



## **Board of Fire Commissioners**

1 First Street

Seymour, Connecticut 06483

### **Meeting Minutes**

**September 15, 2008**

**7pm**

### **Great Hill Hose Company**

**Commissioners Attending:** Ugo Zullo, Patrick Lombardi, Scott Martin, Al Rochelle, Mike Kearney

Meeting called to order at 7:08pm, followed by the Pledge of Allegiance.

**Motion made to accept August Meeting Minutes by Commissioner Martin, 2<sup>nd</sup> by Commissioner Kearney. Approved 5-0.**

**Correspondence:** None

#### **Financial Report:**

- Commissioner Lombardi handed out current budget run. Commissioner Lombardi also noted he is transitioning into the treasurer's position and Commissioner Kearney will continue to receive the P.O.'s until November.
- Commissioner Lombardi said he has spent numerous hours at the town hall working on the finances. He is questioning the amount of the electrical bill this month and he stated 26.7% the budget has already been expended. Commissioner Kearney said electrical rates have increased. Commissioner Martin recommended looking at both firehouses bills, what has been spent in the past, and compare with the current run-off and bring to Board of Finance before situation goes any further. Chief Andrews suggested having CL&P come into both firehouses and do a study.
- Commissioner Lombardi noted that someone at Great Hill has been having cleaning supplies delivered from Housatonic Paper and Supply. He said he found 3 invoices and called the company. The company stated they have never worked with P.O.'s. Commissioner Lombardi stated there is no P.O. number on the invoice. Captain Wasilewski suggested the steward could have ordered it. Commissioner Kearney noted there is an open P.O. from last years budget.
- Commissioner Lombardi asked about invoices from: Communication Services, Jarvis Electric, Ehman, and Air Compressor Engineering. Commissioner Kearney said all of the invoices except Air Compressor Engineering have been paid. The invoice from Air Compressor Engineer totals \$3,021.74. Commissioner Lombardi stated P.O.'s had only been cut for \$500 each and there are no P.O. numbers on

the invoices. Commissioner Martin asked why the invoice was 3 times the P.O. Chief Andrews stated it was because of the added labor.

- Commissioner Rochelle said if a vendor isn't putting the P.O. numbers on the invoices that the fire department supplies, then the vendors needs to be reminded the numbers need to appear on the statement.
- Commissioner Lombardi asked about American Messaging. Chief Andrews said that only 3 pagers are outstanding. Commissioner Lombardi said bill has gone down slightly.
- Commissioner Lombardi noted that a line of credit letter was received from Radio Shack. Chief Andrews said it was approved last year by the Board of Fire Commissioners to purchase GPS units.
- Commissioner Rochelle said he has been working with both firehouses to closeout old P.O.'s. Chairman Zullo asked if progress has been made. Commissioner Rochelle stated there has been progress. Discussion continued. Commissioner Rochelle said he would like to have this completed by the October meeting. He also mentioned the Home Depot line of credit. Captain Wasilewski said he believes it stays open because of possible purchases on weekends, Sundays, or nights. Commissioner Rochelle reminded that unless you are an authorized signer, you wouldn't be able to use it anyway.
- Commissioner Lombardi said he would like to see each vendor send-out a copy of the authorized signers on file and for an updated list of signers to be sent to the vendors. Asst. Chief Smith asked why vendors would let people sign that are not authorized to do so.
- Commissioner Rochelle updated about the fire school invoices. Apparently, the P.O.'s had been receiving the wrong invoice numbers do to a clerical error. He noted the financial secretary at the fire school said they would like to receive a copy of the P.O.'s, which they have not been getting.

#### **Fire Marshal's Report:**

- Fire Marshal Paul Wetowitz read the Summary of Office Activity for August 2008.

**Motion made to accept Fire Marshal's Report by Commissioner Kearney, 2<sup>nd</sup> by Commissioner Martin. Approved 5-0.**

#### **Chief's Minutes:**

**Motion made to accept September Chief's Minutes as written by Commissioner Kearney, 2<sup>nd</sup> by Commissioner Lombardi. Approved 5-0.**

#### **Discussion:**

- Commissioner Martin asked about NFPA standard qualifications for stress testing. He noted it appears that new stress test guidelines are different then in past years. Chief Andrews noted that the fire department to date goes above and beyond the standards.
- Commissioner Rochelle asked Chief Andrews if he had met with the police department. Chief Andrews said he hasn't met with the Chief, but has spoken to the Captain about fire department utilization on accident scenes.

