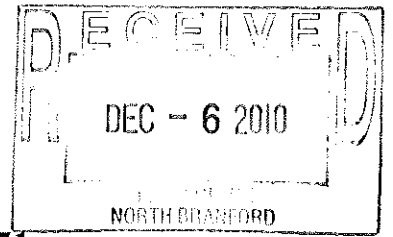


**TOWN OF NORTH BRANFORD
BOARD OF FIRE COMMISSIONERS
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk
FROM: Diane B. Whalen, Board Clerk
DATE: December 6, 2010

At the Regular Meeting of the Board of Fire Commissioners (BOFC) held on December 2, 2010, the following motions were made, seconded and approved:

That the BOFC approve the Minutes from the Regular Meeting of September 2, 2010 (made by Commissioner DellaCamera/seconded by Vice-Chairman Tosi, three in favor and one abstention by Commissioner Munro).

That the BOFC approve the Minutes from the Regular Meeting of October 7, 2010 (made by Vice-Chairman Tosi/seconded by Commissioner Munro, three in favor and one abstention by Commissioner DellaCamera).

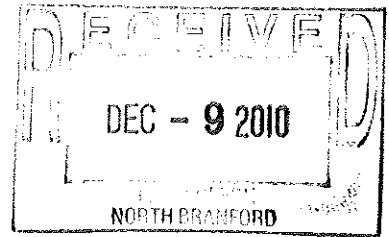
That the BOFC approve the Minutes from the Regular Meeting of November 4, 2010 (made by Commissioner DellaCamera/seconded by Commissioner Munro, three in favor and one abstention by Vice-Chairman Tosi).

That the BOFC reappoint Deputy Chief Anthony P. Esposito, Jr. for a two-year term beginning January 5, 2011 through January 4, 2013 (made by Vice-Chairman Tosi/seconded by Commissioner Munro, all in favor).

That the BOFC adjourn at 9:05 p.m. (made by Vice-Chairman Tosi/seconded by Commissioner DellaCamera, all in favor).

Diane B. Whalen

**Town of North Branford
Board of Fire Commissioners**



MINUTES

REGULAR MEETING, COMPANY #1 FIREHOUSE

DECEMBER 2, 2010

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:43 p.m. with the pledge of allegiance to the flag.

ROLL CALL: Chairman Joseph Civitello, Vice-Chairman Angelo Tosi and Commissioners Anthony DellaCamera and Daniel Munro. Commissioner James Blakeslee was absent.

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chief Anthony P. Esposito, Jr., Deputy Chief Training Officer Robert Colangelo, Assistant Chief of Training Mark Amatrudo, Deputy Fire Marshal John O'Brien, Captain of Fire Police Edmond Doody, Jr., Captains Ken Neubig and John Onofrio and Lieutenant Rich Lennon.

PUBLIC HEARINGS AND COMMENTS: None.

READING OF PREVIOUS MINUTES: A motion was made by Commissioner DellaCamera and seconded by Vice-Chairman Tosi that the Board of Fire Commissioner (BOFC) approve the Minutes from the Regular Meeting of September 2, 2010. On roll call vote, three in favor and one abstention by Commissioner Munro as he was absent. Vice-Chairman Tosi made a motion that was seconded by Commissioner Munro that the BOFC approve the Minutes from the Regular Meeting of October 7, 2010. On roll call vote, three in favor and one abstention by Commissioner DellaCamera as he was absent from that meeting. Commissioner DellaCamera made a motion that was seconded by Commissioner Munro that the BOFC approve the Minutes of the Regular Meeting of November 4, 2010. On roll call vote, three in favor and one abstention by Vice-Chairman Tosi as he was absent.

NOTICES AND COMMUNICATIONS: A letter was received from Grinnell Mutual Reinsurance awarding the 2009 Operation Life Safety Achievement Award to the Fire Department. Certificates were presented to each Company.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's Report for November listing 140 calls was distributed along with reports from Deputy Chief Anthony Esposito, Deputy Chief Training Officer Robert Colangelo and Assistant Chief of Training Mark Amatrudo. The Ambulance Activity for the month of October was also distributed as well as alarm data. It was noted that the Firefighter I course is going well with eight students attending from North Branford.

COMMISSION COMMITTEE REPORTS: Transportation: Commissioner DellaCamera reported that he and Commissioner Munro inspected the vehicles at Companies #1 and 4. A few minor issues were detected such as cracked axe handles, running light and missing axe on Tower 1. It was noted that there was a front-end shimmy in the ambulance and that the oil in the ambulance was not being checked regularly. Basically, the vehicles were clean and the driver reports were good. Pension: It was noted that there was a meeting and that this is the fourth year phase in of the multiplier. It was suggested that the Board speak to the Town Manager regarding additional increases in the pension.

