

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
September 19, 2017**

ATTENDANCE: Mayor Harry Rilling; Commissioner Oscar Destruge; (via phone); Commissioner; Curtis Langley

STAFF: Acting Fire Chief Gino Gatto; Deputy Chief Al Basset; Captain James Hines; Michele DeLuca, Office of Emergency Management;

OTHERS: Ray Burney, Personnel Director

1. CALL TO ORDER

Mayor Rilling called the meeting to order at 3:02PM and a quorum was present.

2. ACCEPTANCE OF THE MINUTES

- a. Regular Meeting August 15, 2017.

Page 1 Change "three" to "there"

**** COMMISSIONER LANGLY MOVED TO APPROVE THE MINUTES AS AMENDED.**

**** THE MOTION PASSED WITH (2) TWO IN FAVOR AND (1) ONE ABSTENTION (COMMISSIONER DESTRUGE).**

The following correction was noted on the minutes of July 18, 2017:

To add there was "no action taken" in the executive session.

**** COMMISSIONER DESTRUGE MOVED TO APPROVE THE MINUTES AS AMENDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. ACTION ITEMS

There were no action items discussed.

4. FIRE CHIEF'S REPORT

a. Budget Report

There were no items discussed.

5. ACTING FIRE CHIEF'S REPORT

a. Budget Report

Acting Chief Gatto reported on the highlights of the budget and stated that there is an increase of 15.6% in the salary account for August of this fiscal year compared to August of last fiscal year due to the hiring of four firefighters.

b. Operations Report

Acting Chief Gatto reviewed the details of the various fire calls which averaged 17.35 calls per day for the month of August as listed in his written report.

Acting Chief Gatto stated that on August 5th at 5 Dairy Farm Court there was a structure fire that was caused by a short in the electrical meter, on August 12th there was a structure fire at 67 Fair Street and that there was heavy fire damage to the second floor and that three people were displaced at that fire, on August 13th there was a structure fire at 259 Flax Hill Road on the second floor kitchen and that the fire was contained to two rooms with heat and smoke damage, on August 19th the Fairfield Fire Department had requested our Marine Division to respond to a call of two missing persons and they were found by the Fairfield Dive team, and on August 28th there was a structure fire on Ely Avenue and it was confined to the closet on the first floor apartment. Mayor Rilling asked if mutual aid was sent to the Westport house fire that occurred a few days ago. Acting Chief Gatto said "yes".

6. FIRE MARSHAL'S REPORT

There were no items discussed. Acting Chief Gatto stated that the August report will be discussed at the September meeting. Mayor Rilling asked the status of hiring temporary fire inspectors. Acting Chief Gatto said that two part time inspectors will be hired and that interviews will be held on Monday, September 25th and that 11 people have applied and that three people will be interviewed. He said that the funds have been transferred by the Finance Department and that they will be hired temporary for six months. Mayor Rilling asked if they will prioritize the inspections beginning with the oldest. Acting Chief Gatto said "yes" and that they will start with the multi-family dwellings. He also stated that two firefighters have been promoted to Fire Inspector and they started attending school on September 13th and they will complete school and be certified as Fire Marshals in April, 2018.

7. EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca reported and stated on the recent Hurricanes and that she will be sending e-mails if there is any potential threat to the area. She said that a pet preparedness program with the animal response team was held last week and that there was a smaller crowd then was expected but there was good visibility. She said that the firefighters that were on duty were able to see the pet ambulance and learn more about the program which was helpful. She said that there are a few folks attending the Regional Mass Care Program and she is trying to get a few more which will focus on the higher level shelter discussions for the municipality as well as the region. She also said that the annual open house will be held on October 7th. Mayor Rilling asked if there is a template for the Hurricane warnings so that if we need to get something out quickly on Code Red. Ms. DeLuca said "yes" and that there can also be customize messages for those who live in the flood zones. Commissioner Destruge asked if the messages are in any other language other than English. Ms. DeLuca said that the messages are typically done in English but that there is information on the website and the website can translate into more than one language. Commissioner Destruge requested that the message be translated and given to the local Hispanic and Haitian radio stations so that they can read it on the air. Commissioner Langley asked if there is information on the locations of the shelters. Ms. DeLuca said that the primary shelter is Brien McMahon High School and the secondary is Norwalk High School, and typically they are not pre-announced and that they are announced as part of the overall messaging so that people don't show up in advance of opening the shelter. Mr. Langley asked if there are any provisions made for the people in nursing homes if they need to be evacuated. Ms. DeLuca said in Connecticut there is a long term care mutual aid

plan and it is a program that works with all of the nursing homes and there is an on duty coordinator who is always working, and should something happen if they have to evacuate the long term care mutual aid plan duty officer will help coordinate and it is a great program.

8. TRAINING DIVISION REPORT

a. Company Training Objectives- August

- Preplanning
- Firehouse Software

Deputy Chief Bassett said in August they have made an effort to do pre-planning which is a Fire Department requirement. He said that there are working to get the Firehouse Software database in-line with the information that the Inspection Division is bringing in and what the Firefighter and Officers have collected so that it can be seen when they go out on a call. He said that the goal is to confirm addresses and business names and to capture the basic data that is needed when going to a call which is usually a lock box, fire department connections and sprinkler systems. He said since this has started the Officers have entered over 600 properties into the database.

b. Department Training

- Drug Paraphernalia Awareness
- Driver Training

Deputy Chief Bassett said that they are currently in the process of working with the Police Department on a drug paraphernalia class. He said they are also working on driver training and pre-trip inspections and that there are eight trainers in the department.

c. Public Safety

- 9/11 Ride
- Oyster Festival

Deputy Chief Bassett gave a thanks to all the cadets that participated in the 9/11 ride and the Oyster Festival.

9. LOCAL 830 REPORT

There were no items.

10. OLD BUSINESS

a. Fire Station Update on Projects

Acting Chief Gatto reported on the budget estimate that Captain Hines had prepared for Station 5. Captain Hines said that the estimate is for new ceilings, new lighting and upgrades on in-house items. He said that the station is approximately 45 years old and there has not been any major clean up or renovations done to it, and that the work is primarily cosmetic and to make the building more energy efficient. He said that is also working on getting pricing for cooling systems for both the Westport Avenue and New Canaan Avenue stations and that both of the systems are beyond their expected life. He said they are also working on creating a maintenance program for preventative maintenance. Commissioner DeStruge requested that he is sent a PDF of the budget estimate. Mayor Rilling asked if the funds are in the capital budget. Captain Hines said "yes".

11. NEW BUSINESS

No items were brought forward.

12. CORRESPONDENCE

No items were brought forward.

13. PERSONNEL

- a. Part-Time Inspectors for Fire Prevention Bureau

This was discussed under the Acting Fire Chief's report.

14. ADJOURNMENT

**** COMMISSIONER LANGLEY MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 4:00PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services