

**CITY OF NORWALK
BOARD OF FIRE COMMISSIONERS
DECEMBER 18, 2012**

ATTENDANCE: Carol Andreoli; Mayor Richard A. Moccia

STAFF: Denis McCarthy, Fire Chief; Assistant Chief Lawrence Riley;
Michelle Deluca, Emergency Management

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Ms. Andreoli.

APPROVAL OF MINUTES: NOVEMBER 20, 2012 MEETING

- ** MAYOR MOCCIA MOTIONED TO APPROVE THE MINUTES OF THE NOVEMBER 20, 2012 MEETING AS SUBMITTED.**
- ** MS. ANDREOLI SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

Action Items:

Adoption of a Smoking Policy for all Norwalk Fire Department Facilities.
The following policy was presented for review:

Norwalk Fire Department Smoking Policy

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the Norwalk Fire Department Facilities shall be entirely smoke free effective July 1, 2013. Additionally, effective July 1, 2013 the use of all tobacco products, including chewing tobacco, is banned from the workplace, except as designated in this policy). Smoking is prohibited in all of the enclosed areas within the department facilities. without exception. This includes common work areas, maintenance facilities, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, patios, balconies, stairs, restrooms; employer vehicles, and all other enclosed facilities. The only designated smoking areas are outdoors. While the department makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers.

Failure to comply with all of the components of this policy will result in disciplinary action.

I acknowledge receipt of and understanding of the Norwalk Fire Department Smoke Free Workplace Policy. The policy is effective July, 1 2013.

- ** MAYOR MOCCIA MOTIONED TO APPROVE THE SMOKING POLICY AS PRESENTED.**
- ** MS. ANDREOLI SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

FIRE CHIEF'S REPORT

Chief McCarthy stated that the budget reports in the packet were self explanatory and that there were no other issues on the budget.

Fire Station Project Report

Chief McCarthy stated that he is very pleased with the progress, and all is going well and on track with the budget and with timing, they are about one month behind schedule due to the \ storm. He explained that windows are in on the third floor, the second floor is framed and concrete is being poured on the first floor. He explained that initially there was \$75,000 in the budget for a day-to-day supervisor, but after discussions with Alan Lo, they recommend keeping Captain Jim Hines in this capacity. He added that while there is a tremendous amount of work involved, Jim's expertise and technical assistance is vital, and he is an asset in this area. Mayor Moccia suggested that somehow they should keep track of his hours to be sure there is recognition of his added contribution to the project.

Assistant Chief Report

Chief McCarthy referred to the Operations Report and written report of notable incidents for October 2012 and stated that the report was self explanatory and he highlighted that the major incidents as noted.

FIRE MARSHALL'S REPORT

Chief McCarthy presented the report of a total of 253 units for nearly 200 hours, mostly were routine and stated that an additional \$3,394 in fees was collected in November bringing the year-to-date total to \$30,000.

Recruit Training

Chief McCarthy stated that of the 1,900 applicants, 1,000 took the Firefighter's test in two sessions held at Norwalk High School. He added that the data will be correlated by minority composition and he will have this for the next meeting.

Emergency Management

Ms. Deluca reported that there was a meeting with the Superintendent, Chief Operating Officer, Chief of Police, Fire Chief, Board of Education Chair, and Public Information Officer and Mayor regarding the Emergency Preparedness Plan following the Newtown tragedy.

He stated that that this week he has visited all of the elementary and middle schools in the City to provide reassurance of safety measures that are in place.

Chief McCarthy acknowledged the Norwalk First Responders in Fire and Police Departments for the added technical assistance that was provided to the Newtown Police amidst the terrible events of last Friday.

Union President Report – There was no report.

Personnel - There was no Executive Session.

Adjournment –

**** MAYOR MOCCIA MOTIONED TO ADJOURN.**
**** MS. ANDREOLI SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services