REPORT FROM CHIEF: Chief Seward's memorandum to the Board regarding his report dated December 1st was distributed and is attached to the Minutes and made a part hereof. The Chief noted that the paperwork for the paramedic program is at the Hospital of St. Raphael and it was unlikely that the start date would be January 1st. Vintech will have a supervisor and a paramedic supervisor at Company #4. He informed the Board that approximately thirty days are needed to obtain the equipment to outfit the

ambulance. Interviews are being conducted at this time. Regarding the Simulcast System: it's still in progress and the tower at Commerce Drive may be the choice for placement of the transmitter. He recommended that Dave Moffat attend the next Board meeting to give a presentation. The mutual aid agreements were forwarded to multiple area towns.

UNFINISHED BUSINESS: The Chief gave the Board an update on the apparatus maintenance. Ed Boughton spends approximately 2-3 days on each vehicle and is changing all fluids and filters. He noted that 80% of the budget has already been spent although money will be needed to repair Tower 1 as it has front end issues and water in the oil. The cost will be approximately \$15,000 to repair Tower 1. Proper maintenance does extend the life of the vehicles and he will determine an approximate cost so that the Board can approach the Finance Committee for additional funds for vehicle maintenance.

NEW BUSINESS: Deputy Chief Esposito prepared a presentation to the Board on the Safer NB Alert system that is currently in place and suggested everyone in town should register their contact information on the Town's website: www.townofnorthbranfordct.com. In an emergency or non-emergency situation, the public would be notified. The Board thanked Deputy Chief Esposito for the informative presentation. The reappointment of Deputy Chief Esposito was discussed and the Board felt that he is a tremendous asset. Vice-Chairman Tosi made a motion that was seconded by Commissioner Munro that the BOFC reappoint Deputy Chief Anthony P. Esposito, Jr. for a two-year term beginning January 5, 2011 through January 4, 2013. On roll call vote, all in favor. Chief Seward noted that Wallingford is currently seeking members for the regional hazmat team.

PUBLIC HEARINGS AND COMMENTS: None.

WELFARE OF THE COMMISSION: The following items are to be added to the agenda for next month's meeting: tactical communications, preliminary budget discussions for 2011-2012, and the Knights of Columbus stuffed animals donation.

ADJOURNMENT: A motion was made by Vice-Chairman Tosi and seconded by Commissioner DellaCamera to adjourn the meeting at 9:05 p.m. On roll call vote, all in favor.

Respectfully submitted,



Diane B. Whalen
Board Clerk

FIRE DEPARTMENT • TOWN OF NORTH BRANFORD, CT



**FIRE CHIEF'S REPORT
TO THE
BOARD OF FIRE COMMISSIONER'S**

TO: Joseph Civitello
Chairperson, Honorable Board of Fire Commissioners
FROM: Chief William Seward, III
DATE: December 1, 2010

The following information is a summary of business conducted by the Chief:

PARAMEDIC PROGRAM

The Chief continues to work with New Haven Sponsor Hospital representatives on the OEMS application process. The forms are now at the Hospital of St. Raphael for their signatures. Representatives from Vintech Management Services have interviewed 14 candidates; at least one more day is needed to interview the remaining applicants. The Chief has had discussion with OEMS staff regarding the delay in the application process and its impact on implementation.

EMERGENCY MANAGEMENT ACTIVITIES

A meeting was held at the town's EOC with representatives from the United Illuminating Company regarding storm operations. The Chief worked on 2008-2011 EMPG budget files and provided copies to the Finance Director.

SIMULCAST RADIO SYSTEM UPGRADE (COPS GRANT)

Work continues with David Moffat from Tactical Communications establishing the best site for a simulcast transmitter in District 1.

APPARATUS MAINTENANCE

As of this date Engine 1, Engine Tanker 11, Engine 2, Engine Tanker 22 and Rescue 11 have been serviced with fire pumps tested according to NFPA 1911 to a cost of \$14,131.98 from account #101-4220-310-0000 that was budgeted for \$17,500. Thus, 81% of maintenance account has been used for apparatus repair with Tower 1, Rescue 22 and Engine 3 remaining.

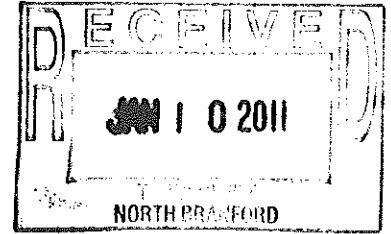
APPARATUS MAINTENANCE

The Chief revised mutual aid agreements and sent a copy to Durham, Wallingford, North Haven, East Haven, Guilford and Branford fire chiefs for their approval and signatures.

