



COPY RECEIVED  
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TOWN CLERK'S OFFICE

## Board of Fire Commissioners

1 FIRST STREET

SEYMOUR, CONNECTICUT 06483

### Regular Meeting Minutes

September 14, 2015

7:00 pm

Great Hill Hose Company

**Commissioner's attending:** Patrick Lombardi, Pete Sampiere, Dan Zaniewski, Peter Wols, and Clay Jurgens

Item 1. Meeting called to order at 7:00 followed by Pledge of Allegiance.

Item 3. July regular meeting minutes-

Discussion-

-Commissioner Zaniewski asked if there was any further information regarding Engine 16 Foam system. Asst. Chief Tomasheski stated nothing at this time.

-Commissioner Sampiere asked about the dive team. Asst. Chief Tomasheski stated the dive team have been very active as of lately.

**Motion to approve July regular meeting minutes as presented by Commissioner Jurgens, 2<sup>nd</sup> by Commissioner Zaniewski. Approved 5-0.**

Item 4. Workshop Minutes-No action taken.

Item 5. Correspondence-

-Letter from Seymour Police Department regarding purchase of boat.

Item 6. Public Comment- None

Item 7. Financial Report-

Discussion-

-Commissioner Jurgens stated that emergency purchase orders were cut for repairs to Engine 15 and Engine 13.

-Commissioner Jurgens stated that a purchase order was cut last year for Seymour Janitorial for \$675 for floor maintenance at Citizens'. An invoice was received for \$885.00. The invoice states that the scope of work changed with additional work to be done. Commissioner Samipere asked if they were asked to do the additional work. Commissioner Jurgens stated that individuals at Citizens' said no but the Seymour Janitorial stated they were asked. Commissioner Lombardi stated the bill needs to be paid but if this vendor is used again it needs to be stressed that any additional work has to be approved by the Commissioners prior to work being done.

-Commissioner Jurgens stated a bill was received from Ehman mechanical for a toilet at Great Hill that never went before the board.

-Commissioner Jurgens stated he has an estimate from Ehman for replacement of ac/heating unit at Great Hill. It was for \$1,800 for just the unit. A mason will have to come in to do additional work. Commissioner Wols stated that the unit needs to be replaced.

**Motion to approve financial report as submitted by Commissioner Zaniewski, 2<sup>nd</sup> by Commissioner Lombardi. Approved 5-0.**

#### Item 8. September Chief's Minutes-

##### **Discussion-**

-Commissioner Jurgens stated that he feels the paint job for Utility 18 is terrible. The back bumpers aren't safe. He doesn't feel it should be for until these items are corrected.

-Commissioner Lombardi stated that in the future during the process of purchasing of vehicles any changes to specifications should be brought to the board.

**Motion to no accept Utility 18, contact dealer regarding issues, and that the truck is not to be used made by Commissioner Jurgens, 2<sup>nd</sup> by Commissioner Wols. Approved 5-0.**

-Commissioner Jurgens asked about the pulleys from KME. Asst. Chief Lombardi stated that it has been an absolute disaster because everything with KME has been a problem. Commissioner Jurgens stated that if the parts aren't shipped would like to have town council involved.

-Commissioner Zaniewski asked how many students does the requisition for the FF I class. Asst. Chief Lombardi stated it covers 16.

**Motion to accept September Chief's minutes made by Commissioner Zaniewski, 2<sup>nd</sup> by Commissioner Jurgens. Approved 5-0.**

**Item 9. Chief's report-None**

Item 10. Fire Marshal's report-See Attached.

**Motion to approve July Fire Marshal's report as submitted made by Commissioner Zaniewski, 2<sup>nd</sup> by Commissioner Jurgens. Approved 5-0.**

**-Discussion-**

-Commissioner Lombardi Asked the Fire Marshal about 38 Columbus awaiting plans if this means they can't start work. Fire Marshal Wetowitz stated that no work can start.

-Fire Marshal Wetowitz stated that over past year's discussions of upgrading the water system in the Knorr Ave. area. Recently he was informed that the water company will not be upgrading water mains in the area.

**Motion to approve August Fire Marshal's report as submitted made by Commissioner Jurgens, 2<sup>nd</sup> by Commissioner Zaniewski. Approved 5-0.**

Item 11. Unfinished Business-

A-Event Forms-

-Commissioner Lombardi has a letter from Tony Caserta asking to please keep submitting monthly event list.

B.-Job Descriptions-

-Commissioner Zaniewski stated that he made all the changes from the workshop. Commissioner Jurgens asked that job descriptions be held over till the next workshop.

