



BOARD OF FIRE COMMISSIONERS  
TOWN OF NEWTOWN

Regular Meeting  
September 27, 2021 at 7:00 pm

Sandy Hook Fire Dept.  
18-20 Riverside Rd. Sandy Hook 06482

**Meeting Opened By:** Pat Reilly, Chairman at 7:00 pm

**Commissioners Present:** Pat Reilly, Tim Whelan, Jeff Dugan, Brian Sharnick, Ron Bolmer & Jay Nezvesk

**Chiefs Present** - Chris Ward, Ass't Chief Paul Basso & Bill Halstead

**Marshals-** Rich Frampton, David Ober & Jami Zapata

**CHAIRMAN'S COMMENTS:** None

**ACCEPTANCE OF MINUTES:** August 23, 2021 Meeting-  
Jeff Dugan made a motion to accept the minutes as submitted  
Ron Bolmer Seconded  
Motion Passed unanimously

**COMMUNICATIONS-**None

**PUBLIC PARTICIPATION-** Tim Whelan asked to add "American Rescue Plan" to Agenda under New Business- Tim would like to see the board come up items that benefit all 5 fire companies.

**REPORTS:**

**Fire Marshal:** was presented by Fire Marshal Frampton -See attached

**Purchasing Agent:** Dave Ober reported that he is still transitioning to the position.

**Combined Chiefs-** Had a meeting August 31, 2021 to talk about leasing meters; each Fire Dept. would get a docking station that would download their information and the meters. They are waiting on a proposal on the lease and trade in value of the existing meters etc. from MES/ Industrial Scientific Corp.

**STANDING COMMITTEES**

**PPE & Policy** –None

**Radio & Hydrants** – Ron reported that the 2<sup>nd</sup> manhole has been found at the Glenmour site; it is felt that the company could gain access; trees could be trimmed and not removed. The Company (ACV Enviro out of Bridgeport) (State Contract). Ron gathered information and they couldn't give a firm price but an approx. is between \$3,000 and \$5,000 to clean the tank. We will have prep work of pumping the tank etc. Jeff Dugan made a motion to fund the cleaning of this tank with the stipulation not to exceed \$5,500.00. After much discussion, Tim Whelan seconded the motion. It passed unanimously.

**Radio Sub Committee-** They had a meeting on September 14, 2021

\*Ferris Rd. - SBA wants \$100 additional per month-due to the extra weight on the tower.

\*Application for Crown Castle- Dingle brook- being working on.

\*Eden Hill Location picked- process for town approval will need a site plan and that is being worked on- This location should provide better coverage and does not appear to need any fill.

\*Siren controllers-working on a price.

\*SBA agrees to no structural testing on one of the towers due to the weight being minimal.

\*Old equipment- Looking for ideas on selling off old equipment-

\*There is a question on radios at the EOC and is being worked on.

\*Next meeting is next Tuesday October 5, 2021.

\* Still waiting on prices for subscribers units.

**Truck-** Tim reported that 339 is in North Haven, mounting some lights etc. and waiting for price on air pack equipment. Hopefully it will be here in a month. Bill Halstead reported that it was approved to purchase the new radios to be installed in the truck-waiting on a PO.

**Budget –** Jay asked that Chiefs start working on their budgets for submittal at the next meeting.

Trying to keep insurance separate then capital- would like line item for Insurance

Jay asked to try to get the most accurate prices- but it was brought up that some suppliers are only giving 15 day vs 30 day prices now.

CIP-Tim reported that he had heard the Board of Selectman had a few questions but the numbers were approved.

**Technology Sub-Committee-** Fire departments are still waiting on getting help with the new software. It was said again that the concentration should be getting the NFIRS submitted and to also be able to generate the quarterly reports. Everything else can wait until these run smoothly.