OTHER BUSINESS

- The Chief attended the monthly meeting of the New Haven Area Special Hazards Team.
- The Chief attended a meeting in Wallingford Fire Department officials concerning mutual aid hazmat response.
- The Chief attended the DEMHS Region 2 REPT Steering Committee in Milford and quarterly REPT meeting in Guilford.
- The Chief attended the DEMHS Region 2 Exercise & Training Committee meeting in Cheshire.
- The Chief met with members of the CT State Police Major Crime Squad and State Fire Marshal's Office on an open investigation.
- The Chief worked with East Haven Fire officials on a live burn and filming a video for Fire Engineering magazine.

Town of North Branford
Board of Fire Commissioners



MEMO

To: Lisa Valenti, Town Clerk
From: Diane B. Whalen, Clerk
Date: January 10, 2011
Re: Motions for Board of Fire Commissioners' Meeting

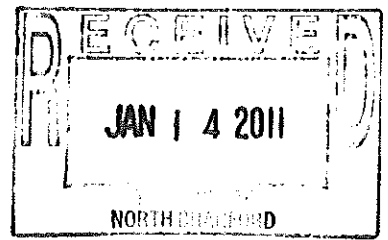
The following motions were made, seconded and approved at the Board of Fire Commissioners (BOFC) Meeting on January 6, 2011:

That the BOFC approve the Minutes of the Regular Meeting of December 2, 2010 (made by Commissioner DellaCamera/seconded by Vice-Chairman Tosi, all in favor).

That the BOFC adjourn at 9:20 p.m. (made by Vice-Chairman Tosi/seconded by Commissioner DellaCamera, all in favor).

Diane B Whalen
Clerk

**Town of North Branford
Board of Fire Commissioners**



MINUTES

REGULAR MEETING, COMPANY #2 FIREHOUSE

JANUARY 6, 2011

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 Angelo Tosi and Commissioner Anthony DellaCamera. Commissioners James Blakeslee and Daniel Munro were absent.

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chief Anthony P. Esposito, Jr., Deputy Chief Training Officer Robert Colangelo, Captains Laura Burich, John Florio, and Ken Neubig, Deputy Fire Marshal John O'Brien, Lieutenants Joseph Manzi, Sal Mercurio, and John Rossotto, and Foreman Henry Rak. **OTHER INTERESTED PARTIES:** Town Manager Richard Branigan and Tactical Communications David Moffat.

PUBLIC HEARINGS AND COMMENTS: The Knights of Columbus Council #6801 donated stuffed animals to the Department as part of their Stuffed Animals for Emergencies (SAFE) Program for distribution to children at accident scenes. The Board thanked them for their donation. The following Emergency Medical Responder students were recognized for their completion of the program and were given patches: Kyle Conklin, Keith Derbacher, Shane Duhamel, Charlie Miller, Jared Neubig, Alex Shamp, Anthony Troiano, Nick Vorio, Jason Lyman and Dieter Scheller.

READING OF PREVIOUS MINUTES: Commissioner DellaCamera made a motion that was seconded by Vice-Chairman Tosi that the Board of Fire Commissioners (BOFC) approve the minutes from the Regular Meeting of December 2, 2010. On roll call vote, all in favor.

NOTICES AND COMMUNICATIONS: A thank you letter from Debbie Verrillo at North Branford Library regarding Santa's visit to the library was received and read. Also, Cat Wilder wrote a letter regarding her fall in the woods while horseback riding and how appreciative she was of the assistance she received from Company #3 and 4 members.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's Report for December listing 150 calls was distributed as well as the year-end totals of 1717 calls. Reports from Deputy Chief Training Officer Robert Colangelo and Assistant Chief of Training Mark Amatrudo were also received. The Ambulance Activity for the month of November was also distributed as well as alarm data.

COMMISSION COMMITTEE REPORTS: Purchasing and Budget: It was noted that the budget is due to the Town by January 28th and the Chief will request that a Special Meeting be held to discuss it. Pension: The Town's Pension Committee Meeting is scheduled for February 9th.

REPORT FROM CHIEF: Chief Seward's memorandum to the Board regarding his report dated January 3rd was distributed and is attached to the Minutes and made a part hereof. The Chief is hopeful that the new paramedic program will be in place in approximately 45 days. He received all mutual aid agreements except for East Haven and North Haven. He noted that the alarms have increased.

UNFINISHED BUSINESS: Update on Simulcast System: Dave Moffat of Tactical Communications gave an indepth presentation on the Simulcast System. The Chief prefaced the presentation with the fact that it is still unknown how much money will be available from the grant after the police purchase their

equipment. It was noted that the police operate in UHF and the fire department operates in VHF. Multiple point transmission sites are needed as well as changing from wide band to narrow band programming by 2013. Single point transmission towers limit reception by mobile and portable radios. A simulcast radio system will improve emergency communications and additional satellite receivers will provide better reception by dispatch. All the pagers currently used by the fire department will need to be replaced. Dave Moffat pointed out the areas in town that have problems with coverage and the cell towers that would cover the most area. He felt that the cell tower at Commerce Drive would be a beneficial site. Alternate sites would be Company #1 or Evergreen Woods. The town already has a right of access agreement at the Commerce Drive site. A transmitter at Reeds Gap would provide coverage enhancement in the Northford area. Town Manager Richard Branigan felt that it would be beneficial to get a cost for the Commerce Drive tower. The purpose of the presentation was to make the Board aware of all the issues involved and to remind the Board that a decision can't be made prior to the police purchase. The Board thanked Dave Moffat for his presentation.

