

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
SEPTEMBER 20, 2011**

ATTENDANCE: Carol Andreoli, Chairperson; Richard A. Moccia, Mayor;
Denis McCarthy, Fire Chief; Michael Coffee, Fire Commissioner;
Glenn Iannaccone, Fire Marshall.

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Ms. Andreoli.

APPROVAL OF MINUTES: MAY 17, 2011 MEETING

Ms. Andreoli requested a correction to page 1 to add the second to the motion to approve the minutes of April 19 as follows : ** MS. ANDREOLI SECONDED.

**** MAYOR MOCCIA MOTIONED TO APPROVE THE MINUTES OF THE
MAY 17, 2011 MEETING AS CORRECTED.
** MS. ANDREOLI SECONDED.
** MOTION PASSED UNANIMOUSLY.**

ACTION ITEMS

There were no action items.

FIRE CHIEF'S REPORT

Chief McCarthy presented the budget reports and stated that everything was on target and they are anticipating a slight surplus versus the budget for salaries, as overtime charges are tracking below last year, and overall expenses are tracking at a conservative 1.1% increase versus last year.

FIRE STATION PROJECT REPORT

Chief McCarthy presented updated plans and stated that there have been several modifications to the original plans due to overages to bring the project within the budget, which is now at \$14 million. He added that this has resulted in the building being slightly smaller and material changes include roofing materials, window shape and other minor revisions to plans to bring the project come within \$500,000 of the \$14.5 million budget.

Mr. Coffee asked if there is a list of items to be added back in, if bids do end up coming in below estimates, and Chief McCarthy replied that if that is the case they would only do functional things such as acoustic ceiling to minimize the sound echo. He added that they have just been City of Norwalk

Board of Fire Commissioners

September 20, 2011

Page 1 of 5

awarded a \$1 million from the EOC—one of only two cities in the country to receive that level-- which should make up for any overages, and Mayor Moccia asked him to make sure that there is adequate coverage by press as the release goes out to announce the grant.

Chief McCarthy added that they hope to have construction plans to present to the Common Council the first meeting in February to have the construction contract approved and awarded to begin exterior construction in late winter of 2012 and he added that there will be asbestos removal and remediation prior to demolition and exterior construction to begin by the winter of 2012. He reviewed the relocation to Lockwood Matthews Mansion of the Fire Marshall's office and the schedule of October 14 for Administrative Offices, and October 28 for fire fighter headquarters relocation to Fairfield Avenue.

Chief McCarthy summarized that through the process one key element is that it maintains the ability to grow with extra space available on the second and third floors where additional staff can be accommodated in years to come. He added that having City Hall IT Data Center located there will be a big plus with further technology and the EOC location was proven essential to be housed with the Fire Station as experienced during the recent tropical storm response.

Staff Development Project: Chief McCarthy stated that there will be a leadership conference held at the Lockwood House on Thursday with the consultant that has been working on strategic planning workshop for the staff.

ASSISTANT FIRE CHIEF'S REPORT

Chief McCarthy presented the Operations Report and noted the following incidents:

- 08/05: 444 Connecticut Avenue, cardboard boxes on fire in store warehouse. Firefighters extinguished the fire using a portable extinguisher.
- 55 Soundview Avenue, fire inside a second floor wall of a single family house, extinguished by firefighters using a pre-connected hose line.
- Norwalk Harbor, MU 24 requested by Police Marine unit to assist with handling a boat
- 08/08: Shirley Street, EMS call, firefighters administered CPR.
- 08/09: Suncrest Road, EMS call, firefighters administered CPR.
- 08/12: Jefferson Street, EMS call, firefighters administered CPR.
- 08/13: on the waters off Cockenoe Island, boat fire, fully involved. Firefighters onboard MU 24 extinguished the fire on a 42 foot boat. The six passengers onboard the boat had been removed safely before the fire department's arrival.
- 08/17: mutual aid to Fairfield, Norwalk firefighters-Haz-Mat 2 responded to FCHMRT.
- 08/18: West Rocks Road, EMS call, Firefighters administered CPR.
- 08/27: 93 Main Street car fire at gas pumps extinguished by off-duty firefighter.

- Between 1700 hours 8/27, and 1700 hours 8/29, Norwalk firefighters responded to 176 calls related to Hurricane Irene.
- 08/29: 6 Greenhill Road, fire caused by a portable generator damaged the side of a house
- 08/30: 13 Autumn Street, a car fire near a house extinguished by firefighters.
- 08/31I-95 Southbound-- car fire extinguished by Firefighters.

Chief McCarthy added that there has been a Port Security Grant of \$76,000 used for the new boat, and they will employ a mutual aid situation to provide assistance to surrounding harbors as necessary.

FIRE MARSHAL'S OFFICE

Fire Marshal Iannaccone presented his report and stated that there was one incident #11-33880 as listed in the report, on 20 Arbor Drive that was determined cause due to careless smoking.

