Meeting Minutes
December 10, 2018, 7:00 p.m.
Citizens Engine Co.

Attendees: Tom Eighmie, Clay Jurgens, Pete Sampiere, Todd Andrews

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

2) Pledge to the flag, moment of silence for Chief Andy Coy.

3) Chief Meeting Minutes: Discussion and approval of November 2018 and December 2018 meeting minutes.

Tom Eighmie/Todd Andrews made a motion to add disposition of training vehicle to agenda. Vote: 4/0

Tom Eighmie/Todd Andrews made a motion to add apparatus replacement plan to agenda. Vote: 4/0

Pete Sampiere/Tom Eighmie made a motion to accept November 2018 and December 2018 minutes. Vote: 4/0

4) Chief's Report: E11 new hose cover, R17 out of service getting body work done. R 12 taking all calls. Rehab class with Seymour Ambulance was held. Members who have not made 30 calls, captains have been asked to speak to those members.

Chief's vehicle is still not here. Vendors are upset that parts are taking up space in their shops. Tony Caserta is being held up by Ford Credit.

Budget needs to be turned in by Friday.

Discussion was had regarding the next big project, radio replacements.

Todd Andrews/Pete Sampiere made a motion to add radio replacement plan to agenda. Vote: 4/0

5) Public comment: No comment.

6) Commissioner's Meeting Minutes: Discussion/approval of Commissioner Meeting
Town of Seymour

BOARD OF FIRE COMMISSIONERS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Minutes dated October 2018

Todd Andrews/Pete Sampiere made a motion to approve Commissioner Minutes. Vote: 4/0

Check for Dive Equipment will be deposited into non-capital.

7) Correspondence: Invitation for Board of Fire Commissioners to attend GH holiday party on 12/18 at 6pm

8) Financial Report: Discussion and approval.

Discussion was had regarding closing any of the open purchase orders.

Todd Andrews/Pete Sampiere made a motion to approve the financial report. Vote: 4/0

See attached financial report.

9) Fire Marshals report: Tom/Pete made a motion to acknowledge Fire Marshals reports dated September 2018, October 2018, November 2018. Vote: 4/0

10) Unfinished Business:

a) Duty Week- Discussion was had regarding Duty Week with input from chiefs.

b) Dive Equipment- Already discussed, equipment has been sold.

c) Drains at GH- Discussion was had regarding the upcoming project on the drains at Great Hill. Todd Andrews brought up the potential for pipe bursting.

11) New Business:

a) E13 old/new- Discussion was had regarding chain of command with regards to the disposition of apparatus. Update was given on the new engine.

Board of Chiefs have requested to surplus old Engine 13. If the truck comes back to the chiefs, they are looking into either donating the truck to a department in need or selling the truck through an agency.

Todd Andrews/Tom Eighmie made a motion to surplus old engine 13. Vote: 4/0

A letter will be sent to the Board of Selectmen to be added to their Agenda.

Telephone: 203-888-1909
b) Repairs/maintenance- Discussion was had regarding servicing the chief vehicles at public works. Commissioners have asked chiefs for recommendations. Todd Andrews suggested the town mechanic agree to become the fire department mechanic. Al Rochelle brought up potential issues with this arrangement.

c) 2019 Meeting Schedule - See attached

d) Training vehicle- Tom Eighmie/Todd Andrews made a motion to surplus training vehicle due to unsafe conditions. Vote: 4/0

A letter will be sent to Board of Selectmen re: surplus of training vehicle.

e) Apparatus Replacement plan- See attached Fire Department apparatus. Extensive discussion was had regarding criteria on priority list.

f) Radio replacement plan- Discussion was had regarding the radio replacement plan to bring the department up to compliance.

12) First Selectman Round Table. There was no discussion.

13) Public Comment: No public comment.

14) Chief's Requisitions- Discussion and approval

Tom Eighmie/Todd Andrews made a motion to approve requisitions. Vote: 4/0

15) Commissioner Comments: Tom Eighmie- Captains please do homework on tax abatement paperwork, Thank you to chiefs for all your hard work - pleased with E 13

16) Executive Session: none needed.

