

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
March 21, 2017**

ATTENDANCE: Commissioner Oscar Destruge; Commissioner Curtis Langley

STAFF: Fire Chief Laurence Reilly; Assistant Chief Gino Gatto; Fire Marshal Broderick Sawyer; Michele DeLuca, Office of Emergency Management

1. CALL TO ORDER

Commissioner Destruge called the meeting to order at 3:07PM and a quorum was present.

2. ACCEPTANCE OF THE MINUTES

- a. Regular Meeting February 21, 2017

**** COMMISSIONER LANGLEY MOVED TO APPROVE THE MINUTES.
** COMMISSIONER DESTRUGE SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

- b. Special Meeting February 22, 2017
On page 2, add "Oscar"
On page 2, change "4:40PM to 5:00PM"

**** COMMISSIONER LANGLEY MOVED TO APPROVE THE MINUTES AS AMENDED.
** COMMISSIONER DESTRUGE SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

3. ACTION ITEMS

There were no action items discussed.

4. FIRE CHIEF'S REPORT

a. Budget Report

Chief Reilly reported and stated that the budget is on course and that on average we should be at 68% spending, and that the salary account is currently at 63%, and the overtime account is at 79% which is due to vacancies. He said that sick time usage beginning July 1 2016, to March 1, 2017 was down 285 days compared to the previous period, and that he would like to give credit to the firefighters. Commissioner Destruge asked if there is something that can be accounted to. Chief Reilly said that in the previous year there were several people out with long term non-work related injuries, and that a lot of it is due to the firefighters being more consciousness of their sick time. Commissioner Destruge asked if there is any correlation with the change in their schedule. Chief Reilly said it is hard to say if it was directly related to that. Commissioner Langley asked about the increase for fire hydrant rental. Chief Reilly said that the First Taxiing District has increased the hydrant rental \$25 per hydrant

Chief Reilly disturbed the Tri-Data report regarding fire protection in the Cranbury area, and said that report states that they feel the fire stations are in the right locations compared to the data to where the calls and incidents are occurring.

**** COMMISSIONER DESTRUGE MOVED TO APPROVE THE REPORT.**

**** COMMISSIONER LANGLEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. ASSISTANT CHIEF'S REPORT

a. Operations Report

Assistant Chief Gatto reported and stated for the month of February there were 466 calls which equates to 16.6 calls per day. He said on February 12, 2017, there was a structure fire on Timothy Road which was a bedroom fire on the second floor, on February 13, 2017, there was a kitchen fire at 14 Kettle Road, on February 16, 2017, there was a car fire at 300 Wilson Avenue, on February 19, 2017, there was a serious structure fire at 25 Bettswood Road and that there was a fatality, on February 28, 2017, there was a fire at 19 VanNess Street which was electrical in nature but contained to the outside wall of the house. He said that they were also called three times for mutual aid for Wilton on February 2,

2017, for New Canaan on February 17, 2017 and for Westport on February 25, 2017.

b. Assistant Mechanic Position Update

Assistant Chief Gatto provided an update and said that four people were interviewed, and one was offered the job but has turned it because he had taken a job at the Wilton Fire Department as their Mechanic Supervisor. He said he contacted the Personnel Department and they have received four more applications this week and they will be checking to see if they have the qualifications.

**** COMMISSIONER DESTRUGE MOVED TO APPROVE THE ITEM.**
**** COMMISSIONER LANGLEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY**

6. FIRE MARSHAL'S REPORT

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

Fire Marshal Sawyer reported and said that there were 242 various inspections which is just over 493 hours per person, and that they are doing the best they can with the manpower they currently have. He said that the revenue for the month was \$2,290

**** COMMISSIONER DESTRUGE MOVED TO APPROVE THE REPORT.**
**** COMMISSIONER LANGLEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY**

7. EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca reported and said that she is working with the IT Department to revamp some of the safety information that is on the city's website, and once the layout is done she will work with Fire Marshal Sawyer, the police department and possibly the Health Department. She also said she will be working with the hospital on a Center for Medicaid workshops for health providers, and that last year CMS has come out with a new rule that expanded the list of who has to have an emergency plan.

**** COMMISSIONER DESTRUGE MOVED TO APPROVE THE ITEM.**
**** COMMISSIONER LANGLEY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

8. TRAINING DIVISION REPORT

- a. Provided NPD with "Roll Call" Training
 - Fire Inspector Luca Feola Assisted
 - Extinguishers
 - Fire Alarm Procedures in The Building
 - Structure Fire Do's and Don't's

- b. ICS 200 Review
 - Annual Requirement
 - Simulated Working From an Incident Action Plan
 - Members Were Assigned an Incident Objective and Developed a Plan on a Company Level to Accomplish it.

- c. Cancer Awareness
 - See Attachment

- d. Company Training Objectives-March
 - Saw Operations

Chief Reilly reported and said of note that roll call training was done with the Norwalk Police Department. He said that the Training Director also reviewed the incident command system.

Chief Reilly said Deputy Chief Bassett has included a report on Taking Action Against Cancer in the Fire Service. Commissioner Destruge asked what is being done to track exposure to toxins and to keep them on each person's record? Chief Reilly said that Deputy Chief Bassett and the Safety Committee are starting to do that now, and that the records management software can also be used to track exposures at structure fires. Commissioner Destruge asked if the firefighters have the proper equipment if they are exposed? Chief Reilly said they are realizing now that there are things remaining on the turnout gear after going into a fire, and they are now pushing that when they return from a fire the turnout gear has to be washed to decontaminate. There was further discussion ensued regarding the report and Commissioner Destruge said that they will be being

reading more up on and it and see what else can be done to reinforce the importance of safety first, and asked if it would be helpful if they were informed whenever there is exposure to contaminants. Chief Reilly said that he would speak to Deputy Chief Bassett.

**** COMMISSIONER DESTRUGE MOVED TO APPROVE THE REPORT.**

**** COMMISSIONER LANGLEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

9. LOCAL 830 REPORT

There were no items.

10. OLD BUSINESS

There were no items.

11. NEW BUSINESS

There were no items.

12. CORRESPONDENCE

There were no items.

13. PERSONNEL

- a. LT. Morrisette Retirement
- b. Promotion of Firefighter Adam Sussman to Fire Lieutenant

Chief Reilly said LT. Morrisette retired on March 8, 2017, after 30 years of service, and that Firefighter Adam Sussman was promoted to Fire Lieutenant on March 9, 2017. Chief Reilly also said that Firefighter Mark Monroe has resigned as of March 17, 2017.

**** COMMISSIONER DESTRUGE MOVED TO ACCEPT THE RETIREMENT OF LT. MORRISSETTE AND THE PROMOTION OF FIREFIGHTER SUSSMAN TO LIEUTENANT EFFECTIVE MARCH 9, 2017.**

**** COMMISSIONER LANGLEY SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

14. ADJOURNMENT

**** COMMISSIONER DESTRUGE MOVED TO ADJOURN**
**** COMMISSIONER LANGLEY SECONDED THE MOTION**
**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 3:40PM

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services