

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING JULY 18, 2017**

ATTENDANCE: Mayor Harry Rilling; Commissioner Curtis Langley; Commissioner Oscar Destrunge (via teleconference)

STAFF: Acting Chief Gino Gatto; Deputy Chief A. Bassett; Fire Marshal Broderick; Michele DeLuca, Office of Emergency Management; Captain Jim Hines

1. CALL TO ORDER

Mayor Rilling called the meeting to order at 3:00 p. m. A quorum was present.

2. ACCEPTANCE OF THE MINUTES

a. Regular Meeting June 20, 2017

Page 1 Acceptance of Minutes – Change “Langly” to “Langley”

Page 2 Delete Budget Report from the Fire Chief’s Report section.
Change “that she had him left a voicemail” to “she dad left him a voicemail”

Page 3 Change “FEMA they may affect Norwalk” to “FEMA that may affect Norwalk”

Page 4 Under Officer Training change “various training classes” to “various officer training classes”
Under Pathways Fire Rescue Academy change “commented everyone” to “commended everyone”

Page 5 Change “provided an updated” to “provided an update”
Change “vacancies there currently is” to “vacancies there currently are”

**** COMMISSIONER LANGLEY MOVED TO APPROVE THE JUNE 20, 2017 MINUTES AS AMENDED.
** THE MOTION PASSED UNANIMOUSLY.**

3. ACTION ITEMS

There were no items.

4. FIRE CHIEF’S REPORT

There were no items.

5. ACTING FIRE CHIEF’S REPORT

a. Budget Report

Acting Fire Chief Gatto stated that \$402,033. We used 97.7% of the budget. The number of vacancies are increasing so that is going to cut into the overtime budget going forward.

b. Operations Reporting

Acting Fire Chief Gatto stated that for the month starting June 1, 2017 through June 30, 2017, there were 559 calls which equals 18.6 calls per day. 17 Day Street. On June 17, at 19:12 hours, there was a boat fire in Norwalk Harbor. He stated that there was also a lost boater in Norwalk Harbor at 23:22 on June 17. He stated that at 00:49 hours on June 18, there was a lost boater in Norwalk Harbor.

c. Assistant Mechanic Position Update

Acting Chief Gatto stated that an offer was made to an individual two weeks ago to fill the Assistant Mechanic Position. The offer was turned down. He stated that one week ago, a different individual accepted an offer for the Assistant Mechanic Position.

Acting Chief Gatto stated that improvements are going to be made to the stations such as painting, dressing ceiling tiles, lighting, and other items. Captain Jim Hines stated that the Meadow Street needs a new heating and cooling system.

Captain Hines stated that we had an engineer look at Station 4 on Westport Avenue to give specifications on a heating and cooling system. The heating system there, which has a life expectancy of 30 years, is 52 years old. We would like it put out to bid before the winter. Additional cosmetic interior work will be done.

Captain Hines stated that Station 1, will need more improvements than other stations. Painting, lighting, and kitchen improvements are among those that need to be made. We have money in the budget for the improvements. He stated that he notified Mr. Alan Lo that the architect on record has to be dismissed so that other architects can take a look at the station. Captain Hines stated that after the architect is dismissed, the project can go out to bid.

Captain Hines stated that we have a price for the necessary work on the Westport Avenue Station. The building will not be gutted, so we will have to revise the plan to meet our needs today and what we need to do.

6. FIRE MARSHAL'S REPORT

a. Summary of Activities

Fire Marshal Sawyer stated that a total of 271 inspections were done during the month of June. He stated that the inspections took a total of 472.54 hours.

b. Fire Reports

Fire Marshal Sawyer provided a review of what other municipalities in the area charge for annual liquor license inspections. He proposed charging \$100 for the annual liquor license renewal inspections. He provided an overview of what goes into an inspection and stated that approximately the same amount of work goes into issuing a new license as goes into a renewal.

- ** COMMISSIONER LANGLEY MOVED TO ALLOW THE PROPOSAL TO MOVE TO THE HEALTH, WELLNESS, AND PUBLIC SAFETY COMMITTEE.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Fire Marshal Sawyer proposed a \$50 Mobile Food Truck inspection fee. Mayor Rilling stated that the Food Truck operators need to go to the City Clerk and pay a fee. They also have to pay a fee to the Health Department. Mayor Rilling stated that it may be possible to combine all of the payments into one payment. Mayor Rilling asked Fire Marshal Sawyer for a breakdown of what the Food Truck operators are currently being charged and present it at the next meeting.

- ** COMMISSIONER LANGLEY MOVED TO TABLE THE FOOD TRUCK INSPECTION FEES UNTIL THE NEXT MEETING OF THE FIRE COMMISSION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Fire Marshal Sawyer stated that two individuals will be taking training classes in order to be certified as fire inspectors. He stated that multi-family residences are the top priority to get caught up on with inspections. Mayor Rilling asked Fire Marshal Sawyer to prepare an update to present next month on how far behind we are on inspections. Acting Chief Gatto stated that he has spoken with union representatives about the possibility of bringing on part time inspectors. Mayor Rilling asked that Acting Chief Gatto prepare a report for next month so that we can get moving on this issue as soon as possible.

c. Fire Marshal Fees

Fire Marshal Sawyer stated that for the month of May, \$2,146.55 was collected in fees. For the month of June, \$3,335 in fees was collected.

7. EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca stated that there was a power outage at the library. Acting Chief Gatto stated that the generator did go on as it was supposed to. People thought that they were not on when they really were on.

Ms. DeLuca stated that she will send out a survey to everyone on the Emergency Management Team to get updated contact information as well as identifying who the second and third person might be for contacting purposes.

Ms. DeLuca stated that we will hopefully be working with the Food, Fuel and Shelter Group and working on a disaster preparedness plan.

8. TRAINING'S DIVISION REPORT

a. Company Training Objectives – June

Hose Testing

Deputy Chief Basset stated that the annual hose testing was done. It had been delayed because of the drought.

Annual Safety Stand Down – Mayday and Firefighter Survival Skills

Deputy Chief Basset stated that this year's focus was on Mayday and Survival Skills Objectives which are put out by the International Association of Fire Chiefs and the International Association of Fire Fighters. He stated that our members reviewed the SOPs and got practice on the radio. He stated that this was in-house training.

b. Department Training

CPR renewal completed
Haz-Mat refresher: Decontamination

Deputy Chief stated that we finished our CPR renewal for our members that did not do EMS refresher this year. He stated that the Haz-Mat refresher will be focusing on decontamination this month.

c. 3 Members completed and Certified to Fire Service Instructor 3

Deputy Chief Basset stated that Captain Timothy Reardon, Lieutenant Scott Rywolt, and Firefighter Corey Gilchrist all completed and passed the Instructor 3 Lesson Plan Development. The class was held here at the Fire House. We made \$75 for hosting the class here.

d. Public Safety Cadets

Marine Operations

Deputy Chief Basset stated that a picnic and tour was held at Veterans Park. He stated that the 2nd Annual Pancake Breakfast will be held in December.

9. LOCAL 830 REPORT

There are no items

10. OLD BUSINESS

There are no items

11. NEW BUSINESS

There are no items

12. CORRESPONDENCE

There are no items

13. PERSONNEL

a. Additional New Hires

**** COMMISSIONER LANGLEY MOVED TO GO INTO EXECUTIVE SESSION.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting went into executive session at 3:44 p. m. and returned at 3:56 p. m.

14. ADJOURNMENT

The meeting was adjourned at 3:58 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services