

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
MAY 17, 2011**

ATTENDANCE: Carol Andreoli, Chairperson; Richard A. Moccia, Mayor;
Dennis McCarthy, Fire Chief; Lawrence Reilly, Assistant Fire Chief;
Chris King, Training Dept.

CALL TO ORDER

The meeting was called to order at 5:10 p.m. by Ms. Andreoli.

APPROVAL OF MINUTES: APRIL 19, 2011 MEETING

**** MAYOR MOCCIA MOTIONED TO APPROVE THE MINUTES OF THE
APRIL 19, 2011 MEETING AS SUBMITTED.
** MOTION PASSED UNANIMOUSLY.**

ACTION ITEMS

There were no action items.

FIRE CHIEF'S REPORT

Chief McCarthy presented the budget reports and stated that everything was on target and they are anticipating a slight surplus versus the budget for salaries, as overtime charges are tracking below last year.

FIRE STATION PROJECT REPORT

Chief McCarthy gave an update on the project and stated that plans have been revised to reflect a reduction to the projected budget overage from \$2.7 million to come within \$500,000 of the \$15 million budget. He explained that part of the atrium designated to be the training room has been eliminated and it will now be contained in the basement level. He added that this does not change the functionality of the building, and that there are contingencies built in of \$750,000 if bids do end up coming in over estimates.

He added that Allan Lo has been very easy to work with and very thorough with communicating with the consultants in every area of the process. He gave an overview of the schedule for the next step of the bidding process for Station 4 and Fairfield Avenue which are on track for June timing, final specs are to be sent out to bid next week and advanced to contract awarding by June 2, with construction scheduled to begin September 22. He summarized by stating that all elements are moving along, but the process should take 2.5 years all totaled.

ASSISTANT FIRE CHIEF'S REPORT

Assistant Chief Reilly presented the Operations Report and noted the following incidents:

NOTABLE INCIDENTS

4/01, 22:01, Merritt Parkway, MVA, car rolled over on its roof; firefighters assisted paramedics in treating driver of involved vehicle.

4/02, 02:32, 195 Main St., MVA; car ran into Dunkin Donuts building, injuring all three occupants of the car. No store patrons were injured. FD assisted in treating patients and also determined that Building Inspector needed to be notified to inspect damaged load bearing wall

4/03, 12:30, 219 East Av., outside fire. A wooden fence, brush, and rubbish were burning, possibly caused by a passing train; extinguished by firefighters.

4/04, 08:52, 356 Main Av., partial building collapse. An interior stairway at a housing complex collapsed, injuring one person and trapping that person in the void space. Firefighters broke through a sheetrock wall to reach the victim.

4/05, 18:03, 34 Midrock Dr., EMS, FD assisted paramedics administering CPR

4/12, 06:01, I-95, car fire, FD extinguished a car fire on the Yankee Doodle bridge

4/15, 13:32, I-95, MVA, car v. tractor trailer. FD extricated the driver of the car

4/18, 15:55, I-95, EMS, a passenger jumped out of a moving truck, injuring himself. FD treated victim until EMS arrived.

4/18, 10:23, Woodchuck Ln., car fire extinguished by FD

4/22, 10:08, 93 Richards Av., apartment fire, fire in kitchen extinguished by the sprinkler system. FD checked for extension

4/23, 15:28, Ketchum St., Westport, mutual aid; Truck 2 and crew assisted Westport FD at an attic fire

4/28, 12:14, 41 Wolfpit Av., EMS, FD administered CPR

4/30, 03:27, West Cedar St., EMS; FD assisted EMS with packaging and stabilizing a gunshot victim

4/30, 22:11, Arbor Dr., EMS, FD administered CPR

FIRE MARSHAL'S OFFICE

Fire Marshal Iannaccone reviewed the Inspector's Activity Summary report, as included in the agenda packet. He stated that the Fire Marshal inspection fees had not been official approved, and presented the following schedule of rates and fees:

Proposed Section 42A-5. Approval of Rates and Fees.

The Fire Marshal shall, with the concurrence of the Fire Commission, make and alter, from time to time, rates, fines, penalties and fees with respect to operations of the Fire Marshal Division. The Fire Marshal shall establish rates, fines, penalties and fees to be charged for the various services and functions performed by the Office of the Fire Marshal, and shall submit the same, hereinafter referred to as the "Fee Schedule," to the Fire Commission, which shall hold a public hearing thereon within 30 days. Said public hearing shall be held upon no less than seven nor more than 14 days' notice of the time and place of such hearing, published in the form of a legal advertisement appearing in a newspaper having substantial circulation in the City. Within 30 days of receipt by the City Clerk of notice of the action taken by the Fire Commission subsequent to such public hearing, the Fire Commission shall act upon the Fee Schedule. If the Fire Commission takes no action within such 30 days, the Fee Schedule shall be deemed approved, and the City Clerk shall issue a notice so stating, which notice shall be maintained with the records of the Fire Commission and the City Clerk. If the Fire Commission votes to disapprove all or a portion of the Fee Schedule, it may itself establish any of such rates, fees, charges or penalties, or may ask the Fire Marshal to submit revised proposals to the Fire Commission.

