

TOWN OF NEWTOWN
NEWTOWN, CONN.



**BOARD OF FIRE
COMMISSIONERS**

NEWTOWN BOARD OF FIRE COMMISSIONERS

Regular Monthly Meeting
Sandy Hook Volunteer Fire and Rescue
July 27, 2015

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

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

Chairman's Comments: Chairman Manna changed the meeting location to SHVF&R because the BOFC Purchasing Agent was instructed by the Hawleyville Chief that he was not allowed in the Hawleyville firehouse. Therefore, no future BOFC meetings will take place at Hawleyville until Hawleyville addresses the Purchasing Agent ban at their firehouse. Chairman Manna stated that the Purchasing Agent must be in attendance at every meeting.

Minutes:

MOTION: Goosman moved that the minutes of June 25, 2015 be accepted as presented.
Seconded: Jossick
Motion passed unanimously

Correspondence to BOFC

Resume of DFM Applicant – Matthew Lindell
Received check for \$350 from the Newtown Women's Club for the five fire departments
Parade Request from Dodgingtown to take #331 to the Bridgewater Parade

MOTION: Bolmer made a motion to allow the Dodgingtown FD to take #221 to the Bridgewater Parade.
Seconded: Whelan
Motion passed unanimously

Correspondence from BOFC

<u>Date</u>	<u>From/To</u>	<u>Subject</u>
7-13-15	Manna/Town Clerk Halstead	Jason Franks to be Sworn in as DFM
7-21-15	Manna/Bob Tait	Fire Co. First Half Reimbursements
7-21-15	Manna/Bob Tait	Pay Increase for Fire Marshal and DFM

Manna to send the Newtown Women's Club a thank you letter for their donation to the five fire departments.

Public Participation - none

Marshal's Report for the month of July

Fire Marshal Halstead reported for the month that there were 128 calls, 509 incidents and 392 hours worked.
Total damage for the month - \$28K.

Halstead

Insurance info requests
Liquor permits, including temporary ones
SHES Site Inspection

Frampton

CAC Fire Drill
Alarm Check AFS
Knox Box Key
Measure Occupancy – Comm. Health Assoc.

Ober

Assist FM2 Truck Fire
Assist FM2 - inspections

Combined Chief's Report – see attached minutes from meeting.

Committee Reports

Truck – Jossick reported:

- Hawleyville Command truck fit up is complete and the truck is now ready to be put into service as #337.
- All Knox Boxes have been installed. A few departments are waiting for programming which should be done this week.
- Annual fluid service by the Highway Department is complete.
- Engine #551 is out for repairs at Gowans and Knight from an accident.
- Truck #114 is out for annual ladder service and bi-annual all-wheel service at Firematic.
- Tanker Replacement Committee has met several times and have taken three road trips to inspect similar apparatus. Chairman, Matt Dobson, will give report.

MOTION: Jossick made a motion that the BOFC put Hawleyville Truck #337 into service.

Seconded: Whelan

Motion passed unanimously

Manna inquired why the new truck, #337, is currently being stored outside the Hawleyville Fire Department. Chief Basso stated that the reason is because the old vehicle (formerly, the 15 year old Fire Marshal truck), is stored inside because he has equipment in the old vehicle. Goosman inquired why not change the equipment. No response was given by Basso.

Chairman Manna requested that #337 be housed inside the Hawleyville Fire Department effective immediately.

Radio and Hydrant – Whelan presented the bid for radio replacement for #440.

MOTION: Whelan made a motion to replace the radio for #440 at the quoted price (#PR5500) of \$1,032.75

Seconded: Jossick

Motion passed unanimously

Budget – No report.

Policies and Procedures – Alcohol and Substance Abuse Policy on agenda.

NUSAR – McCarthy reported that he inspected the pipes in Lake Lillinonah and the Zebra Mussels are not present. It seems the paint is working.

Purchasing Agent Report:

(See attached report)

Burton reported that there is a potential budget shortfall of \$73K. All fire companies need to pay their respective outstanding invoices and submit them for reimbursement. There should be no issues if invoices are included with the reimbursement requests.

Tanker Committee

Matt Dobson, Chairman, reported the Committee has had three meetings and 3 road trips.

- The Committee is in the process of sending members to learn tanker driving.
- Mike Burton has been added to the Committee and can vote as a committee member.

CIP

Manna reported that funds are still not available. CIP items need to come before the Town Meeting scheduled for 8/17/15.

Old Business:

NBOFC Alcohol and Substance Abuse Policy

Cragin presented a new draft with revisions per results of last month's meeting (see attached).