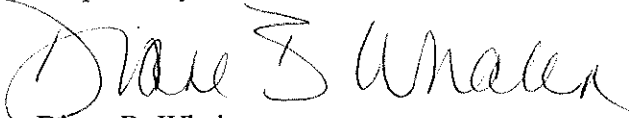
NEW BUSINESS: Operating Budget for 2011-2012: The budget was discussed and it was noted that it will be put on the Agenda for the February meeting. The Chief updated the Board on additional repair costs regarding the light tower for Engine 2 which will cost approximately \$12000 to \$18000 and the insurance claim for the hose from Engine 3. He also noted that North Branford is listed as #17 out of 170 towns that submitted information based on call volume for 2009 in the Firehouse Magazine.

PUBLIC HEARINGS AND COMMENTS: None.

WELFARE OF THE COMMISSION: The budget will be discussed.

ADJOURNMENT: A motion was made by Vice-Chairman Tosi and seconded by Commissioner DellaCamera to adjourn the meeting at 9:20 p.m. On roll call vote, all in favor.

Respectfully submitted,



Diane B. Whalen
Board Clerk

FIRE DEPARTMENT • TOWN OF NORTH BRANFORD, CT



**FIRE CHIEF'S REPORT
TO THE
BOARD OF FIRE COMMISSIONER'S**

TO: Joseph Civitello
Chairperson, Honorable Board of Fire Commissioners
FROM: Chief William Seward, III
DATE: January 3, 2011

The following information is a summary of business conducted by the Chief:

PARAMEDIC PROGRAM

OEMS has received the completed application to upgrade the Departments level of EMS service and we are awaiting a reply from state officials as to the timeline for implementation. The Chief has met with Vintech representatives on a number of occasions regarding hiring of new personnel and there has been a meeting with all new hires and Nbfd staff. Remaining tasks include ordering of essential equipment, establishing a storage area and securing the controlled substance policy from Yale New Haven Hospital.

EMERGENCY MANAGEMENT ACTIVITIES

Staff monitored numerous communications from state officials during the recent snow storm; the town EOC was not activated.

SIMULCAST RADIO SYSTEM UPGRADE (COPS GRANT)

The Chief has had a number of meetings with David Moffat from Tactical Communication concerning the simulcast system and a briefing will take place during the January BoFC meeting to update attendees on our progress and make them aware of the future of our VHF radio system.

APPARATUS MAINTENANCE

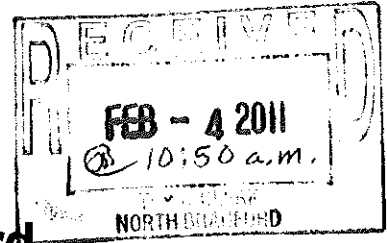
Annual DOT inspections were completed on Rescue 22 and Engine 3. Each apparatus requires minor work that will be scheduled in January.

MUTUAL AID AGREEMENTS

Signed mutual aid agreements have been received from the towns of Wallingford, Guilford and Branford Fire Departments. Letters have been sent to North Haven, Durham and East Haven requesting a reply from their fire chiefs.

OTHER BUSINESS

- The Chief attended the monthly meeting of the New Haven Area Special Hazards Team.
- The Chief attended a meeting of the State Hazmat Team leaders.
- The Chief exchanged the North Branford FD, PD and OEM State 800 mhz ICALL/ITAC radios as part of the CT DPS re-banding project at CSP Troop F in Westbrook.
- The Chief participated in the quarterly DEMHS OEM radio test.
- The Chief attended the quarterly FBI EOD/WMD Task Force meeting in New Haven.



Town of North Branford
Board of Fire Commissioners
North Branford, CT 06471

REGULAR MEETING CANCELLATION NOTICE

The Regular Meeting of the Board of Fire

Commissioners scheduled for February 3, 2011 at

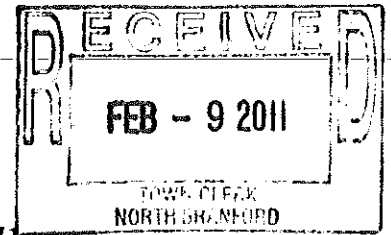
7:30 p.m. at Company #3 has been cancelled due to

lack of a quorum.