**** MAYOR MOCCIA MOTIONED TO APPROVE THE ABOVE PROPOSED SECTION 42A-5 AND RATES AND FEES AS PER SCHEDULE BELOW.**
**** MOTION PASSED UNANIMOUSLY.**

City of Norwalk Fire Marshal's Office Fee Schedule	
Permit Fees:	
Blasting Permit	\$30.00
Underground Storage Tank Removal Permit	\$25.00
Inspection Fees (Vehicles)	
Hazardous Chemical Vehicle Inspection (per vehicle)	\$25.00
Compliance Inspection Fees (See Note 1):	
Day Care License Renewal	\$280.00
Liquor License Renewal	\$280.00
Hospital	\$280.00
Residential Board and are	\$280.00
Hotel/Motel	\$280.00
Rooming House	\$280.00
Residential (more than 2-family)	\$280.00
Dry Cleaning Establishment	\$280.00
Theaters	\$280.00
Mercantile	\$280.00
Marinas	\$280.00
Plan reviews/Certificates of Occupancy Inspections:	
Buildings up to 5,000 sq. ft. gross floor area:	
Plan Review	\$25.00
Certificate of Occupancy Inspection	\$25.00
Buildings Greater than 5,000 sq. ft. gross floor area:	
Plan Review	\$100.00
Certificate of Occupancy Inspection	\$100.00
Automatic Sprinkler Systems:	
Plan Review	\$25.00
Acceptance Inspection	\$25.00
Commercial Kitchen Hoods:	
Plan Review	\$25.00
Acceptance Inspection	\$25.00
Note 1. No fee for initial compliance inspection or for one follow-up inspection within 30 days of initial inspection. Fees for additional inspections are set forth above.	

Emergency Management

Chief McCarthy stated that Ms. Deluca could not attend, but that he had only two minor issues to report. There would be a meeting to develop a training program for the YMCA staff scheduled soon. Regarding Norwalk Public Schools, he has been in contact with Dr. Marks who has agreed to put the school planning process into place following the end of the budget issues. He added that Dr. Marks is very experienced in the emergency planning area and she looks forward to bringing the schools in line with City procedures. Mayor Moccia asked about having an update as hurricane season approaches, and Chief McCarthy stated that there was a refresher workshop of the Emergency Management Preparedness Plan scheduled for June 8.

Training Report

Deputy Officer King presented his written report and reviewed the following:

Training Highlights

- CIRMA Defensive Driving and Accident Investigation class completed on three of the four shifts.
- EMT / MRT Rectification completed for the year
- Started training for members to receive their Q endorsement for their licenses.
- Continuing driver training w/ KME tiller on the road, and at the EVOC course.
- Setting up a qualification check list for all drivers of the tiller to get checked off on before the truck goes in service.
- Meet with area Fire Departments to make up a local resource list so we know what special equipment is available to us if we need it or to other departments. Also discussed training programs and calendars of their department.
- CT. State Fire Marshal office presented a class on fire scene preservation, along with a demonstration of the accelerant K-9 Baxter. Finished classes all members seem to think that this was a great class and they got a lot of it.
- Received evaluation reports from the CFA regarding the 5 recruits. All are still performing average to above average in skills, homework, and quizzes.
- Recruits will be graduating the academy on May 19
- May and June CIRMA will be giving OSHA required Blood Borne Pathogens Class.

UNION PRESIDENT REPORT

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The Union President was not present. There was no report.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Chief McCarthy read the following special recognition:

Re: Recognition for Rose Anastasia and Linda Shields

Date: May 12, 2011

Commissioners:

I would like to formally recognize the exceptional work of both Rose Anastasia and Linda Shields. Rose and Linda have played key roles in the development of Fire Department annual operating budgets as well as tracking and managing those budgets throughout the year. Through their hard work the department regularly and consistently produces budgets that are within Finance Department guidelines and operates without exceeding our appropriation.

Rose Anastasia and Linda Shields take personal responsibility for their assigned work and routinely seek out opportunities to better forecast and manage the Departments finances. These contributions should be recognized and I am proud to bring them to the attention of the Norwalk Board of Fire Commissioners.

Mayor Moccia stated that he would send a letter from his office to recognize Rose Anastasia and Linda Shields.

PERSONNEL

There were no items and there was no Executive Session.

**** MAYOR MOCCIA MOVED ADJOURN.**

**** MS. ANDREOLI SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services