MOTION: Whelan made a motion to accept the presented policy dated 7/27/15 with the addition of the words "the driver" after the word death in paragraph 3.

Seconded: Goosman

Motion passed:

Yays – Manna, Cragin, Whelan, Goosman, Nezvesky and Bolmer

Nay – Jossick

New Business

Training Requests:

MOTION: Nezvesky moved to accept Botsford Fire and Rescue's training request in the amount of \$2,364.00 for 4 members to attend Terry Farrell Firefighter Fund Presents: The Best Damn Fire Conference.

Seconded: Jossick

Motion passed unanimously

Executive Session

The BOFC moved into Executive Session at 8:12 p.m.

The BOFC moved out of Executive Session at 8:34 p.m. after a discussion on fire personnel.

There being no further business, the meeting adjourned at 8:35 p.m.

Respectfully submitted,



Terry Hennessey
Secretary

3 attachments included

SANDY HOOK

HOOK and LADDER

DODGINGTOWN

Newtown Combined Fire Companies

-Incorporated-
Newtown, Connecticut 06470

BOTSFORD

HAWLEYVILLE

Chiefs Meeting
Meeting 7/15/15
Sandy Hook

Notes by Bill Halstead

1. Extrication Gloves- Go back to Ringers
Firefighter Gloves- Chiefs to contact Mike B
2. Tim Whelan- Have mechanics tell dispatch when taking apparatus Out
of Service
3. Al Miles- IT- Program Knox Secure Boxes in Dodgingtown, Hawleyville
and Botsford This Week
4. Board of Ed Table Top Exercise October 29, 2015
5. CIP- Chiefs recommend putting additional Radio Towers on Hanover
Rd. , Berkshire Rd. and Transmitter at EOC

6. New dispatch system may be up
and "running" on 9/1/15

Newtown Board of Fire Commissioners Alcohol and Substance Abuse Policy

Fire department members are not permitted to be on duty, to respond to emergency incidents, to drive or operate fire department vehicles, nor to perform any other duty-related functions while under the influence of alcohol or drugs. The fire department is defined as the Newtown Hook & Ladder Company #1; Dodgingtown Fire Company No. 1, Inc., Hawleyville Volunteer Fire and Rescue Department, Sandy Hook Fire & Rescue Company, Botsford Fire Rescue, Fire Marshals, and any future volunteer fire departments located in Newtown.

The driver and officer in charge of any fire department vehicle that is involved in an accident that cause measurable property damage, injury or death, the driver shall be tested for the presence of alcohol or drugs with the least possible delay.

Contact must be made to the Chairman of the Board of Fire Commissioners.



Robert Manna
Chairman, Board of Fire Commissioners

Adopted July 27,2015

NEWTOWN BOARD OF FIRE COMMISSIONERS

PURCHASING AGENT REPORT

July 2015

For month of June

- 40 Hours worked
- 55 Emails were received
- 31 Emails were sent
- 3 Purchase Orders were issued
- 95 Phone calls/texts from departments & vendors

I closed out the previous fiscal year with the Finance Director. A final list of transfers was completed. They are as follows:

From:	To:
Physicals - \$1000	Incentive Plan - \$1910
FH Maintenance - \$6000	Hydrants - \$4100
Radio & Pager - \$1500	Truck Repair - \$ 1400
Utilities - \$1050	Training - \$ 6400
Capitol - \$ 4500	Fire Equipment - \$500
Employee Benefits - \$ 260	
\$ 14,310	\$ 14310

This does not include several invoices that could not be paid with our allotted money. These invoices from the previous year will have to be sent back to the individual departments for payment since we are approximately \$22,000 over our budget.

I prepared an analysis of last year's budgeted amounts, and actual spending, as compared to this year's budgeted amounts and areas that we should have concerns with.

The 4th quarter RIP records were processed and the checks distributed to the Departments.

We need to have our requests in next month for the 2016-2017 through 2020-2021 CIP plan. It is important that the two apparatus requests that are in for 2016-2017 stay so that we can include the Tanker 9 replacement in the multiple truck purchase discount we will be getting for the other three tankers this coming year.

I have begun issuing PO 's for the current years Capitol. I will attempt to get everything ordered within the next month.

For those companies ordering Morning Pride gear, the last sets ordered by Hook & Ladder came in at approximately \$3200 per set. The budgeted amounts are much lower. Keep in mind that your department will need to make up the difference if there is an overage as the capitol account is already below what will be needed.

I am in the process of preparing a spec Hawleyville's light tower and Botsford's floor refinishing. Due to the respective dollar amounts they both need to be put out for public bid. I will attempt to have the bid results for the next meeting