

Town of Seymour

BOARD OF FIRE CHIEFS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

COPY RECEIVED
DATE: 7/11/16
TIME: 8:10 AM
TOWN CLERK'S OFFICE

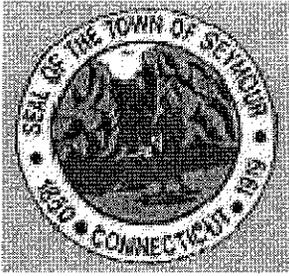
Meeting Minutes
July 7, 2016, 7:00 pm
Citizens Engine Co.

Attendees: Chief Mike Lombardi, Doug Zaniewski, Al Rochelle, Chris Edwards and other members

- 1) The meeting was called to order at 7:00 p.m.
- 2) All were led in the pledge to the flag.
- 3) Mike Lombardi/ Chris Edwards made a motion to accept Workshop Minutes from May 30, 2016. Vote: 3- Yes 0- No 1- Abstain (Doug Zaniewski)
- 4) Public Comment: There was no public comment.
- 5) Correspondence: There was no correspondence
- 6) Fire Police Captain Comments: An accountability plan was discussed with the fire police. Al Rochelle asked that fire police use plain language to eliminate confusion with signals between the police department and fire police. Doug Zaniewski asked that the accountability plan be put in writing and shared with Great Hill.

Al Rochelle asked for an inventory from fire police to make sure they all have what they need.
- 7) Unfinished Business: There was no unfinished business.
- 8) New Business:
 - a) Discussion was had regarding Chief's Tasks for 2016/2017
 - b) Department Drills: Discussion was had regarding monthly drills as a department.
 - c) Google Drive Update: A new email account was set up for the fire department seymourfiredepartment@gmail.com and all files have been transferred to a new google drive.
 - d) Department emails:

Telephone: 203-888-1909



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e) Swearing in Ceremony: Discussion was had regarding a department swearing in ceremony. The first selectman is in support of it. It was discussed with present members and they were also in support. A date will be selected soon.

f) New Equipment and Gear Inspection: Z hooks came in and mounted on 12. Ten new helmets came in. Gloves and safety glasses came in. Hoods are on back order. Batteries for light boxes came in. The gloves and hoods are higher quality and Chief Lombardi would like to keep ordering that brand.

Chris Edwards discussed his plan regarding obtaining pagers for everyone in the upcoming year. Chief Lombardi stated pagers were budgeted for the year. The captains will research any members that have gone inactive to see if they may still have their pagers.

g) C2 Carnival: Discussion was had regarding an action plan re: dual coverage during the carnival.

h) Duty Chief SOP: Discussion was had regarding what Duty Week entails and putting it in writing. Doug Zaniewski asked for input from members before writing a draft for next month's meeting.

i) NFIRS Report: Discussion was had regarding entering reports into firehouse and making sure the forms are filled out as detailed as possible.

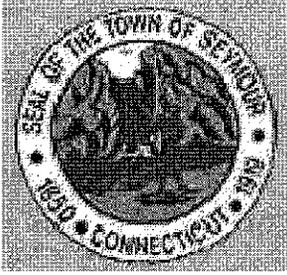
John Cronin will provide a few hours to give a refresher on Firehouse software for members.

j) SFD/SPD Boat Training/Usage: Discussion was had regarding the boat docked at the Lake House. Chief Lombardi noted there is only ten inches of clearance on both sides of the boat and to be very careful. SPD wants the boat on July 10, 6pm-11pm for Shelton Fireworks. There will be no prior training on the boat for the police officers. Chris Edwards noted that the boat is currently not registered.

A written policy will be created for the boat in the future.

Chris Edwards/ Doug Zaniewski made a motion to add fire department connections to the agenda. Vote: 4/0.

Al Rochelle discussed connections between Cogwheel Lane and Silvermine Road. He'd like someone to look at the buildings in that area to make a list so when the new building goes in they can announce what the connections are.



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9) Training: Discussion was had regarding entering training reports into firehouse. Reports should be entered prior to the Chief's Meeting. Doug Zaniewski printed out activity reports for the month and asked the captains to talk to the members with less than two calls and drills. Discussion was had regarding daytime drills as an alternative to members that cannot make their drill nights.

Discussion was had regarding potential upcoming training classes budgeted for the year.

Doug Zaniewski/ Al Rochelle made a motion to schedule a strategy and tactics class in October.
Vote: 4/0

Al Rochelle stated Valley Fire Safety School will be offering a Fire Department Health and Safety Class in October. \$150.00 per person.

Chief Lombardi noted Fire2 will be offered in Oxford in September.

Ansonia will be offering the Flash Fire class on July 13 at Eagle Hose at 7pm and the practical will be Saturday July 16 from 8:30-4:30. Location TBD The class will be free. The Captains will notify members and give Chief Lombardi a total as soon as possible so he can notify Ansonia how many will be attending.

10) Safety: Discussion was had about starting a Safety Division and what their duties would entail. Doug Zaniewski commented that it should be in writing.

Al Rochelle stated he will visit both firehouses and do inspections to see if anything can be improved upon.

