



Town of Seymour

**BOARD OF FIRE COMMISSIONERS**

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

COPY RECEIVED  
DATE: 11/19/15  
TIME: 11:30 AM  
TOWN CLERK'S OFFICE

**Meeting Minutes 11-09-2015**

Attendees: P.Sampiere, P.Lombardi, C. Jurgens, Dan Zaniewski, and P. Wols

Others: J.Cronin, P. Wetowicz and others.

1. The meeting was called to order at 7:00 p.m. by Chairman Sampiere.
2. All were led in the pledge to the flag.
3. Chiefs Meeting Minutes 11-02-2015:  
Dan asked about the frequency change and Chief Cronin explained that it would be changing and monies may be made available from Litchfield County as that is whom we share the current frequency with. Dan also asked about the R12 tool motor and Clay stated that he had a quote and we should increase the existing p.o. Clay also said there were events scheduled for November but the report did not contain this information. The information will be forth coming.  
Motion to approve: Dan Zaniewski/C. Jurgens Vote 5/0
4. Chiefs Report(this was discussed under item# 13 as it was passed over):  
Chief Cronin gave an update on the following:
  - The boat is up to speed.
  - U-18 has had it's communications installed and lettering is complete.
  - Fire House Software is now up to date, some reports went back to July that had not been entered.
  - Physicals are up to date, in the future the officers will be notified of them so they can contact the member; this eliminates letters being mailed.
  - The IOS report is available for viewing.
  - E-16 was involved in an accident that did some damage to the G.H. firehouse, no quote has been secured and the chief will be meeting with the driver.Much discussion took place as to who should be filling out the forms and this will be discussed at the next Commissioners meeting.
5. Public Comment: None
6. Commissioners Meeting Minutes 10-13-2015
  - Chief Cronin was asked about the run forms and told that they would go back to alphabetical order.
  - Dan asked about a list of closed p.o's and was told it would be given later in the meeting.
  - Pete asked about Strategic Planning was reminded that we will schedule a workshop in the future.Motion to approve: C.Jurgens/P.Wols Vote 5/0
7. Correspondence:
  - Letter received from East River Energy reminding that winter is upon us and snow and ice must be removed in and around tanks, failure will result in a \$150.00 demurrage charge. Pete S. asked if the problem with the



## Town of Seymour

### BOARD OF FIRE COMMISSIONERS

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water and the fill pipe had been resolved and was told that it was not but the Chief will look into it.

Chief Cronin asked about the transfer switch and was told that Clay will look into this with the Director of Operations.

- A letter was also received from McNeil and Co. stating that our claim in the amount of \$34,288.88 dollars had been closed for losses which occurred on 01-25-2015. Clay stated that there were still two items pending for Citizens'.
- Seymour Cultural and Arts Commission sent an invitation to an obelisk unveiling of the history of the town on Saturday, November 14th, Broad Street Park at 6 P.M.

#### 8. Financial Report:

- Clay gave an accounting of the closed p.o's. Questions arose as to the arraignments made for billing of the new copier and Stanley Solutions; these will be looked into before payment is made.

Motion to approve: Dan Z./P.Wols Vote 5/0

#### 9. Fire Marshals Report October 2015:

Paul stated that a Fire Marshal Class would start in February 2016, applications should be back to him by the December meeting. He also has stated that he received plans for the project on Columbus Street.

Motion to approve: P.Lombardi/Dan Z. Vote 5/0

#### 10. Unfinished Business:

- Pat stated the request was approved with few questions.
- Pat said now that the transfer is in place we should now look at an implementation date. Dan stated that we should vote on the job descriptions before we set a date. This will be discussed at our December meeting.
- Pete S. said that he would be out of service for six to eight weeks and that the interviews/evaluations will now be conducted at a special meeting to be scheduled in January.

Motion to hold special meeting: Dan Z./P.Wols Vote 5/0

- Dan gave an overview of his handout of a Job Performance Evaluation Form. We will discuss this form at our December meeting.

#### 11. New Business:

- Pat stated that the job description was being reviewed by the F. Selectman and that this should not impede the hiring process,  
Motion to begin the hiring process: Dan Z. P.Wols Vote 5/0  
Pat will contact Rory Burke and determine if anyone is available from the pool.



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- the 2016 Monthly Meeting Schedule was approved with the following changes:
  - Chiefs- July meeting moved to 7/7 and the September meeting moved to 9/8.
  - Commissioners- October meeting moved to 10/13.
  - The new dates are Thursday due to holidays falling on Monday.
  - Motion to approve with the above changes: Dan Z./ P.Lombardi Vote 5/0
- 12. First Selectman's Round Table Discussion: None
- 13. Public Comment: None
- 14. Executive Session: Personnel Matter-Update on Investigation
  - Motion to go into executive session at 7:55 P.M.: Dan Z./ P.Lombardi Vote 5/0
  - Motion to come out of executive session at 8:22 P.M. Dan Z./C.Jurgens Vote 5/0
  - There were no motions or actions taken during the executive session.
- 15. Fire Chiefs Requisitions:
  - Motion to approve P.Lombardi/Dan Z. Vote 5/0
- 16. Commissioners Comments:
  - Pat stated that in the 2016/2017 budget the Salary-Mechanics account should be funded at \$1.00 dollar as this holds the line item in the budget.
- 17. Adjournment:
  - Motion to adjourn at 8:50 P.M. Dan Z./ P.Wols Vote 5/0

Respectfully submitted,

P.Lombardi  
Recording Secretary Pro-Tem.