17) Adjournment: Tom Eighmie/Pete Sampiere motioned to adjourn the meeting at 8:47 pm. Vote: 4/0

Respectfully Submitted,

Angela Chernesky
Recording Secretary

Telephone: 203-888-1909
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(THIS TRUCK WAS REPLACED MID 2018)

**NEEDS TO BE REURBISHED**

**NEEDS TO BE REPLACED**

**IS IN GOOD SHAPE**

**NOTES**
The meeting schedule for the Board of Fire Commissioners is as follows:

January 14  Great Hill
February 11  Citizens
March 11    Great Hill
April 8     Citizens
May 13      Great Hill
June 10     Citizens

July 8      Great Hill
August 12   Citizens
September 9 Great Hill
October 17  Citizens (Thursday, Columbus Day)
November 14 Great Hill (Thursday, Veterans Day)
December 9  Citizens

All meetings start at 7:00 PM

Clayton Jurgens
Chairman
Board of Fire Commissioners
Town of Seymour

BOARD OF FIRE CHIEFS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

BOARD OF FIRE CHIEFS MONTHLY MEETING FOR 2019

ALL MEETINGS START AT 7 P.M.

01/07/2019 @ CITIZENS' ENGINE CO. NO.2 (MONDAY)
02/04/2019 @ GREAT HILL HOSE CO. NO.1 (MONDAY)
03/04/2019 @ CITIZENS’ ENGINE CO. NO.2 (MONDAY)
04/01/2019 @ GREAT HILL HOSE CO. NO.1 (MONDAY)
05/06/2019 @ CITIZENS’ ENGINE CO. NO.2 (MONDAY)
06/03/2019 @ GREAT HILL HOSE CO. NO.1 (MONDAY)
07/01/2019 @ CITIZENS’ ENGINE CO. NO.2 (MONDAY)
08/05/2019 @ GREAT HILL HOSE CO. NO.1 (MONDAY)
09/05/2019 @ CITIZENS’ ENGINE CO. NO.2 (THURSDAY)
10/07/2019 @ GREAT HILL HOSE CO. NO.1 (MONDAY)
11/04/2019 @ CITIZENS’ ENGINE CO. NO.2 (MONDAY)
12/02/2019 @ GREAT HILL HOSE CO. NO.1 (MONDAY)

SUMMITED BY CHIEF LOMBARDI - M.L.

Telephone: 203-888-1909
**Purpose:** Chief duty week assignments

**Policy:** To establish guidelines for duty week responsibly.

**Procedure:**

1. The Chief shall assign each Chief a week that they shall respond to all calls.
2. Duty Chief shall respond to the tone test.
3. The Duty Chief shall respond to all calls during that week.
4. The Duty Chief shall handle all inquiries for service, including personnel issues, making decisions to notify the Chief and/or Chairman of the Board of Fire Commissioners as applicable.
5. Any time that the duty chief is unavailable, they shall be responsible to get coverage.
6. Chiefs may exchange duty weeks if needed.
7. The Duty Chief shall be responsible to complete INFRS reports during their Duty week, unless otherwise directed by the Chief.
8. Town Events where fire coverage is needed, they shall be responsible for the IFP.
SEYMOUR FIRE MARSHAL’S REPORT
SUMMARY OF OFFICE ACTIVITIES FOR SEPTEMBER 2018

Below is a brief summary of the major work activities that the Seymour Fire Marshal’s Office conducted during the month of September 2018.

Building Inspections – 7 inspections on new construction 16 inspections on existing buildings 13 re-inspections

Reports – 22 Blasting Permit – 0 Blasting Site Inspections – 0 Blasting Complaints – 0

Other Complaints – 1 Meetings – 11 Code Modification request – 0 Detail Code Reviews – 1

Detail follow-up activities – 39 Burning Permits – 0 Underground propane tank inspections – 1

Oil Tank Removal/Inquiry – 0 Plan Review – 0 Other – 15 Fire Lane/hydrant tickets – 0

Document Review – 6 Outside Property Inspections – 0 Fire Investigations – 1 Training Sessions – 2

TOTAL ACTIVITIES FROM ABOVE - 135

Major Activities

Outside Training provided – DFM Willis conducted fire extinguisher training for the staff at Naugatuck Valley Health Department.

