Bull's one-year leave of absence request.

Memo from Chief Clark recommending the adoption of a policy to pay volunteer firefighters for live burn training and classroom time for CPR and EMT recertification; and one time stipends for Fire Officer I and Fire Instructor I.

Memo from Chief Clark recommending to transfer \$3,250 into the Stipend account for payment of Fire Officer I and Fire Instructor I stipends.

Memo from Assistant Chief Wisner recommending Chief Clark's appointment as a deputy fire marshal.

Memo from Chief Clark recommending increasing the maximum number of fire police at Company 2 to six.

CHIEF'S REPORT:

- Company 2 will hold a Pig Roast on May 21, at the Back Nine Tavern.

- E-12 will participate in a parade in East Hartford on July 30. The engine will be out of service for 6-8 hours.
- Apparatus report:
 - E-21's pump piping has rusted out and was replaced during its regular maintenance
 - E-51's steering box was replaced
 - R-1 was reported to be pulling to the right. It was checked and no problems were found, but the tires will be rotated
 - The source of E-12's air leak continues to elude diagnosis.
 - The new C-3 is slated to be picked up from Fleet Auto next Tuesday
- Company 2's hallway flooring was damaged from a burst water pipe. The company officers estimate that the cost for replacement materials is \$500. If there is money available in the current budget the materials will be bought, otherwise it will have to wait until July. The company members will install the flooring.
- Company 2's phones need replacement. The current phone system was donated by one of the member's employers many years ago. Assistant Chief Wisner is in charge of the project.
- Deputy Chief DiBattista is meeting with company officers and instructors to work out purposed changes to the probationary firefighter program.
- Chief Clark compared the goals set in the 2013 five year plan and found the following goals have been accomplished:
 - A civilian inspector has been hired
 - Recruit firefighter class is running well and is continually being evaluated and adjusted
 - The fire apparatus plan has been met through the purchase of two engines
 - The car replacement plan is also being followed, bringing the fleet closer to a target of replacing cars before they are 10 years old
 - The radio plan is on track with:
 - Swiss phones have been purchased annually to replace the older Minitor radios
 - A new back-up base station was installed
 - The plan for the replacement of portable radios has been implemented and will run for the next few years
 - All new on board computers are in service on the cars and apparatus
 - New dispatch software is installed into the onboard computers
 - The breathing air compressor has been replaced

- The fuel cover has been repaired
- The building generator is in the process of being replaced
- Company 3's roof was replaced
- Firehouse Software is accessible department wide
- A fee schedule for inspections has been implemented and is offsetting inspection costs
- Training plan:
 - Probationary Firefighter Program progress:
 - 11 classes
 - 60 new recruits
 - 50% retention rate
 - 2 members are officers in the department
 - Officer Program progress:
 - 10 members are Fire Instructor 1
 - 4 members are Fire Officer 1
 - All stations are equipped with projectors and screens
 - Online training for EMT classes
- The Connecticut Fire Academy held a class for Juvenile Fire Setter Specialists at Fire Headquarters on April 18-19.
- The annual Ride for Justin will be held on May 30.
- The monthly volunteer officers meeting was held Monday, April 18 with Chairman Bunko, Commissioners Kanute, town council members Cheryl Lounsbury and Ed Pocock, III in attendance. The meeting's topics included:
 - Committees that were set up to review 'I Am Responding' Software
 - A committee was set up for the reorganization of the probationary firefighter program
 - Numerous other subjects were discussed and a summary of the meeting will be available next week
- Chief Clark gave the Board copies of the current Probationary Firefighter Program, Officer Candidate Program, and the Dispatch Protocol.
- Chief Clark will be meeting with Town Manager Brumback tomorrow to discuss the current fiscal year's budget status. Chief Clark reported to the Board that there are projected shortages in the overtime and vehicle accounts, which can be handled through transfers. Chief Clark anticipates that when all transfers are done the department will have a \$15,000 surplus.

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

ASSISTANT CHIEF'S REPORT:

Activities of the Southington Fire Department for the month of March 2016:

1. Fire Marshal's Inspections – 76
2. Reports to the State Fire Marshal – 154
3. Damage to property involved in fire - \$30,000
4. Damage to motor vehicles involved in fire - \$13,675
5. Other losses - \$2,550
6. Total - \$46,225
7. Total units responded were - 607

Assistant Chief Wisner further reported:

- A fire at a North Main St. restaurant fire has an estimated damage at \$700,000
- Annual multi-family inspections are being completed
- Multiple small plan reviews have been received
- A meeting with developers for a new building at the Waste Treatment Plant will be held on Friday
- The site in front of Target is being excavated in preparation for the strip mall being built there

MOTION: by Kanute, seconded by Robertson, to accept the Assistant Chief's Report. Motion carried unanimously.