Town of Seymour

COPY RECEIVED  
DATE: 11/9/15  
TIME: 1:08pm  
TOWN CLERK'S OFFICE

**BOARD OF FIRE CHIEFS**

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Meeting Minutes 11-02-2015

Attendees: John Cronin, Michael Lombardi, and Doug Zaniewski

Other: Matt Calzone, Al Rochelle, Chris Edwards and others.

1. The meeting was called to order at 7:30 p.m. by Chief John Cronin.
2. All were led in the pledge to the flag.
3. The meeting minutes of October 5, 2015 were approved. Motion: Doug Z/  
M.Lombardi Vote 3/0
4. Public Comment:  
Al Rochelle (County Coordinator) discussed the Regional Task Plan. He explained the proper protocol for the plan noting that there was a dispatch problem with the recent barn fire in Middlebury. Al further went on to say that local resources should be utilized first then call for a Tanker Strike. Chief Cronin stated that an Internal Plan would have to set up in regards to who, and what would respond if called. Al further stated that an asset inventory is underway for all of New Haven County. Al also gave an update on the Fire School to be built in Beacon Falls. Bids to be awarded in December with ground breaking in April and fully operation by July 2017. He spoke about classes now stating payment must be made up front and are on a first come first served basis, costs are rising and state money is less due to state budget cuts.
5. Correspondence:  
A letter of invitation was received from the Seymour Cultural and Arts Commission for an unveiling of a obelisk depicting the history of the town. The date is Saturday, November 14<sup>th</sup> 6:00 P.M. at the Broad Street Park. Chief Cronin said that we should look into getting people to attend.
6. Unfinished Business: None
7. New Business:
  - a. Meeting Dates 2016-Chief Cronin presented the Chiefs Meeting date schedule for 2016. A discussion took place with the question as to why the meeting dates were moved to Tuesday due to holidays and by what authority. Although a motion and second were made to move the dates to Thursday, July 7<sup>th</sup> and Thursday, September 8<sup>th</sup> no vote was taken. The schedule will be discussed at the Board of Fire Commissioners meeting.
  - b. Firehouse Software-Chief Cronin stated the run forms had all been entered but that more detail was needed (what actions you took, names of occupants, pole numbers etc.). Discussion followed about the way in which the names of members appear on the forms and whether the Board of Fire Chiefs is a recognized board. Chief Cronin stated that he will look into a solution to the run forms and that the board is to act and conduct business like any other board as requested by the Board of Fire Commissioners and First Selectman.
  - c. Budget Items-Chief Cronin stated that it is time to start prioritizing needs and wants for Budget preparation. He also said that emphasis will be placed on



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new equipment, OSHA, and Repairs/Maintenance. A budget workshop will take on Thursday, December 10<sup>th</sup> at the Great Hill Hose Co. time will also be devoted at this meeting for Fire House Software training.

- d. Paging Frequency-Chief Cronin stated that the dispatch channel is shared with Litchfield County. All mobile radios, portables, and pagers will have to be re-programmed. Minitor 3's and 4's will be taken out of service as they cannot be reprogrammed. Minitor 5's and 6's have the ability to be reprogrammed. Costs for the 6's is \$850 dollars and \$400 dollars for the USA Pagers. Litchfield County will possibly provide some money for new pagers. All present were in agreement that the department will maintain the single tone.

#### 8. Training:

Chief Lombardi stated that 10 students for the FF 1 class in Oxford. There is no waiting list. He also said a PO needs to be cut for \$8500 dollars to the Valley Fire School. He also stated that more diligence is needed in screening of students. Chief Cronin said that some preschool training could be done with SCBA, Mask Testing, Ropes/Knots, and DOT Haz Mat Guides. Chief Lombardi said that Rescue 12 will be needed at Great Hill Hose Co. on November 15<sup>th</sup> to supplement activities associated with the FF 2 class.

**Due to the tape recording device memory being full the tape stopped at 1 hour and 7 minutes.**

**The below items were notes that were taken after the tape stopped.**

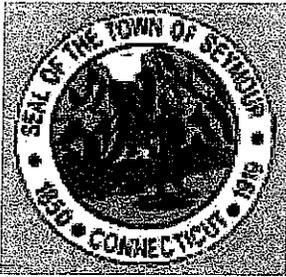
#### 8a. Training continued-

Capt. Edwards stated that a member who cannot shave for religious reasons is in need of a mask, he was told that as long as he could find one that was OSHA approved it would be acceptable but more information is needed.

9. Physicals- Chief Cronin distributed lists of members who need physicals.

#### 10. Repairs and Maintenance:

- T 14 got a lot of work done and is running much better after being run through its paces.
- Other apparatus has been brought to Tracy's for rivals awaiting results which will shape our budget for equipment.
- Rescue 12's Hurst tool motor has seized, Commissioner Jurgens has ordered a new one.
- Rescue 17 is awaiting service for Amkus Tool.
- Mike Fritz stated that there is an air leak on the in house air compressor



Town of Seymour

**BOARD OF FIRE CHIEFS**

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at Great Hill. Also Bank #2 on Rescue 17 is leaking. Chief Cronin stated that we are awaiting service from the vendor.

- Chief Cronin wants the engineers to do a physical inventory of all equipment.
- Chief Cronin stated the Knox box on Rescue 17 needs to be sent back to Knox for repairs.
- Chief Cronin said that Tracy's will give us a list of all fixes needed.

11. Company Event's for November: None

12. Captains Comments:

Capt. Edwards asked about dates for gear fitting and was told a date will be scheduled. He also stated that Marine 20's speaker is too close to the operators and the radio needs to be protected from moisture.