Chiefs/Commissioners workshop to be held 9/28 at 7 PM at Citizens.

Item 12. New Business-

A.-Purchasing SOP-See attached

B.-Copier Machine-

-Commissioner Jurgens stated that included in packet is a quote for a copy machine for the chief's office.

**Motion to procure a copier for the chief's office made by Commissioner Wols, 2<sup>nd</sup> by Commissioner Jurgens. Approved 5-0.**

**Motion to use the lease option for 42 months for copier made by Commissioner Jurgens, 2<sup>nd</sup> by Commissioner Wols. Approved 5-0.**

**Motion to add appointment of vice chairman to the agenda made by Commissioner Lombardi, 2<sup>nd</sup> by Commissioner Zaniewski. Approved 5-0.**

**Motion to nominate Patrick Lombardi as Vice Chairman made by Commissioner Jurgens, 2<sup>nd</sup> by Commissioner Wols. Approved 4-0-1. Lombardi Abstained.**

-Commissioner Zaniewski stated that the doors to the boiler room, truck floor, and downstairs are awaiting quotes to be replaced.

-Commissioner Zaniewski stated that the fans for the bathrooms aren't working.

-Commissioner Zaniewski stated that the new boat motor isn't coming down.

**Motion to accept boat pending motor issue made by Commissioner Zaniewski, 2<sup>nd</sup> by Commissioner Jurgens. Approved 5-0.**

-Asst. Chief Lombardi asked permission to destroy failed hose during hose testing.

**Motion to properly dispose of failed hose made by Commissioner Lombardi, 2<sup>nd</sup> by Commissioner Zaniewski. Approved 5-0.**

**Motion to grant chiefs request for Haz-mat 7 to be changed to Utility 10 made by Commissioner Jurgens, 2<sup>nd</sup> Commissioner Wols. Approved 5-0.**

Item 13. Roundtable discussion-

-Commissioner Jurgens stated there was a discussion of engineer/asst. engineer salary increase.

Item 14. Public Comment-none.

Item 15. Executive Session -

**Motion to go into executive session for personnel at 8:55 made by Commissioner Wols, 2<sup>nd</sup> by Commissioner Jurgens. Approved 5-0.**

**Motion to come out of executive session at 9:03 made by Commissioner Lombardi, 2<sup>nd</sup> by commissioner Zaniewski. Approved 4-0.**

**No motions or votes were taken while in executive session.**

Item 16. Requisitions-

See Attached.

**Motion to approve requisitions with the exception of FF I class made by Commissioner Zaniewski, 2<sup>nd</sup> by Commissioner Lombardi. Approved 5-0.**

**Motion to accept FF I requisition under the condition that 16 members are attending the class from the Seymour Fire Department by the next meeting made by Commissioner Zaniewski, 2<sup>nd</sup> Commissioner Lombardi. Approved 5-0.**

Item 18. Commissioner's Comments-

-Commissioner Sampiere stated he received an email from Rory concerning the Strategic Planning committee's questions. Commissioner Sampiere stated to have this added to the workshop agenda and ask the Committee to attend the next meeting.

Item 19. Adjournment-

**Motion made to adjourn at 9:20 by Commissioner Lombardi, 2<sup>nd</sup> by Commissioner Zaniewski.**

**Approved 5-0.**

Respectfully Submitted,

Kathleen Pelletier  
Recording Secretary



# Town of Seymour

1 First Street  
Seymour, Connecticut 06483

## MEMO

**To:** Anthony Caserta, Director of Operations

**From:** Board of Fire Commissioners

**Re:** Event Forms

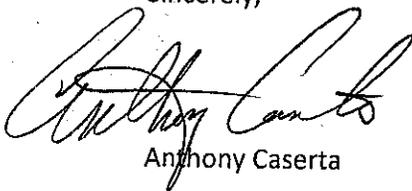
**Date:** September 14, 2015

**Message:**

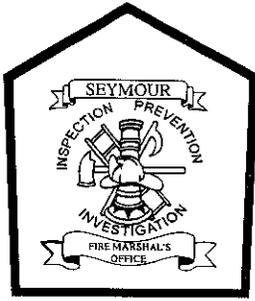
Please continue submitting your monthly schedule of events relating to firehouse activities. This keeps the insurance company apprised of your activities and alerts them to inform us if any additional coverage beyond the scope of our policy is necessary.

Thank you in advance for your cooperation.

Sincerely,



Anthony Caserta



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

SEYMOUR FIRE MARSHAL'S REPORT  
SUMMARY OF OFFICE ACTIVITIES FOR AUGUST 2015

Below is a brief summary of the major work activities that the Seymour Fire Marshal's Office conducted during the month August 2015.

