

**CITY OF NORWALK  
BOARD OF FIRE COMMISSIONERS  
September 16, 2014**

ATTENDANCE: Commissioners: Irene Dixon, Oscar Destruge, Mayor Harry Rilling

STAFF: Denis McCarthy, Fire Chief;  
Michelle Deluca, Emergency Operations.

CALL TO ORDER

Commissioner Destruge called the meeting to order at 5:15 p.m.

APPROVAL OF MINUTES

Corrections noted:

Page 2: Sentence 1: add 'go' before back. Paragraph 3 under Notable Incidents, in sentence 4 delete 'and'.

**\*\* COMMISSIONER DIXON MOVED TO APPROVE THE MINUTES OF THE  
AUGUST 20, 2014 MEETING AS SUBMITTED.**

**\*\* MOTION PASSED UNANIMOUSLY.**

FIRE CHIEF'S REPORT

Budget

Chief McCarthy stated that the pumper acquisition is underway and the Finance Department is reconciling the final numbers and possible accruals. He spoke about injuries drive the budget and the department will receive an award for injury reduction. He referred to serious injuries that have occurred from lifting equipment and uneven surfaces and how the identification of hidden health hazards has had an impact on health and wellness of the staff.

Cadet Program

Chief reported that Officer Holmes and Officer Copolla have met with Police Deputy Chief Zecca on the joint cadet program. He described how the group will meet one week per month and will rotate staff to include female representation.

Fire Fighter Recruitment Report

Chief McCarthy provided a report and reviewed the recommendation to replace three vacancies using the current list which is set to expire February 2015. He asked to continue this list until September 2015 and begin the hiring process now to send three candidates to the academy. He explained that they have worked with Adam Bovilsky to reach diversity goals. There was discussion on the test assessment, process for scoring, proctoring and operational needs.

It was noted that as the recruitment date approaches, there will be a timeframe for hiring, and this will be on the agenda as an action item for approval.

### Fire Station Renovations

Chief McCarthy gave an overview of the approved \$900,000 appropriation for Station 4 and provided a recommendation to retire this project and convert it to a station specific plan. He listed improvements by station to include:

- a new roof and siding at 100 Fairfield Avenue
- Westport – furnace
- Station 4 bathroom/locker room renovations.

There was discussion on East Avenue rent agreement and Chief noted that he will look into the terms of the lease.

### ASSISTANT CHIEF REPORT

Chief McCarthy referred to the report as included in the agenda packet and reviewed the report of notable incidents for August 2014, highlighting the major fires:

08/11, 17:42, 1 Cannon Street; structure fire - car fire in the driveway spread to the side of a house and into the attic of the structure. Interior operations in the attic were hampered by the extreme amount of clutter in the attic. Several hose lines were used to extinguish the fire. All Norwalk companies were operating at the scene. Stations were covered by mutual aid from New Canaan, Westport and Rowayton. 08/28, 12:58, 47 Riverside Avenue, structure fire- started on outside of house and spread up siding and into attic and roof area via eaves. The fire hose line was slightly delayed due to having to avoid the power line for the house which was on fire and about to drop. Several hose lines were used and extensive overhauling done.

08/28, 21:00, 56 Witch Lane, mutual aid, structure fire. Norwalk Engine 5. Engine 2 and truck 2 assisted Rowayton Volunteer Fire Department at a fully involved house fire.

There was discussion on mutual aid that was needed to provide shift recovery.

### STATIONS AND EQUIPMENT

1. Work is continuing on the renovation of the second floor of Station 3 (Van Zant Street).
2. A pre-build conference is scheduled for September 24 at KME Corporation. Nesquehoning PA to begin the construction of the two new pumpers.
3. Drainage work, and paving at Station 5 (Meadow Street), and construction of a new front concrete apron and paving of the rear parking lot at Station 1 (Broad River) were put out to bid as part of a DPW paving package. The bid was awarded to Grasso Construction. Start date of construction is TBD.

### FIRE MARSHAL'S REPORT

Chief noted that Fire Marshal Hansen was on vacation and his report is included in the agenda packet that summarizes the activity and inspections for the month. He noted that total units were 1450 for over 608 hours representing routine inspections.

