

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
March 20, 2018**

ATTENDANCE: Mayor Harry Rilling; Commissioner Oscar Destruge

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

OTHERS: Ray Burney, Personnel Director; Laurence Reilly

1. CALL TO ORDER

Mayor Rilling called the meeting to order at 3:03PM and a quorum was present.

2. ACCEPTANCE OF THE MINUTES

a. Regular Meeting February 20, 2018.

On page 2, Item b, Paragraph 2, line 3 add "accident"

On page 6, paragraph 3, change "wit" to "within"

On page 7, Item 12a, line 4, delete "and"

**** 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 that 70.3% of the total operating budget has been used and that Ms. Shields will provide a detailed report for next month's meeting.

5. ASSISTANT CHIEF'S REPORT

a. Operations Report

Chief Gatto stated for the Month of February they have received 507 calls, and he reviewed the details of the various fire calls which averaged 18.01 calls per day as listed in Assistant Chief King's written report.

Chief Gatto highlighted the notable incidents and stated that on February 4, 2018, there was an electrical fire at 176 Ponus Avenue; on February 5, 2018, there was a dryer fire at 31 High Street; on February 9, 2018, there was a motor vehicle accident at 1 Glover Avenue where the vehicle had gone through a glass window of a building and the occupant was not injured and there was no damage to the building itself; on February 14, 2018, there was a car fire at 2 Trinity place that was in the engine compartment it was fully involved; on February 16, 2018, there mutual aid was provided to Westport for a fire they had at 11 Remlin Court and on February 19, 2018 mutual aid was provided to the State Police to for a report of someone jumping off the Saugatuck River Bridge; on February 22, 2018, on February 22, 2018 mutual aid provided to Wilton for a structure fire at 164 Drum Hill Road; on February 25, 2018, there were high readings of high levels of CO at 30 North Taylor Avenue due to a faulty stove; and on February 27, 2018 there was a motor vehicle accident and that a car struck a utility pole at Murray Street @ Trailside Place.

6. FIRE MARSHAL'S REPORT

a. Summary of Activities

Fire Marshal Sawyer reported and stated for the month of February there were a total of 219 inspections done, 103 notice to inspect letters sent out, and 23 plan reviews done.

b. Fire Reports

There was no discussion.

c. Fire Marshal Fees

Fire Marshal Sawyer stated that the Fire Marshal fees for February were \$2,420.00

Fire Marshal Sawyer said that he will be revisiting the liquor license fees from last year and will be proposing a \$50 per liquor license inspection fee for the initial inspection, with an additional \$25.00 fee for any additional inspection. Mayor Rilling asked if there is any control or restriction by the State Statute for this. Fire Marshal Sawyer said "no" and other communities charge more than this. Mayor Rilling asked what the current charge is. Fire Marshal Sawyer said there is currently no fee. Commissioner Destruge asked how this would compare to surrounding municipalities. Fire Marshal Sawyer said it would be less than what other municipalities charge.

**** COMMISSIONER DESTRUGE MOVED TO ACCEPT THE PROPOSAL FOR THE ANNUAL INSPECTION FEE OF \$50 PLUS AN ADDITIONAL \$25 FEE FOR ANY ADDITIONAL SECOND OR THIRD INSPECTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mayor Rilling suggested that Fire Marshal Sawyer reach out to the Finance Department to ensure that the proper procedure is followed when collecting the fees.

7. EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca reported and stated that another Nor'easter has been forecasted and that it will be the fourth one within the past three weeks. She highlighted some of the issues from the second Nor'easter and said that a majority of the roads were closed due to wires and trees being down, and there were some issues with Eversource that we will work through, but on a regional basis see what changes need to be made to protocols or how business is done. She said the Nor'easter that is due to hit tonight and is calling for 12" to 15" of snow and recommended a snow emergency is declared. Mayor Rilling said that he will declare the snow emergency for 8:00PM tonight.

Ms. DeLuca said that there was another meeting held today with FirstNet and will be switching over the Verizon devices to AT&T devices and that there will be an overall cost savings of approximately \$1200 a month.

Ms. DeLuca said that March 31, 2018 is stop the bleed day and due to the Passover Holiday is recommending doing it the following week and that Norwalk Community College has offered the use of their campus.

