CITY OF NORWALK
FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

MAYOR HARRY W. RILLING
COMMISSIONER/PASTOR OSCAR DESTRUGE
COMMISSIONER LARRY L. BENTLEY

REGULAR MEETING
FEBRUARY 15, 2022

This meeting was conducted by Zoom/Teleconference.

ATTENDANCE: Mayor Harry Rilling, Chair; Commissioner Oscar Destruge

STAFF: Fire Chief Gino Gatto; Assistant Chief Edward McCabe; Assistant Chief Mark Conte; Fire Marshal Broderick Sawyer; Michele DeLuca, Emergency Management, Deputy Chief of Training Adam Markowitz; Firefighter Brown

CALL TO ORDER

Mayor Rilling called the meeting to order at 3:01 p.m. A quorum was present.

ACCEPTANCE OF THE MINUTES

Regular Meeting – November 16, 2021

**** COMMISSIONER DESTRUGE MOVED THE MINUTES OF NOVEMBER 16, 2021.**

Page 2, paragraph 1, line 2, please change the following from:

> Mayor Rilling administered the Fire Department Captain oath of office to Lieutenant Mark Conte.

To: "Mayor Rilling administered the Fire Department Captain oath of office to Lt. Roy Gagne."

**** THE MOTION TO ACCEPT THE MINUTES OF THE NOVEMBER 16, 2021 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

ACTION ITEMS

There were no action items to consider at this time.

FIRE CHIEF REPORT.

a. Budget Report.

Chief Gatto presented his report. He said that they were monitoring the salaries and overtime accounts. They are closing the gap on the overtime account. The Sick Time and Injuries have been consistent with last year.

ASSISTANT FIRE CHIEF'S OF ADMINISTRATION REPORT

a. **ESO Records Management Software Upgrade**
- Currently working with City IT and ESO to migrate all Fire Department data**.**

b. **Station Alerting System Upgrade**

c.
- PURVIS is awaiting a contract.
- Approval from the State of Connecticut has been obtained**.**

d. **Citywide Communications Upgrade**
- All licenses have been secured and a portable radio template is being built.
- Planning and installation of new mobile radios in all apparatus**.**

e. **Dispatch**
- Met with Lt. Blake to discuss procedure changes. Drafting new dispatch and response procedures**.**

f. **Fitness Equipment Grant**
- The fitness equipment was delivered on 01/11/2022 and is in service.

g. **Buildings**
- **Station 1 Update**
  ~ Currently working with the contractor to finalize the scope of work**.**
- **Security Camera Project**
  ~ Cameras have been installed in all stations and are in operation**.**

Assistant Chief Conte presented his report. He said that they hoped to complete the ESO data migration and be operational by May.

Work on Station 1 should commence on February 16th. A brief discussion followed about the details of the remedial work.

ASSISTANT FIRE CHIEF OF OPERATIONS

a. Updated Pre-Incident Plan and Response SOP for King Industries
b. Worked with IT to Move Existing Pre-Incident Plans to OneDrive for iPad Access in Apparatus
c. Continued Realignment of Personnel in Preparation for the Next Class of Firefighters and DROP Pension
Retirements at End of the Year.
d. Ongoing Review of Standard Operating Procedures with Emphasis on Active Shooter Response.
e. 2023 Capital and Operating Budget Preparation and Review

Assistant Chief McCabe presented his report and reviewed the recent significant fire incidents with the Commissioners. The number of incidents have increased not only in Norwalk, but also across the region.

Commissioner Destruge asked for notification when firefighters are injured on the job so that the Commission can be aware of the situation.

RECESS

Mayor Rilling declared a brief recess at 3:15 p.m. He reconvened the meeting at 3:16 p.m.

FIRE MARSHAL'S REPORT

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

Fire Marshal Sawyer presented his report.

EMERGENCY MANAGEMENT.

a. Emergency Management Update.

Ms. DeLuca announced that the President has approve the Public Assistance reimbursement for Municipal Expenses regarding Storm Ida. Previously it was for residential damage. Most of the expenses for Ida were related to Public Works. Reimbursements usually take a year or two before everything is closed out.

COVID test kits and masks have been distributed. The last batch went to the Interdenominational Ministers Fellowship for distribution to shut ins who are congregant members.

Ms. DeLuca said that there was a small group that would be working on a heat sensor project in May in order to measure urban heat. This will be helpful with heat awareness.

There is a potential for high winds on the 17th, which may cause some damage to wires.

TRAINING'S DIVISION REPORT.

a. Rescuing a Victim off a Flat Roof (see attached pictures)
b. New Recruit Pump Training
c. Bailout Refresher/New System Training (see attached pictures)
d. Department Physicals (completed)
e. FDC/Hi-Rise Pack Refresher Training (see attached pictures)
f. Cancer Prevention Class
g. EMS Recertification (January Class)
h. Forcible Entry Training
I. New Recruit Orientation and CFA Start.
J. Department Training Hours for 2021.

Deputy Chief Markowitz presented his report to the Commission. He thanked the firefighters for all the time that they have put into the training classes.

Commissioner Destruge thanked Deputy Chief Markowitz for keeping the Commissioners updated.

LOCAL 830 REPORT

Firefighter Brown said that the Union was hoping to provide an upcoming list of events to the Commission next month.

OLD BUSINESS

There was no old business to consider at this time.

NEW BUSINESS.

There was no new business to consider at this time.

CORRESPONDENCE

a. "Thank you" Letters attached
b. Retirement letters attached

Chief Gatto reviewed the recent thank you letters and retirement letters that the Department had received. One thank you letter was in reference to a gas leak on Water Street. Another thank you letter was from a senior who was pleased at how the Fire Marshal's Office sent some staff to change the batteries in her smoke detector.

PERSONNEL

a. Announced Retirement:

- o Fire Inspector Edgar Lopez
- o Firefighter Mark Melnychuk
- o Firefighter Michael Fratello (DROP Pension)
- o Results of Fire Inspector Exam

Chief Gatto then reviewed the names of the retiring firefighters and their years of service. He explained that Firefighter Fratello was leaving early. Discussion followed about the details of the DROP plan.

Chief Gatto said that one candidate passed the Fire Inspector written exam and will be starting the training modules in the next few days.

b. Executive Session:

- o Discussion on Vacancies

**** COMMISSIONER DESTRUGE MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE DEPARTMENTS VACANCIES.**
**** THE MOTION PASSED UNANIMOUSLY**.

The Commissioners and Chief Gatto entered into Executive Session to discuss Department vacancies at 3:31 p.m. They returned to Public Session at 3:40 p.m. No actions were taken or motions made during Executive Session.

ADJOURNMENT

**** COMMISSIONER DESTRUGE MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY**.

The meeting adjourned at 3:41 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services