13. Chief's Comments:

Chief Zaniewski asked about an update in the issues with the past clerk. Chief Cronin stated that he and Commissioner Jurgens are working with town Hall. He also said that the lead investigator has not met with them yet.

Chief Zaniewski said he is working on two SOPS that have been distributed for review purposes; they will be discussed next month.

Chief Lombardi that Oxfords ladder will be out of service for the next 4 to 5 days and that Tower 14 will cover.

Chief Cronin spoke about an issue with the Police Department at a recent call on Briarwood Drive; the deputy chief will look into the matter.

14. Public Comment: None

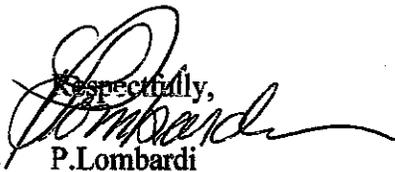
15. Executive Session: None

16. Chief's Requisitions

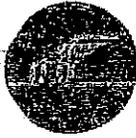
16 Items- Motion by Doug Z/M.Lombardi Vote???????

17. Adjournment:

9:30 P.M. Motion by Doug Z/M.Lombardi Vote???????

Respectfully,  


P.Lombardi  
Rec. Secretary-Pro Tem



# East River Energy

• Premium Quality Fuel Oils • Natural Gas • Electricity • Bio Fuels • HVAC

November 1, 2015

To Our Valued Customers:

It is the time of year when we must ask for your understanding and assistance in order to best service your account.

It is imperative that all fuel delivery locations be clear of snow and ice. This includes the actual fill location, in addition to any driveways or pathways used to access tank locations. Not only does this affect our ability to make timely deliveries, it is also a matter of personal safety for our drivers.

**Please note that on any/all occasions where our driver finds it necessary to clear ice and/or snow in order to deliver fuel to your tank(s), or, if our driver is unable to make a delivery due to the presence of snow/ice, East River Energy will assess a demurrage (wait time) charge to your account and the account will be responsible for payment of this charge. This applies to all locations which are part of your contract, as per our agreed upon terms and conditions. Auto-delivery customers: when a weather event/inclement weather occurs, we continue to deliver on or close to schedule. It is your responsibility to clear ice and/or snow, in and/or around tanks and vehicles. Please note that the minimum charge for demurrage is \$150.00 – this may be greater commensurate with the amount of time our driver is delayed.**

In the event you receive an invoice for demurrage and have any questions regarding the charge, please contact our Director of Transportation, Erma Imperato, at phone extension 2039.

We sincerely appreciate your understanding in this matter, and as always, we appreciate your business.

Best and warmest regards,

East River Energy

Your Energy Partner

401 Soundview Road • P.O. Box 388 • Guilford, CT 06437-0388

203.453.1200 • 800.336.3762 • FAX: 203.453.3899

[www.eastriverenergy.com](http://www.eastriverenergy.com)

Est. 1984



HOME

20 Church Street  
P.O. Box 5670  
Cortland, NY 13045  
www.mcneilandcompany.com

PHONE 800-822-3747  
607-756-4970

October 20, 2015

Town of Seymour Fire Department  
One First St  
Seymour, CT 06483

Re: Claim Number: 13794117  
Policy Number: MEPK08132102  
Re: Claimant Name(s): Town of Seymour Fire Department

Date Received: 01/26/15  
Date Closed: 10/20/15  
Date of Loss: 01/25/15

To Whom It May Concern:

The above referenced claim has been closed. The total amount paid for this loss was \$34,288.88, which includes indemnity payments of \$34,067.75 and expense payments of \$221.13.

If you have any questions regarding the loss, please contact the adjuster, Russell Brown, at extension 560 or email at [rbrown@mcneilandcompany.com](mailto:rbrown@mcneilandcompany.com).

Thank you for choosing McNeil & Company for your insurance and risk management needs. Please visit our website at <http://www.mcneilandcompany.com> to find more information on the services that we offer.

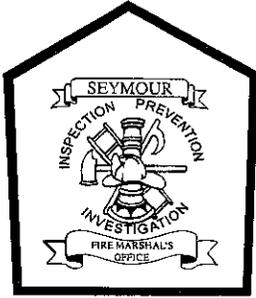
Regards,

*Judy Feint*

Judy Feint  
Claims Support  
McNeil & Company, Inc.  
Direct Claims Fax Number: (607)756-5967

cc: Hollis D. Segur, Inc.

*CIP  
2/10/15 - still  
cooling -  
very far  
10/20/15 - part - day  
transfer*



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

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

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

Building Inspections – The Office conducted 14 inspections on new construction, 7 inspections on existing buildings and 9 re-inspections. The schools have been re-inspected to ensure the fire code violations identified during the August inspections have all been addressed. 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 – 4  
Meetings – 9    Code Modification request – 0    Witnessed Fire Drills - 1

Detail Code Reviews – 0    Detail follow-up activities – 2    Hydrant inspections with follow up - 0

Burning Permits – 2    Underground propane tank inspections - 0    Hydrant Flow Test – 0

#### Major Activities

Outside Training Conducted – The Office along with members of the Fire Department conducted fire prevention activities involving visits of 8 child day cares and 2 elementary schools. As always, it was a great time. I received very positive comments from all involved. I would like to thank the fire department for its support during these activities.

Training activities attended – I and DFM Willis attended a day of training on NFPA 1 Fire Code in Shelton.

45 Broad St. Congregational Church – This project is almost complete. It includes installing a lift and fire rated enclosing of the front main stairway on the first floor.

