

TOWN OF NORTH BRANFORD

Board of Fire Commissioners

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FEB - 5 2018

MINUTES

Town Manager's Office

REGULAR MEETING, COMPANY #4

FEBRUARY 1, 2018

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:30 p.m. with the pledge of allegiance to the flag.

ROLL CALL: Chairman Joseph Civitello, Vice-Chairman Ed Prunier, and Commissioners Laura Burich, Andrew Campion and Gene Stabile.

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chief Anthony Esposito, Deputy Fire Marshal John O'Brien, Captains Jason Conway, Ken Neubig and Steve Torino, and Lieutenants Kyle Conklin and Corey Roberts. **OTHER INTERESTED PARTIES:** Council liaison Robert Viglione.

PUBLIC HEARINGS AND COMMENTS: Bill Savastano discussed Earth Day scheduled for April 21st and he presented some ideas to celebrate Earth Day. He encouraged the Department to assist in any way they could.

READING OF PREVIOUS MINUTES: Vice-Chairman Prunier made a motion, seconded by Commissioner Stabile, to approve the Minutes of the January 11, 2018 Special Meeting. On roll call vote, all in favor.

NOTICES AND COMMUNICATIONS: Several letters of appreciation were read including a thank you from Arlene Lucibello regarding a CO alarm at her house. A letter was received recognizing Karl Helff for his assistance at a Knights of Columbus event. Len Guercia forwarded an email to Chief Seward thanking Co. #1 members for their response at a paramedic call in their area. The Chief also praised Tyler Rose for his actions during an emergency which prevented the loss of one of his brother's legs by using his belt as a tourniquet. Thomas Crotty sent a letter requesting his retirement effective February 28th. Commissioner Burich made a motion, seconded by Commissioner Campion, that the Board approve the retirement of Thomas A. Crotty with twenty years of credited service. On roll call vote, all in favor.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's reports were distributed listing 153 calls for January. Reports were received from Deputy Chiefs Esposito and Colangelo and Assistant Chief of Training Amatrudo.

COMMISSION COMMITTEE REPORTS: Pension: There is a pension meeting scheduled for February 14th.

REPORT FROM CHIEF: Chief Seward distributed his monthly report dated February 1, 2018 and the outline is attached hereto. The Chief gave updates on the status of the apparatus and the order for 2.5 inch hose for each Company. Bids were received on the generator for Company #1. Commissioner Stabile made a motion, seconded by Commissioner Burich, that the Board approve the award of the bid to Northeast Generator of CT, Inc. to replace Co. #1's generator. On roll call vote, all in favor. He noted that several repeaters need to be fixed and reinstalled. The Chief informed the Board that North Haven was renovating their police department and they have dispatch console furniture that they can no longer use and will give it to North Branford. There is a resolution to accomplish this at a meeting in North Haven this evening. Vice-Chairman Prunier made a motion, seconded by Commissioner Campion, that the Board accept the furniture from North Haven at no charge. On roll call vote, all in favor. The Chief suggested putting some furniture in the room at Co. #2 to make it an extra dispatch center in case of emergency. The Public Works

department will move the furniture. He distributed a SOG relating to the RWA tunnel restoration project. He requested that all members be made aware of their responsibilities should there be an incident that requires the Department's response. The New Haven Fire Department's Confined Space Team will also respond, if necessary. The Chief discussed the 2017 Assistance to Firefighters Grant Application which he prepared and has submitted regarding the request for an aerial truck. The Chief questioned the procedure for disposing of unwanted surplus equipment. Deputy Chief Esposito stated that the Board must first determine that it is surplus and forward a letter to the Town Manager. There was a discussion about making a list and/or requesting that the Town Manager visit the individual firehouses and view the surplus equipment. There is a VHF antenna that is no longer usable that a remote firehouse in Vermont could use. Vice-Chairman Prunier made a motion, seconded by Commissioner Campion, that the Board forward a letter to the Town Manager regarding the VHF antenna stating that is deemed obsolete and get his opinion. On roll call vote, all in favor. The electronic patient care reporting has now begun with ESO. The Chief thanked all those who assisted with the installation of the ESO program.