- Commissioner Martin asked about the vacant permanent Dive Lt. position. He asked if the Board of Fire Chiefs have re-evaluated the usage of a dive service with the active members the department currently has. Chief Andrews said it is actively being discussed.

#### **Old Business:**

##### **Request to change appointment date of new Fire Chief:**

- Commissioner Martin feels there has been ample time to consider and discuss.

**Motion made to move forward with written change of appointment and reappointment of Chief and Asst. Chief to the Board of Selectman to initiate a change with the current Chief appointment date by Commissioner Martin, 2<sup>nd</sup> by Commissioner Rochelle. Approved 5-0.**

#### **New Business:**

- Chief Andrews stated he just received a letter from the Aquarion Water Company, stating that they surveyed the area on September 9<sup>th</sup> and they are providing Great Hill Hose Company water without a meter. The letter also contained a statue, which explained that this is a form of thief and that a fire department representative needs to call so they can put in a meter.
- Fire Marshal Wetowitz noted that a small shopping strip is being developed on Roosevelt Drive previously used by Actors Colony.
- Commissioner Lombardi asked the opinion of the Board to give the recording secretary the authority to advise vendors of the authorized individuals who can charge against the accounts. **Motion made to give the recording secretary the authority to send out letters to vendors identifying authorized signers by Commissioner Lombardi, 2<sup>nd</sup> by Commissioner Rochelle. Approved 5-0.**
- Commissioner Lombardi mentioned that the total operating budget has been increased by \$2,377.00, which is a new line item (550-220) for Social Security. Clerk Oczkowski has Social Security taken out of his paycheck.
- Chairman Zullo asked if the 2008 Public Safety Incident Reports are being submitted. He said he looked online and a report hasn't been submitted since 2007. He asked if the reports needed to be submitted. Chief Andrews said they need to be reported to be able to submit for Fire Act Grants.
- Chairman Zullo asked about NIMS training. Asst. Chief Smith said dates have been scheduled for weekends in October and November. He also said he would like to invite Tom Eighmie to a meeting to discuss updates. Commissioner Lombardi said he believed a meeting was going to be held with the State Liaison, Tom Eighmie, and town officials for updates. Commissioner Rochelle said he believes the Board of Selectman requested that meeting. Chief Andrews said these questions need to be directed to the Board of Selectman for answers.
- Captain Wasilewski commented about the leak in the roof/ceiling at Great Hill from last weeks rain. Commissioner Martin said Asst. Chief Cann contacted him about the situation and he contacted Nick's Roofing. Commissioner Martin said he believes a representative has come out, but is unsure of the outcome at this time.

**Public Comment:** None

**Executive Session:** None

**Requisitions:**

- Chief Andrews explained Chief's requisitions. Please see attached.

**Motion made to accept requisitions as presented by Commissioner Kearney, 2<sup>nd</sup> by Commissioner Lombardi. Approved 5-0.**

**Additional Item:**

- Treasurer authorized to sign W-9 for new vendors.

**Motion made to accept requisitions as amended by Commissioner Kearney, 2<sup>nd</sup> by Commissioner Lombardi. Approved 5-0.**

**Motion made to adjourn at 9:03pm by Commissioner Lombardi, 2<sup>nd</sup> by Commissioner Rochelle. Approved 5-0.**

Respectfully Submitted,

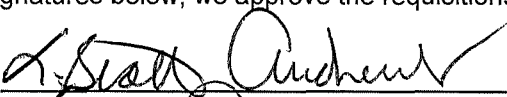
A handwritten signature in black ink, appearing to read "Karen Lombardi". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

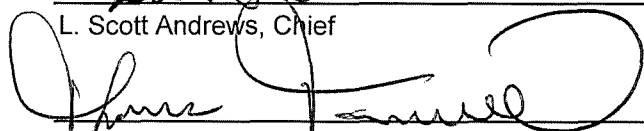
Karen Lombardi  
Recording Secretary

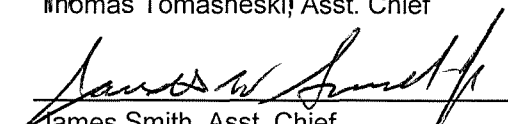
**Seymour Fire Department  
Chief's Requisitions**