29 Maple St. apartment building, old Anna Lopresti School – The construction continues with periodic construction inspections occurring. 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 **has received** the final set of plans for this project. This construction will result in periodic road closures of Columbus Street.

50 Cogwheel Lane, Basement Systems – Some structural steel has been erected. 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.

Propane Dispensing Tank, John Allen – This project of a 30,000 gallon propane tank on Silvermine Road is still moving on. I expect the plans within a month or two.

Disaster Drill – I and DFM Willis participated in a State Wide Disaster Drill with many other departments. It involved a twister that struck the Middle School.

“After the Fire” Presentation – DFM Willis was able to get two grants totaling \$4,000 to run a presentation at the High School for senior students and a public presentation at the Middle School open to anyone. It involves a presentation from two graduated college students who were substantially burned in a college dormitory fire and their recovery from their burns.

Intern – The Office has an intern from Masuk High School doing 2 hours a week in the Office. This is part of his curriculum for graduation.

Significant Fire Investigations: 30 Progress Avenue, Haynes Construction – (Remains an ongoing Investigation). A construction trailer was burned to the ground. This is arson fire and is being investigated as such. We are working with the Seymour Police Department on this investigation.

Past Clinton Road car fire – The lab results came back. It appears that a flammable liquid was used to start this fire. This investigation is on-going. We are working with the ATF and Seymour Police on this investigation.

144 Maple Street – This fire was incendiary involving a juvenile. The Office conducted an investigation and did some proactive steps.

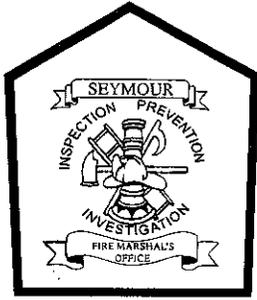
Submitted by,



Paul Wetowitz  
Seymour Fire Marshal

November 4 2015

Cc. File



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

## **FIRE MARSHAL CERTIFICATION CLASSES**

**Attached you will find notification from the State Fire Marshal's Office of upcoming certification classes starting in February 2016. Please read the information if you are interested. You must submit an application to me no later than December 14 so I can submit it to the Board of Fire Commissioners before their meeting on that night.**

**If you have any questions, please contact me.**

**Paul Wetowitz**

**Seymour Fire Marshal**

**November 9 2015**

**APPLICATION *for* SPRING 2016 CERTIFICATION TRAINING**  
**Fire Investigation Module & Fire Code Inspection Module**

**Requirements to be Considered for Enrollment in Either Module**

- Candidate must be at least 18 years of age.
- Candidate must have a high school diploma or its equivalent.
- Appointing Authority (if applicable) must provide signed statement indicating that s/he will appoint the applicant once the applicant has earned certification.

**Requirements to Become Certified as a Fire Marshal**

- Candidate must be certified as a Fire Code Inspector.
- Candidate must be certified as a Fire Investigator.
- Appointing Authority (if applicable) must provide signed statement indicating that the candidate has met one of the minimum standards of qualification as set forth in CGS Section 29-298(a) If the candidate is not sponsored by an Appointing Authority, s/he must provide documentation that indicates that s/he has met one of the minimum standards of qualification as set forth in CGS Section 29-298(a).

**Module Selection**

Please check the appropriate box(es) below:

FIRE INVESTIGATION MODULE  
 February 17, 2016—April 1, 2016 \*  
 Mondays, Wednesdays, Fridays 8:30—4:00

FIRE CODE INSPECTION MODULE  
 Fire Code: Safety, Prevention and Hazardous Materials  
 April 6, 2016—June 27, 2016 \*  
 Mondays, Wednesdays, Fridays 8:30—4:00

\*Completion dates subject to change ♦ **Application Deadline: December 18, 2015 ♦ Notification of Acceptance: January 15, 2016**

Complete the following in it's entirety. Incomplete applications will result in delay or denial of admittance to the module(s). Class size is limited by seating capacity.

ETC Card ID Number \_\_\_\_\_  
Issued by DAS/OEDM (if applicable)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Address \_\_\_\_\_

Day Phone\_(\_\_\_\_\_)\_\_\_\_\_ Cell Phone\_(\_\_\_\_\_)\_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of High School or Vocational/Technical School \_\_\_\_\_ Year Graduated \_\_\_\_\_

Address of High School or Vocational/Technical School \_\_\_\_\_

If Vocational/Technical School, Discipline Studied \_\_\_\_\_ College Degree(s) Earned \_\_\_\_\_

Section 1-217 of the Connecticut General Statutes exempts the residential addresses of a number of occupational categories from release to the public under the Freedom of Information Act. Such categories include, but are not limited to, police officers, firefighters and employees of the Department of Correction. If you believe that your residential address is exempt under this law, please make a check mark in the box.