UNFINISHED BUSINESS: Captain Torino reported to the Board that the initial meeting for the cadet program was held and they have five potential new members. There was no objection to driving to different firehouses for the program. October 1st will be the review date to check the progress of this program.

Chairman Civitello called for a break in the meeting at 8:40 p.m. He reconvened the meeting at 8:50 p.m.

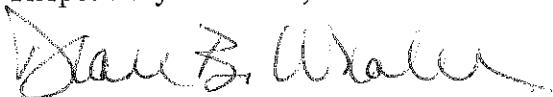
NEW BUSINESS: The fire department budget was discussed and there weren't many changes from last year's budget. Overall, there was an increase of \$44,601 or 6.15%. Vice-Chairman Prunier made a motion, seconded by Commissioner Campion, that the BOFC approve the Fire Department Operating Budget for the fiscal year 2018-19 in the amount of \$769,932 and recommend that it be presented to the Town Council. On roll call vote, all in favor. The equipment reserve was then discussed. Vice-Chairman Prunier made a motion, seconded by Commissioner Burich, that the Board approve the Fire Department Equipment Reserve Budget as presented. On roll call vote, all in favor. The capital projects request to purchase 20 AEDs was discussed. Commissioner Campion made a motion, seconded by Commissioner Stabile that the BOFC approve the Capital Requests Budget Item for the purchase of 20 AED life pack 1000's. On roll call vote, all in favor. Commissioner Burich made a motion, seconded by Vice-Chairman Prunier, that an additional item be added to the capital projects for \$15,000 for fire hose replacement. On roll call vote, all in favor. The Ambulance Service Fund was discussed. There were no significant changes to this budget other than the addition of an engineer position. Vice-Chairman Prunier made a motion, seconded by Commissioner Campion, that the BOFC approve the Ambulance Service Fund Budget for the fiscal year 2018-19 in the amount of \$728,217.00. On roll call vote, all in favor. The equipment reserve for the ambulance was then discussed. Vice-Chairman Prunier made a motion, seconded by Commissioner Stabile, that the BOFC approve the Ambulance Equipment Reserve as proposed. On roll call vote, all in favor.

PUBLIC HEARINGS AND COMMENTS: The Chief noted that the resolution passed in North Haven to give the dispatch console furniture to North Branford.

WELFARE OF THE COMMISSION: The budget will have been discussed with the Town Manager.

ADJOURNMENT: A motion was made by Vice-Chairman Prunier, seconded by Commissioner Stabile, to adjourn the meeting at 9:37 p.m. On roll call vote, all in favor.

Respectfully submitted,



Diane B. Whalen, Board Clerk



**TOWN OF NORTH BRANFORD FIRE DEPARTMENT
MONTHLY REPORT TO THE BOARD OF FIRE COMMISSIONERS
2018**

TO: Joseph Civitello
Chairperson, Honorable Board of Fire Commissioners
FROM: Chief William Seward, III
DATE: February 1, 2018

The Chief will provide a verbal report on the following items:

FIRE ADMINISTRATION & OPERATIONS

- Apparatus Status
- Fire Hose: Ordering 2.5" hose for each Company
- Station 1 Generator Project: Bid Results
- Communications:
 - VHF In-Band Repeater installed in Engine 2, Car 1
 - North Haven PD Comm Center Equipment
- PPE: Specifications forward to Town Manager
- SCCRWA Pipeline Restoration Project: Great Hill Tunnel
- 2017 Assistance to Firefighters Grant Program: Application Update
- Surplus Equipment
- Budget

EMS ADMINISTRATION & OPERATIONS

- Ambulance Status: A44, A42
- Electronic Patient Care Reporting: ESO Live 2/1/2018
- OEMS Certificate of Operation: 3/31/2018
- Budget

OTHER BUSINESS

- Attended the Town Hall staff meeting
- Attended Town Council meeting Re: 2017 AFG
- Met with EJ Boughton on maintenance program
- Attended meeting at SCCRWA in New Haven
- Coordinated Walk-Thru of Station 1 Generator Briefing
- Attended Bid Opening for Generator
- Attended training session for ESO ePCR
- Attended meeting with RWA and Town Officials
- Attended Region 2 REPT Steering Committee Meeting in Guilford
- Worked with Tactical Communications on Mobile Repeaters