

TOWN OF SOUTHTON  
BOARD OF FIRE COMMISSIONERS

Chairperson Bunko called the regular meeting of the Board of Fire Commissioners, held at Headquarters on December 15, 2016, to order at 6:00 p.m. Commissioners Baker, Bunko, Stanforth, and Kanute were present. Also in attendance were Chief Clark and Asst. Chief Wisner. Commissioner Robertson was absent.

Roll Call

Pledge of Allegiance

MOTION: by Stanforth, seconded by Baker, to table the election of officers. Motion carried unanimously.

MOTION: by Kanute, seconded by Baker, to approve the minutes of the November 17, 2016, regular meeting as circulated. Motion carried unanimously.

MOTION: by Stanforth, seconded by Kanute, to approve payment of bills for November 2016 in the amount of \$26,397.23. Motion carried unanimously.

Secretary's Report:

Memo from Chief Clark recommending the approval of Captain James Paul's request to attend the FDIC conference April 24-29, 2017 in Indianapolis, IN.

Memo from Chief Clark recommending the Board of Fire Commissioners 2017 regular meeting dates.

Letter from the Career Fire Officers about their safety and operational concerns due to staffing levels.

CHIEF'S REPORT:

CERT:

- CERT was activated on December 2 to participate in the White Christmas in the Community program

Recruitment and Retention:

- The next probationary class will start on January 9, 2017. Currently there are seven applicants eligible for the class and three who have to pass their physicals.
- DC DiBattista has scheduled a Fire Officer I class to be held at Fire Headquarters beginning March 7, 2017. This class is the same class that was hosted last year for the convenience for the department members who are required to obtain this training. The spots not taken by department members will be offered to outside departments to help defray the costs.

- Company 1 has added John Saucier, a past member, to their roster as fire police.

#### Equipment and Apparatus

- The new Ford Explorer is at Fleet Auto to have lights and sirens installed. The vehicle is expected back on December 19.
- The 14 portable radios have been received. Straps and pouches have been ordered for them.

#### Committee Reports

- The SOP Committee is scheduled to meet
- The Strategic Planning Committee met on November 14 and November 29. The minutes from both meetings were included in the meeting packets.

#### Miscellaneous:

- The Calvanese Foundation has approved a \$4,000 grant request submitted by Captain D'Arcy for supplies for the CRR program.
- The way the department accesses Firehouse Software has been changed from a server at Town Hall to a cloud service through Xerox. The cloud service was chosen by IT Director Jay Baker and the contract was approved by Deputy Town Manager Sciota.
- Firehouse Software representative, Tom Ponds, has built a report in the database to track responses. The report data is based on the staffing numbers reported to the incident commander at the end of each call. The report still needs fine-tuning but the programming to make the data fields mandatory are active and storing information.
- The self-audit checks will be distributed on Monday, December 19 from noon until 8 p.m.
- FF Jeffrey Roy attended an orientation class for the Connecticut Fire Academy's recruitment class earlier today.
- Captain Paul and Captain Jones are taking a Fire Officer III class through the West Haven Fire Department. The class was funded through a Safer Grant and all salary expenses will be reimbursed after the course is completed.
- New monitors have been installed in the conference room and Chief Clark's office that will run the NexGen website.
- Company 1 provided an engine for the White Christmas in the Community program.
- FF John Aldieri has continued his fire science classes for sixth grade students at DePaolo Middle School and Kennedy Middle School. FF Aldieri is training FF Jason Zarcone to conduct the classes in the case of his absence.
- The procedure for retired volunteer firefighters to apply for tax abatements is being worked out with the town assessor.

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

ASSISTANT CHIEF'S REPORT:

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

1. Fire Marshal's Inspections – 55
2. CRRS - 4
3. Reports to the State Fire Marshal – 162
4. Damage to property involved in fire - \$0
5. Damage to motor vehicles involved in fire - \$1,500
6. Other losses - \$2,000
7. Total - \$3,500
8. Total units responded were - 587

Assistant Chief Wisner also reported:

- There was a fire set in a local business that was deemed intentional and is under investigation by the Southington Police Department.

The following are building projects currently being reviewed by the Inspection Bureau:

- Kilted Kinsmen's Brewery at 409 Canal St. is close to opening
- The brewery at Factory Square is progressing
- The construction at 99 Executive Blvd. is progressing
- A business is moving into a large portion of 75 Aircraft Rd.
- The Bread for Life building is close to opening
- Supreme Industries on West Queen is close to completion
- The ground has been broken for the new shopping complex on Queen St.

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

COMMISSIONS COMMENTS AND COMMUNICATIONS:

Chairperson Bunko expressed his appreciation to the Calvanese Foundation for their donation of \$4,000 to the CRR program and Captain D'Arcy's work on the application. Bunko also thanked all members who pursue grants for the department. Chief Clark reported that a press release is planned and that a thank you letter to the Calvanese Foundation will be sent.

Commissioner Stanforth stated that he was impressed with the members who pursue additional education and training. Stanforth would like the members to know of his support of these efforts.

COMMUNICATIONS FROM THE PUBLIC:

UNFINISHED BUSINESS: None

Chairperson Bunko stated that in the next volunteer officer's meeting the company bylaws would be discussed.

OLD BUSINESS: None

NEW BUSINESS:

The CIP request and 2017-2018 budget were discussed. A budget workshop was scheduled for Monday, December 19, 2016, at 5 p.m.

NEW BUSINESS:

MOTION: by Baker, seconded by Stanforth, to table the action on the CIP request. Motion carried unanimously.

MOTION: by Baker, seconded by Kanute, to approve Captain Wisniewski's recommendation to terminate FF Jason Harnish. Motion carried unanimously.

MOTION: by Stanforth, seconded by Kanute, to approve Captain James Paul's request to attend the FDIC conference April 24-29, 2017 in Indianapolis, IN. Motion carried unanimously.

Commissioner Stanforth asked for more information about the conference. Chief Clark reported that the conference is the biggest conference for equipment and training. Chief Clark feels that the conference will be a benefit for Captain Paul and that Captain Paul will share the information he gathers.

MOTION: by Stanforth, seconded by Baker, to approve the recommended Board of Fire Commissioners 2017 regular meeting dates. 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, to discuss personnel and contractual matters at 6:30 p.m. Motion carried unanimously.

EXECUTIVE SESSION:

No action was taken.

Chief Clark left Executive Session at 7:02 p.m.

Returned to regular session at 7:24 p.m.

Meeting adjourned at 7:25 p.m.

Wayne Stanforth, Secretary  
Board of Fire Commissioners