CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
AUGUST 18, 2015

ATTENDANCE: Commissioners: Irene Dixon, Mayor Harry Rilling.

STAFF: Denis McCarthy, Fire Chief; Assistant Chief Lawrence Reilly; Captain Todd Smith, Training; Michelle Deluca, Emergency Operations.

CALL TO ORDER

Mayor Rilling called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES

Page 3: Change Assistance Chief to Assistant, Paragraph 3 change Buildings to building.
Page 5: Under adjournment motion, fill in the blank lines to Destruge moved, Dixon seconded.

** **COMMISSIONER DIXON MOVED TO APPROVE THE MINUTES OF THE JUNE 16, 2015 MEETING AS AMENDED WITH CORRECTIONS NOTED.**
** **MOTION PASSED UNANIMOUSLY.**

ACTION ITEMS – None

FIRE CHIEF'S REPORT

a. Budget Report: Chief McCarthy referred to the reports contained in the agenda packet and noted that being new in the year, all was in line and moving along. He noted sick leave is being tracked to have an accurate year to year comparison of data in consideration of some long term-absences, and a report will be forthcoming.
b. Firefighter Entry Level Testing: Chief McCarthy reported that Mr. Hibson has been very helpful with the consultant and the day spent with stakeholder groups and the recruitment committee. He referred to the white board display that outlined the highlights of the work session and action points as follows:
   Campaign Theme: Become a firefighter. Fire up your Future –
   Promotional materials to include posters, postcards, banners, lawn signs for placement at local businesses, community centers, City Hall, NCC, schools, etc.
   Events to include Oyster Festival, DPW Open House,
   Press Releases, website, traditional and social media.
   Dates of tests to be determined after Thanksgiving.

Fire Chief's Report – continued

Station No. I Renovation
• Promotional Test – all levels
• ISO Re-Evaluation – Insurance services determines rates.
• Event Action Plans – Oyster Festival after action review.
• City Hall – Staff training for new front desk entry in place,
noted positive feedback and big improvement with security.
Emergency Planning. – Follows the School Emergency Guide protocols
Station No. 4 Study – A. Lo/Gerald Foley to interview architect to go out to bid after Labor Day
Outstanding Projects:
Station 3 – moving along with renovations of bathroom and ceilings.

ASSISTANT CHIEF REPORT

Assistant Chief Reilly referred to the report as included in the agenda packet and reviewed the report of notable incidents for June/July 2015, highlighting the major fires:

06/12, 22:49, 8 Lighthouse Lane, house fire. Arriving FD companies found a large fire on one exterior wall of a two story house. The fire was also extending into two second floor bedrooms through windows. Firefighters operated hose lines on the outside and inside of the house to extinguish the fire. The AIB side of the house and the two bedrooms sustained heavy fire damage. The fire appears to have started in a trash can shed on the outside of the house. Several candles that were not completely extinguished may have been put in the trash prior to the fire starting.

07/26. 13:52. 186 Gillies Lane. Structure fire. FD arrived at a large condominium complex to find light smoke coming from the roof of one unit. Firefighters entered the unit and found a small fire in the wall behind clothes dryer. Firefighter extinguished the fire and opened up toe wall to check for extension. The cause of the fire is undetermined.

Buildings and Equipment
Station 1
Fabrication of the new concrete apron in front of the station has been completed. Paving of the rear parking lot should take place next month.
Station 5
Pederson Engineering Group is writing specifications for the replacement of the boiler and hot water heater.

FIRE MARSHAL'S REPORT

Summary of Activities
Chief McCarthy referred to the reported as included in the agenda packet and summarized the activity and inspections for the month. He noted that total units were 310 for over 369 hours representing routine inspections, complaints and standard site visits.

Home Fire Preparedness Campaign -American Red Cross flyer on Smoke Alarm Installation

Fire Marshall Fees – Chief McCarthy noted that he has met with Emmet Hibson on cross training and sharing of information with the Assistant Fire Marshal. He added that there is a different skill and understanding needed to manage the amount of data, generate reports, and avoid misrepresentation of information.

TRAINING REPORT

Captain Smith referred to the report as follows:
a. Metro North Rail Mapping completed and awaiting Nate Asare for input into the GIS layer.
b. NCC - recruiting completed for summer now and waiting resumption of classes.
c. Briggs High School Fire Academy getting ready for new semester of Academy classes here.
d. Pump testing comp1eted and certified
e. SCBA fit testing completed.
f. CPR Recertification completed now but missing only 4 people.
g, EMS recertification for EMS in the fall now being set up with Norwalk Hospital and 63 members recertifying.

Emergency Management

Ms. Deluca reported the following:

- City Building Emergency plan guide will follow same protocols and outline as the schools emergency plan for compliance. She noted the next meeting focus is on state mandate compliance and action plans for city buildings.
- DPW Open House is September 19 at Smith Street to include backpack drive and food collections. Last year over 500 pounds of food was collected for the shelter.
- Bob Killackey is updating the school emergency guide with new administration and working on building rental and after school program emergency plans.

UNION PRESIDENT REPORT

No report

CORRESPONDENCE - None

OLD BUSINESS/ NEW BUSINESS

Executive Session

** **COMMISSIONER DIXON MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS.**
** **MOTION PASSED UNANIMOUSLY.**

The meeting went into Executive Session at 3:35 p.m. and was reconvened into public session at 3:54 p.m. There was no action taken.

Adjournment

** **COMMISSIONER DIXON MOVED TO ADJOURN.**
** **MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Marilyn Knox,
Telesco Secretarial Services