

TOWN OF NEWTOWN
NEWTOWN, CONN.



**BOARD OF FIRE
COMMISSIONERS**

NEWTOWN BOARD OF FIRE COMMISSIONERS

Regular Monthly Meeting
Sandy Hook Fire Department
October 20, 2014

Commissioners Present: Bolmer, Cragin, Goosman, Manna, Nezvesky and Whelan
Marshals Present: Clark, Frampton, and Halstead
Commissioners Absent: Jossick
Chiefs Present: Ciaccia, Halstead, Murphy and Basso

Chairman Manna called the meeting to order at 7:00 p.m.

Chairman's Comments: None

Minutes:

Motion: Goosman moved that the minutes of September 22, 2014, be accepted as presented.

Seconded: Nezvesky

Motion passed unanimously

Correspondence to BOFC

<u>Date</u>	<u>From/To</u>	<u>Subject</u>
10/9/14	Chief Murphy/BOFC	Change to the 2014-2015 Budget
10/13/14	Paula Richardson/The Bee cc: BOFC	Questioning funds needed to build NH&L Firehouse
10/17/14	John Basso/Jossick	Replacement Vehicle – use of \$30K funds towards land purchase.

Correspondence from BOFC

<u>Date</u>	<u>From/To</u>	<u>Subject</u>
10/14/14	Manna/Tait	Pay Increase for DFM Rich Frampton

Motion: Nezvesky made a motion to move funds from the Training account to the Full-time salary account in the amount of \$2K, retroactive to July 1, 2014 to cover the pay increase for DFM Rich Frampton.

Seconded: Goosman

Motion passed unanimously

Public Participation:

- Burton asked the BOFC to look into the incident that happened at the Hawleyville Fire Department on the evening of September 22nd between Burton and J. Basso. Chairman Manna stated he did contact Chief John Basso and voiced his concerns about the incident and stated that Basso, as Chief of the department, did not act professionally. Manna stated that Burton is owed an apology from the chief. An apology has not been received per Burton.

Marshal's Report for the month of September

- Halstead reported there were 106 calls, 462 incidents, 420 hours worked.
- Knox boxes have been installed at Sandy Hook. It was requested that the chiefs create their list of members to be given to Fire Marshal Halstead who will have the town's IT administrator coordinate programming the Knox boxes for each member. It was recommended that the last four digits of social security numbers be used for Knox box entry.

Motion: Goosman moved that we use the last four digits of the member's social security number for Knox box security programming. This would be a universal guideline for the town.
Seconded: Whelan

- Nezvesky stated he would prefer not using social security numbers due to security risks.
- Cragin feels that anyone who wants to sign up/or be removed from the list, should go through the chief of their department who will forward the information on to Halstead's office.

Yays: Cragin, Manna, Goosman, and Whelan
Nays: Bolmer and Nezvesky
Motion passed.

Motion: Nezvesky made a motion that any changes to Knox box security numbers (additions or deletions) be sent through the fire marshal's office to coordinate programming of this information.
Seconded: Goosman
Motion passed unanimously.

Committee Reports

Combined Chiefs: No report. Next meeting will be on 11/21/14.

Truck – Nezvesky reported:

- 114 to get annual ladder testing and service this week
- Biannual all-wheel service next week
- 559 had tank leak repaired
- Hawleyville requests that the town does not purchase them a pickup for command vehicle. They will purchase their own.

Budget – Nezvesky reported:

All budgets have been received. Hawleyville and Botsford Fire and Rescue have requested funding for paid day-time drivers. The Finance Department would like the BOFC budget by December 8th. Nezvesky will meet with the Budget committee to put together the budget.

NUSAR – McCarthy reported that they held a drill in Hanover. The hydrant there has no Zebra mussels on it due to the paint that was applied.

No reports for:
Policies and Procedures
Radio
Hydrant
NSHFC

Purchasing Agent Report - see attached

Old Business:

Hawleyville OIC Truck Replacement

Manna addressed Chief Basso's letter requesting that the \$30K budgeted for their OIC vehicle be used for their recent land acquisition. Manna stated he did not know if that would be possible. The Board requested Manna meet with the purchasing authority to discuss. Manna suggested, if unsuccessful, that Hawleyville consider skipping their turn in the boards "5 year capital plan" and allow Botsford Fire and Rescue to benefit this year, giving Hawleyville time to come back to the Board with a different capital request.

Cragin suggests that all three Truck Committee members meet on this item and come back to the Board with a recommendation.

Tabled until the next regular monthly meeting.

Nominations for Chairman and Vice Chairman

Cragin nominated Rob Manna to serve for another term from 10/14 to 10/15 as Chairman.
Seconded: Goosman
Motion for Chairman nomination was closed.

Whelan nominated Lisa Goosman to serve for another term from 10/14 to 10/15 as Vice Chairman.
Seconded: Bolmer
Motion for Vice Chairman nomination was closed.

Training Requests:

Motion: Whelan moved that the training request for Sandy Hook in the amount of \$1,300 for 2 firefighters to attend FFII Class be accepted.
Seconded: Goosman
Motion passed unanimously

Motion: Cragin moved that the training request for NH&L in the amount of \$600 for EMR Recertification Class for firefighters T. Horvath and M. Aurelia be accepted.
Seconded: Goosman
Motion passed unanimously

Motion: Cragin moved that the training request for Hawleyville in the amount of \$1,619.80 for CPR Training, Firefighter II, Exam Prep Book on Hazardous Materials and Awareness, Exam-Prep book on Firefighter II, and manual on Fundamentals of FF Skills be accepted.
Seconded: Goosman
Motion passed unanimously

There being no further business, the meeting adjourned at 8:07 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Terry Hennessey". The signature is written in a cursive style with a large, stylized initial 'T'.

Terry Hennessey
Secretary

NEWTOWN BOARD OF FIRE COMMISSIONERS

PURCHASING AGENT REPORT

October 2014

For the month of September

- 40 Hours worked
- 72 Emails were received
- 49 Emails were sent
- 21 Purchase Orders were issued
- 94 Phone calls/texts from departments & vendors

Unication pagers as approved by the Board last month have been ordered.

Hose Testing is scheduled for November 3, 4, and 5 at Sandy Hook Firehouse. Hard Suction testing is included for this year.

I prepared a spreadsheet showing Original vs Actual Account Spending for last year for Budget purposes
XTS 1500 portables are being discontinued as of the end of the month. I ordered 3 for Dodgingtown as a part of their capitol so we would not miss the deadline

I prepared the following spreadsheet for all the Town SCBA based on the recent Flow test results. It shows # packs per company, along with the unit's age

I prepared the Capitol bid list for the year after making several changes on behalf of the Departments that asked for changes due to the receipt of FEMA grants

I processed the Response Improvement Program records for the first quarter and submitted them to the Town for payment. I have again been requested by a Department to hold off on submitting to the payroll company until the check comes from the Town to cover the costs.