Meeting Minutes
October 3, 2016, 7:00 pm
Great Hill Hose Co.

Attendees: Chief Mike Lombardi, Doug Zaniewski, Al Rochelle, Chris Edwards and other members

1) The meeting was called to order at 7:00 p.m.

2) All were led in the pledge to the flag.

3) Doug Zaniewski/Chris Edwards made a motion to accept Minutes from September 8, 2016.
Vote: 4/0

4) Public Comment: There was no public comment.

5) Correspondence: A letter was received by the Board of Fire Chiefs from Huchet expressing interest in the Quartermaster position.

6) Fire Police Captain Comments: No fire police present

7) Unfinished Business:
   a) Physicals

Discussion was had regarding a meeting between Chief Rochelle and Griffin Health. Board of Fire Chiefs decided to try Concentra on a Saturday with 15-18 guys for this quarter and see how it goes from there.

   b) Running Assignments

Chief Lombardi gave an update on Northwest. He is still working with Steve Savage and it continues to be a gradual change to the new running assignments.

   c) Radio update

Tom Eighme was unable to make the meeting to give an update.

Telephone: 203-888-1909
Doug Zaniewski/Al Rochelle made a motion to move Item 17 Executive Session- PIO interview to earlier in the agenda. Vote: 4/0

Al Rochelle/Chris Edwards made a motion to add Executive Session- Interview for quartermaster position to the agenda. Vote: 4/0

Al Rochelle/Chris Edwards made a motion to enter Executive Session at 7:14 pm

Al Rochelle/Chris Edwards made a motion to come out of Executive Session at 7:43pm noting that no motions or actions were taken.

8) New Business:

a) Red Cross Smoke Detector Program

Al Rochelle was approached by the Fire Marshal regarding installing smoke detectors in a certain area of town. They are asking for a fire truck and a few fire fighters to help them do the installation. Looking around mid-November.

Chris Edwards/Al Rochelle made a motion to supply two trucks for the Red Cross program. Vote: 4/0

b) Junior Core transition policy

Al Rochelle noted that there currently is no SOG/SOP in place for when a member turns 18. The issue is who is responsible to insure the junior core member when he turns 18. Chief Lombardi suggested contacting town counsel on this matter.

c) Portable Radios/Programming

Discussion was had regarding the Programming Report. The chiefs recommended adding Middlebury to one of the channels.

Doug Zaniewski/Al Rochelle made a motion to accept the programming report with changes as discussed. Vote: 4/0

Chief Lombardi commented for the record that he is getting a lot of mixed feedback. When he speaks to Northwest he is getting one thing. When he talks to the project manager, he is hearing something else. As chiefs, they need to be on the same page as far as radios. Chief
Lombardi also wants to know who will be responsible for programming the radios and paying for it once the project is finished because it is not in the budget.

d) Appointment of Department PIO

Chris Edwards/Al Rochelle made a motion to appoint Tim Willis to a one year term as PIO. Vote: 4/0

e) Appointment of Department Quartermaster

Al Rochelle/Chris Edwards made a motion to appoint John Huchet as department quartermaster.

Discussion was had regarding issues with where the gear will be kept and difficulties with having gear at C2 for Great Hill members.

Al Rochelle rescinded his motion.

Mike Lombardi/Doug Zaniewski made a motion to divide the gear between the houses. The captains will be responsible for locking the equipment, logging it into firehouse software and reporting to the chiefs. Vote: 4/0

Chief Lombardi thanked John Huchet for his time. Al Rochelle would like a report on the equipment next month.

f) Officer turn out.

Chief Lombardi stated that over the last three months drills and alarms were weak. Firehouse software indicated that from January 1, to present Great Hill has 18 members who have not made 30 alarms, and Citizens has 19 members who have not made 30 alarms. He is unhappy that some of the people who have not hit 30 are department officers. At the end of the year, members who don’t have 30 alarms are violating company policy.

He is also unhappy with the turnout for the two walk throughs. Almost all the officers told him they were available and then the day of the walk through told him they could not make it. He stated that the fire marshal went through hoops to get them in that building and to show up with two chiefs and one officer was insufficient.

g) Trick or Trunk Event
Al Rochelle stated that two vehicles are being requested for the event. One rescue truck with a light tower and one engine because there will be an open burn. There is also a request to decorate the vehicles for a contest. The winner will get a $500 award to a charity of its choice. There is also a request for a grill and someone to man the grill.

Doug Zaniewski/Al Rochelle made a motion to participate in the event and provide a rescue truck from Great Hill and an engine from Citizens. Vote: 4/0.

h) Budget Plan

Chief Lombardi had a meeting with the First Selectman regarding the budget plan. The budget is due in February but would like to start working on it now. A day will be scheduled for a workshop over the next few months.

I) Duty Weeks

Chief Lombardi asked again for the chiefs and officers to send an email to let everyone know if they will be away, especially if it is your duty week.

