

Town of Seymour

BOARD OF FIRE CHIEFS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

COPY RECEIVED
DATE: 9/12/16
TIME: 10:05AM
TOWN CLERK'S OFFICE

Meeting Minutes
September 8, 2016, 7:00 pm
Citizens Engine Co.

Attendees: Chief Mike Lombardi, Doug Zaniewski, Al Rochelle 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) Doug Zaniewski/Al Rochelle made a motion to accept Workshop Minutes from August 1, 2016. Vote: 3/0
- 4) Public Comment: There was no public comment.
- 5) Correspondence: A letter was received by the Board of Fire Chiefs from Tim Willis expressing interest in the Public Information Officer position.
- 6) Fire Police Captain Comments: No fire police present
- 7) Unfinished Business:
 - a) Open House/Recruitment Event discussion.

Discussion was had regarding ordering flyers and a food budget. There will be a car to either cut up or possibly burn depending on weather.

- b) PIO Job description.

Al Rochelle suggested including a length of appointment of one year to the job description.
Doug Zaniewski suggested including certification preferred to the job description.

Al Rochelle/Doug Zaniewski made a motion to accept the PIO job description with the above changes. Vote: 3/0

- c) Quartermaster Job Description



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Al Rochelle suggested adding fire police equipment inventory. Mike Lombardi suggested it also be a one year appointment. Doug Zaniewski/ Al Rochelle made a motion to accept the quartermaster job description with the noted changes. Vote: 3/0

The job descriptions will be posted after they are approved by the Commissioners.

8) New Business:

a) 2016/2017 budget item discussion.

Doug Zaniewski discussed discrepancies in the budget Past Chief Cronin submitted. The last budget Chief Cronin submitted does not match what is currently there. There are discrepancies under Education, and certain open POs that are coming out of the wrong accounts. It will be brought up at the Commissioners meeting.

Discussion was had regarding an open PO for \$1,600 at the Fire Store and making purchase decisions at a board and not as individual chiefs.

Al Rochelle was told by the Finance Commissioner that there was an open PO at the Fire Store and to spend the \$1,600 right away so the money wasn't lost. Doug Zaniewski feels that isn't the way things should be done and that it should have been discussed by all the chiefs in advance and it should have been voted on. He doesn't feel one commissioner and one chief should be making decisions on purchases. Mike Lombardi suggested Doug Zaniewski take his issues to the Commissioners.

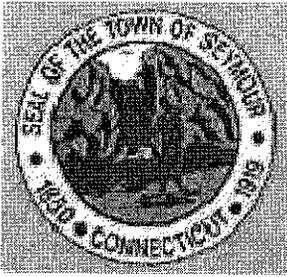
Al Rochelle/Doug Zaniewski made a motion to add the running rules and run forms to the agenda. Vote: 3/0

b) Running Rules

A copy of the running rules was handed out. Everything highlighted was a changed running rule. Al Rochelle/Doug Zaniewski made a motion to accept the new running rules. Vote: 3/0

c) Run Forms

Discussion was had regarding information on the run forms. Al Rochelle stated that Oxford put the police department case report number on the run forms. If anyone needs information they can just reference the police department case file. Doug Zaniewski will research what information is required for extrications and Al Rochelle will get copies of reports from other departments to see what they are doing. They will bring it back for next month's meeting.



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Al Rochelle/Doug Zaniewski made a motion to add surplus articles to the agenda. Vote: 3/0

d) Surplus articles

The top of the engineers room was cleaned and a pile of outdated articles were pulled out. Al Rochelle/Doug Zaniewski made a motion to forward the surplus list to the commissioners for approval. Vote: 3/0

9) Training:

FF2 has six students enrolled. There is an outstanding bill of \$2,100.00 because a bill for \$5,100.00 was received for the six students. A purchase order of \$3,000.00 has already been cut and it needs to be increased another \$2,100.00.

Strategy and Tactics 3 Oct 29/30. Doug Zaniewski asked the captains to encourage people to sign up.

Safety Officer 11/5, 11/6 and 11/13 in Beacon Falls.

Live burn in Danbury is scheduled for December 4 from 9a-3p at a cost of \$575.00.

Doug Zaniewski would like to do the RIT recertification as a dual company drill on Sept 20/21 but is still working out locations. RIT members would need to attend both dates.

Boat class had 10 firefighters attend.

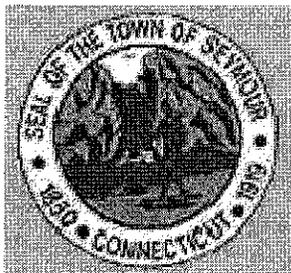
C2 has two drivers with documented training for 2016. Great Hill is doing better with almost every driver having some documented training on each apparatus that they are trained on.

Training hours: Great hill has 2 drills entered with 137 hours of training last month. C2 has 242 hours with all four drills entered completely.