Diane B. Whalen

Clerk

**TOWN OF NORTH BRANFORD
BOARD OF FIRE COMMISSIONERS
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk
FROM: Diane B. Whalen, Board Clerk
DATE: February 8, 2011

At the Special Meeting of the Board of Fire Commissioners (BOFC) held on February 8, 2011, the following motions were made, seconded and approved:

That the BOFC approve the Fire Department Operating Budget for the fiscal year 2011-2012 in the amount of \$542,815.00 (made by Commissioner Blakeslee/seconded by Commissioner DellaCamera, all in favor).

That the BOFC approve the Fire Department Equipment Reserve for the fiscal year 2011-2012 with an ending balance of \$40,785 (made by Commissioner DellaCamera/seconded by Commissioner Blakeslee, all in favor).

That the BOFC approve the Capital Requests Budget Items for the Fire Department for the fiscal year 2011-2012 in the amount of \$73,500.00 (made by Commissioner Blakeslee/seconded by Commissioner DellaCamera, all in favor).

That the BOFC approve the Ambulance Service Fund Budget for the fiscal year 2011-2012 in the amount of \$595,988.00 (made by Commissioner DellaCamera/seconded by Commissioner Blakeslee, all in favor).

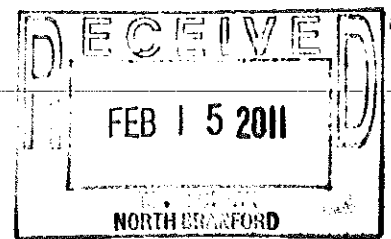
That the BOFC approve the Ambulance Equipment Reserve (made by Commissioner Blakeslee/seconded by Commissioner DellaCamera, all in favor).

That the BOFC approve the revised 2009-2010 Approved Pension Statistics to include Anthony Salvati on the list of approved pension statistics (made by Commissioner Blakeslee/seconded by Commissioner DellaCamera, all in favor).

That the BOFC adjourn at 9:00 p.m. (made by Commissioner DellaCamera/seconded by Commissioner Blakeslee, all in favor).

Diane B. Whalen

Town of North Branford
Board of Fire Commissioners



MINUTES

SPECIAL MEETING, COMPANY 3 FIREHOUSE

FEBRUARY 8, 2011

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:35 p.m. with the pledge of allegiance to the flag.

ROLL CALL: Chairman Joseph Civitello and Commissioners James Blakeslee and Anthony DellaCamera. Vice- Chairman Angelo Tosi and Commissioner Daniel Munro were absent.

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chief Anthony Esposito, Jr., Deputy Fire Marshal John O'Brien, Captain Laura Burich and Lieutenant Joe Manzi.

FIRE DEPARTMENT OPERATING BUDGET FOR FISCAL YEAR 2011-2012: The Department's budget for 2011-2012 was discussed. Chief Seward stated that there was a significant increase of 10.58% in the budget because he felt that it was beneficial to the citizens in Town. He included the position of a second Deputy Fire Marshal in the budget because the inspections just can not be completed with the limited staff even though they put in well over their required weekly hours. The equipment maintenance budget was also discussed as the tower truck and engine 3 need repairs. It was noted that there are only two sets of spare gear available should it be required for new members or to replace current members' defective gear. After some discussion, some changes were made to the suggested budget that was forwarded to the Board. If the additional position of Deputy Fire Marshal was deleted from the budget, there would be a 8.07% decrease and the Board decided to remove the position due to budget constraints. Commissioner Blakeslee made a motion, seconded by Commissioner DellaCamera that the BOFC approve the Fire Department Operating Budget for the fiscal year 2011-2012 in the amount of \$542,815.00. On roll call vote, all in favor.

FIRE DEPARTMENT EQUIPMENT RESERVE: The equipment reserve was then discussed. It was noted that the replacement of Engine 3 with a Quint pumper/ladder should be considered. The Chief felt that an apparatus replacement plan should be in effect and the amount of \$125,000 should be approved annually for the equipment reserve budget to cover the cost of new vehicles. The Board agreed with Chief Seward. Commissioner DellaCamera made a motion, seconded by Commissioner Blakeslee, that the BOFC approve the Fire Department's Equipment Reserve for the fiscal year 2011-2012 with an ending balance of \$40,785. This reflects the first year lease payment towards Engine 3. On roll call vote, all in favor.

FIRE DEPARTMENT CAPITAL REQUESTS BUDGET ITEMS: The two capital requests for the fiscal year are the replacement of the pagers to Minitor V pagers at a cost of \$37,500 and 20 new sets of turnout gear at a cost of \$36,000. Commissioner Blakeslee made a motion, seconded by Commissioner DellaCamera, that the BOFC approve the Capital Requests Budget items for the Fire Department for the fiscal year 2011-2012 in the amount of \$73,500.00. On roll call vote, all in favor. It was also noted that the Board did not have a council liaison to assist with advising the Council of the Department's needs.