He stated that he was told that a public hearing could not be held because the Fire Marshal inspection fees had not been officially approved, and he referred to an e-mail from Mr. Bonenfant requesting that this be put on the agenda. Ms. Andreoli noted that the fees were approved back in May, and Mayor Moccia asked that a copy of the minutes be sent from the City Clerk's office to Mr. Bonenfant.

Emergency Management

Chief McCarthy congratulated Ms. DeLuca on a job well done with the coordination of the City's Emergency Response teams during Tropical Storm Irene. He stated that all positive comments have been received and she was very effective with all the management of logistics, particularly with relocating Customer Service to be at the same location with the First Responders. He added that the Red Cross and volunteers manning the Emergency Operations at Brien McMahon were very effective with the handling of over 150 residents and that the practice drills held previously had really paid off with logistics training.

Ms. DeLuca stated that the survey is posted on the City's website and feedback has already been received. She stated that the decision to move Customer Service from City Hall was by far the best way to handle the logistics and that the EOC should most definitely be located at the new Fire House as experienced first hand, it made for better communications and operations.

She added that at Brien McMahon, although the Auto Shop was designated as the location for the pets, they were put in the small gym, which could have been better used for people with special needs. She stated that future plans call for them to be housed at the Center for Global Studies lobby area, which is closer and easier access.

She stated that one key modification for future operations is to keep the kitchen open longer for a feeding center and stated that they will have a dinner for the volunteers tomorrow as an expression of appreciation for their participation with the relief efforts.

Chief McCarthy added that the targeted calls by the Code Red system were much better than the state system used for the past storm, and stated that he has received good feedback from the Mayor's messages. He added that over 75,000 minutes were used and they are now looking at a system upgrade for unlimited minutes.

Ms. DeLuca added that the AXIS self-powered safety hub with radio for weather alerts and USB cell phone charger is recommended as an important part of home preparedness; and suggested that these be made available at the EOC. She added that any profit between wholesale and retail City of Norwalk

Board of Fire Commissioners

September 20, 2011

Page 3 of 5

pricing be used to provide these chargers at the Domestic Violence Crisis Center, Homeless Shelter, and group homes. Mayor Moccia suggested that they also be on display at the City Hall Atrium and at the Fire Station Open Houses.

Mayor Moccia stated that the staff did a fantastic job with the Emergency Operations and he thanked all those involved.

Training Report

Chief McCarthy presented the training report and reviewed the following:

- Metro North training has been completed on all 4 shifts
- Blood borne pathogen Training completed
- Lt. Exam completed 21 June 2011 and eligibility list posted
- Capt. Exam completed on 13 July 2011 and eligibility list posted
- Deputy Chief written Test upcoming on 21 November with Oral board on 28 Nov. 2011 4 Captains eligible to test.
- Tiller Truck is in service and back up drivers continue with training.
- Annual OSHA Required Fit testing is restarting
- Annual N95 testing is also beginning again
- Occupational health has been contacted to set OSHA Physical Dates.
- DEP safe Boating Classes will begin soon with approx 80 members having no certification on record with DEP. (turn over of members since last classes were given.)
- CIRMA Accident investigation training has taken place for health and safety purposes.
- 4 New recruits are at the Conn. Fire Academy:
Whitney King, Edgar Lopez, Andrew Kick, Brian Kaley

Ms. Andreoli stated that more notice is needed for swearing-in ceremonies, and Chief McCarthy noted that he would make sure that more adequate notice is provided in the future.

UNION PRESIDENT REPORT

The Union President was not present, and there was no report. Chief McCarthy stated that attendance by the Union President is only expected in the case of a grievance issue or a matter that requires input.

Chief McCarthy noted that the relationship with the Union President has been very positive, and that he has been a good, effective leader, he always works with them to come up with solutions to problems, and his input is always appreciated.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

City of Norwalk

Board of Fire Commissioners

September 20, 2011

Page 4 of 5

CORRESPONDENCE

Chief McCarthy referred to a letter included in the packet, received from Mr. Boeckle, a resident at 81 Wolfpit Road thanking the Fire Department for assisting in the rescue of his kitten.

PERSONNEL

- ** MAYOR MOCCIA MOVED TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL ITEMS.**
- ** MS. ANDREOLI SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

The Commissioners went into Executive Session at 5:45 p.m. and reconvened back into public session at 6:15 p.m.

- ** MS. ANDREOLI MOTIONED TO PROVIDE A 2% SALARY INCREASE FOR CHIEF DENIS MCCARTHY AND ASSISTANT CHIEF LARRY REILLY RETROACTIVE TO JULY 1, 2011.**
- ** MAYOR MOCCIA SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

- ** MAYOR MOCCIA MOVED ADJOURN.**
- ** MS. ANDREOLI SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Marilyn Knox
Telesco Secretarial Services