<b>For Office Use Only</b>	Approved	Denied	Approved	Denied
	OEDM Reviewer's Initials/Date	State Fire Marshal Signature/Date		
Date Received	_____	_____		

State of Connecticut  
 Department of Administrative Services  
 Division of Construction Services  
 Office of Education and Data Management



**APPLICATION *for* SPRING 2016 CERTIFICATION TRAINING**

PAGE 2

The Office of State Fire Marshal and 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.***

*Complete the following in it's entirety. Incomplete applications will result in delay or denial of admittance to the module(s). Class size is limited by seating capacity.*

**Required Experience for Fire Marshal Candidates**

CGS Section 29-298 (a) establishes minimum standards of qualification for local fire marshals. **Indicate which of the following minimum standards of qualification applies** (only one required):

- At least three years experience in fire suppression or fire prevention activities
- At least three years experience in responding and controlling the release or potential release 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 earning certification as a Fire Code Inspector and/or a Fire Investigator, \_\_\_\_\_  
Name of Applicant

will be appointed to the position of \_\_\_\_\_ in the jurisdiction of \_\_\_\_\_

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

\_\_\_\_\_  
Signature Date Please Print Name and Title

IF JURISDICTION HAS MORE THAN ONE CANDIDATE, PLEASE CHECK THE PRIORITY OF THIS APPLICANT: 1 2 3 4

Sponsoring Jurisdiction (Town or District) \_\_\_\_\_

Address of Appointing Authority \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Name and Number of Contact (if different) \_\_\_\_\_

**For Candidates Not Sponsored by an Appointing Authority**

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

\_\_\_ Documentation approved by State Fire Marshal \_\_\_\_\_  
SFM Initials

**Where to Send your Application and (if applicable) Documentation**

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

Email:  
OEDM@ct.gov  
Subject: Cert App

Fax:  
860.713.7426  
Attention: Cert App

**Questions regarding applications to Douglas Schanne at douglas.schane@ct.gov or 860-713-6432**

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



Town of Seymour

**BOARD OF FIRE COMMISSIONERS**

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

October 15, 2015  
Board of Finance  
1 First Street  
Seymour, Ct 06483  
Attention: Bill Sawicki

Dear Chairman Sawicki,

The Board of Fire Commissioners is requesting to be placed on your agenda for the October 27<sup>th</sup> meeting to discuss a transfer within our budget. Attached please find documentation regarding the transfer.

Thank you for your help in this matter and should your board require any further information please feel to contact me.

Regards,

Patrick Lombardi  
Vice Chairman  
Board of Fire Commissioners

**Proposed Wage Increase for Engineers and Asst. Engineers  
Fire Dept. Account # 420-2200-550-105**

Position	Current Salary Per Month	Annual
Engineer- Citizens	\$182.00	\$2,184.00
Engineer- Great Hill	\$182.00	\$2,184.00
Asst. EGINEER- Citizens	\$156.00	\$1,872.00
Asst. EGINEER- Citizens	\$156.00	\$1,872.00
Asst. EGINEER- Great Hill	\$156.00	\$1,872.00
Asst. EGINEER- Great Hill	\$156.00	\$1,872.00
<b>Total</b>	<b>\$988.00</b>	<b>\$11,856.00</b>

Position	Proposed Wage Increase Per Month	Annual	P/M Increase Amount
Engineer- Citizens	\$257.00	\$3,084.00	\$75.00
Engineer- Great Hill	\$257.00	\$3,084.00	\$75.00
Asst. EGINEER- Citizens	\$189.75	\$2,277.00	\$33.75
Asst. EGINEER- Citizens	\$189.75	\$2,277.00	\$33.75
Asst. EGINEER- Great Hill	\$189.75	\$2,277.00	\$33.75
Asst. EGINEER- Great Hill	\$189.75	\$2,277.00	\$33.75
<b>Total</b>	<b>\$1,273.00</b>	<b>\$15,276.00</b>	<b>\$33.75</b>
<b>Unfunded Amount</b>		<b>(-\$3240.00)</b>	

\* See Notes Page 2

**Notes: Proposed Wage Increase**

- A. The Seymour Fire Department has been without a mechanic since 2013. Efforts to find a qualified applicant have proven unsuccessful due to the town requirement that position must be filled by a member of the Fire Department.**
- B. With the proposed salary increase the mechanics duties would be re-assigned to the existing Engineers (2) and the Assistant Engineers (4).**
- C. Funding for the proposed wage increases would be offset by transferring \$3,420.00 dollars from the Salary Mechanics- Wages (Account # 420-2200 550-110 ) to Salary Engineers Wages-(Account # 420-2200-550-105).**
- D. Salaries have not been increased in three years or more, upon approval of the transfer no funding would be required in 2016/2017 fiscal year for the mechanics position.**

*You are cordially invited to attend the unveiling of an obelisk depicting the history of the Town of Seymour, on Saturday, November 14, 2015 at 6:00 p.m. at the Board Street Park.*

*The sculpture has been commissioned by the Seymour Culture and Arts Commission as an item of visual interest for the residents of Seymour and all who pass by the park.*

*The sculptors will give a brief presentation on the process of construction of the sculpture from inception to completion.*

*Light refreshments will be served at the gazebo.*

*We look forward to you joining us as we welcome this new addition to our Town.*

*Seymour Culture & Arts Commission*

*Judy Simpson, Chairman*

*Mary Barbin, Vice Chairman*

*Linda Bellavance, Secretary*

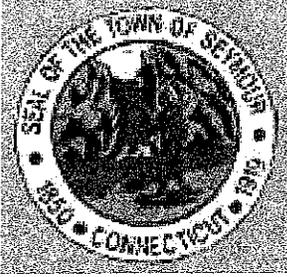
*Priscilla Altorelli, Treasurer*

*Kim Osgood*

*Ann Conroy*

*Valerie D'Anna*

*\*Please extend this invitation to your Board or Commission Members.*



Town of Seymour

BOARD OF FIRE COMMISSIONERS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Seymour Town Clerk  
1 First Street  
Seymour, Ct; 06483  
Attention: Mrs. Sue DeBarber

November 12, 2015

Dear Mrs. DeBarber,

Attached please find 2016 Meeting Schedules for the Board of Fire Commissioners and the Board of Fire Chiefs.

