



Board of Fire Commissioners

1 FIRST STREET

SEYMOUR, CONNECTICUT 06483

COPY RECEIVED
DATE: 8/6/14
TIME: 1:05 PM
TOWN CLERK'S OFFICE

Meeting Minutes

July 14, 2014

7:00 pm

Great Hill Hose

Commissioners Attending: Clay Jurgens, Gene Atkas, Scott Andrews, Chris Motasky

Meeting called to order at 7:00 pm followed by Pledge of Allegiance.

June Commissioner Minutes:

-Correction under financial report should state that Commissioner Jurgens submitted financial report not Commissioner Andrews.

Motion to approve June Commissioner Minutes made by Commissioner Andrews, 2nd by Commissioner Jurgens. Approved 3-0.

Correspondence-

-Letter of Resignation from Stephen Childs as Asst. Chief.

Financial Report-

-Commissioner Jurgens submitted the Financial report. He stated that a Transfer request needs to be submitted to the Board of Finance to cover the end of year costs for heating oil. The transfer is coming out of Electric account and going into Oil account.

Motion to accept the financial report made by Commissioner Jurgens, 2nd by Commissioner Motasky. Approved 4-0.

Fire Marshal's Report-See Attached

-Commissioner Motasky stated he would like to see if it is possible for the Fire Marshal's office to use Firehouse Software to enter inspections. Fire Marshal Wetowitz stated he doesn't believe that the time is available. He also stated he doesn't believe that Firehouse Software would work well in his office.

Motion to accept the Fire Marshal's report made by Commissioner Jurgens, 2nd Commissioner Motasky. Approved 4-0.

July Chief's Minutes-

Discussion:

-Commissioner Andrews asked about changing ADM 3 SOG/SOP due to the criteria of number of calls. He stated he believes that this can't be changed without going to the Commissioners and the Selectman. Chief Cronin stated he is not changing the tax abatement itself he is only changing the criteria for an active member in good standing. Commissioner Motasky asked if there is an actual number stated in the tax abatement. Chief Cronin stated that no there is not. Chief Cronin stated that he feels the that the tax abatement needs to be revamped. Commissioner Andrews stated there is a process in place that should be followed regarding any changes to the tax abatement. He believes it should be inclusive of the other participants involved in the process. Commissioner Motasky stated that he agrees with the Chiefs if it is written openly. Commissioner Motasky also stated the he agrees with Commissioner Andrews that it shouldn't reference the tax abatement. He stated we should set the criteria for active members with no reference to the tax abatement. Commissioner Atkas stated that tax abatement language should be removed out of the SOG/SOP.

-ADM-6: Commissioner asked about the chart showing that the officers aren't reporting to the Asst. Chief's. Chief Cronin stated that the only changes to the chart was that OSHA required it all to be on one page. Commissioner Andrews stated that the chart needed to be corrected.

-Commissioner Andrews stated that the Chief's need to be careful of discussions outside of meetings such as emails as this could be an FOI issue.

Motion to accept July Chief's minutes made by Commissioner Andrews, 2nd by Commissioner Jurgens. Approved 4-0.

Old Business-

-Commissioner Jurgens stated that the Microsoft Licenses are in the Chief's office.

-Commissioner Jurgens stated that the tax collector's office has stated that the tax abatement lists should be alphabetical order.

-Commissioner Jurgens stated that James Smith and Tom Jensen's phones have been taken off the Verizon account.

-Commissioner Andrews stated that he looked at the accident reporting policy but didn't have the opportunity to merge the current policy with his.

-Commissioner Jurgens stated he has the policy for vehicle use. He stated that it was primarily taken from the town employee handbook just updated a little.

Motion to accept Vehicle Usage policy made by Commissioner Andrews, 2nd by Commissioner Motasky. Approved 4-0.

-Chief Cronin submitted a formalized chief's report for the month of June. He stated that there were a total of 48 calls for the month

-Status of equipment:

A-Pump repair was completed

B-Light trailer is back in service.

C-All the Chief's vehicles have been cycled through for service.

D- All computer equipment has been inventoried and entered into firehouse

E-8 Lengths of hose were retested and only 1 passed. The other 7 failed.

F-2 coats, 5 pants, and helmets to be surplus and given to Jr's for Training.

G-New vendor was contacted for Ariel Testing and scheduled for 8/25

-Chief Cronin stated that currently there are about 12 members only over due for physical and most are less than 90 days.