## TRAINING REPORT

Chief McCarthy referred to the report as follows:

- Access Mapping of Metro North ongoing. GIS Layer of Catenary numbers now with Nate Asare for addition to City GIS map.
- Fire Service Instructor 1 Program began on September 9 and it is proceeding on schedule.
- Dispatchers are now completing ride along on shift. Supervisors are completed.
- Mobile Command Board is in service. We utilized this at the Oyster Festival.
- We have two Firefighters enrolled in the Westport EMS EMR/EMT Training for September Class. This will run through December if EMR and April if EMT.
- CPR Recertification will be starting soon and one Lt. is currently becoming certified Instructor.

### Emergency Management

Ms. Deluca stated that the management of the school emergency operations is transitioning to the Board of Education. She explained that the plan has been approved by the Central Office and will be reviewed by the state for compliance. Dr. Rivera has made emergency preparedness a priority and there is a teacher in charge – Bob Killackey, ROTC who has been at the development stages of the schools' plan. There will be a facility coordinator at each school in addition to the Building Principals. The next district wide exercise will be evacuation of schools to another location such as Brookside to McMahon, and there is much work to do in the planning of this drill.

Chief McCarthy noted that they will continue the District Wide School Safety meetings every three months on with the steering committee to continue meeting monthly. There was mention of the need to develop action plans for after school programs at the schools and noted that this is a huge exposure than should be addressed in a facility plan for the site directors.

### Oyster Festival EAP Recap/Boat Show EAP

Chief McCarthy reported that an after action meeting on the Oyster festival was held with the various departments in attendance.. It was noted that the fast storm was handled well with no injuries and all first responders on site quickly. Chief added that there needs to be a more complete map of tents along the midway, as it was difficult to locate those vendors where tents had toppled over.

He provided minutes of the meeting and summarized the learning points and future action plan: What can we do differently next year (and for other large City events)?

- Everything went as well as it could have gone.
- How to coordinate messaging (to the public, media, volunteers, etc)
- NSA- need an organization response plan/sector commands.
- Identify specific hazards throughout venue, which would be incorporated into the checklist.
- Safety/shut down protocols for food booths

- Volunteer safety plan, especially for volunteers who are minors. Who is ultimately responsible for their health and safety--Seaport Assn., or the group they are affiliated and volunteering?
  - Plan to meet earlier to develop next year's EAP--Oyster Festival 2015 September 11, 12, 13.
  - Develop role of fieldcomm 1 volunteers? What do we need to display, etc.
  - Develop a simplified EAP for smaller events, what are the critical components that people need
- Were any organizations missing from the planning process?
- DPW- for weather service. Dispatch has phone #s for field supervisors/Recreation and Parks
- What have we missed?
- Planned for worst case and it happened.
  - NFD/NPD- Need to send a joint thank you to responders, John Butz, etc.
- For what other City events should we create an event action plan? Chowderfest – Boat Show/SONO Arts festival? Any events that expects more than attendees (5,000 - 10,000).

UNION PRESIDENT REPORT – None  
 OLD BUSINESS/ NEW BUSINESS - None

Chief McCarthy reported that there was a discussion with the Rowayton Fire Department's new Chief. He explained that they are working on a relationship to provide training and call coverage for Rowayton.

#### Executive Session

- \*\* COMMISSIONER DESTRUGE MOVED TO ENTER INTO AN EXECUTIVE SESSION TO DISCUSS:**
- 1. SALARY INCREASES FOR A.C. REILLY AND CHIEF MCCARTHY.**
  - 2. EMPLOYMENT CONTRACT RENEWAL FOR CHIEF MCCARTHY.**
- \*\* MOTION PASSED UNANIMOUSLY.**

**The meeting went into Executive Session at 5:55 and was reconvened back into public session at 6:45 p.m. There were no votes taken.**

#### Adjournment

- \*\* COMMISSIONER DESTRUGE MOVED TO ADJOURN.**
- \*\* MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,  
 Marilyn Knox,  
 Telesco Secretarial Services