

TOWN OF NORTH BRANFORD

Board of Fire Commissioners

MINUTES

REGULAR MEETING, COMPANY #4

JUNE 7, 2018

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:37 p.m. with the pledge of allegiance to the flag.

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

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chiefs Anthony Esposito and Robert Colangelo, Deputy Fire Marshal John O'Brien, Captains Jason Conway, Kevin Lyon, Ken Neubig and Steve Torino, Lieutenants Ken Ash and Corey Roberts, Foremen Kyle Conklin and Nick DaCunto and John McFarland from Vintech. **OTHER INTERESTED PARTIES:** Council liaison Robert Viglione.

PUBLIC HEARINGS AND COMMENTS: Captain Torino requested approval from the Board for their fried dough pizza night on June 29th at Company #3 and the sale of pizza at the potato festival in August. The Board approved the activities.

READING OF PREVIOUS MINUTES: Commissioner Campion made a motion, seconded by Commissioner Burich, to approve the Minutes of the May 3, 2018 Special Meeting. On roll call vote, three in favor and one abstention by Vice-Chairman Prunier as he was absent from that meeting.

NOTICES AND COMMUNICATIONS: None.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's reports were distributed listing 173 calls for May. Reports were received from Deputy Chiefs Esposito, Colangelo and Assistant Chief of Training Amatrudo.

COMMISSION COMMITTEE REPORTS: Insurance: The Insurance Committee reported on their meeting with the Town's Risk Manager Michelle Knockwood regarding disability insurance. Their memo was read and it was determined that the workers' compensation policy covers all members while performing their duties as well as a special policy that covers members doing fundraising and other activities as long as they are approved by the Board of Fire Commissioners. She would like to be notified in writing when the Board approves such an event/fundraiser. Company #2 will be sponsoring their golf tournament on June 22nd. Vice-Chairman Prunier made a motion, seconded by Commissioner Burich, that the Board approves the pizza fundraiser for Company #3 as well as their participation in the Potato Festival and the golf tournament for Company #2, and that the BOFC send a letter to the Risk Manager informing her of these activities. On roll call vote, all in favor.

REPORT FROM CHIEF: Chief Seward distributed his monthly report dated June 4, 2018 and the outline is attached hereto. He informed the Board that the new software program is giving them better data now. He stated that Engine 1 is back in service after having engine work totaling approximately \$18,000 and an exhaust system issue totaling approximately \$1800 completed. He will make the necessary transfer of funds to cover that cost. There were problems with the communications system during the previous storm and issues with the dispatch center. There will be some facility maintenance at Company #4 which will include painting and new beds.

UNFINISHED BUSINESS: Discussion and Action re: Renaming the position of Foreman to Lieutenant: Currently the individual Companies have a Captain position, two Lieutenants and two Foremen. They would like to have a Captain and four Lieutenants. After some discussion about the designations, it was determined that the Bylaws would need to be changed to reflect this change and dispatch would need to be notified. It would not affect anyone's pension. Commissioner Campion made a motion, seconded by Vice-Chairman Prunier, that the position of Foreman be renamed to Lieutenant. On roll call vote, all in favor. The Explorer program was discussed and it was noted that there are out of town members due to surrounding towns not having an Explorer program.

NEW BUSINESS: The Chief spoke about the Town's Planning Goals Subcommittee Meeting held on Tuesday, June 5th. The focus of the meeting was to establish long range planning goals. The Chief informed the Committee of the issues that will be facing the fire department in the future, i.e. the age of the apparatus, the portables and communication issues, the SCBA and Hurst tools, and PPE, which are only good for ten years from the date of manufacture. He noted that nine apparatus do not have iPads. The Board listened to Company #1's request for a replacement vehicle for Emergency 1 and Brush 1, making it a dual purpose vehicle. They would like to obtain a Ford F450 with an aluminum body. They feel that Brush 1 is not used very often and it is a standard transmission which many members can't drive. The medical and firefighting equipment would be stored on one vehicle and it could carry 200 gallons of water. The cost would be approximately \$64,000 to \$70,000 with painting and lettering. The Board asked that Company #1 supply exact figures and possibly two trucks could be ordered. If Brush 2 doesn't need a large amount of repairs, it would be kept as a brush truck.

PUBLIC HEARINGS AND COMMENTS: Captain Torino stated that the department equipment should be reevaluated as it is underestimated by the Town for insurance purposes. The Chief said that there is a \$250,000 cap for insurance for equipment on the trucks.

WELFARE OF THE COMMISSION: Vice-Chairman Prunier made a motion, seconded by Commissioner Burich, that the meeting scheduled for July 5th be postponed. On roll call vote, all in favor.

