

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

ATTENDANCE: Mayor Harry Rilling; Commissioner Oscar Destruge

STAFF: Acting Fire Chief Gino Gatto; Fire Marshal Broderick Sawyer; Michele DeLuca, Office of Emergency Management; Firefighter Brandon Adams

OTHERS: Ray Burney, Personnel Director

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 January 16, 2018.

On Page1, under staff add "Broderick to Fire Marshal Sawyer" and add "Peter" to Lt. Brown, and change "Assistant Chief Edward Prescott" to "Deputy Chief Edward Prescott"

**** 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

Acting Chief Gatto reported on the highlights of the budget and discussed the attendance summary report and said that the injuries on duty last year were 84 and to date for this year are only 48, and that the sick time has decreased from 129 days last year to 111 this year, and with the decrease in these two items it has lowered the expenditures in the overall salary account. Mayor Rilling suggested that at the end of each calendar year to put together a list of employees that have used no sick time and include a note in their personnel file from the Board of Fire Commissioners.

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

**** THE MOTION PASSED UNANIMOUSLY.**

b. Operations Report

Acting Chief Gatto stated for the Month of January that they have received 677 calls, and he reviewed the details of the various fire calls which averaged 21.83 calls per day as listed in his written report. He said that there was an increase of calls due to the cold temperatures and that a lot of calls that were received were for water line breaks.

Acting Chief Gatto stated that on January 3, 2018, there was a structure fire at 133 Monterey Place; on January 6, 2018, there was a car fire at 30 Lexington Avenue; on January 8, 2018, there was a fatal Motor vehicle with extrications at 789 Connecticut Avenue; on January 13, 2018, there was a car fire at 15 South Smith Street; on January 14, 2018, there was a structure fire at 399 Main Avenue; on January 21, 2018, there was a structure fire at 21 West Main Street and on January 29, 2018, there was a car fire at 50 Cross Street. Mayor Rilling said that there seems to be an increase in car fires.

5. FIRE MARSHAL'S REPORT

a. Summary of Activities

Fire Marshal Sawyer reported and stated that there were 403 total activities for January with 1474.57 staff hours.

b. Fire Reports

There was no discussion.

c. Fire Marshal Fees

Fire Marshal Sawyer stated that the Fire Marshal fees for January were \$2,365.00.

Fire Marshal Sawyer reported on the Inspectors Activity Summary and said that 197 inspection notification letters have been sent out a total of 155 inspections were done, 28 plan reviews and 31 fire investigations.

Fire Marshal Sawyer said that Inspectors Scully and Gilchrist begin fire investigation school this week and will be fully certified State Fire Inspectors in two months.

6. EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca reported and stated that they are still doing the regular conference calls with State regarding Puerto Rico evacuees but that it should be winding down fairly soon, and they have not seen any residents relocate to Norwalk but that Bridgeport has one on the highest numbers.

Ms. DeLuca provided an update on the fire at 100 Richards Avenue and stated that she is still receiving phone calls from some of the residents and that there is a meeting on Wednesday evening at 7:00PM at City Hall.

Ms. DeLuca said that staff has met with Fred Eshraghi from the Traffic Management division at the Department of Public Works and they will be working with the IT Department to relocate some of their servers to the IT area at Fire

Headquarters to get some redundancy. She said that the Department of Public Works will be paying for the first phase, and ideally down the road they would like to be able to use the cameras and display them downstairs which may cost money. She said that she has a meeting scheduled with ATT tomorrow to discuss what the financial impact will be for the nationwide First Net program which is a First Responder internet.

7. TRAINING DIVISION REPORT

- a. Company Training Objectives
- SCBA/ Personal Escape System Recertification

Acting Chief Gatto reported on the recertification.

- b. Department Training
- EMS Recertification's completed
 - 17 EMT's/ 15 EMR's

Acting Chief Gatto reported and stated that the recertifications have been completed, and that they are now three year certifications which include CPR.

- c. Public Safety Cadets
- CPR
 - Weston FD Post Attended our Training Night

Acting Chief Gatto reported and stated that the cadets that came on in September have gone through their CPR training. He said that the advisors from the Weston Fire Department attended a training session and are interested in possibly duplicating what our cadets are doing.

8. LOCAL 830 REPORT

There were no items.