9) Training:

Discussion was had regarding the training report. A copy of the training report is attached.

10) Safety:

Al Rochelle stated that members have been slacking on wearing vests.

11) Special Ops:

Discussion was had regarding a rope class in house with Ron Burgess.

12) Repairs and Maintenance:

Firematic found no issues and came in under budget.

New pagers have an issue with beeping which appears to be a programming issue.

Engine 11 will be going in 10/6 for generator at Traceys.

Rescue 12 will be gone 10/5 to New Age Warning to address left side lights.
Tower 14 has an issue with hydraulic pressure. Spoke with Gowans and Knight and the driver of
the truck and it appears the PTO was left on for 4-5 hours and it liquefied. Once the truck
cooled down and it was fine. This issue will be watched.

Tanker 19 has a leaky air valve switch. This was an okayed emergency PO through Clay Jurgens
and another commissioner.

Engine 11 had a bad alternator and was fixed. Clay Jurgens cut the emergency PO but Chris
Edwards never physically saw it.

Invoice for steering box came in. $4518.70.

Engine 16 foam system is fixed. The PO needs to be increased to cover the balance.

Air Compressor Engineering in the amount of $3539.10. Commissioner Jurgens was responsible
for this issue. The quote came in at $2289.00 and is money cut from last year’s budget. Chris
Edwards never gave the okay for them to go over the quote and has never spoken to these
people. None of the engineers or chiefs were involved in it.

Al Rochelle stated that it needs to be clear that all maintenance issues need to go through Chris
Edwards because this is a perfect example of what happens when everyone is not brought to
the table.

Chief Lombardi would like to have an Executive Session at the commissioners meeting to discuss
the Maintenance Chief’s job and the job of the person cutting the purchase orders. This was an
issue discussed for 90 minutes at last month’s commissioners meeting.

13) Company Events:

See attached list of company events for October.

14) Captain’s Comments: Capt. Levey asked for a storage box for gas cans.

He also asked to have the steering column removed from the floor of Great Hill. Al Rochelle
suggested asking the commissioners what their intentions are for it. Discussion was had
regarding running rules and daytime coverage.

15) Chief’s Comments:

Al Rochelle contacted NVHD and received a list of their contact information. Chief Lombardi will
scan and make sure Northwest has a copy.

Telephone: 203-888-1909
Doug Zaniewski echoed comments on safety vests. If the chiefs are asking members to wear them then the chiefs need to adhere to the same policy.

Chief Lombardi stated that gear fitting will be at 7pm on 10/18 at Great Hill.

Chief Lombardi was contacted by a foundation that awards AED grants and resubmitted the grant for another AED. He is also in the process of working on a radio grant with the operations manager of the town. It will be a dual band portable for the four chiefs.

He thanked everyone for the turn out for the great events, especially the 9/11 memorial.

He is aware of the issues with the new pagers but the problems are being worked out.

16) Public Comment: No public comment

17) Executive Session: Moved to earlier in the agenda.

18) Chief's Requisitions:

See attached requisitions.

Al Rochelle/Chris Edwards made a motion to approve the Requisitions Vote: 4/0

18) Adjournment: Doug Zaniewski/Chris Edwards made a motion to adjourn at 8:49pm. Vote: 4/0

Respectfully Submitted,

Angela Chernesky
<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Vendor</th>
<th>Price ea.</th>
<th>Total</th>
<th>Acct. No.</th>
<th>P.O. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FLAMMABLE LIQUID SAFETY CABINET</td>
<td>GRAINGER</td>
<td>$771.00</td>
<td>$771.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>R-17 COMPRESSOR</td>
<td>Air Compressor Engineering</td>
<td>$1,249.50</td>
<td>$1,249.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>TANKER-19 REPAIRS TO PUMP CONTROL</td>
<td>TRACY'S GARAGE</td>
<td>$399.85</td>
<td>$399.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>TANKER-19 KUSSMAUL BATTERY CHARGER</td>
<td>TRACY'S GARAGE</td>
<td>$719.27</td>
<td>$719.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ENGINE-11 ALTERNATOR</td>
<td>TRACY'S GARAGE</td>
<td>$1,002.45</td>
<td>$1,002.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SAFTEY OFFICE CLASS</td>
<td>CT FIRE ACADEMY</td>
<td>$125.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$4,267.07

By our signatures below, we approve the requisitions indicated above:

Date: ________________________________

Michael Lombardi, Chief

Chris Edwards, Asst. Chief

Al Rochelle, Asst. Chief

Doug Zaniewski, Asst. Chief
This form is to be completed for all events that require the use of apparatus or events that have members of the public or department property. Please fill out the form in advance of the event(s) with necessary documentation, sign and return to the Chief's office prior to the Chief's meeting.