**NUSAR-**None

**OLD BUSINESS:** None

**NEW BUSINESS:** As per the "Capital Budget Procedures", Sandy Hook requested a change in there capital.

See Attached:

Tim Whelan made a motion to change

Backpack Vacuum (unavailable) \$2,100.00

Replace with 10 Industrial Scientific Tango TXI single gas detectors (185.00 each) 1850.00

And a Harrington Siamese- \$305.00 for a total of 2155.00.

For a difference of \$55.00- although other capital items have come in lower that originally quoted.

Jeff Dugan seconded

Passed unanimously

Nominations: Tim Whelan nominated Pat Reilly as Chairman

Jeff Dugan Seconded

Passed unanimously

Pat Reilly nominated Tim Whelan as Vice Chairman

Jeff Seconded

Passed unanimously

**"American Rescue Plan"** Town Stimulus for Infrastructure- We needs to get a list together, that is equitable to all 5 fire companies. Suppression Tanks, Training, Training Center/Tower,-Chief Ward Suggested some funds to cover any deficiencies of the radio upgrade project – Such as additional Portable Radio's will be needed. It was suggested that the Board write a letter to the Selectman stating that the Volunteer Fire Companies would like to be considered for funds from American Rescue Plan.

**ANNOUNCEMENTS:** Annual Dinner, October 25, 2021-  
Looking into Menu's for-Newtown Country Club, Nastrano's & Sal e Pepe.

A motion was made to adjourn the meeting

By Jeff Dugan

Seconded by Ron Bolmer

Passes unanimously


Meeting adjourned at 7:43pm.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Nancy Schreiner".

Nancy Schreiner, BOFC Clerk

## FIRE MARSHAL'S COMBINED MONTHLY TIME SUMMARY

CODE	CATEGORY	INCIDENTS	HOURS
A	FIRE CALLS	26	
B	FIRE INVESTIGATION	1	
C	FOLLOW UP INVEST.	0	
D	BUILDING & SITE		
	1. Building Inspections	37	
	2. Site Inspections	27	
	3. C.O. Inspections	2	
	4. Suppression & Dry Hyd	0	
	5. Tank Removals	0	
	6. Burn Permits	0	
E	FOLLOW UP INSPECTIONS	5	
F	OFFICE	248	
G	COURT APPEARANCE	0	
H	PLAN REVIEWS	8	
I	TRAINING	3	
J	PURCHASING	35	
O	OTHER-Rich	9	
O	OTHER-Dave	3	
O	OTHER- Steve	1	
O	OTHER-Jamillynn	1	
	<b>TOTAL</b>	<b>406</b>	<b>367.5</b>
Rich	Fire pump test	5	
	Deposit	1	
	complaint -365 So. Main St.	1	
	Knox Box -25 Barnabas Rd.	1	
	Blocked Egress- Market Place	1	
Dave	Complaint-3 Simm Lane	1	
	Compaint- 365 So Main ST.	1	
	Knox Box 63 Church Hill	1	
Steve	Clean out of DFM truck	1	
Jami	Fire Prevention	1	
August 2021 Reporting Month			
		Marshal's Signature	



Sandy Hook Volunteer Fire & Rescue Company, Inc.  
*Serving Sandy Hook, Connecticut since 1938*



Pat Reilly, Chair  
Newtown Board of Fire Commissioners

September 27, 2021

Pat,

Please be advised that Sandy Hook Volunteer Fire & Rescue Company is requesting a change to its capital items.