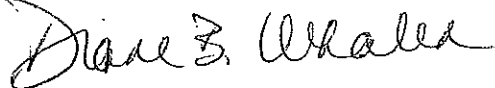
EXECUTIVE SESSION RE PERSONNEL MATTER PER C.G.S. SEC. 1-200 (6) (A): Chief Seward requested an open meeting to discuss his reappointment as Chief. Chairman Civitello stated that Chief Seward is an asset to the Town but he felt that the Chief overstepped his authority on several issues. He felt that the Chief should not make policy but should get approval from the Board first. Chairman Civitello felt that the Special Orders that are put out by the Chief are actually making policy and the Board should be involved. He appreciated that the Chief praises the members at Company functions but would like to have him show his appreciation more often. He questioned whether or not the Chief gets input from Company #4 when an ambulance is purchased and the Chief stated that he does. Chairman Civitello stated that his question was misinterpreted at the last meeting which was upsetting. He wondered if there is a cap on the hourly rate for vehicle repairs. He wanted to know who reviews the invoices that are received for repairs. The Chief stated that he reviews the invoices and monitors the work being done. This was a decision by the Town to award an hourly rate and not go out to bid for larger repairs. Members stated that the Chief has consistently asked for individuals' names for recognition from the Companies but the Companies don't always reply. Commissioner Burich felt that the Chief micro-manages the officers and that he should delegate more work to them. He does speak with the Captains and will continue to communicate with them by email. The Council liaison Viglione stated that he was pleased with the Chief's performance. The Chief doesn't feel that his general orders are rules and regulations but involve the operation of the department and how it should function. Commissioner Campion felt Chief Seward was very knowledgeable and is concerned about safety of the personnel and the public. Captain Torino felt the Board and the membership of the department should show their support at Town meetings and budget workshops. The general consensus of the members was that the Chief does a great job. Chairman Civitello thanked everyone for their input.

Vice-Chairman Prunier made a motion, seconded by Commissioner Burich, that the Board reappoint Chief Seward for a three year term from July 6, 2018 to July 5, 2021. On roll call vote, all in favor.

The Board congratulated the Chief on his reappointment. The Chief appreciated all the comments and the support. He felt that this is a great department and he is very proud of it. He wanted all to know that he is always available and aware of issues. He commended the Deputy Chiefs as well.

ADJOURNMENT: A motion was made by Vice-Chairman Prunier, seconded by Commissioner Campion, to adjourn the meeting at 9:44 p.m. On roll call vote, all in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane B. Whalen". The signature is written in dark ink and is positioned above the typed name.

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: June 4, 2018

MONTHLY ACTIVITY REPORTS

- Fire & EMS Calls for Service: Month & Year to Date
- Incident Type Summary, Response Time, Time on Scene, Count of Incidents by Alarm Hour & Day of Week

FIRE ADMINISTRATION & OPERATIONS

- Status of Apparatus
- Station 1 Generator Project
- Update on communications system maintenance; conducted radio testing
- Surplus Equipment
- Budget as of 6/1

EMS ADMINISTRATION & OPERATIONS

- Status of Transport Units
- Company 4 facility maintenance FY 2017-18
- Budget as of 6/1

OTHER BUSINESS

- Attended the Town Hall staff meetings
- Worked on data for Town Council Planning Committee
- Issued Special Bulletin regarding documents
- Assembled Administrative Order re: Training Programs
- Coordinated extrication equipment preventive maintenance
- Coordinated measurements for new PPE on 8 members
- Attended Shoreline Hero's Banquet
- Attended REPTSC meeting in Cheshire
- Attended EMS providers meeting at AMR
- Attended a meeting at DESPP HQ in Middletown concerning EMS communications
- Attended State EMS Conference for Decision Makers
- Attended Co # 3 installation of Officer's dinner
- Met with EJ Boughton on numerous dates regarding apparatus maintenance (ENG-1)
- Met with Tactical Communications during PM work
- Working with town staff on Account's 4220 & 4225 and transfer of funds



Department of Fire Service Office of the Fire Marshal

909 Foxon Road, North Branford, CT 06471-1290
203.484.6016 • Fax: 203.484.6025



To: Joseph Civitello
Chairperson, Board of Fire Commissioners

Re: Monthly Fire Marshal Report -- **May 2018**

Types of Calls:

Fire	2
Emergency Medical	108
Motor Vehicle Accidents	11
Severe Weather/Lightning	2
Hazardous Condition	15
Public Service /Good Intent	16
False Alarms	19
Mutual Aid Calls	7

Total Calls for the Month of **May** **173**

Total Calls for **2018** **613**

Submitted by

John O'Brien
Deputy Fire Marshal

NBFD

Incident Type Report (Summary) (Modified)