-Chief Cronin also stated that training has been scheduled.

-Commissioner Andrews asked if Gowans and Knight is authorized by KME. Chief Cronin stated that they were and that KME also recommended them.

-Chief Cronin stated that they defibrillators are in and have all been installed.

New Business-

-Motion to hold resignation of Asst. Chief Childs for 30 days pending conversation with Asst. Chief Lombardi but posting for Asst. Chief's position will occur pending conversation made by Commissioner Motasky, 2nd commissioner Andrews. Approved 4-0.

-Chief Cronin stated there will be a swearing in ceremony for Chief's and Officers at town hall.

-Chief Cronin stated that there will be a quarter master at Citizens. Majority of PPE equipment will be housed in quarter master. He also stated that only chiefs, officers, and clerk should have access to keep a better control on inventory.

-Chief Cronin stated he developed a new form for events so that better track can be kept.

-Chief Cronin stated that developed a formalized mutual aid agreement to be given to surrounding towns. Commissioner Atkas stated that he felt that the surrounding towns should

be contacted to see their feelings about this. Commissioner Andrews suggested that a draft be submitted to town attorney for review.

Motion to surplus 7 lengths of hose and also PPE equipment made by Commissioner Andrews, 2nd by Commissioners Jurgens. Approved 4-0.

Motion to accept SOP/SOG submitted by the Chief's with corrections of removing language regarding tax abatement made by Commissioner Jurgens, 2nd by Commissioner Motasky. approved 4-0.

-Commissioner Motasky asked about the position of department mechanic. Commissioner Andrews stated he sent out a job description. Commissioner Motasky stated the position would be more clerical to enter items into firehouse software, scheduling, and also overseeing the engineers. Commissioner Andrews stated he would like to see someone who is able to do simple repairs. Commissioner Atkas asked if it was possible to send trucks to town garage for some smaller repairs. Chief Cronin suggested drafting a job description. Commissioner Motasky stated he would work together with the Commissioners to develop a job description for the next meeting.

Public Comment-none

Requisitions-See Attached

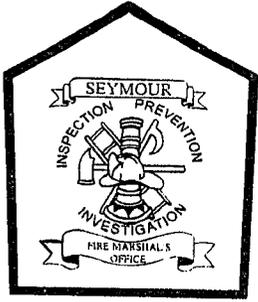
Motion to accept requisitions as submitted made by Commissioner Andrews, 2nd by Commissioner Motasky. Approved 4-0.

Executive Session-None

Motion to adjourn meeting at 9:00 made by Commissioner Andrews, 2nd by Commissioner Jurgens. Approved 4-0.

Respectfully Submitted,

**Kathleen Pelletier
Recording Secretary**



Office Of The Fire Marshal
Town of Seymour
1 First Street
Seymour, Connecticut 06483

SEYMOUR FIRE MARSHAL'S REPORT
SUMMARY OF OFFICE ACTIVITIES FOR JUNE 2014

Below is a brief summary of the major work activities that the Seymour Fire Marshal's Office conducted during the month of June 2014:

Building Inspections – The Office conducted 1 inspection on new construction, 12 inspections on existing buildings and 11 re-inspections. Please keep in mind that after each inspection, some type of a report needs to be created.

Blasting Permit – 1 Blasting Site Inspections – 2 Blasting Complaints – 0 Other Complaints – 6
Meetings - 3

Detail Code Reviews – 0 Detail follow- up activities – 6 Hydrant inspections with follow up - 1

Letters sent out to Balance Rock tenants involving 20 pound propane tanks on balconies - 3

Burning Permits - 2

Major Activities

39 New Haven Road, Seybridge Plaza – There has been no change since last month. The Office is monitoring the construction progress for a two story small addition behind the Fitness Center.

Outside Training Attended – DFM Willis and I attended a one day seminar on the Cheshire home invasion and arson murder case in Old Saybrook.

Training activities conducted – None

600 Derby Avenue, Haynes Quarry – Blasting activity at this site is continuing. I am monitoring the activities.

165 Pearl Street apartment complex, a single apartment – We are waiting for the work to be completed before a final inspection for a C.O. This project is temporarily on hold.

26 - 28 Bank Street and 54 Wakely Street (continued) – We are waiting for the alternative plans and the re-working of the violations and resubmitting modified plans to our Office.

5-7 Nichols Street – There has been substantial construction work on addressing the major Code violation at this address. Prior to this, substantial time and follow up activities had to be completed in order to motivate the property owners. The project is almost completed.