COMMISSIONS COMMENTS AND COMMUNICATIONS:

Chairperson Bunko stated that each company has been assigned a commissioner liaison in an effort to improve communication and get input from the members on department issues.

Chairperson Bunko thanked the members who participated in the Recruitment and Retention open house held at Company 3 on April 9. The open house was held in conjunction with a statewide event to help recruit volunteer firefighters. The open house brought in two firefighter applications, and was a positive start to the Recruitment and Retention Committee's initiative. The press also attended.

Chairperson Bunko also thanked the Kiwanis Club for their donation of 18 carbon monoxide detectors.

Vice Chairperson Baker also thanked the members who participated in the open house and the time they gave to make the event a success. Baker also discussed her appointment as liaison to Company 5, and that she has contacted Captain Hughes to set up a line of communication.

Vice Chairperson Baker discussed her involvement with CERT and the drill that is planned for May 14, 2016, from 8-12. Baker told of the team's activations for

shelters and lost person searches. Baker asked Chief Clark to discuss the role CERT has with the department. Chief Clark stated that currently there are 130 residents trained for the CERT team. Clark asked Captain Heath, the CERT coordinator, to discuss the status of the team. Captain Heath reported that the CERT team is currently going through reorganization and trying to give ownership back to the members. Moral in the team suffers from lack of use. They are trained to work in disaster situations but the town has been fortunate to have very few of these type of circumstances. The drill on May 14 will be done solely with the CERT team members to train using their own skills, which contrasts their normal function as a supplemental resource. Heath also discussed the involvement of Health Director Shane Lockwood helping to pursue involving Plainville in the town's CERT team and creating the team as a district resource.

COMMUNICATIONS FROM THE PUBLIC:

Firefighter Douglas Kalwat of Company 2 requested that the Board revise the department's requirement to notify volunteer members of possible termination when their annual call response falls below 35 percent. Kalwat stated that he continues to maintain his training requirements but because of family and job commitments, his availability is limited. Chairperson Bunko acknowledged the policy, which has been in place for many years. Bunko also discussed the policy intent is not to force members out but to let them know of their status. Bunko informed him that the policy is currently under review.

Captain Heath asked the Board who each company's commissioner liaison was. Vice Chairperson Baker replied that the liaisons are: Commissioner Robertson for Company 1, Commissioner Stanforth for Company 2, Commissioner Kanute for Company 3, Vice Chairperson Baker for Company 5, and Chairperson Bunko for Headquarters.

UNFINISHED BUSINESS: None

OLD BUSINESS: None

NEW BUSINESS:

MOTION: by Kanute, seconded by Robertson, to approve FF John Thompson as the training officer of Company 1. Motion carried unanimously.

MOTION: by Kanute, seconded by Baker, to approve FF Steven Bull's one-year leave of absence request. Motion carried unanimously.

MOTION: by Kanute, seconded by Robertson, to approve a policy to pay volunteer firefighters for live burn training and classroom time for CPR, EMR, and EMT recertification; and one time stipends for Fire Officer I and Fire Instructor I. Motion carried unanimously.

Chief Clark discussed that policy was negotiated in the monthly volunteer officer's meetings.

MOTION: by Kanute, seconded by Baker, to approve a transfer request of \$3,250 into the Stipend account, for payment of Fire Officer I and Fire Instructor I stipends. Motion carried unanimously.

MOTION: by Kanute, seconded by Robertson, to approve Chief Clark's appointment as a deputy fire marshal. Motion carried unanimously.

MOTION: by Kanute, seconded by Robertson, to approve increasing the maximum number of fire police at Company 2 to six. Motion carried unanimously.

MOTION: by Baker, seconded by Kanute, to adjourn to Executive Session, excluding the public and the press with the exception of Chief Clark and Assistant Chief Wisner to discuss personnel and contractual matters at 6:36 p.m. Motion carried unanimously.

EXECUTIVE SESSION:

No action was taken.

Return to regular session

MOTION: by Baker, seconded by Kanute, adjourn the meeting at 7:14 p.m. Motion carried unanimously.



Mary Baker, Vice Chairperson *MB*
Board of Fire Commissioners