Doug Zaniewski noted that members who are not present at a drill are getting credit for attending. He spoke to the captains about the issue.

Chiefs and Officers are not exempt from training. Must be present and active as much as possible.

11) Special Ops: No update this month.



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12) Repairs and Maintenance: Engine 16's foam controller was taken out by Bounton. He had a new one and he put it in. It was made clear that the department was not paying him to do that. He lost the old controller so installed the new one. Engine 16 will go to Gowans and Knight on 9/16 for a quote on the foam system and generator. Mike Lombardi would like to do an open blanket PO for \$1,000.00. This way the truck can go up there and get started. If the PO needs to be increased it can be.

Tower 14 steering box has been replaced.

Firematic will be out to service the tool system on 9/15. Doug Zaniewski asked that the two rams not be serviced since new ones were just purchased and could save the company money. Al Rochelle suggested servicing them so they can be put on 13. Doug Zaniewski stated they were told the rams were obsolete and unserviceable. Mike Lombardi would like to find out what it will cost to have them looked at before they decide either way.

Fail Safe will be doing hose testing 11/9 starting at 7am. Captains need to make arrangements for drivers for anything that has hose and that hose racks are empty and that hose packs are ready to go.

New pagers are in at North Eastern. The chiefs are making sure the channels are set the way was discussed. Mike Lombardi has already found issues with his. They will make sure North Eastern has them tuned up before handing them out. Engraving the pagers has started. Any issues should go to Chris Edwards.

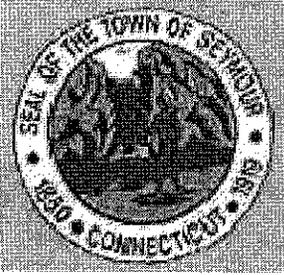
Engine 11 air leak has been replaced by Traceys. Repair was done under no cost because it was under warranty.

Rescue 12 air conditioner is leaking. Firematic will take a look at that.

Captain Levey stated headlights are out on Engine 15. A nozzle on the booster line on Engine 16 needs to be rebuilt.

Doug Zaniewski asked that everyone be notified when trucks are taken out of service and for what reason. Mike Lombardi stated he let North West know that only chiefs, officers or engineers of department are allowed to take engines out of service and if it occurs otherwise to let the duty chief or him personally know.

Doug Zaniewski would like to see the maintenance report from firehouse printed and posted in both fire houses so that members know that the issues are being addressed.



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13) Company Events:

Pumpkin Festival September 18- Al Rochelle put together an action plan.

14 and 17 were requested at Seymour High School for Pop Warner on September 11, 2016.

14) Captain's Comments: Capt. Levey asked about fire police gear. He'd like to have someone check out the training tower in the back of Great Hill because it is infested with bees.

15) Chief's Comments: Al Rochelle spoke to Chief Metzler about the depth finder. A PO was cut that day and two days later the depth finder was put on FD4 to be put on the boat. Chief Metzler stated if they need anything else to let him know.

Doug Zaniwski would like to work on firehouse software and adding personnel files. He tried to enter a person at a call and that person wasn't in the system. Also, when the pagers come in they need to be numbered and entered in to the software.

Chief Lombardi stated they did not receive the Fire Act Grant. He spoke with the first selectman who stated the money was in the capital plan and to meet with him so the money can be arranged to be transferred into the budget so the items can be purchased.

On September 28 at Seymour Middle School there will be an Open Forum. The Board of Selectman requested the heads of the department be present so that if any citizens in town has questions, they can answer them.

Events going in the google calendar needs to be improved. Please let Mike Lombardi know if anyone does not have access to it.

He put back the lock box for attendance forms in the watch station.

Two out of the four chief vehicles have been detailed. One has been re-lettered. Mike Lombardi's vehicle will be done by the end of the week.

If chiefs and officers are going to be out of state/town please send an email so everyone is aware.

16) Public Comment: No public comment

17) Executive Session: Personnel matter with John Cronin Sr. He was not present so Executive Session could not move forward.

18) Chief's Requisitions:



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One 30 inch push/pull ram from Five Star Fire \$2,000.00

One 60R30 push/pull ram from Five Star Fire \$2,400.00. Shipping will be \$75.

Three Halligan forcible entry tools from Firestore.com \$779.97 total

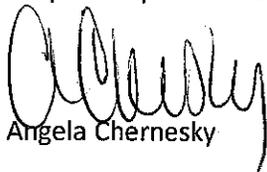
Six hand lock mounts from Gowans and Knight \$37/each.

