

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
FEBRUARY 16, 2016**

ATTENDANCE: Commissioners: Oscar Destruge, Curtis Langley, Mayor Harry Rilling.

STAFF: Fire Chief Lawrence Reilly; Assistant Chief Gino Gatto;
Deputy Chief Bassett; Fire Marshall Chris Hansen;
Lefty Petridis, Union President; Michelle Deluca, Emergency Operations.

CALL TO ORDER

Commissioner Destruge requested a motion to bring the session to order at 3:00 p.m.

**** COMMISSIONER LANGLEY MOVED TO OPEN THE MEETING INTO
SESSION.
** MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES

The following corrections were noted:

Page 2: In the first motion, insert 'to accept' after moved.

Paragraph 4 under Fire Chief Report – change Fitzpatrick to Kirkpatrick.

Mayor Rilling entered the meeting at 3:04 p.m.

Assistant Chief Gatto requested corrections on page 1 under attendance: Replace Smith with Prescott, change Deputy to Assistant Chief Gatto, correct Bassette to Bassett.

**** COMMISSIONER LANGLEY MOVED TO APPROVE THE MINUTES OF THE
SPECIAL MEETING OF JANUARY 26, 2016 AS AMENDED WITH
CORRECTIONS NOTED.
** MOTION PASSED UNANIMOUSLY.**

FIRE CHIEF'S REPORT

Chief Reilly referred to the reports contained in the agenda packet. Summary comments are as follows:

- Budget Report: All is in line with the budget for the time of year and numbers are tracking at comparable rates versus last year.
- Firefighter Entry Level Exam – Oral exams were completed last week and results from the testing company are expected in by conference call at the end of the week. Approximately 470 interviews were done with 30 no shows and a few late turn-aways.

Fire Chief's Report -- continued

Commissioner Destruge asked if there was a breakdown by demographic, and it was noted that this will be included in the report.

OPERATIONS REPORT

Assistant Chief Gatto referred to the report as included in the agenda packet and reviewed the report of incidents and noted that due to the calendar it was a short month representing two weeks. He highlighted the major fires:

Jan. 22, 2016 at 20:57 hrs: Odor in the basement. Upon arrival FD discovered a major problem with the furnace, CO readings approaching 40 ppm. Also other hazards. All tenants were relocated to a motel (based on Health Department involvement) at a cost to the owner (\$5,000)

Jan. 23, 2016 at 16:57 hrs: A pick-up truck that was plowing snow caught fire. FD extinguished fire in the cab and engine compartment.

171 calls for service -13.15 calls per day.

Station projects update:

- Sta. 1 Renovation- awaiting revised plan from the architect. Nothing new to report and he would check on the progress of the RFPs that have been issued.
- Sta. 3 Renovation-work continuing in progress
- Sta. 4 Awaiting Tri-Data report – A draft will be available in the next six weeks.
Mayor Rilling asked that this be forwarded to the Commissioners when available.
- Sta. 5 Heat/Hot water/Boiler replacement completed.

There was discussion about an open house for Station 3 when completed—perhaps around Memorial Day. Mr. Petridis noted that it was a good idea and up to the Chiefs to schedule.

FIRE MARSHAL'S REPORT

- Summary of Activities:
FM Hansen referred to the reported as included in the agenda packet and summarized the activity and inspections for the month. He noted that total units were 187 for over 252 hours representing routine inspections, complaints and standard site visits.

There was discussion on cross training on-going for the different skills and understanding needed to manage the amount of data, generate reports, and avoid misrepresentation of information.

Mayor Rilling asked Fire Marshall Hansen if he had briefed someone within the fire inspection unit on the operation of the department's software and computers systems.

Fire Marshall Hansen replied that technology is the primary concern, and he has been doing his best to train everybody in the back--some aren't as savvy to gather it or grasp it. He added that he has worked with some of the firefighters as well who seem to be computer savvy, so if there's questions FIREHOUSE Software is a toll-free number and provide tech support and consultants that can come out if need be.

There was discussion on the department's computer and software systems and the adding monitor screens that display fire calls in real time to all city firehouses.

Fire Marshall Hansen explained that there are software tracking issues and numbers were not consecutive and in sync. He noted the addition of Rowayton into the system provides more complete data and has been accomplished with the assistance of I-pad usage. He added that there has been a review of the register procedures and a discussion with Finance to add credit card usage with the purchase of a swipe device would add greater service to accept another payment option.

Mayor Rilling asked if the shortage in the Fire Marshall Inspection unit has been addressed. Fire Marshall Hansen noted that there is a need to post the exam for Fire Inspector and the Acting Fire Marshall position is a Union issue that is being addressed. Fire Chief Reilly noted that a Deputy Chief and Lieutenant are already handling some software-related issue for the department, and they're probably going to take over the firehouse software.

Commissioner Destrugge noted that he is impressed with the level of technology and recent improvements were done to bring the records and data systems up to date with capability.

TRAINING REPORT

Deputy Chief Bassett referred to the report as follows:

- Annual department physicals are now up to date.
- EMS recertification has been extended based on testing issues.
- SCBA company training continues on emergency procedures for firefighter safety and training 'Protect Our Own' program.
- Personal Escape System Refreshers have been reviewed with in house training.

Mayor Rilling asked about supervisor equipment inspections. Deputy Chief Bassett explained that there is a schedule of readiness of equipment done on a regular routine basis. Firefighters are responsible each month for the escape system and Officer SOP responsibility in accordance with document log and activity reports submitted to the supervisor along with company drill events.

Mayor Rilling encouraged the SOP equipment monitor to be closely inspected on a regular schedule to be followed. It was noted that a discussion on updating SOPs is ongoing and in dialogue with the union.

Emergency Management

Ms. Deluca reported the following:

- Norwalk Housing Authority Emergency Preparedness Guide is now on the same system as the schools.
- Phone upgrades with City Hall are being worked on by IT.
- Focus will be in training by department.
- Donations for Fire Victims Fund have been received from Senator Duff, Lions and Kiwanis and Women's Club to help residents.
- Outreach to businesses for East Norwalk property owners is being done by the SBA.
- School Safety Emergency Preparedness may be impacted with the recent change of Robert Killackey going back to teaching.
- Federal Assistance claims from damages needed due to Storm Sandy are now closed.

Mayor Rilling noted that there is some difficulty with the Code Red system and it would not launch with his attempts. Ms. Deluca noted she would double check with IT.

Old Business /New Business - There are no items

Correspondence - There are no items

Union President Report - No report

Adjournment

**** COMMISSIONER LANGLEY MOVED TO ADJOURN.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,
M. Knox,
Telesco Secretarial Services