

NEWTOWN BOARD OF FIRE COMMISSIONERS

Regular Monthly Meeting
Newtown Hook and Ladder
January 23, 2017

Commissioners Present: Bolmer, Brunetti, Goosman, Manna, Nezvesky, Reilly and Whelan
Marshals Present: Frampton, Murphy and Ober
Chiefs: Basso, Ciaccia, Corbo, Halstead, and Murphy
McCarthy (NUSAR)

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

CHAIRMAN'S COMMENTS:

Manna stated that there will be a *Board of Selectman* meeting tonight to discuss the budget.

MINUTES:

*MOTION: Whelan moved to approve the minutes of the Special Meeting of 12-19-16 as presented.
Seconded: Nezvesky
Motion passed unanimously*

CORRESPONDENCE TO

Date: 1/20/17
To: Manna
From: FS Llodra
Re: FOI Complaint on Executive Sessions not being documented properly and lack of training by secretary.
Action: A reply letter will be sent, the situation will be rectified and FOI information obtained for s secretary.

CORRESPONDENCE FROM

Date: 1/3/17
To: Tait
From: Manna
Re: Second Half Fire Company Reimbursements in the amount of \$72,500

PUBLIC PARTICIPATION: None

ADDITIONS TO THE AGENDA:

MOTION: Bolmer made a motion to delete the Executive Session listed on the agenda and add the Fire Marshal Job Description to the regular agenda.
Seconded: Brunetti
Motion passed unanimously

Rec'd. for Record 1/27 2017
Town Clerk of Newtown @ 9:20 PM
Debbie Annelia Halstead

MARSHAL'S REPORTS:

Acting Fire Marshal, Frampton reported for December there were 102 calls, 228 hours and 231 incidents. \$95 in fees were collected. There was \$37,000 worth of damage for the month.

Frampton:

12 Turnberry – Parking Issue

Fire drill – CAC

3 Primrose Fire Alarm Inspection

139 Mt. Pleasant – Check structure – possible training

Bank Deposit

EOC – Unlock for Speedi Dry

Ober:

Maplewoods – Assist with Inspection

Hurley Group – Assist with Inspection

Murphy:

Xmas Inspections

Fire drill - CAC

COMMITTEE REPORTS:

Combined Chiefs

- Halstead reported that at the meeting of the Combined Chiefs on 1/17/17 at Botsford Fire and Rescue, they met with Roger Connor, the new Ambulance Chief and discussed the use of four tones.
- Fire Departments offered to participate with lift-assist calls when all the ambulances are out on calls. The Ambulance Corp will supply FD's with refusal forms.
- New Ambulance A4 is in service.
- Connor asked that when an ambulance is on standby at a fire scene that they be directed by the FD where to park the ambulance.
- All chiefs are against the Fire Administrator position at this time. Perhaps, in the future would make sense to hire a Town Chief.
- The next meeting of the Combined Chiefs will be in March with the Labor Day Parade Committee.

Truck

Bolmer stated:

- There are no issues with trucks at this time.
- All bills have been received from Tracy's Garage.
- Bills for company-owned trucks have been given to individual companies.

Budget

Nezvesky met with the First Selectman and recommended cuts to the budget. He will meet with the entire *Board of Selectman* after tonight's meeting.

P&P - no report.

NUSAR – no report.

Purchasing Agent Report for December – no report

OLD BUSINESS:

Tanker Truck Committee Report –

MOTION: Whelan made a motion to move forward with the tanker purchase in the amount of \$1,308,521.00 to replace tankers #229, #559 and #9 from Four Guys.

Seconded: Brunetti

A discussion was held on how to make up a shortfall of \$8,521.00. The BOFC has 6 months to determine this.

Motion passed unanimously.

Engine #111 Update -

MOTION: Bolmer (on behalf of the BOFC Truck Committee) made a motion to award the bid to Firematic for the replacement of Engine #111 in the final amount of \$649,498.82.

Seconded: Whelan

Motion passed unanimously

NEW BUSINESS:

Training Requests:

MOTION: Reilly moved to accept Newtown Hook and Ladder's training request in the amount of \$2,137.81 for Bailout training and CT Pump Operator training.