Franklin Street, Haynes Building, Haynes Landscaping Store – There has been no recent activity for this building complex. However, the landscaping retail operation has been in full swing for many months. Above ground diesel fuel tanks are in service.

79, 89 and 101 Bank Street, Seymour Lumber Company – The anticipated demolition of these buildings is on hold. A potential demolition date is unknown to this writer.

45 Broad St. Congregational Church – The replacement of some of the non-rated fire doors to fire rated doors has occurred. Other Code violations are being addressed. An anticipated plan is being worked on in order to address the front stairway non-fire rated walls and doors. An elevator is being planned for future installation.

165 Main St., Strand Theatre – Work is still progressing to address issues.

172 North Street, Nail Saloon – A plan review was conducted on a new nail saloon opening up at this shopping strip. Construction work has begun.

360 Roosevelt Drive, multiple single family dwellings and a vacant room and lodging house – Significant time was spent on this multi-building property regarding complaints. The complaints included electrical issues, substandard living conditions, hazardous materials and one of the property owners living in the vacant room and lodging building. The building inspector and health department also received similar complaints. They were also involved in the process.

Safety Committee activities - I prepared for, presided over and sent meeting minutes for the quarterly safety committee meeting. I also conducted multiple follow up activities regarding the committee's work.

Emergency Management Drill – We attended and participated in the yearly state's emergency management drill at the police department.

Founders Day Event – DFM Willis attended and coordinated emergency services at the event. He also inspected all the necessary food booths.

Significant Fire Investigations: None to report on.

Submitted by,



Paul Wetowitz
Seymour Fire Marshal
July 14 2014

Cc. File

This year OEDM will consider applications from candidates who are sponsored by an appointing authority, as well as from candidates who are not sponsored by an appointing authority. **Preference will be given to individuals who will be appointed to a jurisdiction upon successful completion of the Fire Inspector and Fire Investigation modules and examinations.**

REQUIRED EXPERIENCE FOR ALL CANDIDATES:

Effective October 1, 2014, *CGS Section 29-298 (a)* establishes minimum standards of qualification for local fire marshals, deputy fire marshals, and fire inspectors. **Indicate which of the following minimum standards of qualification applies:**

- At least three years experience in fire suppression or fire prevention activities
- At least three years experience in responding and controlling releases or potential releases of hazardous materials
- At least three years experience in inspection activities concerning the fire safety or prevention code or hazardous materials
- At least three years experience in the investigation of the cause and origin of fires and explosions
- At least three years experience as a sworn member of the Division of State Police, DESPP or an organized local police department
- Equivalent experience as determined by the State Fire Marshal and the Codes and Standards Committee

FOR CANDIDATES SPONSORED BY AN APPOINTING AUTHORITY:

Upon successful completion of the Office of State Fire Marshal Pre-certification Module(s), _____
NAME OF APPLICANT

will be appointed to the position of _____ in the jurisdiction of _____.

By signing below, I attest that the above applicant has met the experience requirement checked above, and that s/he will be appointed to the position indicated.

APPOINTING AUTHORITY SIGNATURE AND DATE

IF YOU HAVE MORE THAN ONE CANDIDATE, PLEASE CIRCLE THE PRIORITY OF THIS APPLICANT: 1 2 3 4

APPOINTING AUTHORITY INFORMATION

SPONSORING JURISDICTION (Town or District)

APPOINTING AUTHORITY (Name and Title)

ADDRESS

TOWN/CITY, STATE, ZIP

BUSINESS PHONE
() -

EMAIL

NAME AND NUMBER OF POINT OF CONTACT IF DIFFERENT

FOR CANDIDATES NOT SPONSORED BY AN APPOINTING AUTHORITY:

Applicants who do not have an appointing authority **must submit documentation** that they meet the minimum standard of qualification for local fire marshals, deputy fire marshals and fire inspectors checked above.

Where to Send Your Application:

Mail:
Connecticut Department of Administrative Services
Office of Education and Data Management
165 Capitol Avenue, Room 431
Hartford, CT 06106

Fax:
860.713.7426

Please direct any questions regarding applications to Douglas Schanne at douglas.schane@ct.gov or 860-713-6432.

The Fire Inspector Module is made possible through the Code Training and Education Fund. Revenue for the fund comes from assessments on building permits.