Chief Gatto said that the tactical gear has been delivered from the grant application that was done with the four communities.

8. TRAINING DIVISION REPORT

a. Company Training Objectives

- Haz-Mat SOP Review
- Building Construction Occupancy Review
- Pre-Planning (Condos & Specific Occupancies)

Deputy Chief Bassett reported and said that they are still working on pre-planning and that the rest of the month they will be working in the field on the condo maps so they can be uploaded to the Firehouse software which will then transmit to the Ipad.

b. Department Training

- Annual ICS Refresher with Haz-Mat Review

Deputy Chief Bassett reported and said that the annual incident command training was done and tied a Haz-Mat incident into it and used the Ipad to run the incident. He said the Officers and

Firefighters are seeing the value of the technology that they have on the road with them every day.

c. Public Safety Cadets

- Ropes and Knots

Deputy Chief Bassett said that the Ropes and Knots training was done last month and they First Aid and CPR training will be done this month.

d. Two School Programs Started

- Pathways Fire Rescue Academy
- ENCOR Roton Middle School

Deputy Chief Bassett said that two schools programs were started and are doing a Wednesday afternoon program with Pathways Academy until the end of the year. He said that he is also working with Roton Middle School on ENCOR for an hour a week tying fire service into their school work which he would like to try and use for a recruitment tool down the road.

e. Annual Physicals Started

Deputy Chief Bassett said that the annual physicals have started with AFC.

f. Lieutenant Promotional Test Given

9. LOCAL 830 REPORT

There were no items.

10. OLD BUSINESS

a. Fire Station Update on Projects

Chief Gatto reported on the Fire Stations Repair and said that they have gone out for pre-proposal on engineering services for the heating, air conditioning and ventilation for Station 1 and Station 4, and that it is scheduled for March 23, 2018. He said that the front door and glass at Station 5 has been completed, and that they have hired a painter to paint the interior and will also be replacing the tile in the foyer and the carpeting in the lounge with tile. He said at Station 3 the apparatus floor has been painted and the building is very close to being finished and when it is completely finished will schedule an open house. He said that the two septic pumps at the Apparatus Maintenance Garage both stopped working and that new ones have been ordered, and the roof project will go to the Land Use Committee on April 4, 2018 and then to the Common Council on April 10, 2018 for approval, and that a vendor will need to be chosen and that the work will begin in the spring. Mayor Rilling asked if it has gone out for proposal yet. Chief Gatto said "yes" and that eight proposals have been received.

11. NEW BUSINESS

No items were brought forward.

12. CORRESPONDENCE

a. Thank You Letter

Chief Gatto said that thank you letters were received and one was on February 27, 2018 from Monica Cavannah of 117 Old Saugatuck Road thanking the firefighters on engine 3, and that two EMS calls were received for the same address for the same person and they assisted EMS. He said that the other letter was sent to Mayor Rilling from Robert Cantow of 15 Tulip Tree Lane for the competent and polite work that the firefighters had done when a tree limb had come through their house during the last Nor'easter. He said that the letters have been put into their personnel files.

13. PERSONNEL

- a. Discussion Extending Current Eligibility Firefighter's List

**** COMMISSIONER DESTRUGE MOVED EXTEND THE CURRENT ENTRY LEVEL ELIGIBILITY LIST FOR ONE YEAR WITH AN EXPIRATION DATE OF MARCH 31, 2019.**

**** THE MOTION PASSED UNANIMOUSLY.**

- b. Acceptance of Lieutenant's list

Chief Gatto presented the results of the Lieutenants' test to the Commission and said that this list will be in effect for two years.

**** COMMISSIONER DESTRUGE MOVED TO ACCEPT THE LIEUTENANTS LIST.**

**** THE MOTION PASSED UNANIMOUSLY.**

- c. Executive session to discuss:

- Retired Chief Reilly's letter

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

**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 3:30PM

Executive session ended at 3:40PM

**** COMMISSIONER DESTRUGE MOVED TO MODIFY RETIRED CHIEF LAURENCE REILLY'S PENSION.**

**** THE MOTION PASSED UNANIMOUSLY.**

14. ADJOURNMENT

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 3:45PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services