Should you require any further information please feel free to contact me at 203-231-6747.

Sincerely,

P.Lombardi  
Vice Chairman  
Board of Fire Commissioners

Telephone: 203-888-1909

## 2016 Meeting Schedule

### Board of Fire Chiefs (7:30 P.M.)

January	4th	Citizens' Engine Co. #2
February	1st	Great Hill Hose Co.
March	7th	Citizens' Engine Co. #2
April	4th	Great Hill Hose Co.
May	2nd	Citizens' Engine Co. #2
June	6th	Great Hill Hose Co.
July	7th*	Citizens' Engine Co. #2
August	1st	Great Hill Hose Co.
September	8th*	Citizens' Engine Co. #2
October	3rd	Great Hill Hose Co.
November	7th	Citizens' Engine Co. #2
December	5th	Great Hill Hose Co.

COPY RECEIVED  
 DATE: 11/12/15  
 TIME: 11:20 AM  
 TOWN CLERK'S OFFICE

### Board of Fire Commissioners (7:00P.M.)

January	11th	Great Hill Hose Co.
February	8th	Citizens' Engine Co. #2
March	14th	Great Hill Hose Co.
April	11th	Citizens' Engine Co. #2
May	9th	Great Hill Hose Co.
June	13th	Citizens' Engine Co. #2
July	11th	Great Hill Hose Co.
August	8th	Citizens' Engine Co. #2
September	12th	Great Hill Hose Co.
October	13th*	Citizens' Engine Co. #2
November	14th	Great Hill Hose Co.
December	12th	Citizens' Engine Co. #2

\* indicates change to Thursday due to Monday holidays

# Fire Dept Expenditures Town of Seymour

11/09/2015 10:52:01 AM  
Fiscal Year 2015-2016

550 Fire Department		Orig Budget	Changes	Adj Budget	Mtd Expended	Ytd Expended	Encumbered	Balance	%Exp
1-001-420-2200-550-101	Salary- Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-001-420-2200-550-105	Salary - Engineers	\$11,856.00	\$0.00	\$11,856.00	\$988.00	\$2,964.00	\$0.00	\$8,892.00	25.00%
1-001-420-2200-550-110	Salary- Regular employees -Mechanic	\$3,420.00	\$0.00	\$3,420.00	\$0.00	\$0.00	\$0.00	\$3,420.00	0.00%
1-001-420-2200-550-120	Salary - Part Time	\$24,720.00	\$0.00	\$24,720.00	\$2,257.20	\$8,461.20	\$0.00	\$16,258.80	34.23%
1-001-420-2200-550-125	Board secretary fees	\$1,700.00	\$0.00	\$1,700.00	\$190.00	\$470.00	\$0.00	\$1,230.00	27.65%
1-001-410-1550-550-220	Social security - Fire	\$3,189.74	\$0.00	\$3,189.74	\$260.52	\$909.92	\$0.00	\$2,279.82	28.53%
1-001-420-2200-550-340	Purchased professional services -	\$32,000.00	\$0.00	\$32,000.00	\$4,652.43	\$15,903.77	\$0.00	\$16,096.23	49.70%
1-001-420-2200-550-350	Education/Meeting/Seminars	\$36,411.00	\$0.00	\$36,411.00	\$263.93	\$2,718.76	\$10,361.00	\$23,331.22	35.92%
1-001-420-2200-550-430	Repairs and maintenance	\$55,000.00	\$0.00	\$55,000.00	\$1,891.53	\$27,927.83	\$11,970.37	\$15,101.80	72.54%
1-001-420-2200-550-530	Communications/Telephones	\$7,900.00	\$0.00	\$7,900.00	\$465.71	\$1,862.90	\$2,069.10	\$3,968.00	49.77%
1-001-420-2200-550-580	Travel	\$200.00	\$0.00	\$200.00	\$0.00	\$120.76	\$0.00	\$79.24	60.38%
1-001-420-2200-550-610	General supplies	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$979.75	\$150.00	\$1,870.25	37.66%
1-001-420-2200-550-615	Clothing	\$30,883.00	\$0.00	\$30,883.00	\$0.00	\$274.95	\$0.00	\$30,608.05	0.89%
1-001-420-2200-550-622	Electricity	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$9,371.93	\$8,304.35	\$8,323.72	67.99%
1-001-420-2200-550-624	Oil	\$29,736.00	\$0.00	\$29,736.00	\$638.27	\$2,712.33	\$8,414.40	\$18,609.27	37.42%
1-001-420-2200-550-626	Gasoline	\$17,385.00	\$0.00	\$17,385.00	\$1,208.62	\$4,217.39	\$8,454.93	\$4,712.68	72.89%
1-001-420-2200-550-720	Buildings - Improvements	\$35,000.00	\$0.00	\$35,000.00	\$1,340.15	\$9,935.07	\$8,052.58	\$17,012.35	51.39%
1-001-420-2200-550-740	Equipment Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-001-420-2200-550-741	Vehicle Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-001-420-2200-550-743	Mach and Equip OSHA	\$48,700.00	\$0.00	\$48,700.00	\$2,769.79	\$20,866.69	\$27,023.42	\$809.89	99.99%
1-001-420-2200-550-745	Equipment Non Capital	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$29,230.90	\$6,777.00	\$492.10	99.99%
SubDept	550 Fire Department	\$403,600.74	\$0.00	\$403,600.74	\$16,896.15	\$138,928.17	\$91,577.15	\$173,095.42	57.11%
Fund	001 General Fund	\$403,600.74	\$0.00	\$403,600.74	\$16,896.15	\$138,928.17	\$91,577.15	\$173,095.42	57.11%
<b>Grand Total for Report</b>		<b>\$403,600.74</b>	<b>\$0.00</b>	<b>\$403,600.74</b>	<b>\$16,896.15</b>	<b>\$138,928.17</b>	<b>\$91,577.15</b>	<b>\$173,095.42</b>	<b>57.11%</b>