9. OLD BUSINESS

a. Fire Station Update on Projects

Acting Chief Gatto reported on the Fire Stations Repair and Maintenance Report that was provided by Captain Hines as follows:

Station 1- Broad River Station 90 New Canaan Ave.

After receiving the proposal from the mechanical and electrical engineer for the upgrades that we need, we realized that we would need to go out for an RFP from engineering firms for this work. After that we will have an interview process to hire the engineering firm to assist in writing the specifications, scope of work and bid package for the HVAC and electrical upgrades.

Station #2- Fire Headquarters 121 Connecticut Avenue

All systems are normal at the Fire Headquarters Building, and all of the maintenance is going as scheduled.

Station #3- East Norwalk Fire Station 56 Van Zant Street

We are in the process of the renovation of the apparatus floor. This will include new paint and new lighting, and cleaning up the old dead equipment that's on the walls and ceilings. We are working with a structural engineer on creating a report for the condition of the apparatus floor. The proposal should be done this week. This work was presented to the Third Taxing District commissions and approved, and they will pay for it.

Station #4- Westport Ave. Fire Station 180 Westport Ave.

After receiving the proposal from the mechanical and electrical engineer for the upgrades that we need, we realized that we would need to go out for an RFP from engineering firms for this work. After that we will have an interview process to hire the engineering firm to assist in writing the specifications, scope of work and bid package for the HVAC and electrical upgrades.

We have installed new energy efficient garage doors in the front of the building and windows.

**Station #5- South Norwalk Station
23 Meadow Street**

We have started the painting work at the station; we have completed the replacement of the ceiling grid and tiles, added new lights, and fixed the apparatus floor drains. We have received \$3900 rebate check from SNEW for the lighting upgrades that we installed in the building. Norwalk Glass Company will replace the front door, windows and frames starting this week.

We have contracted for tile work for the lounge and the front foyer; the work should start within two weeks. We are working on some of the upgrade for the bathroom areas to make them more gender neutral.

All of the work that we're doing so far is within our budget estimates.

Acting Chief Gatto said that we received a rebate check in the amount of \$3,900.00 for the replacement lighting which will be put back into the building maintenance account. Mayor Rilling suggested Acting Chief Gatto check with Mr. Barron to be sure it goes through the proper process.

**Apparatus Maintenance Facility
100 Fairfield Ave.**

We have requested in a previous year's capital expenditure the monies for a new roof on this building. Fairfield Avenue roofing account number in 0918 3110 5777 CO443.

Roof project went out to bid; the bids came back over our budgeted funds, we asked for special appropriations to make up the short fall. We are going through the process now of securing the funds. The work should start by the end of March.

We are also upgrading sewer injection pumps at the facility.

10. NEW BUSINESS

No items were brought forward.

11. CORRESPONDENCE

No items were brought forward.

12. PERSONNEL

a. Discussion on increasing Fire Marshal's Staff

Acting Chief Gatto presented a proposal on the request of increasing staff from four to five Fire Inspectors. He said that the City of Bridgeport was sued following a fateful fire for the failure to conduct the required annual safety inspections in buildings with three or more units, and in October 2014, and the City of Norwalk settled in an undisclosed amount for the fire at 45 Wall Street. He said by adding the additional Fire Inspector it would help them to put a dent in some of the inspections that are required to be done. He also requested keeping the part time Fire Inspectors through the end of the year and that they are strictly doing just residential dwellings. Mayor Rilling asked if there is coordination when a violation is found that another city department needs to follow up on. Fire Marshal Sawyer said "yes" and discussed the process. Mayor Rilling said so for anyone to say that the City of Norwalk does not inspect properties and take enforcement action is totally misleading.

**** COMMISSIONER DESTRUGE MOVED TO APPROVE ADDING THE FIFTH FIRE INSPECTOR AND KEEP THE PART TIME INSPECTORS THROUGH THE END OF THIS YEAR.**

**** THE MOTION PASSED UNANIMOUSLY.**

b. Promotions

**** MAYOR RILLING MOVED TO ENTER INTO EXECUTIVE SESSION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 3:30PM

Executive session ended at 3:50PM

**** COMMISSIONER DESTRUGE MOVED TO APPROVE APPOINTING ACTING FIRE CHIEF GINO GATTO TO FIRE CHIEF.**

**** THE MOTION PASSED UNANIMOUSLY.**

13. ADJOURNMENT

**** COMMISSIONER DESTRUCE MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 3:55PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services