

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
April 17, 2018**

ATTENDANCE: Mayor Harry Rilling; Commissioner Oscar Destruge

STAFF: Fire Chief Gino Gatto; Assistant Chief Chris King; Fire Marshal Broderick Sawyer; Deputy Chief Al Bassett; Michele DeLuca, Office of Emergency Management

1. CALL TO ORDER

Mayor Rilling called the meeting to order at 3:02PM and a quorum was present.

2. ACCEPTANCE OF THE MINUTES

a. Regular Meeting March 20, 2018.

On Page 2, Paragraph 2, delete "there"

On Page 2, Paragraph 2, delete "to"

On Page 2, Paragraph 2, delete "February 22, 2018"

On Page 2, Paragraph 2, delete "high"

On Page 2, Paragraph 2, change "and that" to "in which"

On Page 7, Under Item 13, Item C, to add "During executive session there were no motions made and no votes taken"

**** 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

Chief Gatto reported on the highlights of the budget and said the overall total spent to date is 79.5%. He said that he had requested that Ms. Shields project the salary accounts for the rest of the year, and due to the retro-pay and salary adjustments the salary accounts will be in the negative because the retro pay funds came out of an account that was not budgeted for, but that there will be a surplus in the administration, firefighter and mechanics salary accounts that will cover the deficit in the Fire Prevention Division and the Part-Time Mechanics Division.

5. ASSISTANT CHIEF'S REPORT

a. Operations Report

Assistant Chief King reported and said that there were 588 calls for the month of March at an average of 19.6 calls per day, and that the breakdown of calls were as follows:

- 25 fire
- 315 EMS
- 88 Gas leaks/ spills
- 96 Alarm Activation
- 64 Good Intent

Assistant Chief King reported on the notable incidents for March as follows:

- On March 2, 2018 due to the Nor'easter there were 36 calls for the day and that 18 were from wires down or trees on houses, but that there were no injuries in any of them.
- On March 2, 2018 Mutual Aid was provided to Westport for a house fire on 38 Cana Road and that the engine stood by.
- On March 6, 2018 there was a CO incident at 56 Westport Avenue and that the crews were there for approximately three hours, and it was determined that the high readings were due to a furnace malfunction on the roof, they had provided ventilation to bring the readings back down to a normal range.

- On March 7, 2018, there was a garage fire at 4 Keeler Avenue and there was minor damage.
- On March 21, 2018, there was a garbage truck fire at 121 Connecticut Avenue.
- On March 23, 2018, there was a building fire at 21 Ryan Avenue.
- On March 23, 2018, mutual aid was again provided to Westport for a fire at 41 Island Way, and they had stood by as the RIT team.
- On March 27, 2018, there was a hazardous condition at 174 Main Street and that someone sprayed pepper spray throughout the establishment and it was ventilated. They also assisted EMS with some medical aid.
- On March 28, 2018, there was a call for a sunken boat at 1 Selleck Street and that they had contained the oil spill.
- On March 31, 2018 there was a building fire at 85 Martin Luther King Drive and that there was no report of injuries.

6. FIRE MARSHAL'S REPORT

a. Summary of Activities

Fire Marshal Sawyer reported and stated for the month of March there were 206 total inspections, 96 notices of violations letters sent out, 15 plan reviews, 27 public events and 13 fire investigations. He said that there were 49 total residential inspections done and 35 residential re-inspections for a total of 70 staff hours.

b. Fire Reports

There was no discussion.

c. Fire Marshal Fees

Fire Marshal Sawyer stated that the Fire Marshal fees collected for the month of March were \$3,190.00 and that the public hearing on the liquor fee license is will be held on April 26, 2018, at 7:00PM at City Hall in room 231. Mayor Rilling asked how the per-diem inspectors are working out. Fire Marshal Sawyer said very well. Chief Gatto said at the last report from the Fire Inspector that has been out he had stated that he is very close the returning to work.

7. EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca reported and stated that there were 4 Nor'easters in the month of March, and that the EOC was open for two of them and that the others were monitored. She said that the second one was the one that caused the most damage with trees and wires down, and that she has had some conversations with Eversource as a result of that. She said regionally a report will be done based on the 14 towns experience with Everource and IU, and that the report will be given to the two utility companies, as well as all the chief elected officials to identify what can be done locally as well as with the utility company to improve some of the responses. She said that she is also working with Public Works and a few others on how to track some of the road closures more efficiently and hope to have that completed by the start of Hurricane season which is June 1st, and also hopes to work with the full Emergency Management Team on a program this year similar to what was done last year with the city employees and invite them to come down for a few hours and provide preparedness information to encourage employees to get ready at home. Chief Gatto said that Ms. Deluca along with Public Works, Police and EMS did an excellent job during the Nor'easters.

Ms. DeLuca said that on Saturday, April 21, 2108, there will be a "Stop the Bleed" program at City Hall with Fire, Police and EMS working together and that 60 people are signed up to attend and that they are hoping to get 100. Mayor Rilling asked what time it will take place. Ms. DeLuca said 9:00AM-11:00AM.

8. TRAINING DIVISION REPORT

a. Company Training Objectives

- **Pre-Planning (Condos and Specific Occupancies)**
Deputy Chief Bassett said that the Officers are uploading the pre-planning it into the Firehouse Software.
- **Search (Vent Enter Isolate Search)**

Deputy Chief Bassett said that they are using a new prop for the search training that Captain Markowitz had developed and assisted with building.

b. Department Training

- **Acquired Structure-Multi-Company Operations**

Deputy Chief Bassett said that they had acquired a structure and have been working on that for the last week, and that they have been working on Water Street and doing multi-company operations.

c. Officer Development Training

- **Focus on Coaching and Counseling**

Deputy Chief Bassett said that Officer training was done at the beginning of the month at the Hilton Garden Inn, and they had worked on the humanistic skills inside the firehouse and dealing with different topics that can come up in the firehouse. He said that everyone learned from it and critiqued each other and it was a great learning experience on how to handle those issues in the future.

d. Public Safety Cadets

- **Determining Occupancy Loads**

Deputy Chief Bassett said that the cadets determined occupancy loads in the firehouse last month.

9. LOCAL 830 REPORT

There were no items.

10. OLD BUSINESS

a. Fire Station Update on Projects

Chief Gatto reported and said that they will be combining the proposals for the mechanical and electrical upgrades to Station 1 and Station 4, and that they have received three proposals and that the interviews will take place next week, and will try to do both of the projects together simultaneously to get a better cost. He said that the renovations at Station 3 have been completed and are now working with a structural engineer to determine the weight capacity of the apparatus floor due to the engine being replaced and the replacement will weigh more. He said that the painting has been finished on the inside at Station 5 and they have hired a contractor to do the tile work and the tile has been ordered. He said that they are also beginning to do some work to upgrade the bathroom area to make it more gender neutral. He said that all the special appropriations for the roof project at the apparatus maintenance building has been completed and that the contract has been awarded and the Law Department is now working on the contract. Mayor Rilling suggested that the May and June Fire Commission meetings be held at the other fire stations so that the commission can meet the firefighters and see the progress on the projects.

11. NEW BUSINESS

No items were brought forward.

12. CORRESPONDENCE

a. Thank you Letters

Chief Gatto said that a letter was received from Attorney Richard Rapice thanking the firefighters from Station 1 for retrieving his keys that he dropped into the storm drain. Mayor Rilling asked Chief Gatto if he had sent a letter of acknowledgement. Chief Gatto said "yes" he responded to him by thanking him for his kind words, and that each of the firefighters will be notified and a letter will go into their file.

13. PERSONNEL

- a. Executive Session to Discuss Firefighter Interviews

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

**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 3:24PM.

Executive session ended at 3:40PM.

During executive session there were no motions made and no votes were taken.

14. ADJOURNMENT

**** COMMISSIONER DESTRUGE MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 3:40PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services