Seconded: Whelan

Motion passed unanimously

MOTION: Goosman moved to accept Newtown Hook and Ladder's training request in the amount of \$150.00 for CPR training.

Seconded: Nezvesky

Motion passed unanimously

MOTION: Whelan made a motion to accept Sandy Hook's training request in the amount of \$3,543.83 for EMT and EMR training; manuals for FF1 and 2 FF and fit testing for 33 firefighters.

Seconded: Reilly

Motion passed unanimously

MOTION: Brunetti moved to accept Hawleyville's training request in the amount of \$439.91 for EMT Refresher Program and Fundamentals of Firefighting 3rd Edition Exam Prep Guide.

Seconded: Whelan

Motion passed unanimously

Fire Marshal Job Description:

A report was presented by the Ad Hoc Committee, established by the BOFC, to review the operations of the Fire Marshal's office to see if staff reductions or staff realignment could be possible. The report concluded that with the current workload and the planned increase in commercial development, the committee recommends keeping the current staff levels the same.

Manna advised that, per the First Selectman, the BOFC will look into the possibility of job consolidation in the FM's office.

MOTION: There being no further business, Goosman made a motion for adjournment at 7:37 p.m.

Seconded: Bolmer

Motion passed unanimously

Respectfully submitted,



Terry Hennessey, Secretary

Our committee was tasked with reviewing the Fire Marshall's Office operations to see if staff reductions or staff realignment could be possible.

We met with the acting Fire Marshall and the administrative assistant in order to review their daily functions. We reviewed three months worth of time sheets. We discovered that the Town of Newtown is close to 100% up to date with all their building/business inspections while many of our surrounding communities are not. Below is a list of surrounding towns showing staffing levels and their percentage of inspection compliance:

Bethel - 1 full time marshal, 1 part time marshal. They accomplish about 30% of 1250 inspections. They send plan reviews to outside contractor.

Brookfield - 1 full time marshal, 1 part time marshal works 30 hours/month, 1 part time marshal works 15 hours/month. They accomplish about 30% of their inspections. They send plan reviews to outside contractor.

Monroe - 1 full time marshal, 4 part marshals who work 30 hours/month combined. They accomplish about 65% out of approx. 1,100 inspections. They do their own plan reviews.

New Milford - 1 full time marshal, 1 part time marshal. They accomplish about 30% of 1,200 inspections. They do their own plan reviews

Southbury - 2 full time marshals, 4 part time marshals. They accomplish about 100% of approximately 700 inspections. Part time marshals do Heritage village in the summer. They do their own plan reviews.

Newtown- 2 full time marshals, 2 part time marshals who work 30 to 40 hours /month. They accomplish about 100% of 800 inspections. They do their own plan reviews.

We also discovered that the marshals perform many other functions besides building/business inspections. These include site plan reviews, blasting permits/inspections, burn permits which mandates a site inspection, oil tank removal inspections,(if a tank is found to be leaking it causes many more hours of work along with reports to DEEP), solar panels projects, fire prevention programs, entertainment inspections,(tent, carnival, special events, etc.). In addition to the above a substantial amount of time is spent on inner office interaction with various departments, consultations with the State Fire Marshal's office on code interpretations and interaction with the public

In conclusion, given the current work load and the planned increase in commercial development we can only make a recommendation to keep current staffing levels the same. We feel it is very important to provide all of the above services when the overall goal of the department is safety of life and property.

Although it was not our committee's task and we are unsure of what the newly created position's responsibilities would be, we question whether this position's responsibilities could be handled by the current Fire Marshall's department. The department could perform the tasks of the purchasing of supplies, scheduling hose testing, generator services, ladder testing, repairs of radios and pagers, issuing purchase orders, etc. Equipment and truck specification writing can revert back to the various Board

committees with input from the individual departments. Budget preparation would be done the same as it is now. They would be responsible for providing the budget committee with monthly payouts, ordering and scheduling of service work which would be reviewed before the BOFC meetings. The department chief would administer their own capital requests.