**Building Inspections** – The Office conducted 2 inspections on new construction, 17 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 – 3    Blasting Complaints – 0    Other Complaints – 4  
Meetings – 7    Code Modification request – 0    Witnessed Fire Drills - 1

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

Letters sent out to Balance Rock tenants involving 20 pound propane tanks on balconies - 0

Burning Permits – 0    Underground propane tank inspections - 0    Hydrant Flow Test – 0

#### Major Activities

**Outside Training Conducted** – DFM Willis and I conducted our yearly training for the residents and staff at Smithfield Gardens 26 Smith Street. This included creating an individual lesson plan for each group. The staff also had to be trained on a Saturday as well as during the week.

**Training activities attended** – DFM Willis watched a webinar based training program.

**45 Broad St. Congregational Church** – The project has begun. It includes installing a lift and fire enclosing the front main stairway on the first floor. When this was done in the past, it was not done per Code.

**20 Frances Drive Group Home** – I inspected and approved the installation of the fire door and frame to the person's bedroom. The evacuation plan will be reviewed at the next inspection.

**29 Maple St. apartment building, old Anna Lopresti School** – The construction has been on-going for months and progress is good. Construction inspections have also been on-going. The sprinkler system continues to be shut down.

**26 Main Street first floor, a proposed Greek restaurant** – At the time of this report, there has been no visible construction activities on this renovation. In the past, plans were reviewed and a construction permit has been issued.

38 Columbus Street apartment building – The Office is still waiting for the final set of plans to begin its plan review. This construction will result in periodic road closures of Columbus Street. The owner is working with all necessary departments to attempt to keep disruption to a minimum. The owner anticipates this to be a 16 month long project.

Clifton Avenue – I am still working with the owner and family on improving this hoarding issue. The situation is improving.

Safety Committee – I prepared for and conducted the quarterly safety committee meeting. There was multiple follow up activities before and after the meeting.

Library, 46 Church Street – I responded to and conducted follow up activities for a tripped dry pipe sprinkler system. This included notifications and calling in and monitoring the sprinkler contractor's repair.

DPW, Derby Avenue – Responded to and assisted in getting a small diesel fuel spill cleaned up from a loose pipe connection on the supply line to the dispensing pump. This includes working with DEEP, Town of Seymour and Clean Harbors. This was time consuming.

50 Cogwheel Lane, Basement Systems – The Office conducted a plan review on this new building. This will be a warehouse with high rack storage, fire pump and sprinkler system and part of it will be a 3 story office building. Total square footage is about 32,000. There were multiple comments that the designer is addressing.

School Inspections – DFM Willis conducted all of the school inspections. This is a very time consuming activity from the inspection time and report writing time standpoint.

Significant Fire Investigations: 15 Rolling Hills Drive – This is an accidental porch fire. Improperly discarded smoking materials was ruled the cause. A civilian assisted with notifying the occupant and the extinguishment of the fire.

Holbrook Road and Kathy Drive – This was an accidental car fire.

30 Progress Avenue, Haynes Construction – A construction trailer was burned to the ground. Nobody notified the fire department during its burning. It occurred sometime the night before. Haynes called it in to our Office late that morning. This is an arson fire and is being investigated as such. We are working with the Seymour Police Department on this investigation.

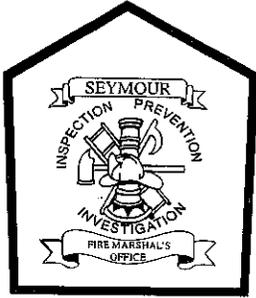
Submitted by,



Paul Wetowitz  
Seymour Fire Marshal

September 10 2015

Cc. File



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

SEYMOUR FIRE MARSHAL'S REPORT  
SUMMARY OF OFFICE ACTIVITIES FOR JULY 2015

Below is a brief summary of the major work activities that the Seymour Fire Marshal's Office conducted during the month July 2015.

Building Inspections – The Office conducted 3 inspections on new construction, 20 inspections on existing buildings and 7 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 – 7  
Meetings – 9    Code Modification request – 0    Fire Drills - 1

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

Letters sent out to Balance Rock tenants involving 20 pound propane tanks on balconies - 0

Burning Permits – 1    Underground propane tank inspections - 1    Hydrant Flow Test – 1 at Pearl and Maple Street and 1 at New and Hill Street.

#### Major Activities

Outside Training Attended – DFM Willis conducted 2 on-line classes on National Gas Code and Fire Dynamics.

