

TOWN OF SOUTHTON
BOARD OF FIRE COMMISSIONERS

Chairperson Bunko called the meeting of the Board of Fire Commissioners, held at Headquarters on June 16, 2016, to order at 6:00 p.m. Commissioners Bunko, Baker, Stanforth, Kanute, and Robertson were present. Also in attendance were Chief Clark and Assistant Chief Wisner.

Roll Call

Pledge of Allegiance

A moment of silence was held in memory of the tragic events in Orlando for the lives lost and those injured.

MOTION: by Kanute, seconded by Baker, to approve the minutes of May 19, 2016, meeting as circulated. Motion carried unanimously.

MOTION: by Baker, seconded by Stanforth, to approve payment of bills for May 2016 in the amount of \$39,159.32. Motion carried unanimously.

Secretary's Report:

Memo from Chief Clark recommending the increase of the chief and assistant chief's salaries by the IAFF 2033 union increase of 2.95%

Memo from Chief Clark requesting permission to attend the annual IAFC VCOSS Symposium in Clearwater, Florida on November 9-14, 2016

Memo from Chief Clark recommending the increase of the executive assistant's salary by the IAFF 2033 union increase of 2.95%

CHIEF'S REPORT:

CERT:

- Captain Heath will do a short presentation on the CERT team for the Town Council at their next meeting on June 27.
- CERT is gearing up for a recruitment drive in the fall.
- The team is also working on revising a pamphlet outlining the CERT program.

Recruitment and Retention:

- The recruitment lawn signs have been delivered and will be distributed to each company for their members to display.
- Chief Clark approved a short recruitment video that is being played at the drive-in at the beginning of each movie.

- The website joinsfd.org web page has been purchased by the town. IT Director Jay Baker is working on purchasing development software so it can be formatted.
- Companies 1, 2, and 3 are working on scheduling a date when they can canvas Company 5's area for recruitment.

Equipment and Apparatus:

- Deputy Chief DiBattista and Jay Baker are working with Maximum Security to install monitors in all the stations. The monitors will be used to view the 'I Am Responding,' and Nex-Gen software programs.
- Chief Clark is working with Cummins on a bill that was received for repairs to the generator on R-1. The bearings on the generator have been replaced three times in the past two years.
- Pump testing was performed on all apparatus and all passed. Aszklar has checked all the valves and pump packings before the test. Though all apparatus passed, after the test two different pipes gave way on E-32 and needed replacing. The old pipes were replaced with stainless steel, which is what is now being installed on the new engines with anticipation of it performing better.
- New rear wheels have been ordered for L-1 due to rusting. The approximate cost of replacement is \$2,000 and the truck will be out of service for about a week.
- Estimates on the trade-in for the 2006 Ford Expedition are being sought. The trade-in amount is needed to purchase a new vehicle.
- The new generator is fully functional. The final part of the project is for the old fuel tank to be removed and a window to be replaced. The project is expected to be completed by the end of the month.

Budget:

- The department was able to end the 2015-2016 fiscal year without needing any appropriations. All account shortfalls were able to be resolved with transfers.
- The requests for transfers to the overtime and vehicle repairs account will be heard at the June 21 Board of Finance meeting.
- A contract for a new engine is expected to be received at the end of the week and the funds for a down payment are in the process of being appropriated.

Miscellaneous:

- Contracts for HVAC, snow plowing and trash removal went out to bid. The department will be changing companies for all three services, provided the new companies agree to some minor requirements.

- The Town Highway Department is going to clear the heavy brush at Company 3 and Company 5.
- Chief Clark has driven by Company 5 and noticed landscaping that was done with the help of Home Depot. There were also posts installed that Chief Clark will contact an officer to find out what their purpose is for.
- The SOP/SOG manual has been revised to include specific guidelines for the maintenance of bunker gear. The change was made as a cancer preventative initiative.

Vice Chairperson Baker asked if board members needed to attend the Board of Finance meeting. Chairperson Bunko stated that he will be going and any other members were welcome to attend.

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

ASSISTANT CHIEF'S REPORT:

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

1. Fire Marshal's Inspections – 69
2. Reports to the State Fire Marshal – 152
3. Damage to property involved in fire - \$116,000
4. Damage to motor vehicles involved in fire - \$0
5. Other losses - \$53,100
6. Total - \$169,100
7. Total units responded were - 519

Assistant Chief Wisner further reported:

- Fire damage to Motel 6's laundry room estimated at \$150,000
- Fire damage to a bedroom at 996 Meriden Waterbury Tnpk. estimated at \$17,000
- Fire damage to 315 Main St. last night with significant fire damage
- The multi-family annual inspections are almost completed
- The inspection staff has received 12 plans to review
- The site of Webster Bank's corporate office on West St. continues to be monitored by the inspection staff
- The Hartford Hospital medical building site continues to be monitored by the inspection staff

Commissioner Stanforth asked if multi-family homes that are occupied by family members still needed inspection. Assistant Chief Wisner reported that yes, all multi-family dwelling with three or more units, are to be inspected for safety violations regardless of the occupants.