*not to be included in report*

**Fire Dept  
Town of Seymour**

11/9/2015 10:52:23 AM  
Fiscal Year 2015 - 2016

PO #	Vendor #	Vendor Name	PO Date	Ref	Age	Batch	Line	Account Number	PO Description	Status	PO Amount	Am't Spent	Encumbered
20044	125790	Xerox Government Systems LLC	07/02/15		130	FD July	1	1-001-420-2200-550-350	annual renewal for FH	O	\$4,111.00	\$0.00	\$4,111.00
20047	13550	EHMAN MECHANICAL SERV LLC	07/02/15		130	FD July	1	1-001-420-2200-550-720	AC yearly service both	O	\$753.00	\$0.00	\$750.00
20048	40404	Comcast	07/02/15		130	FD July	1	1-001-420-2200-550-530	Internet GH 1st quarter	P	\$1,000.00	\$334.90	\$665.10
20050	13550	EHMAN MECHANICAL SERV LLC	07/02/15		130	FD July	1	1-001-420-2200-550-720	General furnace repairs h/c	P	\$2,000.00	\$1,730.60	\$269.40
20054	41360	TRACY'S GARAGE	07/02/15		130	FD July	1	1-001-420-2200-550-743	Annual oil changes/DOT	O	\$7,215.00	\$0.00	\$7,515.00
20055	11705	DADDIO'S NEW AUTO PARTS	07/02/15		130	FD July	1	1-001-420-2200-550-743	DOT inspection materials	P	\$1,000.00	\$744.58	\$255.42
20058	136577	Five Star Fire	07/02/15		130	FD July	1	1-001-420-2200-550-743	Annual Amkus service	O	\$2,000.00	\$0.00	\$2,000.00
20059	131286	Fire Protection Testing Inc.	07/02/15		130	FD July	1	1-001-420-2200-550-720	Inspection Contract both	P	\$750.00	\$475.00	\$275.00
20060	120603	ESI	07/02/15		130	FD July	1	1-001-420-2200-550-350	EAP contract-Feb.	O	\$2,300.00	\$0.00	\$2,300.00
20061	38397	SHIPMANS FIRE EQUIPMENT	07/02/15		130	FD July	1	1-001-420-2200-550-743	Pak-flo testing-March	O	\$3,500.00	\$0.00	\$3,500.00
20062	136521	Century Ladder Tasting LLC	07/02/15		130	FD July	1	1-001-420-2200-550-743	Ground ladder testing-May	O	\$1,200.00	\$0.00	\$1,200.00
20063	90443	HOUSATONIC PAPER & SUPPLY	07/02/15		130	FD July	1	1-001-420-2200-550-720	Steward Supplies-both	P	\$2,000.00	\$1,041.82	\$958.18
20065	152122	Fire Soaps	07/02/15		130	FD July	1	1-001-420-2200-550-743	case of gear soap	O	\$300.00	\$0.00	\$300.00
20066	38397	SHIPMANS FIRE EQUIPMENT	07/02/15		130	FD July	1	1-001-420-2200-550-430	Blanket PO for SCBA	P	\$2,000.00	\$1,808.60	\$191.40
20067	168057	National Engineering & Testing	07/02/15		130	FD July	1	1-001-420-2200-550-743	Aerial ladder testing-Sept	O	\$1,200.00	\$0.00	\$1,200.00
20068	168218	KC Air Compressor, Inc.	07/02/15		130	FD July	1	1-001-420-2200-550-743	compressor maint. And	P	\$6,100.00	\$2,110.00	\$3,990.00
20069	41360	TRACY'S GARAGE	07/02/15		130	FD July	1	1-001-420-2200-550-743	annual pump testing and	O	\$3,050.00	\$0.00	\$3,050.00
20077	38397	SHIPMANS FIRE EQUIPMENT	07/02/15		130	FD July	1	1-001-420-2200-550-743	mask repairs/supplies	P	\$200.00	\$155.50	\$44.50
20079	39199	Stanley Convergent Security	07/02/15		130	FD July	1	1-001-420-2200-550-720	Alarm monitoring both	O	\$1,000.00	\$0.00	\$1,000.00
20080	157618	Interslate Battery System of	07/02/15		130	FD July	1	1-001-420-2200-550-743	Misc batteries both houses	P	\$1,000.00	\$531.50	\$468.50
20081	30747	Family Mobil Service	07/02/15		130	FD July	1	1-001-420-2200-550-430	Annual service C2	O	\$1,500.00	\$0.00	\$1,500.00
20082	152319	A & J Generator and Equipment, LL	07/02/15		130	FD July	2	1-001-420-2200-550-743	Annual service GH	O	\$1,500.00	\$0.00	\$1,500.00
20083	105522	Home Depot	07/14/15		118	FD July	1	1-001-420-2200-550-610	Light bulbs both houses	O	\$150.00	\$0.00	\$150.00
20191	41360	TRACY'S GARAGE	08/24/15		77	AUG FD	1	1-001-420-2200-550-430	Emergency repairs to	P	\$559.73	\$559.73	\$0.00
20500	136577	Five Star Fire	09/15/15		55	FD Sept	1	1-001-420-2200-550-430	amkus repairs	O	\$600.00	\$0.00	\$600.00
20677	42755	VALLEY FIRE CHIEFS REGIONAL	09/15/15		55	FD Sept	1	1-001-420-2200-550-350	FF II Messaoudi,Best, Miller	O	\$1,950.00	\$0.00	\$1,950.00
20689	173353	Konica Minolta Business Solutions	09/16/15		54	FD Sept	1	1-001-420-2200-550-530	copy machine lease	O	\$1,404.00	\$0.00	\$1,404.00
20670	07650	CITIZENS ENGINE COMPANY	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-720	Steward Reimbursement C	O	\$2,000.00	\$0.00	\$2,000.00
20671	18750	GREAT HILL HOSE COMPANY	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-720	Steward Reimbursement	O	\$2,000.00	\$0.00	\$2,000.00
20672	11705	DADDIO'S NEW AUTO PARTS	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-430	Blanket PO 2nd QTR	P	\$2,000.00	\$19.99	\$1,980.01
20673	31400	OXFORD LUMBER BLDG	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-720	BLANKET PO 2ND QTR	O	\$600.00	\$0.00	\$600.00
20674	42510	W B MASON COMPANY INC	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-350	OFFICE SUPPLIES	O	\$2,000.00	\$0.00	\$2,000.00