Training activities conducted – None

45 Broad St. Congregational Church – I conducted another plan review on the final plans for the construction of a lift and stairway enclosure for the main stairway. The project has begun.

770 Derby Avenue – This project is completed. A medical rehab business has moved in. It will store and clean metal frame beds for distribution. They also dispense oxygen tanks and other oxygen equipment of which they will be stored here.

VEMS Garage – This project is completed.

20 Frances Drive Group Home – I am waiting for the installation of the fire door to the person's bedroom and modification of their evacuation plans for my review.

29 Maple St. apartment building, old Anna Lopresti School – The construction has been on-going for months and progress is good. Construction inspections have also been on-going. The sprinkler system continues to be shut down.

Telephone: 203-881-5010 • Fax: 203-881-5005

26 Main Street, a proposed Greek restaurant – Plans were reviewed and a construction permit has been issued for renovation of the first floor into a new restaurant. They anticipate starting construction the month of August.

38 Columbus Street apartment building – The Office is waiting for the final set of plans to begin its plan review. This construction will result in periodic road closures of Columbus Street. The owner is working with all necessary departments to attempt to keep disruption to a minimum. The owner anticipates this to be a 16 month long project.

Clifton Avenue – I am still working with the owner and family on improving this hoarding issue. The situation is improving.

Significant Fire Investigations: 33 Deforest Street - This appears to have been an accidental fire. The cause appears to be combustible materials too close to a heat source (water heater).

Clinton Road car fire – This is a car fire that is still under investigation. The Office conducted follow up activities with the ATF and the Seymour Police Department.

Submitted by,



Paul Wetowitz  
Seymour Fire Marshal

August 4 2015

Cc. File

## Purchasing Policy #1

- 1) Purchase Orders (PO's) are required for all services, materials or labor before anything is ordered or purchased, unless using an open PO. Quotes are needed for pricing on all PO's per Town Hall.
- 2) The only exception to #1 is an emergency repair to the following;
  - A) All Apparatus including Chiefs Vehicles
  - B) Buildings
  - C) Major Events/Incidents
- 3) Any Emergency PO being requested, shall be require two Commissioners approval prior to any repairs being done. *After repairs done all Commissioners notified.*
- 4) Purchased Orders being requested, after normal business hours for the Town of Seymour, shall be cut on the next business day.
- 5) Any invoice received without prior PO will be held until the next Commissioners meeting for discussion and action, up to and including being returned to the purchaser for payment.
- 6) Any purchase made using an open PO, the purchaser will sign, sending the receipt to the secretary, with notation as to usage.
- 7) Any purchase over \$25,000 will be placed out for bid (3 bid minimum) per Town of Seymour Ordinances.
- 8) All receipts for reimbursement shall be turned in within 30 days of Event/repair/receipt of goods, along with fire dept. reimbursement form.

9.)

Seymour Fire Department  
August 2015 Requisitions

Qty	Item Description	Vendor	Price ea.	Total	Acct. No.	P.O. No.
1	Food For Recruitment Drive	Citizens' Engine	\$50.00	\$50.00	350	
1	materials for repairs to Rescue 12	Clay Jurgens	\$29.51	\$29.51	430	20671
3	Princeton Tec Torrent Led Lights-repairs	New England Dive	\$165.00	\$165.00	430	20672
1	Repairs to Car 1 vehicle	Sabo's	\$1,100.00	\$1,100.00	430	20673
1	Amkus Repairs-see attached list Highlighted	Five Star Fire	\$600.00	\$600.00	430	20674
1	Pizza for 6/23/15 wind storm	Great Hill Hose	\$100.00	\$100.00	350	20675
1	Lettering For Boat	Flash	\$250.00	\$250.00	430	20676
3	FF II class-Messaoudi, Best, Miller	Valley Fire School	\$600.00	\$1,800.00	350	20677
1	FF I class-16 members	Valley Fire School		\$20,000.00	350	20678
2	Boots Size 13	Shipmans	\$135.00	\$270.00	615	20679
1	Flares AT CO	SEYMORE JUVENILE	210.00	210.00	788	20690
1	TOILET AT GA	ELMAN MECHANICAL	268.60	268.60	780	
1	Leprise Fire Comm. Office	KONICA MINOLTA	1404.00	1404.00	530	20689
1				\$0.00		
				\$24,364.51		

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

John Cronin, Chief

Michael Lombardi, Asst. Chief

Date:

*Thomas Tomasheski*  
9/14/15

Thomas Tomasheski, Asst. Chief

Doug Zaniewski, Asst. Chief