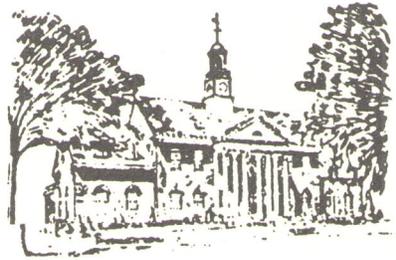


**TOWN OF NEWTOWN**  
NEWTOWN, CONN.



**BOARD OF FIRE  
COMMISSIONERS**

**NEWTOWN BOARD OF FIRE COMMISSIONERS**

*Regular Monthly Meeting  
Newtown Hook and Ladder  
March 28, 2016*

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Commissioners Present: Bolmer, Brunetti, Cragin, Goosman, Manna, Nezvesky and Whelan  
Marshals Present: Frampton, Halstead, Murphy and Ober  
Chiefs: Halstead, Ciaccia, Murphy, Basso  
Tanker Committee: Jossick, Dobson, McCarthy, Nezvesky, Petriccione, Burton and Bolmer

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

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**CHAIRMAN'S COMMENTS:**

- Manna asked for a moment of silence to honor Steve Ketchum who recently passed.
  - Manna reiterated to fire commissioners that when chairing a committee you are to represent the BOFC's opinion and not your personal opinion.
- 

**MINUTES:**

**Motion: Goosman moved the minutes of the regular monthly meeting of February 22, 2016, be accepted as corrected.**

**Correction: Page 3, paragraph 2, added by "April Meeting" to Burton's comment of:**

- Chiefs to send Burton notice of how many packs they need for flow testing – number to include spares and equipment on the trucks **by the April meeting.**

**Seconded: Brunetti**

**Motion passed unanimously**

**As an additional correction to last month's meeting minutes, page 2, under Purchasing Agent Report, Nezvesky would like to add after Cragin's motion the following statement:**

**Nezvesky would like to see replacement of the Hurst Tool Hose this year with any money that may be left over.**

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**CORRESPONDENCE:**

Date: 3/15/16  
From: DAS  
To: Halstead  
Cc: BOFC  
Re: Continuing Education Credits

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**PUBLIC PARTICIPATION: None**

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**MARSHAL'S REPORTS:**

Halstead reported for the month of February, there were 126 calls, 495 incidents and 447 hours worked.

Halstead:

- Meet with ISO
- Liquor Permit – 5 Queen Street – Barnwood Grill
- Liquor Permit – 266 South Main Street, Tazza
- Halstead reported on the Insurance Information regarding town-owned equipment.
- SHES
- Temp liquor permit – ETH
- Red Truck Sales
- Fingerprints

Frampton:

- Fire drill CAC
- Measure occupancy NHS
- Sprinkler Inspection – 3 Primrose Street
- Knox box – 97 South Main Street

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*COMMITTEE REPORTS:*

**Combined Chief's:** Halstead meet with Chairman Manna to discuss Chief's issues. Manna will address each item.

**Budget:** The Legislative Council Subcommittee recommended to the Legislative Council a cut of \$10K from the BOFC's Truck Repair account.

**Truck:** Bolmer reported that DOT truck inspections are currently in progress.

**Truck Committee:** the committee put together bid procedures for service and repair work on town-owned and department/company-owned fire apparatus. The final draft will be reviewed at the regular monthly meeting in April. BOFC commissioners and Chiefs must advise the committee of any questions or concerns before the meeting. The Town Highway Department is currently servicing the trucks.

No reports for:

**Policies and Procedures**

**Radio**

**Hydrant**

**NUSAR**

**Purchasing Agent Report for November** - see attached.

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*OLD BUSINESS:*

**Tanker Truck Committee Report:** Dobson reported that the Committee recommends Four Guys, Inc. of Meyersdale, PA to receive the bid in the amount of \$499,619.00. This would include multiple discount options and a prepay discount.

Other vendors did not bid due to the length of the vehicle being too long.

No trade-in options.

The BOFC will report the bid to the Board of Selectman and be prepared to attend future meetings.

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*NEW BUSINESS:*

**Training Requests:**

***Motion: Brunetti moved to accept Hawleyville Volunteer Fire's reimbursement request in the amount of \$2,476.00 for Surface Ice Rescue Technician Training, Fire Officer One Class – Danbury, Exterior Training Class, EMR Training Class, Rescue Technician Core Class, Advanced Vehicle Extrication Class and food for drill live burn.***

***Seconded: Cragin***

***Motion passed unanimously***

***Motion: Bolmer moved to accept Dodgingtown's reimbursement request in the amount of \$3,464.39.00 for FF1 training for two members, Surface Ice Rescue Training; folding tables, trailer rental and food.***

***Seconded: Brunetti***

***Motion passed unanimously***

***Motion: Whelan moved to accept Sandy Hook Volunteer Fire and Rescue's reimbursement request in the amount of \$565 for 3 FF – Exterior Firefighters class, and 1 FF Aerial Operators Class.***

***Seconded: Brunetti***

***Motion passed unanimously***

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

Respectfully submitted,



Terry Hennessey  
Secretary

NEWTOWN BOARD OF FIRE COMMISSIONERS

PURCHASING AGENT REPORT

March 2016

For month of February

- 39 Hours worked
- 64 Emails were received
- 34 Emails were sent
- 16 Purchase Orders were issued
- 62 Phone calls/texts from departments & vendors

Hurst Services are scheduled next month. The tentative dates are as follows:

Botsford – 4/4

Dodgingtown – 4/6

Hawleyville – 4/8

Hook & Ladder – 4/20

Sandy Hook – 4/22

Glove order is due in tomorrow. We are trying new structural gloves and switching back to the older Ringer's Extrication gloves per the Chiefs' recommendation.

SCBA testing was completed last month. Due to a personnel change at Shipman's they did not schedule in the fall like they normally do. By the time I realized it we were into January, and unfortunately, a new calendar year. I apologize for that. However, we did find an extraordinary number of bottles were out of date and needing hydrotesting. Air bottles need to be checked monthly by department members and not left for annual flow testing.

Two years ago I tried to get an annual testing schedule going. It would involve all annual required testing and service, including SCBA flow testing, Hurst service, Hose Testing, Station Generators, Breathing Air, Fit Testing, Ground Ladders, Boiler Service, Alarm Service, Truck Pump Test & Pump Service, Truck Generator Service, Aerial Ladder Testing & Service, All Wheel Steer Service, Bi Annual Transmission Service, and Engine Service. It would really need to revolve around the truck testing schedule because the majority of equipment is truck mounted, which means the trucks would need to be in station for a majority of these items. By doing this we could lock down dates with our vendors and avoid issues like

we have had in the past. I had a conversation with Timmy and he indicated the Truck Committee would be willing to sit down to try and make this happen.

I have requested many times in the past that invoices from vendors be either mailed to the Board's PO Box or emailed directly to me from the vendor. It is the vendor's responsibility to get the invoice to me. They should not be hassling Chiefs about why they haven't gotten paid. More times than not, the ones that haven't gotten paid did not properly bill the Town. We still have bills going to 45 Main Street, 3 Primrose Street, the Police Dept, the Highway Dept, and individual Fire Departments. I would again ask that all vendors be instructed to follow these instructions so that they can get paid quicker, and the process can be more efficient for everyone involved.