AMBULANCE SERVICE FUND BUDGET: The ambulance budget was then discussed. It was noted that the large increase was due to a full year of the paramedic service. Also included in the budget is a second paramedic ambulance at \$75.00 pay per call. Commissioner DellaCamera made a motion, seconded by Commissioner Blakeslee, that the BOFC approve the Ambulance Service Fund Budget for the fiscal year 2011-2012 in the amount of \$595,988.00. On roll call vote, all in favor.

AMBULANCE EQUIPMENT RESERVE: It was discussed that there should be monies put in this budget for the purchase of two new ambulances during the fiscal year 2012-2013. After some discussion, Commissioner Blakeslee made a motion that was seconded by Commissioner DellaCamera that the BOFC approve the Ambulance Equipment Reserve. On roll call vote, all in favor.

EMERGENCY MANAGEMENT BUDGET: It was noted that the Board did not need to approve this budget.

AMENDED 2009-2010 APPROVED PENSION STATISTICS: It was noted that one member was omitted on the list of approved pension statistics previously submitted. Commissioner Blakeslee made a motion that was seconded by Commissioner DellaCamera that the BOFC approve the amended 2009-2010 Approved Pension Statistics to include Anthony Salvati on the list of approved pension statistics. On roll call vote, all in favor.

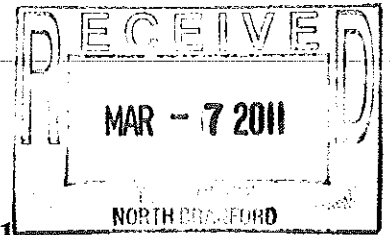
ADJOURNMENT: A motion was made by Commissioner DellaCamera and seconded by Commissioner Blakeslee to adjourn the meeting at 9:00 p.m. On roll call vote, all in favor.

Respectfully submitted,



Diane B. Whalen
Board Clerk

**TOWN OF NORTH BRANFORD
BOARD OF FIRE COMMISSIONERS
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk
FROM: Diane B. Whalen, Board Clerk
DATE: March 4, 2011

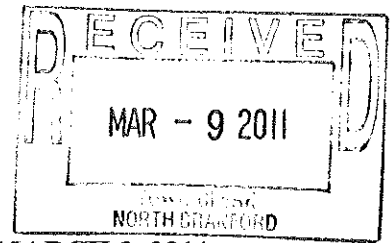
At the Regular Meeting of the Board of Fire Commissioners (BOFC) held on March 3, 2011, the following motions were made, seconded and approved:

That the BOFC agree with Chief Seward's directive that the Fire Department not allow any new members until additional gear is received (made by Commissioner Munro/seconded by Commissioner DellaCamera, all in favor).

That the BOFC adjourn at 9:22 p.m. (made by Commissioner DellaCamera/seconded by Commissioner Munro, all in favor).

Diane B Whalen

**Town of North Branford
Board of Fire Commissioners**



MINUTES

REGULAR MEETING, COMPANY #4 FIREHOUSE

MARCH 3, 2011

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:32 p.m. with the pledge of allegiance to the flag.

ROLL CALL: Chairman Joseph Civitello and Commissioners Anthony DellaCamera and Daniel Munro. Vice-Chairman Angelo Tosi and Commissioner James Blakeslee were absent.

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chief Anthony P. Esposito, Jr., Deputy Chief Training Officer Robert Colangelo, Deputy Fire Marshal John O'Brien and Captain Laura Burich.
OTHER INTERESTED PARTIES: Council liaison Andrew Esposito.

PUBLIC HEARINGS AND COMMENTS: It was noted that the fire equipment reserve for the 2011-2012 budget was not funded by the Town Manager. Chief Seward noted that the lack of new turnout gear was discussed and he felt it was a liability for the town. The recommendation for the replacement of gear is ten years or less and much of the department's gear is much older and doesn't provide thermal protection. Councilor Esposito asked about the department's priorities and the Chief stated that there were three items: replacement of pagers, replacement of turnout gear, and replacement of hose. The pagers will need to be replaced since they won't work with the new simulcast system. The Chief is going to recommend to the Board that the department not take any new members since there is no gear available to give them. He stated that the hose testing is required every year and some hoses need to be replaced. A fire inspector could not be included in the budget and inspections can't get completed. Councilor Esposito felt that the Council should be educated on the needs of every department and the dangers involved when the department doesn't receive the funds to perform the necessary services. He felt that the Council should meet prior to budget workshops to get the information necessary to make the right decisions on budgets. Chief Seward noted that it only costs \$38.00 per person for fire service in this Town on an annual basis. Deputy Chief Training Officer Colangelo spoke of the firefighter 1 training class that was held and eight individuals from town took part in the 235 hours of training. All of them passed the practical exam and they just took the written exam. He noted that the cost per individual was \$600 with a possible reimbursement of \$300 per person. Councilor Esposito felt he understood the needs of the department and would speak to his fellow Council members about not cutting any funds from the budget.