Alarm Date Between {05/01/2018} And {05/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.57%	\$125,000	100.00%
142 Brush or brush-and-grass mixture fire	1	0.57%	\$0	0.00%
	2	1.15%	\$125,000	100.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	108	62.42%	\$0	0.00%
322 Motor vehicle accident with injuries	10	5.78%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.57%	\$0	0.00%
	119	68.78%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	0.57%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.57%	\$0	0.00%
444 Power line down	9	5.20%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	1.15%	\$0	0.00%
461 Building or structure weakened or collapsed	2	1.15%	\$0	0.00%
	15	8.67%	\$0	0.00%
5 Service Call				
511 Lock-out	1	0.57%	\$0	0.00%
551 Assist police or other governmental agency	1	0.57%	\$0	0.00%
554 Assist invalid	3	1.73%	\$0	0.00%
561 Unauthorized burning	1	0.57%	\$0	0.00%
571 Cover assignment, standby, moveup	5	2.89%	\$0	0.00%
	11	6.35%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	3	1.73%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.57%	\$0	0.00%
653 Smoke from barbecue, tar kettle	1	0.57%	\$0	0.00%
	5	2.89%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to	3	1.73%	\$0	0.00%
735 Alarm system sounded due to malfunction	4	2.31%	\$0	0.00%
736 CO detector activation due to malfunction	2	1.15%	\$0	0.00%

NBFD

Incident Type Report (Summary) (Modified)

Alarm Date Between {05/01/2018} And {05/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
743 Smoke detector activation, no fire -	5	2.89%	\$0	0.00%
745 Alarm system activation, no fire -	3	1.73%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	1.15%	\$0	0.00%
	<u>19</u>	<u>10.98%</u>	<u>\$0</u>	<u>0.00%</u>
8 Severe Weather & Natural Disaster				
813 Wind storm, tornado/hurricane assessment	1	0.57%	\$0	0.00%
814 Lightning strike (no fire)	1	0.57%	\$0	0.00%
	<u>2</u>	<u>1.15%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 173

Total Est Loss: \$125,000

Monthly Fire Marshal's Office Report May 2018

05/01/18 Smoke Detector program

05/02/18	Respond to call # 3264 Attended NBHS Safety Meeting Issue Burning permit Fire Code Inspection	Brush Fire-Branford Rd NBHS Totoket Rd 1789 Foxon Rd
05/03/18	Attended Commissioner's Meeting Underground Oil Tank Soil Samples	Company 4 STW
05/04/18	Respond to call # 3306 Issue Burning permit	MVA-Village St Village St
05/06/18	Respond to call # 3369	EMS-Coach Dr
05/07/18	Issued Burning permit Respond to call # 3391	Forestview Dr AFA-Summit Dr
05/08/18	Fire Code Inspection Issued Burning permit Issued Burning permit	TVES Tommys Path Venta Dr
05/09/18	Meeting FMO Issued Burning permit Fire Code Inspection Fire Code Inspection	Town Hall Middletown Ave 285 Foxon Rd 260 Old Post Rd
05/10/18	Meeting with Building Official Plan Review	167 Branford Rd 90 Ciro Rd
05/11/18	Issued Burning permit Issued Burning permit Respond to call # 3491 Meeting with Town Planner	Wilfred Rd Summit Dr MVA-Forest Rd Town Hall

Monthly Fire Marshal's Office Report May 2018

05/14/18	Fire Code Inspection Fire Code Inspection	167 Branford Rd 21 Commerce Dr-Knox Box
05/15/18	Respond to Storm Related Calls # 3579, 3584, 3586, 3587, 3596, 3612, 3613, 3617 Issued Burning Permit Issued Burning Permit Fire Code Inspection	Farmington Dr Forest Rd 219B Twin Lake Rd
05/16/18	Follow up on call # 3596 Follow up on call # 3612 Issued Burning permit Area Storm Inspections with Building Official	Building Fire-Anderson Rd Tree into House-Walnut Ln Old Post Rd District 3
05/17/18	Fire Code Inspection Issued Burning permit Storm Inspection with Building Official	1739 Foxon Rd Reeds Gap Rd District 3
05/19/18	Respond to call # 3726	EMS-Notch Hill Rd
05/20/18	Touch-A-Truck	STW
05/21/18	Respond to call # 3774 Issued Burning permit Fire Code Inspection Storm Related Inspection	Oil Spill-Ric Ct Lanes Pond Rd 1536 Middletown Ave Reeds Gap Rd-Lanes Pond Rd
05/22/18	Issued Burning permit Plan Review with Building Official	Meadowlard Rd Middletown Ave
05/23/18	Follow up on call # 3596 Meeting with Tim Murray Issued Burning permits	Anderson Rd Firehouse Software Issues Coach Dr
05/24/18	Respond to call # 3835 Respond to call # 3840 Attend EW ceremony Fire Code Inspection	AFA-Feather Ln AFA-Augur Rd Ext EW 1388 Middletown Ave

Monthly Fire Marshal's Office Report May 2018

05/25/18	Respond to call # 3864	AFA-Woodchase Ln
	Respond to call # 3867	Illegal Burning-Alling Ct
	Fire Code Inspection	1388 Middletown Ave
	Issued Burning permits	Middletown Ave
	Issued Burning permits	Whispering Hill Rd

05/29/18	Issued Burning permit	Acorn Dr
	Respond to call # 3943	MVA-Forest Rd
	Fire Code Inspection	1388 Middletown Ave
	Meeting with Building Official	255 Whitehollow Rd

05/31/18	Totoket Times article	
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