Seymour Fire Department
Administrative Policies & Procedures

Use of Town of Seymour Fire Department Vehicles

Purpose:

To provide a standard system for usage and maintenance of assigned Fire Department vehicles.

Scope:

All personnel

Policy:

Employees may be assigned a Town vehicle for use on Town business. Employees assigned a Town vehicle are required to have a valid appropriate Connecticut license to operate the vehicle and are responsible for operating the vehicle in a safe manner and obeying all motor vehicle and traffic rules and laws.

Operation or use of a Town vehicle while under the influence of alcohol or by anyone who has taken, ingested or is under the influence of any illegal drug or any controlled substance, unless the controlled substance was prescribed by a physician having knowledge that the person would be operating a motor vehicle, is strictly prohibited. Employees operating Town vehicles must wear seatbelts at all times and are responsible for passengers wearing their seatbelts. Texting, searching the Web, or otherwise using a handheld cell/smart phone or iPad while operating a Town vehicle is strictly prohibited.

Except as provided below, Town vehicles are to be used only for Town business by the employee to whom the vehicle is assigned. No other person is authorized or permitted to operate or use a Town vehicle. Unauthorized personnel are not permitted to operate, use or be passengers in any Town vehicle. For employees who are not on call 24 hours a day, Town vehicles may not be used for personal use and family members are not authorized to operate or ride in Town vehicles. Persons who are neither employees nor officials of the Town are not authorized to ride in Town vehicles except in the course of Town business.

In departments where personnel are on call 24 hours a day (e.g.Fire Marshall and Fire Departments), except for Police who have their own separate rules, the following additional rules apply:

- 1: Personal use of the Town vehicle is permitted if the employee can safely and promptly respond to any incident that they are required or requested to respond to as part of their responsibilities.
- 2: Personal use is limited to Seymour and the Towns that surround it, specifically Oxford, Beacon Falls, Woodbridge, Ansonia, Derby and Shelton. Use should be kept to a minimum.

3: Town vehicles can only be occupied by authorized people. For Town vehicles assigned to personnel who are on call 24 hours, adult immediate family members who reside in the same household as the assigned employee may be passengers, but their occupancy should be kept to a minimum. All others, including but not limited to friends, minor children, or other family members are not authorized to operate, use or ride in any Town vehicle.

4: Personnel who are on call 24 hours are allowed to respond to areas outside surrounding town, if responding to any incident that they are requested to as part of their job responsibilities.

Gas for Town vehicles will be provided at the Town garage.

Failure to adhere to this policy may result in disciplinary action, up to termination and/or loss of the assigned Town vehicle.

The Town reserves the right to equip Town vehicles with GPS tracking systems and will notify employees if GPS trackers have been installed in the vehicles assigned to them. The First Selectman has the sole right to determine which employees and officials will and not be assigned Town vehicles as he or she deems necessary or appropriate.

**Seymour Fire Department
Chief's Requisitions**

Qty	Item Description	Vendor	Price ea.	Total	Acct. No.	P.O. No.
1	C2 Steward Reimbursement	Citizens Engine	1,400.00 1,400.00	1,400.00 1,400.00	720	100970
1	GH Steward Reimbursement	Great Hill Hose	\$1,400.00	\$1,400.00	720	100971
1	Blanket PO	Daddios	\$2,000.00	\$2,000.00	430	160972
1	Blanket PO	Oxford Paint Hardware	\$500.00	\$500.00	430	73
1	Propane for both houses	Phoenix Propane	\$4,000.00	\$4,000.00	626	74
1	Annual renewal for cloud software	Firehouse Software	\$4,111.00	\$4,111.00	350	75
1	Blanket PO	WB Mason	\$1,000.00	\$1,000.00	350	76
1	Blanket PO	Northeastern Communications	\$1,000.00	\$1,000.00	430	77
1	Blanket PO	OnScene Tags	\$200.00	\$200.00	743	78
1	yearly Internet GH	Comcast	\$1,000.00	\$1,000.00	530	79
1	Hose Testing-July	Fail Safe Testing	\$6,682.50	\$6,682.50	743	80
1	Business Cards-Chiefs	Ever Ready Press	\$200.00	\$200.00	610	81
1	Blanket PO	Chatfield Power Equipment	\$200.00	\$200.00	720	82
1	Blanket PO	Communication Services	\$200.00	\$200.00	430	83
1	Blanket PO-extinguisher Maint. Both	Kirk Products	\$200.00	\$200.00	720	84
1	Annual oil changes/DOT inspections-September	Tracey's Garage	\$9,000.00	\$9,000.00	743	86
1	Blanket PO-for oil changes/dot inspections	Daddios	\$600.00	\$600.00	743	87
1	Yearly service both houses-furnance	Ehman	\$1,000.00	\$1,000.00	720	88
1	Fire Extinguisher annual Maint.	Kirk Products	\$1,500.00	\$1,500.00	720	89
1	Amkus Tool Maint.	Five Star Fire	\$2,000.00	\$2,000.00	743	90
1	Inspection Contract	Fire Protection Testing	\$750.00	\$750.00	720	91
1	Public Safety ESI-Feb	ESI-EAP	\$1,900.00	\$1,900.00	350	92