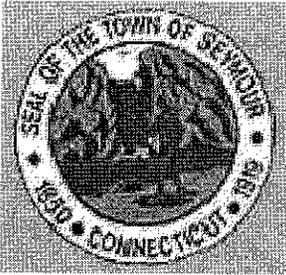
Discussion was had regarding seatbelts, facial hair and vests.

Discussion was had regarding billing discrepancies for physicals. Al Rochelle is in the market for a different vendor to meet OSHA standards. Currently the physicals are above OSHA standards. Doug Zaniewski argued they should not lower standards of physicals.

A list was passed around with members still in need of a fit test.

11) Special Operations: Discussion was had regarding a Writ Program. Chris Edwards discussed creating a new rope team.

Chris Edwards would like to set up a meeting with the dive team to see what their intentions are. Currently none of the guys on the dive team are certified. Discussion was had regarding eliminating the dive team.



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12) Repairs and Maintenance: There are a lot of outstanding repairs which are being prioritized. For example, the foam Unit on 16 needs to be done. The steering column on 14 needs to be replaced and a quote needs to be obtained. Rescue 17 has an issue with the charging system. Tanker 19 has a battery smell, which are all 8 years old and probably need to be replaced. Doug Zaniewski would like to track the costs of the repairs in fire house for budget purposes.

Discussion was had regarding the burning smell with the valves on 15. Members will try to recreate the issue before scheduling with Traceys again.

Chris Edwards noted that a PVC pipe was damaged on the boat. The engineers will extend the PVC so it can be seen when backing up.

13) Company Events: A new event form was handed out and discussed with the members. Doug Zaniewski/ Al Rochelle made a motion to accept the new event form. Vote: 4/0

Events for July:

July 9, 2016 Rescue 12 going to Tunxis parade in Plainville CT

July 21-23 - Citizens Engine Co. Carnival. There will be dual coverage for those days.

July 30, 2016 Thomaston Parade.

14) Captain's Comments: Capt. Nelson needs size 10 1/2 rubber boots. Documented gear washing is required every year for the cancer bill. He asked for something to be added to Firehouse to keep track of it. The line officers have asked for emailed copies of the minutes. A list of emails will be provided to the secretary before the end of the meeting.

Capt. Levey asked about obtaining new pagers. He asked about obtaining extrication gloves. Mike Lombardi asked him to prices for gloves by Monday. He is hosting a car fire drill on July 26. He is in contact with Daddios.

15) Chief's Comments: Chris Edwards is happy to work with everyone and thinks it will be a good year. He has a quote for updated shirts and will get a second to compare prices.

Al Rochelle stated the Red Cross wants to do a smoke detector program with the Fire Marshall in town sometime in October.

Doug Zaniewski had no comment.



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Chief Lombardi would like to drill once a month, rotating houses. He has given the chief's their tasks and will work alongside them. He wants to continue working with North West on radio communications. He wants to cross train drivers between both houses. He would like to increase public awareness in town. He would like to maintain mutual aid with Oxford and discussed backfilling the houses. He would like the two houses to run themselves. It is the officer's job to fix internal issues. If they are unable to fix the issue then it comes to the board. He would like to work on officer development. His door is always open if anyone needs to talk to him.

6) Public Comment: No public comment

17) Executive Session: Not necessary.

18) Chief's Requisitions:

See attached Requisitions.

Al Rochelle/ Chris Edwards made a motion to approve the Requisitions Vote: 4/0

18) Adjournment: Edwards/Rochelle made a motion to adjourn at 9:30pm. Vote: 4/0

Respectfully Submitted,

Angela Chernesky

**Seymour Fire Department
Chief's Requisitions**

				\$0.00		

\$6,725.53

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

Date: _____

Michael Lombardi, Chief

Al Rochelle, Asst. Chief

Chris Edwards, Asst. Chief

Doug Zaniewski, Asst. Chief

CHIEF'S TASKS

CHIEF LOMBARDI

Run the day to day operations of the department.
Assisting the Chiefs with their duties.
Firehouse Software.

ASSISTANT CHIEF ZANIEWSKI

Chief of Training.
Recruitment and Retention.
Firehouse Software.

ASSISTANT CHIEF ROCHELLE

Chief of Safety.
Accountability.
Firehouse Software.

ASSISTANT CHIEF EDWARDS

Chief of Special Operations.
Maintenance Chief.
Firehouse Software.

EVENT REQUEST FORM

This form is to be completed for all events that require the use of apparatus or events that have members of the public or department property. Please fill out the form in advance of the event(s) with necessary documentation, sign and return to the Chiefs's office prior to the Chief's meeting.

Event Description #1

Date and Time

--

Event Location

--

Will Apparatus be O.O.S. ?

Yes No

List Apparatus

--

Company Coverage Needed?

Yes No

Company Rep. Signature

--

Date

--

Chief's Approval Signature

--

Date

--

Event Description #2

Date and Time

--

Event Location

--

Will Apparatus be O.O.S. ?

Yes No

List Apparatus

--

Company Coverage Needed?

Yes No

Company Rep. Signature

--

Date

--

Chief's Approval Signature

--

Date

--

Event Description #3

Date and Time

--

Event Location

--

Will Apparatus be O.O.S. ?

Yes No

List Apparatus

--

Company Coverage Needed?

Yes No

Company Rep. Signature

--

Date

--

Chief's Approval Signature

--

Date

--