READING OF PREVIOUS MINUTES: The Minutes from the January and February meetings could not be approved as there was not a quorum of the same members present from those meetings.

NOTICES AND COMMUNICATIONS: None.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's Report for February listing 172 calls was distributed as well as the reports from Deputy Chief Anthony Esposito, Jr., Deputy Chief Training Officer Robert Colangelo and Assistant Chief of Training Mark Amatrudo. The Ambulance Activity for the month of January was also distributed as well as alarm data. An updated list of the apparatus, mileage, and condition was provided to the Board.

COMMISSION COMMITTEE REPORTS: None.

REPORT FROM CHIEF: Chief Seward's memorandum to the Board regarding his report dated March

1st was distributed and is attached to the Minutes and made a part hereof. The Chief noted that the new paramedic program has been approved by OEMS and is expected to be in place by March 31st. The newly-hired paramedics are going to work on the ambulance as EMTs doing shifts to familiarize themselves with the Town. The Chief is working on locating the Town's emergency operations center in the Town Hall to be ready for activation if and when necessary. Based on available funds, it appears that the transmitter for the Simulcast System will be located at Company #1, not Commerce Drive, which is the optimal site. He also attended a training session on the e-PCR system along with Deputy Chief Esposito and Captain Burich, Lt. Poston, Lt. Steck and Paramedic Jessica Beloin. He felt that it was a user friendly system.

UNFINISHED BUSINESS: There was some discussion on the billing for fire calls/inspections as a means of bringing funds into the Town. It was noted that the homeowner would never see the bill as it would go directly to the insurance company. The Board asked that Deputy Chief Esposito redistribute the information on billing to the Board for discussion and possible action.

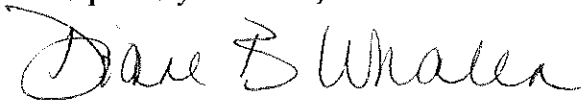
NEW BUSINESS: Chief Seward noted that, based on a survey of the three companies, there are only two sets of used turnout gear available for either replacement or for a new member. Chief Seward discussed issuing a directive that the Fire Department not allow any new active firefighter members as there is no gear to outfit them. Commissioner Munro made a motion, seconded by Commissioner DellaCamera, that no new members be allowed until additional gear is received. On roll call vote, all in favor.

PUBLIC HEARINGS AND COMMENTS: The Chief suggested that the Board write a letter to all the companies requiring them to review their rosters and determine who is not using their equipment and that they return it as it is town property. The Board agreed to send a letter to each company. The Chief noted that there is an event scheduled for April in support of the "Wounded Warriors Project" in which teams will compete doing pushups. He encouraged members to participate in the event.

WELFARE OF THE COMMISSION: Councilor Esposito reported that he just contacted Mayor Candelora to set up a meeting with the Council on March 19th or 26th for the Chief and Board to meet with them for discussions on the department's needs.

ADJOURNMENT: A motion was made by Commissioner DellaCamera, seconded by Commissioner Munro, to adjourn the meeting at 9:22 p.m. On roll call vote, all in favor.

Respectfully submitted,



Diane B. Whalen
Board Clerk

FIRE DEPARTMENT • TOWN OF NORTH BRANFORD, CT



**FIRE CHIEF'S REPORT
TO THE
BOARD OF FIRE COMMISSIONER'S**

TO: Joseph Civitello
Chairperson, Honorable Board of Fire Commissioners
FROM: Chief William Seward, III
DATE: March 1, 2011

The following information is a summary of business conducted by the Chief:

FY 2011-12 OPERATING BUDGETS

The 2011-12 Annual Budgets were discussed and voted upon at a Special Meeting of the BoFC. The Chairperson and Chief meet with the Town Manager and Finance Director to review the Board's recommended budgets. After this meeting the FIRE DEPARTMENT budget was set to \$543,268 and the AMBULANCE budget to \$593,741. Capital Projects were submitted for replacing 75 Minitor Pagers (\$37,500) and 20 complete sets of firefighting protective clothing (\$36,000). Additionally, the Equipment Reserves for Ambulance requests replacing 2 vehicles in FY 13 and for Fire, replacing Engine 3 in FY 12 with others to follow. The Chief emphasized the need to re-institute an apparatus replacement program and equipment reserve process.

PARAMEDIC PROGRAM

On January 13th CT OEMS approved the Department's application to upgrade to MICP. The Chief continues to meet with Vintech Management staff on implementation strategies and newly hired paramedics are expected to begin work (as BLS technicians) on March 1, 2011 for a period of orientation and acclimation to the towns' operation. Supplies continue to be delivered and the LifePak 15's have been programmed according to standards. At the request of the Town Manager, the Chief provided documentation stating the department expects to begin the paramedic service on or before March 31, 2011.