**Seymour Fire Department
Chief's Requisitions**

1	Fio Testing-March	Shipmans	\$3,500.00	\$3,500.00		743	93
1	Ladder Testing-May	Century Ladder Testing	\$1,200.00	\$1,200.00		743	94
1	Steward Supplies-C2/GH	Housatonic Paper	\$800.00	\$800.00		720	95
1	Hurst Tool Maint.-Sept	Firematic	\$1,800.00	\$1,800.00		743	96
1	Valley Fire School Dues	Valley Fire School	\$350.00	\$350.00		350	97
1	Blanket PO for SCBA Pak Repairs	Shipmans	\$600.00	\$600.00		430	98
1	Stress Tests	Heart Specialists	\$1,000.00	\$1,000.00		340	99
1	Compressor Maint and Qrtly. Testing	Air Compressor Engineering	\$7,500.00	\$7,500.00		743	101000
1	Pump Testing-May	Boughton	\$4,500.00	\$4,500.00		743	01
1	Department physicals and Drug testing	Griffin Hospital	\$10,000.00	\$10,000.00		340	02
1	Heating Oil	East River Energy	\$8,000.00	\$8,000.00		624	03
1	Diesel-GH	East River Energy	\$5,000.00	\$5,000.00		626	05
1	Electric both houses	CLP	\$5,000.00	\$5,000.00		622	06
1	10 Sets of Gear	Shipmans	\$24,423.14	\$24,423.14		615	07
1	Phones and Ipads-	Verizon	\$2,500.00	\$2,500.00		530	08
1	Fruit Basket	Edible Arrangements	\$71.26	\$71.26		580	09
1	Repairs to FD 4 radio	Communication Services	\$205.67	\$205.67		430	10
1	Misc equipment C2	Autozone	\$120.87	\$120.87		430	11
1	10portables, 10speaker mics, engraving cases, straps	Communication Services	\$5,260.00	\$5,260.00		745	12
1	UHF radio Tanker 19 install and remove all old bands	Communication Services	\$1,321.00	\$1,321.00		430	13
1	2 Switches & 6 magnets for Rescue 17	Shipmans	\$260.00	\$260.00		430	14
1	FF1 classes-Bowerman, Cowell Sr.	Wolcott State Fire Training	\$650.00	\$1,300.00		350	15
1	Repairs to FD 1 Radio	Communication Services	\$200.00	\$200.00		430	16

**Seymour Fire Department
Chiefs Requisitions**

1	power wash and paint building C2	Falconi	\$1,955.00	\$1,955.00	720	17
1	Boat Glue-GH	Rex Marine	\$100.00	\$100.00	430	17/16/18
1	Engine 11 Air Leak	Tracey's Garage	\$300.00	\$300.00	430	20
1	Engine 13 Steering Box & codes	Tracey's Garage	\$300.00	\$300.00	430	21
1	AA, AAA, 9V-both houses	Interstate Batteries	\$600.00	\$600.00	743	22
1	Exhaust Fan repair at C2	Global Equipment	\$711.00	\$711.00	720	23
1	Reimbursement for FF summer class	Jeff Cronin	\$750.00	\$750.00	350	24
1	Blanket PO-Chiefs Vehicles	Family Sunoco	\$200.00	\$200.00	430	25
1	repairs to air Compressor-GH	Air Compressor Engineering	\$200.00	\$200.00	430	26
1	Generator Citizens	AJ Generator	\$1,500.00	\$1,500.00	720	27
1	Generator GH	AJ Generator	\$1,500.00	\$1,500.00	720	28

\$134,071.44

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

Date: _____

John Cronin, Chief

Steve Childs Asst. Chief

Michael Lombardi, Asst. Chief

Doug Zaniewski, Asst. chief