PO #	Vendor #	Vendor Name	PO Date	Ref	Age	Batch	Line	Account Number	PO Description	Status	PO Amount	Amt Spent	Encumbered
20875	152209	Phoenix Propane, LLC	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-626	PROPANE BLANKET 2ND	O	\$4,000.00	\$0.00	\$4,000.00
20876	128010	Northeastern Communications Inc.	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-430	BLANKET PO FOR PAGER	O	\$2,000.00	\$0.00	\$2,000.00
20877	06900	CHAFFIELD POWER EQUIPMENT	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-720	BLANKET PO 2ND QTR	O	\$200.00	\$0.00	\$200.00
20878	08800	Communications Services of	10/19/15	2ND	21	FO-OCT AP	1	1-001-420-2200-550-430	BLANKET PO 2ND QTR	O	\$500.00	\$0.00	\$500.00
20879	23860	KIRK PRODUCTS CO INC	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-743	BLANKET PO	O	\$500.00	\$0.00	\$500.00
20880	38397	SHIPMANS FIRE EQUIPMENT	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-430	BLANKET PO FOR SCBA	O	\$2,000.00	\$0.00	\$2,000.00
20881	168167	EVERSOURCE ENERGY	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-622	GH ELECTRIC-2ND QTR-	P	\$5,000.00	\$857.48	\$4,142.52
20882		EVERSOURCE ENERGY	10/19/15	2ND	21	PO-OCT AP	1	1-001-420-2200-550-622	CITIZENS ELECTRIC -	P	\$5,000.00	\$838.17	\$4,161.83
20930	38397	SHIPMANS FIRE EQUIPMENT	10/26/15		14	PO-OCT AP	1	1-001-420-2200-550-430	REBUILD NOZZLES	O	\$1,000.00	\$0.00	\$1,000.00
20931		SHIPMANS FIRE EQUIPMENT	10/26/15		14	PO-OCT AP	1	1-001-420-2200-550-430	HIGH RISE HOSE PACK	O	\$90.00	\$0.00	\$90.00
20932	141665	Firestore.com	10/26/15		14	PO-OCT AP	1	1-001-420-2200-550-430	SALVAGE COVERS	O	\$475.00	\$0.00	\$475.00
20935	15654	FIREMATIC SUPPLY CO INC	10/26/15		14	PO-OCT AP	1	1-001-420-2200-550-430	REPAIRS TO HURST	O	\$2,133.96	\$0.00	\$2,133.96
20937	38397	SHIPMANS FIRE EQUIPMENT	10/26/15		14	PO-OCT AP	1	1-001-420-2200-550-745	5 INCH HOSE	O	\$4,640.00	\$0.00	\$4,640.00
20939		SHIPMANS FIRE EQUIPMENT	10/26/15		14	PO-OCT AP	1	1-001-420-2200-550-745	TFT NOZZLES	O	\$637.00	\$0.00	\$637.00
20988	173400	West Marine Products Inc.	11/09/15		4	PO-NOV AP	1	1-001-420-2200-550-745	MISC SUPPLIES FOR	O	\$1,500.00	\$0.00	\$1,500.00
21003	13612	EAST RIVER ENERGY	11/09/15		0	PO-NOV AP	1	1-001-420-2200-550-626	Diesel for GH-2nd qtr	O	\$4,454.93	\$0.00	\$4,454.93
21004		EAST RIVER ENERGY	11/09/15		0	PO-NOV AP	1	1-001-420-2200-550-624	Heating oil both houses -	P	\$10,000.00	\$1,585.60	\$8,414.40

Fund 001 General Fund **\$91,577.15**

Grand Total for Report **\$91,577.15**





# I. Volunteer coordinator performance form

Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## PERFORMANCE PLANNING AND RESULTS

### Performance Review

- Use a current job description (job descriptions are available on the HR web page).
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

### Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory")

Outstanding	Performance is consistently superior
Exceeds Expectations	Performance is routinely above job requirements
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance fails to meet job requirements on a frequent basis
Unsatisfactory	Performance is consistently unacceptable

### A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

<b>Administration</b> - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>

**E. EMPLOYEE COMMENTS:**

**F. JOB DESCRIPTION REVIEW SECTION:** (Please check the appropriate box.)

- Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.
- Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

**G. SIGNATURES:**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_