Training activities attended – DFM Willis attended a training class on Statement Analysis in South Windsor.

Hoarding Properties – Due to a new legal issue that the property owner is dealing with, I have temporarily placed this property on hold. The hoarding issue may be taken care of due to a lien against the property or eviction.

16 Progress Avenue – Construction activities continue to occur. The structure steel is being installed. It is being planned to be a manufacture building and warehouse.

Safety Committee activities – DFM Willis continues to conduct miscellaneous activities.

Burn Building – The building has not been used in live fire training to date. I am assuming it remains the fire department plan to use it in the future.

Regionalization/Inter-local Agreement – There has been no change since last month. I continue to wait for comments from the other Towns. I continue to conduct follow up activities.
Allstate Bus Company, North Main Street – This 18,000 gallon propane tank project is completed. I have conducted inspections and witnessed testing of all safety devices. The tank is in service. The fire department has been made aware of its completion. I am waiting for their request for training on the tank and the buses.

639 South Main Street – Construction activities continue to occur in this building. The Office continues to conduct periodic inspections. It is being converted into a single family residence and then a restaurant.

McDonald’s Restaurant, Bank Street – This project is completed and approved. All the necessary construction and fire inspections and witnessing testing of life safety equipment has occurred.

Fire Prevention Activities – The Office continues to conduct fire prevention activities.

Thule, Silvermine Road – I am waiting to conduct an inspection on the change in sprinkler protection in their warehouse. They will be removing their in-rack sprinklers and upgrading their ceiling density protection to compensate. The Office has approved the plan.

Oak Ridge Town Houses, George Street – The Office has signed off on the 10 Town Houses project off of George Street’s dead end. It probably will involve blasting. The Fire Chiefs have been notified to decide the location of a fire hydrant in this area.

INVESTIGATIONS: 76 Colony Road, structure fire – This appears to be an accidental fire. Area of origin appears to be in and around the top of the basement work bench. Cause is undetermined. But either combustibles to close to welding area or electrical are probable possibilities.

Each fire and follow-up requires a detailed report.

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
October 15 2018

Cc. File
SEYMOUR FIRE MARSHAL'S REPORT
SUMMARY OF OFFICE ACTIVITIES FOR OCTOBER 2018

Below is a brief summary of the major work activities that the Seymour Fire Marshal’s Office conducted during the month of October 2018.

Building Inspections - 4 inspections on new construction 13 inspections on existing buildings
12 re-inspections

Reports - 25  Blasting Permit - 0  Blasting Site Inspections - 0  Blasting Complaints - 0
Other Complaints - 6  Meetings - 22  Code Modification request - 0  Detail Code Reviews - 3
Detail follow-up activities - 37  Burning Permits - 2  Underground propane tank inspections - 1
Oil Tank Removal/Inquiry - 3  Plan Review - 4  Other - 26  Fire Lane/hydrant tickets - 0
Document Review - 6  Outside Property Inspections - 0  Fire Investigations - 1  Training Sessions - 3

TOTAL ACTIVITIES FROM ABOVE - 167

Major Activities

Outside Training provided - None.

Training activities attended - DFM Willis attended a day training class on Explosives at the FBI, took an online course on Investigations for Fire Officers and a half day class on the State Fire Marshal’s Investigation duties.

16 Progress Avenue - A plan review was completed on the proposed sprinkler system for this building. Construction activities continue to occur. The structure steel is being installed. It is being planned to be a manufacture building and warehouse.

Safety Committee activities - DFM Willis continues to conduct miscellaneous activities.

Burn Building - The building has not been used in live fire training to date. I am assuming it remains the fire department plan to use it in the future.

Regionalization/Inter-local Agreement - There has been no change since last month. I continue to wait for comments from the other Towns. I continue to conduct follow up activities.

639 South Main Street - Construction activities continue to occur in this building. The Office continues to conduct periodic inspections. It is being converted into a single family residence and then a restaurant.
Fire Prevention Activities – The Office and the fire department conducted our yearly fire safety activities at the 2 elementary schools and 5 day cares. These are time consuming activities. All activities went very well. I would like to thank the fire department and the members who participated for another job well done.