Doug Zaniwski made a motion to purchase 10 sets of gear, full interior firefighter gear in the amount of \$24,379.00

Al Rochelle/ Doug Zaniwski made a motion to approve the Requisitions Vote: 3/0

18) Adjournment: Al Rochelle/Doug Zaniwski made a motion to adjourn at 8:30pm. Vote: 3/0

Respectfully Submitted,


Angela Chernesky

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

	Qty	Description	Cost		
101 Salary Chiefs					
		Chiefs (1)	1.00		
		Asst. Chiefs (3)	1.00		
		TOTAL	2.00		
105 Salary Staff					
	2	Engineers	5,400.00		
	4	Asst. Engineers	9,600.00		
		Storm Duty/Standby Events	0.00		
		TOTAL	15,000.00		
110 Apparatus Maintenance Officer					
		Salary	0.00		
		TOTAL	0.00		
120 Clerk					
		Salary	24,720.00		
		TOTAL	24,720.00		
125 Secretary Fees					
		Board Secretary Fees	1,700.00		
		TOTAL	1,700.00		
220 Social Security					
		Social Security	3,169.00		
		Total	3,169.00		

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

Qty	Description	Cost		
340 Purchased Professional Services				
	Medical	30,000.00		
	E.A.P Program	2,500.00		
	TOTAL	32,500.00		
350 Education:				
1	RIT Class	1,850.00		
10	Firefighter II Class at \$800 each	8,000.00		
10	FFI Class at \$1000 each	10,000.00		
1	Aerial Safety Class	1,600.00		
1	Strategy and Tactics Class	1,050.00		
1	Safety Officer Class	2,000.00		
4	Burn Classes at \$500 each	2,000.00		
1	Q2 class	2,000.00		
1	Fire Prevention and Public Relations Materials	1,200.00		
1	Flashover Class	1,500.00		
2	Outside Speaker/Seminar	2,000.00		
1	Fire House Software license	4,200.00		
	TOTAL	37,400.00		
430 Repairs/Maintainance:				
	General apparatus and Equipment Repairs/Maintainance	60,000.00		
	TOTAL	60,000.00		

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

	Qty	Description	Cost		
530 Communications/Telephone		Verizion Account	4,000.00		
		Comcast Account	1,400.00		
		Copier lease	1,800.00		
	2	IPAD with mounts/install for Engine 13/16	1,800.00		
		TOTAL	9,000.00	7,900	
580 Travel		Travel Milage	200.00		
		Total	200.00		
610 General Supplies		General House/Cleaning Supplies	3,500.00		
		Total	3,500.00		
615 Clothing	10	Sets of Turnout Gear	20,000.00		
	15	Helmets	4,875.00		
	10	Pairs of Boots	1,200.00		
	25	Pairs of FF Gloves	2,750.00		
	25	Nomex Hoods	700.00		
	25	Extrication Gloves	1,250.00		
	20	Safety Glasses	125.00		
		TOTAL	30,900.00		
622 Electricity		Electricity	26,000.00		
		Total	26,000.00		

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

	Qty	Description	Cost		
624 Heating Fuel		Heating Fuel	28,000.00		
		Total	28,000.00		
626 Gasoline & Diesel		Gasoline and Diesel	17,000.00		
		Total	17,000.00		
720 Buildings Improvements		General Repairs/Maintenance	20,000.00		
	2	4 Camera Video Systems	6,000.00		
		Generator Service Contract	3,000.00		
		Station Cleaning/Floor Waxing	6,000.00		
		Heat/AC Service Contract	2,400.00		
		TOTAL	37,400.00		
740 Equipment Capital	30	SCBA Replacement Bottles	0.00		
		Total	0.00		
741 Vehicle Lease		10 yr Apparatus Replacement Program	0.00		
			0.00		
743 Machinery Equipment - OSHA		Annual Preventative Boat Maintenance	1,500.00		
		Apparatus DOT Inspections	2,000.00		
		Preventative Maintenance - diesel powered vehicles	8,000.00		
		Preventative Maintenance - gasoline powered vehicles	3,000.00		
		Fire Extinguisher Maintenance	1,500.00		

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

	Qty	Description	Cost		
		Fire Pump Testing	2,500.00		
		Fire Pump Maintenance	3,300.00		
		Hose Testing	6,800.00		
		Hydraulic Rescue Tool Preventative Maintenance	3,800.00		
		Ladder Testing - Ground Ladders	2,800.00		
		Meter Maintenance	0.00		
		Battery Replacement, SCBA, Portables	1,500.00		
		Breathing Air Testing	4,300.00		
		Annual SCBA Flow Testing	3,400.00		
		SCBA Compressor Maintenance	1,600.00		
		Truck 14 Ladder Testing	1,000.00		
		TOTAL	47,000.00	\$45,000	
745 Machinery & Equip	24	Pagers @500.00 ea	12,000.00		
	2	Hurst MOC Combi Tool @7490.00 ea	14,980.00		
	1	Hurst JL-30C Ram	3,540.00		
	1	Hurst JL-60C Ram	3,690.00		
		Fire Hose Replacement	4,000.00		
		Total	38,210.00		