In place of a backpack vacuum	\$2,100.00
We are instead requesting 10 Industrial Scientific Tango TXI single gas detectors (\$185.00 each)	\$1,850.00
and a Harrington Siamese	<u>\$ 305.00</u>
	TOTAL: \$2,155.00

Thank you,

*Bill Halstead*

Bill Halstead

Chief, SHVFR



66 Firemens way  
Poughkeepsie NY 12603  
United States

## Quote

Date 08/31/2021  
Quote # QT1503139  
Expires 09/30/2021  
Sales Rep Steneck, Gino  
PO #  
Shipping Method FedEx Ground

### Bill To

SANDY HOOK VOL FIRE & RESCUE  
P.O. BOX 783  
SANDY HOOK CT 06482  
United States

### Ship To

SANDY HOOK VOL FIRE & RESCUE  
CHIEF WM HALSTEAD  
18-20 RIVERSIDE RD  
Sandy Hook CT 06482  
United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
HARRINGTON	H220-50-25NH		H220-50-25NH Custom HARRINGTON 2 Way Siamese Clappered 2-2 1/2" NH Female Inlets x 5" Stortz Outlet	1	305.00	305.00

Subtotal 305.00  
Shipping Cost (FedEx Ground) 0.00  
Total \$305.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1503139

**MES** SHIPMAN'S  
FIRE EQUIPMENT CO.

<b>Date</b>	09/24/2021
<b>Quote #</b>	QT1509991
<b>Expires</b>	10/09/2021
<b>Sales Rep</b>	Steneck, Gino
<b>PO #</b>	
<b>Shipping Method</b>	FedEx Ground
<b>Shipping Code (2)</b>	

SANDY HOOK VOL FIRE & RESCUE  
CHIEF WM HALSTEAD  
18-20 RIVERSIDE RD  
Sandy Hook CT 06482  
United States

Subtotal	1,850.00
Shipping Cost (FedEx Ground)	0.00
Total	\$1,850.00

[REDACTED]

[REDACTED]

QT1509991

**TOWN OF NEWTOWN  
BOARD OF FIRE COMMISSIONERS  
BUDGET PROCEDURES**

The following are a recommended set of budget procedures used during any fiscal year to monitor and manage the Board of Fire Commissioner's approved budget.

**FISCAL YEAR BUDGET MONITORING**

- A budget summary and a budget detail statement shall be presented to the Board of Fire Commissioner's on a quarterly basis.
- The designated budget manager should be prepared to answer any questions relative to the budget presented. At the very least an answer can be forwarded to the Board of Fire Commissioner's through the Chair at a later date and included in the next meeting minutes.

**REQUESTED BUDGET TRANSFERS**

- Upon analyzing the budget, any required budget transfers within the Fire budget need to be authorized by the Board of Fire Commissioner's. An appropriation (budget) transfer request sheet is filled out by the requesting fire budget manager (with the help of the Finance Director, if need be) and put on the next Board of Fire Commissioner's next agenda for approval. An approved signed transfer sheet is then forwarded to the Finance Director for further authorization.
- If a transfer to a fire account is required and there are no offsetting accounts in the fire budget then the fire budget manager would need to work with the Finance Director to identify other accounts that have forecasted surpluses. A completed appropriation (budget) transfer request sheet would then be added to the next Board of Fire Commissioner's agenda.
- A sample transfer sheet is attached.

**FISCAL YEAR BUDGET APPROVED CAPITAL ITEMS**

- The fire budget manager will keep track of approved purchased capital items. An approved capital item list with checked off capital items that have been purchased to date will be presented to the Board of Fire Commissioner's quarterly for informational purposes.
- If any capital item priority changes due to unforeseen circumstances such as equipment failure etc. a request to the Board of Fire Commissioner's would have to be submitted indicating the change in capital items and the reason(s). The approved change will be marked on the approved capital item list.
- An approved capital item list for fiscal year 2021-22 is attached for use in the budget monitoring process.



# TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR 2021 - 2022 DEPARTMENT Fire DATE   /  /  

	Account	Amount	
FROM:	.		USE NEGATIVE AMOUNT
	.		
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	.		
TO:	.		USE POSITIVE AMOUNT
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REASON:

AUTHORIZATION:

(1) DEPARTMENT HEAD \_\_\_\_\_

(2) FINANCE DIRECTOR \_\_\_\_\_

(3) SELECTMAN \_\_\_\_\_

(4) BOARD OF SELECTMEN \_\_\_\_\_

(5) BOARD OF FINANCE \_\_\_\_\_

(6) LEGISLATIVE COUNCIL \_\_\_\_\_

date: \_\_\_\_\_

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)

>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

**BOARD OF FIRE COMMISSIONS**  
**APPROVED CAPITAL ITEMS**  
**2021-22**

		Unit		purchased ✕
		Cost	Total	
<b>Hook &amp; Ladder</b>				
Whaly 500R nav arch	Qty 1	1,800	1,800	
Water rescue PPE	4	2,098	8,392	
Rescuer accessories	4	150	600	
Motorola XE500 radio mics	5	500	2,500	
Minitor VI 5 chnl pager w/amp base	5	500	2,500	
Mustang commander exposure suit	4	1,200	4,800	
Reach pole system	1	555	555	
Capitol Total			21,147	

		Unit		
		Cost	Total	
<b>Dodgingtown</b>				
221 camera mirrors	Qty 1	1,400	1,400	
229 lighting	1	1,400	1,400	
221 rear lighting	1	1,000	1,000	
Used ATV and trailer	1	5,800	5,800	
Nozzles	2	900	1,800	
Vent saw	1	1,800	1,800	
Smoke efector	1	1,200	1,200	
Capitol Total			14,400	

		Unit		
		Cost	Total	
<b>Hawleyville</b>				
Tractel rescue grip hoist kit TU28K	Qty 1	2,996	2,996	
Elkhart XD mid range foam tubes	2	350	700	
Bail out system and belt	5	600	3,000	
Pull out tray 2200lb rating bed of 337	1	2,500	2,500	
Apple I-pad 4th gen 64GB cellular	2	679	1,358	
Hurst spreader SP777E2	1	13,000	13,000	
Multiple extrication tool holder	1	1,600	1,600	
Havis DS tab 101&TC device case & dock	3	285	855	
Capitol Total			26,009	

**BOARD OF FIRE COMMISSIONS  
APPROVED CAPITAL ITEMS  
2021-22**

		Unit		purchased
	Qty	Cost	Total	X
<b>Sandy Hook</b>				
Traffic adviser T9	1	3,360	3,360	
Steps T9	1	1,053	1,053	
Steps 441 (F&R)	2	1,053	2,106	
14" battery cut off saw	1	2,500	2,500	
Milwaukee 16" chainsaw	2	550	1,100	
Portable pump (gas)	1	1,000	1,000	
Submersible pumps	2	775	1,550	
TFT 1 1/2" nozzle	1	1,050	1,050	
Kochek 2 1/2" hydrant gate	1	375	375	
300' of 1" webbing	300		135	
Tri jet fogger	1	2,600	2,600	
salvage master	1	2,100	2,100	
ROTATING GRANT			30,000	
Capitol Total			48,929	
<b>Botsford</b>				
Blitz fire package	1	3,770	3,770	
Griphoist TU28 rescue kit	2	3,000	6,000	
StreamlightFire vulcan kit	12	153	1,836	
Morning pride Ben 2 Hhlmet	6	420	2,520	
RPI class 3 harness	6	200	1,200	
Stihl MS461R chainsaw	1	1,600	1,600	
Kochek 6" floting strainer	1	700	700	
Kochik 6" low profile strainer w/ syphon	1	550	550	
Gas alert micro chip X3 detector	2	675	1,350	
Sensikit TKX gas leak detector	2	400	800	
Firehooks unlimited Ax and Haligan	2	400	800	
RPI bailouy system	3	1,050	3,150	
Capitol Total			24,276	
<b>Fire Marshal</b>				
Code Books	16	156	2,476	
Capitol Total			2,476	
SHARED ESO FIRE SUIT TO BE PURCHASED WITH YEAR END SAVINGS	25,000			
Board of Finance reduction			(34,497)	
GRAND TOTAL CAPITAL BUDGET =			102,740	