Thule, Silvermine Road – I am waiting to conduct an inspection on the change in sprinkler protection in their warehouse. They will be removing their in-rack sprinklers and upgrading their ceiling density protection to compensate. The Office has approved the plan.

Oak Ridge Town Houses, George Street – The Office has signed off on the 10 Town Houses project off of George Street’s dead end. It probably will involve blasting. The Fire Chiefs have been notified to decide the location of a fire hydrant in this area. No on site activity has begun to date.

160 Bank Street, Wendy’s Restaurant – A plan review was completed on this newly proposed restaurant. Some changes have been indicated to the designer to address.

INVESTIGATIONS: None to report on.

Each fire and follow-up requires a detailed report.

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
November 2 2018

Cc. File
SEYMOUR FIRE MARSHAL’S REPORT
SUMMARY OF OFFICE ACTIVITIES FOR NOVEMBER 2018

Below is a brief summary of the major work activities that the Seymour Fire Marshal’s Office conducted during the month of November 2018.

I had a high number of paid- time off days this month.

Building Inspections – 5 inspections on new construction 13 inspections on existing buildings 14 re-inspections

Reports – 20 Blasting Permit – 1 Blasting Site Inspections – 2 Blasting Complaints – 0

Other Complaints – 3 Meetings – 7 Code Modification request – 0 Detail Code Reviews – 0

Detail follow- up activities – 33 Burning Permits – 1 Underground propane tank inspections - 0

Oil Tank Removal/Inquiry - 4 Plan Review – 2 Other – 7 Fire Lane/hydrant tickets - 0

Document Review – 5 Outside Property Inspections – 0 Fire Investigations – 0 Training Sessions- 1

TOTAL ACTIVITIES FROM ABOVE - 118

Major Activities

Outside Training provided – None.

Training activities attended – DFM Willis and Fire Inspector Van Wart attended a 2 day training class on fire investigation at the annual IAAI Arson Conference.

16 Progress Avenue – Construction activities continue to occur. It is being planned to be a manufacture building and warehouse.

Safety Committee activities – DFM Willis continues to conduct miscellaneous activities.

Burn Building – It is planned to be burned in February.

Regionalization/Inter-local Agreement – The valley fire marshals have agreed to the initial wording of a proposed agreement. This agreement will now be brought to the elected boards of each town. The initial group has agreed to invite Beacon Falls and Bethany into the group.

639 South Main Street – Construction activities continue to occur in this building. The Office continues to conduct periodic inspections. It is being converted into a single family residence and then a restaurant.
Thule, Silvermine Road – I am waiting to conduct an inspection on the change in sprinkler protection in their warehouse. They will be removing their in-rack sprinklers and upgrading their ceiling density protection to compensate. The Office has approved the plan.

Oak Ridge Town Houses, George Street – The Office has signed off on the 10 Town Houses project off of George Street’s dead end. It probably will involve blasting. The Fire Chiefs have been notified to decide the location of a fire hydrant in this area. The area has been cleared of some trees.

160 Bank Street, Wendy’s Restaurant – A plan review was completed on this newly proposed restaurant. Some changes have been indicated to the designer to address.

73 Cogwheel Lane, Emery Scale – I have conducted a plan review on a proposed renovation inside the building. The adult daycare occupancy has moved out of the bottom level. This level is planned to be totally manufacturing for Emery Scale.

115 Main Street (the old Bank of America) – A plan review was conducted on a proposed sprinkler system for the building.

Skokorat Road (the old Bunting Express) – This building is now occupied by LeClair Heating and A/C. A plan review was conducted on a small renovation inside the building.

All the Town’s schools were re-inspected in order to determine compliance with the violations found in August.

INVESTIGATIONS: None to report on.

Each fire and follow-up requires a detailed report.

Submitted by,

Paul Wetowitz
Seymour Fire Marshal
December 7 2018

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Grand Total for Report

Total Amount Spent: $57,435.91

Page 1 of 1
## Fire Dept Expenditures
### Town of Seymour Fiscal Year 2018-2019

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Page 1