

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
June 20, 2017**

ATTENDANCE: Mayor Harry Rilling; Commissioner Oscar Destruge;
Commissioner; Curtis Langley

STAFF: Acting Fire Chief Gino Gatto; Asst. Fire Marshal Kurk
McDonald; Deputy Chief Al Basset; Captain James Hines;
Michele DeLuca, Office of Emergency Management; Lefty
Petrides, President, Local 830

OTHERS: Ray Burney, Personnel Director

1. CALL TO ORDER

Mayor Rilling called the meeting to order at 3:33PM and a quorum was present.

2. ACCEPTANCE OF THE MINUTES

- a. Regular Meeting May 16, 2017.

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

**** THE MOTION PASSED UNANIMOUSLY.**

Commissioner Destruge arrived at 3:35PM.

The following correction was noted:

Page 5, Paragraph 4, to change "recognition" to "organization"

**** 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 they have currently spent 89.9% and that he expects to end the fiscal year at or under budget. Mayor Rilling congratulated the department of their favorable budget and for working diligently with the allocated funds that were given to them.

b. Operations Report

Acting Chief Gatto reviewed the details of the various fire calls which averaged 16.5 calls per day for the month of May as listed in his written report.

Acting Chief Gatto reviewed the structure fires and said that each of the structure fires was being investigated by the Fire Marshal's Office. He reviewed a call of a female falling through a deck and that she had him left a voicemail saying what a great job they did. He reviewed a marine unit call regarding four kids in a kayak that had overturned and they had no lifejackets, and reported they were found on Peach Island and taken to the Marine Unit on Water Street where they parents had picked them up.

c. Assistant Mechanic Position Update

Acting Chief Gatto provided an update and stated the six candidates were interviewed and that they will be extending an offer to one of the candidates.

6. FIRE MARSHAL'S REPORT

Deputy Fire Marshal McDonald presented the report.

- a. Summary of Activities
- b. Fire Reports
- c. Fire Marshal Fees

Commission Destrugé asked how much was collected in fees. Deputy Fire Marshal McDonald said that he does not have that information.

7. EMERGENCY MANAGEMENT

- a. Emergency Management Update

Ms. DeLuca reported and stated that on June 1, 2017, there was a small safety event held for city employees and that overall it went very well, and that the focus was helping city employees and their families get prepared in case they have to come to work for an emergency, and she hopes to make it an annual event.

Ms. DeLuca stated we are currently on the third tropical storm of the season and the forecast has been upgraded to an above average hurricane season. She said she is planning to schedule an annual hurricane event in September as a regional program, and following the election season schedule a primer for the new chief elected officials as well as for those who are reelected regarding the changes to FEMA they may affect Norwalk. She said that she has been working with Ms. King regarding heat safety tips and she will now have those as well as the severe thunderstorm safety tips so that they have the ability to send updates to the media in the case of her absence.

Ms. DeLuca said that she is hoping to work with the Norwalk Hospital in August on the new Center for Medicaid workshops for health providers, and that 17 types of providers now will be required to have emergency plans in order to receive funding which is a new requirement, so she will be scheduling some workshops for the providers to be sure they are able to succeed and not have any difficulties when the deadline is submitted.

8. TRAINING DIVISION REPORT

a. Company Training

- Standpipe Operations
- 2 ½ hose stretch
- Pumping Evolutions for both

Deputy Chief Bassett gave an overview of the various training classes for both the companies and departments.

b. Department Training

- BLS CPR Update
- Carfentanil Safety Update

c. Officer Training

- Full Day Off-Site Training Day for all the Company Officers
- Leadership/Self-Awareness
- Behavior Health (EAP) Provider Update
- Human Resources- Reasonable Suspicion and Harassment
- Report Writing and Documentation
- Size-Up and Initial Report

Deputy Chief Bassett gave an overview of the various training classes for both the companies and departments.

d. Pathways Fire Rescue Academy

- 8 Students completed “Graduated” the Program
- Thanks to Firefighter George Baez and Firefighter Edward Maher for the assistance throughout the program

Deputy Chief Bassett stated that eight students graduated for the Pathways Academy and he wanted to thank Firefighter Baez and Firefighter Maher for their assistance through the 15 week program. Mayor Rilling said that the academy is a great outreach program and he commented everyone that was involved.

9. LOCAL 830 REPORT

There were no items.

10. OLD BUSINESS

- a. Fire Station Update on Projects and Renovation.

Acting Chief Gatto provided an updated on the fire station renovations and stated that station 3 is currently be renovated and that Firefighter Petrides has been doing most of the work. He said that there is a punch list of items that need to be done to improve the stations, and that Captain Hines is very instrumental in this type of work and has offered to help. He said that they have met with Alan Lo to discuss the work and how it can be done in-house and in small phases. Mr. Hines said that they had an issue with the architect coming back slowly with his data and budgets, and after performing the cost estimates it had exceeded their original monies, and have decided the most reasonable and feasible way to spend the funds is to give stations one, four and five on overhaul. Mayor Rilling asked how much money is currently in the budget. Captain Hines said approximately \$ 800,000. Mayor Rilling asked if a complete proposal will be submitted to the commission. Captain Hines said "yes". Mayor Rilling requested he keep the commission updated and to also work with the finance department.

11. NEW BUSINESS

- a. Restructure Administration.

Assistant Chief Gatto presented and discussed the updated organizational chart that includes an Assistant Chief of Operations and an Assistant Chief of Administration, and discussed the functions that each one will be responsible for. He presented a list of other cities with their population and what their structure is. Mayor Rilling asked if there will be any increase in personnel as a result of adding an additional Assistant Chief position other than the position. Acting Chief Gatto said "no". Mayor Rilling requested tables of organization from other towns to see how they compare to Norwalk and that the commission would revisit it next month. He also requested that the information be provided to Mr. Burney.

Mayor Rilling asked how many vacancies there currently is in the Fire Marshal's office. Acting Chief Gatto said that technically there is one. Mayor Rilling asked on the status of working with the union regarding bringing people in on a per-diem basis if there is no one interested in going into the Fire Marshal's office. He said that he is currently speaking with Mr. Burney and Mr. Petrides regarding that. Mayor Rilling said that it is an issue that needs to be worked out because he is fearful that Norwalk receives a fine because the inspections are not up to date and there is also a lot of pressure from people in the community regarding multi-

family housing that is exceeding what it should be. Mr. Burney stated that he will work with Acting Chief Gatto and Mr. Petrides on viable solutions.

12. CORRESPONDENCE

- a. Thank you Letter

Assistant Chief Gatto reported on the thank you letter that he had received from Mr. and Mrs. Cantow thanking the department for their help on May 17, 2017.

13. PERSONNEL

- a. Additional New Hires

**** COMMISSIONER DESTRUGE MOVED TO ENTER INTO EXECUTIVE SESSION**

**** COMMISSIONER LANGLEY SECONDED THE MOTION**

**** THE MOTION PASSED UNANIMOUSLY**

Executive session began at 3:45PM

Executive session ended at 4:26PM

No action was taken.

14. ADJOURNMENT

**** COMMISSIONER DESTRUGE MOVED TO ADJOURN**

**** COMMISSIONER LANGLEY SECONDED THE MOTION**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 4:27PM

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services