

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
NOVEMBER 15, 2016**

ATTENDANCE: Mayor Harry Rilling, Chair; Commissioner Oscar Destruge,
Commissioner Curtis Langley
STAFF: Fire Chief Laurence Reilly, Assistant Chief Gino Gatto; Deputy Chief A. Bassett,
Fire Marshal Broderick Sawyer, Michele DeLuca, Office of Emergency
Management

CALL TO ORDER

Mayor Rilling called the meeting to order at 3:03 p. m. A quorum was present.

ACCEPTANCE OF THE MINUTES

Regular Meeting October 18, 2016

Page 1 Change "Deputy Chief Gino Gatto" to "Assistant Chief Gino Gatto"
Page 1 Change "MOVED THE MINUTES" to "MOVED TO APPROVE THE MINUTES"
Page 4 Move to Training Report "Deputy Bassett reviewed the various classes and training
sessions that had been held during the past few months."
Page 4 Change to "Platt Street Fire residents"
Page 5 Change "Cadet" to "Cadets"

**** COMMISSIONER LANGLEY MOVED TO APPROVE THE MINUTES OF OCTOBER
18, 2016 AS AMENDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ACTION ITEMS

There were no items to consider.

FIRE CHIEF'S REPORT

a. Budget Report

Chief Reilly stated that the budget is on track. He asked if the commissioners would like him to present, at the next meeting, capital budget items that will be necessary in the future. Mayor Rilling stated that he would like Chief Reilly to do so, and that we will have to be selective with capital items going forward. Over the next 10 years, we will have to be putting \$100,000,000 or more towards new schools, and there will be difficult decisions that will have to be made regarding capital items. We need to keep taxes as low as possible while maintaining our AAA bond rating.

b. Assistant Mechanic

Chief Reilly stated that the assistant mechanic position will be posted internally. If no one wants it, it will be advertised on the outside.

c. Fire Inspector Open Position

Chief Reilly stated that the Fire Inspector Position is open again. Someone took the position, but decided it was not for him. Mayor Rilling stated that he does not want fire inspections to be backlogged. Chief Reilly stated that someone could be hired on a per diem basis to do inspections until a full time person is hired.

Assistant Chief Gatto stated that the water company has been asking for water conservation due to the extended period of drought. No water is being used for training and testing of hoses will be delayed.

Deputy Chief stated that he emailed Lt. Paul Harris a copy of last month's minutes to show him that his letter had been brought up as a discussion item. Mayor Rilling stated that he had discussions with former Mayor Knopp regarding changes to pension amounts. He stated that any changes would have to go before the Pension Board. Discussion followed on how increases are calculated.

Mayor Rilling asked if there were any further questions from the commissioners. Hearing none, he moved on to the Assistant Chief's Report.

ASSISTANT CHIEF'S REPORT

a. Operations Report

Assistant Chief Gatto presented the combined calls report. He stated that for the month of October, we had 518 calls which translates to 16.7 calls per day. On October first there was a motorcycle fire, which is unusual. On October 10th, we had two car fires in the intersection of Bayne Street and West Rocks Road. One car was heavily damaged and one had minor damage. On October 23rd, we had a structure fire on 16 Brookhill Lane as a result of the electrical box exploding. On October 25th, we had a car fire on I-95 northbound.

Assistant Chief Gatto stated that next month he will have a more detailed Building Project update.

Mayor Rilling asked if the commissioners had any further questions. Hearing none, he moved on to the Fire Marshal's Report.

FIRE MARSHAL'S REPORT

a. Summary of Activities

Fire Marshal Sawyer stated that we had 573 ³/₄ man hours and a total of 267 inspections. He stated that concerning the Inspector position, we can't compete with 24 plus overtime. It will be difficult to fill the position.

He stated that he reached out to Diane Cece and Nancy on Norwalk in an effort to contact all associations. He will also send letters to all churches about fire safety.

b. Fire Reports

No report was given.

c. Fire Marshal Fees

Fire Marshal Sawyer stated that \$2,209 was collected. He stated that we have started using credit card machines and as of April, we will no longer accept cash.

Mayor Rilling asked if there were any questions from the commissioners. Hearing none, he moved on to the Emergency Management Update.

EMERGENCY MANAGEMENT

a. Emergency Management Update

Ms. DeLuca stated that we are still in a water emergency. Two Code Red messages have gone out on the water emergency. We will send out a third message next week if it is necessary. Thursday, we will do another reading to check water levels.

Ms. DeLuca stated that on November 2nd, we had the state wide disaster drill. We had forty people attend. It went well, overall. Starting in December, we will do mandatory training for city employees at city hall, health department, and other city buildings for the response guide. She stated that we start the conversation on continuity planning and work with the police department on situational awareness. We are blocking out 2 hours at city hall chambers and we are making attendance mandatory.

Mr. Langley asked how often there are fire drills at City Hall. Mayor Rilling stated that we had one at city hall a month ago and that schools have regular fire drills, lock down drills, and evacuation drills, and active shooter drills.

Mayor Rilling asked if the commissioners had any further questions. Hearing none, he moved on to the Training's Division Report.

TRAINING'S DIVISION REPORT

a. Monthly Training Objectives

**OSHA required confined space
Confined Space Scenario with King Industries
"Calling the Mayday"**

Deputy Chief Basset stated that monthly objectives for OSHA's confined space requirement are being worked on. We are also working with King Industries on a Confined Space Scenario. King Industries provided us with equipment and a space outside of King Industries. Firefighters are also working on the mayday call as a last chance if a firefighter gets caught in a collapse. King Industries are going through our SOP on making transmissions on the radio.

b. New Hires

Talked with each recruit individually about evaluations

Deputy Chief Basset stated that he did talk last month with all eight new hires and discussed their evaluations with them on a personal level. We set goals and objectives for each of the new hires.

Mr. Langley asked if all training is done in house for the recruits. Deputy Chief Basset stated that all of this training was done in house, but sometimes we do bring in outside instructors.

Mayor Rilling asked if the commissioners had any further questions. Hearing none, he moved on to Old Business.

LOCAL 830 REPORT

There were no items to consider.

OLD BUSINESS

a. Public Safety Cadets

Awards Night

FD Event with Santa

Mayor Rilling asked how progress was going on updating SOPs Chief Reilly stated that we are at about 50%. We just finished up the Marine Division SOP, and it is probably twenty pages long. Deputy Chief Basset stated that changes in technology have made changes necessary to some SOPs. Chief Reilly stated that the Social Media SOP is being updated.

Mr. Langley stated that there should be training provided on how to recognize asbestos.

Deputy Chief Basset stated that Public Safety Cadets had First Night, which is their award ceremony.

Ms. DeLuca stated that the Public Safety Cadets will be running the First Annual Pancake Breakfast with Santa on Saturday, December 10th. New, unwrapped toys and gifts for children and teens will be collected to benefit the Human Services Council – Children's Connection.

NEW BUSINESS

There were no items to consider.

CORRESPONDENCE

There were no items to consider.

PERSONNEL

There were no items to consider.

ADJOURNMENT

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

The meeting was adjourned at 3:38 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services