<table>
<thead>
<tr>
<th>Event Description #1</th>
<th>Event Description #2</th>
<th>Event Description #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Trick or Trunk</td>
<td>Open House</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Date and Time</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT 16 7am - 12pm</td>
<td>10/29 4pm -</td>
<td>10/15 12 -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Location</th>
<th>Event Location</th>
<th>Event Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 2</td>
<td></td>
<td>C 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will Apparatus be O.O.S.?</th>
<th>Will Apparatus be O.O.S.?</th>
<th>Will Apparatus be O.O.S.?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List Apparatus</th>
<th>List Apparatus</th>
<th>List Apparatus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>OCT 3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief's Approval Signature</th>
<th>Chief's Approval Signature</th>
<th>Chief's Approval Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This form is to be completed for all events that require the use of apparatus or events that have members of the public or department participate. Please fill out the form in advance of the event(s) with necessary documentation, sign and return to the Chief's office prior to the meeting.

<table>
<thead>
<tr>
<th>Event Description #1</th>
<th>Event Description #2</th>
<th>Event Description #3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ladies Night</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Date and Time</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>22nd Oct</td>
<td>22nd Oct</td>
<td>22nd Oct</td>
</tr>
<tr>
<td>6pm - 12am</td>
<td>6pm - 12am</td>
<td>6pm - 12am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Location</th>
<th>Event Location</th>
<th>Event Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tavern 17-57</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will Apparatus be O.O.S.?</th>
<th>Will Apparatus be O.O.S.?</th>
<th>Will Apparatus be O.O.S.?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List Apparatus</th>
<th>List Apparatus</th>
<th>List Apparatus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Coverage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Chief's Approval Signature

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Scheduled Training:
1. Firefighter 2 (Valley Fire School)
   a. In progress and going well
2. 2q Class at GH Sign up through valley school web site.
   a. Currently 4 signed up
      i. Greg, Jimmy, Karl, Dan
   b. Wednesday 10/26
   c. Wednesday 11/2
   d. Saturday 11/5
   e. Saturday 11/12
3. Strategy and tactics 3 (Great Hill)
   a. 10/29 and 10/30 Captains, please push enrollment
4. Safety Officer (Beacon Falls)
   a. 11/5, 11/6, and 11/13 (3 day class)
5. Live Burn (Danbury)
   a. 12/4 9am-3pm Captains, please push enrollment
6. Hazmat Class
   a. Looking to schedule in January

Completed Classes:
1. Incident Command Walk Through
   a. Completed at GH last week
   b. Planned for C2 10/19 Officers must attend

Company Level Training:
1. Training Hours
   a. GH 3 drills - 154 Man hours
   b. C2 0 Drills - 0 Man hours
2. Participation and Documentation
   a. I have noticed on several occasions that members who are not present
      at the actual drill are getting credit for participation. This is not
      acceptable and is falsifying reports. Please be sure that only those
      who are actually in attendance get credit. It is not fair to those who
      show up and participate that others receive the same credit. I
      understand that some people are excused. Those MUST be tracked
      accordingly
   b. Chief and Officer participation
      i. We are not immune from training. We must also be present
         and active in as much training as possible. We are expected to
         lead this department and be at the top of our game. Active
         participation is the only way to assure that to our members.
September 28, 2016

Town of Seymour Board of Fire Chiefs
26 Deforest Street
140 Botstford Road
Seymour, CT 06483

Dear Seymour Board of Fire Chiefs,

I am writing you in regards to the position of Quartermaster for the Seymour Fire Department. I currently have one years' worth of experience as a firefighter for the town of Seymour, and although I do not have many years in the fire service, I do have a basic understanding of NFPA Standard 1851 for selection, care, and maintenance of structural and/or proximity fire firefighting gear.

I'd like the opportunity to tell you more about my work experience and how my skill set could contribute to the successful day-to-day operation of your department. I'd be happy to supply strong references at your request.

I look forward to discussing the position with you.

Sincerely,

John Huchet
Objective

Looking for a professional work atmosphere where my firefighting education and experiences can and will be utilized for the protection of people and their property.

Experience

Fire Fighter
06/2015-Current Seymour Fire Department, Seymour, CT
- Providing quick and immediate response to most emergency situations
- Operate a variety of fire suppression tools and use of rescue/protective clothing.
- Monitor and maintain equipment used incase of fire and other emergencies to ensure readiness and operation at anytime.
- Educate citizens about measures they can take to prevent fires in their homes and workplace.

Education

Emmett O'Brien Tech, Ansonia, CT
10/2009-06/2012
- High School Diploma
- Computer Aided Drafting

Valley Chiefs Fire Regional Fire School, Seymour, CT
01/2016-06/2016
- Connecticut Firefighter 1 Certification
- Hazmat Awareness
- Hazmat Operations

Additional Skills

- Volunteer at Seymour Fire Department
- Knowledge in Firefighting Terminology

References

References are available on request.