Commissioner Robertson discussed the manpower shortage during the Motel 6 fire and how three towns were called in for mutual aid. Robertson feels that these calls show that the department is understaffed during the days and that the board should continue to work on getting additional career firefighters during the low response times. Vice Chairperson Baker suggested that summaries of the times the department experiences manpower shortages, be kept. Commissioner Robertson further discussed his concern with the affects the summer heat has on the members who are forced to work longer and harder at the times of low manpower responses, and the safety concerns it places on the firefighters and residents. Commissioner Stanforth addressed the shortage being mainly during the daytime, Monday through Friday. Stanforth also commended how well the nighttime manpower responses were from all the members, and how well they all work together. Vice Chairperson Baker suggested that there may be a use for CERT members during these times and Chief Clark acknowledged that it was being explored. Chief Clark stated that if the use of CERT members at fire calls were adopted that it would be at least a year before it could be implemented.

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

COMMISSIONS COMMENTS AND COMMUNICATIONS:

Commissioner Stanforth asked if there has been an increase in medical calls for the department. Chief Clark reported that monthly reports are received from AMR and reviewed to make sure that the department is notified when there are delays and have found that AMR does comply 90% of the time. Commissioner Kanute discussed the dispatching procedures for medical calls and the town's agreement with AMR. Kanute also stated that as a dispatcher he has noticed an increase in medical calls. Chief Clark stated that he would put together a report comparing the three-year average and the past six months of medical calls. Commissioner Robertson asked about how the patients are transported when AMR is delayed. Chief Clark reported that the department is not equipped to transport.

Commissioner Stanforth discussed a joint recruitment drive that he is organizing through the Lions Club. All organizations from Southington in need of volunteer services are invited and Commissioner Stanforth has contacted Captain Heath to invite CERT to be a part of it. Chief Clark stated that he would also relay the information to the Recruitment and Retention Committee for volunteer firefighter recruitment.

Commissioner Stanforth asked about the status of the SOP Committee. Chief Clark reported that the committee has reviewed the whole manual and their revisions were put into place in January. Chief Clark further explained that the manual is a living document that is constantly being revised to address changes in equipment and safety regulations.

Commissioner Stanforth asked about the reason that there is a 20-hour ride along requirement for probationary firefighters. Chief Clark explained that the requirement was adopted to acquaint the new members with the career staff and help them understand the function of the career staff.

Commissioner Stanforth asked about the ability to make changes to the volunteer incentive plan, the ICMA 401(a) plan that would allow members who reach a retirement age, to cash out their plans while remaining an active member. Chief Clark reported that he does not know if that is possible, and that he does not know the particulars of how the plan guidelines were adopted. The plan documents will be made available to Commissioner Stanforth to review.

MOTION: by Stanforth, seconded by Baker, to add item 9.C. to the agenda as action to increase the volunteer firefighter hourly pay by the IAFF 2033 union increase of 2.95%. Motion carried unanimously.

The commissioners discussed the current hourly rate being \$8.00 per hour for a volunteer firefighter and \$9.00 per hour for a volunteer officer.

Commissioner Kanute reported that he attended the last Recruitment and Retention Committee meeting. Kanute reported that the members are enthusiastic in moving forward with new ideas. Kanute stated what a good job they are doing and will continue to support their efforts.

Vice Chairperson Baker discussed her visit to Company 5 on the first Monday of the month, and that the members discussed that they were happy with the planned recruitment efforts in their district. Baker reminded the commissioners that Company 5 is hosting their annual All Company Picnic on Monday, June 27. Baker discussed the renovations that are being done to the station and asked Chief Clark what the status was on the projects. Chief Clark reported that the budget for the project has been used up for this fiscal year. Chief Clark reported that the department paid for the plumbing, electrical work and building materials for the bathroom renovation and that the company members are doing the labor. Baker also told of the members delivering flags to veterans and their families this past Memorial Day.

COMMUNICATIONS FROM THE PUBLIC: None

UNFINISHED BUSINESS: None

OLD BUSINESS:

Chairperson Bunko asked about the status of the company bylaws. Training Officer O'Hare stated that Company 2 is scheduled to meet on Monday to discuss the status of the recommendations made by their lawyer. Chief Clark stated that once Company 2's bylaws are completed and approved by the board it will be used as a template for the other companies.

NEW BUSINESS:

MOTION: by Kanute, seconded by Robertson, to approve increasing the chief, assistant chief and executive assistant's salaries by the IAFF 2033 union increase of 2.95%. Motion carried unanimously.

MOTION: by Stanforth, seconded by Kanute, to approve Chief Clark's request to attend the annual IAFC VCOSS Symposium in Clearwater, Florida on November 9-14, 2016. Motion carried unanimously.

MOTION: by Stanforth, seconded by Kanute, to approve raising the volunteer firefighters hourly pay by the IAFF 2033 union increase of 2.95%. Motion carried unanimously.

MOTION: by Baker, seconded by Stanforth, 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 6:55 p.m. Motion carried unanimously.

EXECUTIVE SESSION:

No action was taken.

Commissioner Robertson left at 7:20 p.m.

Return to regular session at 7:39 p.m.

MOTION: by Kanute, seconded by Stanforth, to allow the chief and assistant chief to cash out up to one week's vacation if they have already met the maximum carryover of 45 vacation days in the 2015-2016 fiscal year. Motion carried unanimously.

MOTION: by Baker, seconded by Kanute, to adjourn the meeting at 7:40 p.m. Motion carried unanimously.


Wayne Stanforth, Secretary MTF
Board of Fire Commissioners