Qty	Item Description	Vendor	Price ea.	Total	Acct. No.	P.O. No.
6	Multiplier M9010 Portable Radio Batteries	Communication Services	92.30	553.80	745	
4	Motorola HMN9052E Speaker Mics	Communication Services	66.25	265.00	745	
1	Reimbursement for R-17 trip	Ken Gabinelli	100.00	100.00	580	
1	Food for Department drill	Capt. Jim Wazilewski	<del>67.90</del> 80.00	<del>67.90</del> 80.00	610	
1	Fire Extinguisher Inspections - Great Hill Hose Co. and Citizen's Eng. Co.	Kirk Products	570.00	570.00	743	
1	Partner 950 K-12 Rescue Saw	Firematic	1,185.00	1,185.00	745	
1	Tiger Tooth Blade for K-12 Saw	Firematic	250.00	250.00	745	
1	Air Bag Regulator	Firematic	372.00	372.00	745	
1	deposit for Hybrid Training Course	Emergency Training Solutions	525.00	525.00	350	
1	replacement glass for E-11 window	Heritage Glass	45.00	45.00	430	
1	4 tires for Tahoe	Toce Bros.	385.00	385.00	430	
1	2 tires for boat trailer	Tire Shack	120.00	120.00	430	
1	mounting and balanceing tires for Tahoe	Balko's	60.00	60.00	430	
				4,510.80		

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

  
L. Scott Andrews, Chief

  
Thomas Tomasheski, Asst. Chief

  
James Smith, Asst. Chief

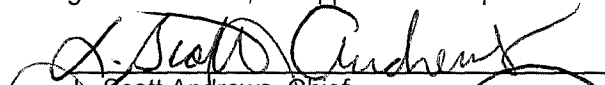
Date: 9/15/08

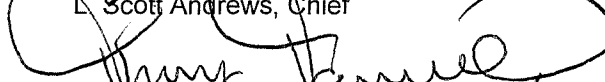
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Dale Cann, Asst. Chief

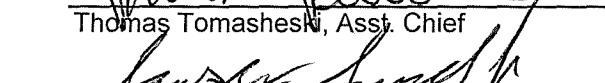
**Seymour Fire Department  
Chief's Requisitions**

Qty	Item Description	Vendor	Price ea.	Total	Acct. No.	P.O. No.
8	Motorola Minitor V Pagers	Utility Communications	575.00	4,600.00	745	
1	Fire Prevention Materials	Positive Promotions	878.04	878.04	610	
9	FD Admin - Attitudes in Vol. / Combo Dpt.	CT Fire Academy	55.00	495.00	350	
1	Labor to remove and install portable radio chargers in chief's vehicles	Communication Services	380.00	380.00	430	
1	Nuclear Stress test and Echocardiogram for firefighter	Heart Specialists of Souther CT	1,475.00	1,475.00	340	
16	sets of Turnout Gear	Shipman's Fire Equip.	1,953.00	31,248.00	615	
1	570638 HP Black/Tricolor Print Cartridge - 2 pk.	Staples	55.00	55.00	610	
1	570646 HP Black Print Cartridge - 2 pk.	Staples	39.00	39.00	610	
1	Evaluate and repair FD 2 mobile radio	Communication Services	170.00	170.00	430	
1	Firehouse Software Annual Maintenance and Support Contract	Firehouse Software	735.00	735.00	610	
1	Repair of Tanker - 19	Tracey's Garage	350. <sup>00</sup>	350. <sup>00</sup>	430	
1	PVC Pipe Fittings for dry hydrant	Allen's Plumbing	100. <sup>00</sup>	100. <sup>00</sup>	430	
1	Computer Update Fire Chief's	Carimelli Assoc.	150. <sup>00</sup>	150. <sup>00</sup>	610	
				44,585.84		

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

  
L. Scott Andrews, Chief

  
Thomas Tomasheski, Asst. Chief

  
James Smith, Asst. Chief

Date: 7/15/08

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Dale Cann, Asst. Chief

**Seymour Fire Department  
Chief's Requisitions**

340	Purchased Professional Services	1,475.00
350	Education/Meetings/Seminars	1,020.00
430	Repairs & Maintenance	<del>1,100.00</del>
530	Communications & Telephones	
580	Travel	100.00
610	General Supplies	<del>4,787.04</del>
615	Clothing	31,248.00
622	Electricity	
741	Vehicle Lease	
743	Machinery & Equip. OSHA	570.00
745	Machinery & Equip. Non-Capital	7,225.80

44,585.84

16,100.00

1773.94