EMERGENCY MANAGEMENT ACTIVITIES

The Chief worked with town hall staff on assembling a list of snow storm related damaged buildings that was forward to CT DEMHS. The State has requested federal assistance as a result of the significant weather incidents that if awarded, may allow communities to recapture some of the expenses related to storm operations. The Chief continues to work on relocating the town's Emergency Operations Center into the town hall complex which would establish a dedicated area to be ready for activation and allow room for EOC related operations following the NIMS format.

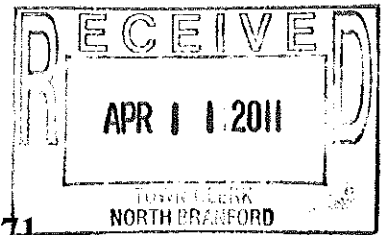
SIMULCAST RADIO SYSTEM UPGRADE (COPS GRANT)

The Chief has met with Tactical Communications on the simulcast system and discussed our best options for transmitter sites. Based upon available funds, new transmitter sites are recommended for Company 1 and Reeds Gap Road; a draft budget worksheet is attached for reference. The acquisition of narrow band programmable pagers is a key component to the simulcast system.

OTHER BUSINESS

- Attended meeting with Town Officials regarding storm operations
- The Chief worked with Travelers Insurance regarding equipment damage replacement (Engine 3, Engine 3)
- Engine 2 light tower has been replaced and is back in service
- The Chief attended a meeting at the State Capitol LOB regarding SB1016
- The Chief attended training for the new e-PCR system
- The Chief attended a State Hazmat Team Coordinators meeting
- The Cutters edge saw from Company 1 was repaired and returned to service

**TOWN OF NORTH BRANFORD
BOARD OF FIRE COMMISSIONERS
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk
FROM: Diane B. Whalen, Board Clerk
DATE: April 11, 2011

At the Regular Meeting of the Board of Fire Commissioners (BOFC) held on April 7, 2011, the following motions were made, seconded and approved:

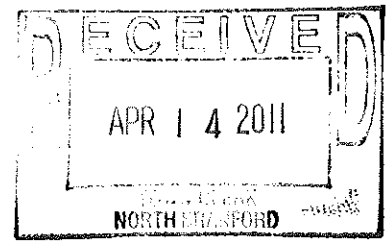
That the BOFC approve the Minutes of the Regular Meeting held on January 6, 2011 (made by Commissioner DellaCamera/seconded by Vice-Chairman Tosi, three in favor and one abstention by Commissioner Munro due to his absence).

That the BOFC approve the Minutes of the Regular Meeting held on March 3, 2011 (made by Commissioner DellaCamera/seconded by Commissioner Munro, three in favor and one abstention by Vice-Chairman Tosi due to his absence).

That the BOFC adjourn at 8:46 p.m. (made by Vice-Chairman Tosi/seconded by Commissioner Munro, all in favor).

Diane B. Whalen

Town of North Branford Board of Fire Commissioners



MINUTES

REGULAR MEETING, COMPANY #1 FIREHOUSE

APRIL 7, 2011

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:32 p.m. with the pledge of allegiance to the flag.

ROLL CALL: Chairman Joseph Civitello, Vice-Chairman Angelo Tosi (arrived within minutes of roll call) and Commissioners Anthony DellaCamera and Daniel Munro. Commissioner James Blakeslee was absent.

OTHERS: Officers: Fire Chief William Seward, III, Deputy Chief Anthony P. Esposito, Jr., Deputy Fire Marshal John O'Brien (arrived at 8:25 p.m.), Captain Ken Neubig and Lieutenant Joseph Manzi.

PUBLIC HEARINGS AND COMMENTS: Lieutenant Manzi noted that Company #3 has the following fundraisers planned: April 23rd Blood Drive, May 2nd-4th door to door campaign, and pizza on May 20th, June 17th, July 15th and September 16th. Company #2 informed the Board of their golf tournament during the third week in June and a possible mailing for a fundraiser. The Board gave their approval. The Chief reminded the Companies that the waiver form and indemnification form must be completed for each fundraiser.

READING OF PREVIOUS MINUTES: The Minutes from the January, February and March meetings required Board approval. Commissioner DellaCamera made a motion that was seconded by Vice-Chairman Tosi that the Board of Fire Commissioners (BOFC) approve the Minutes from the Regular Meeting of January 6, 2011. On roll call vote, three in favor and one abstention by Commissioner Munro as he was absent from that meeting. The February meeting could not be approved as there was not a quorum of the same members present from that meeting. Commissioner DellaCamera made a motion that was seconded by Commissioner Munro that the BOFC approve the Minutes of the Regular Meeting of March 3, 2011. On roll call vote, three in favor and one abstention by Vice-Chairman Tosi as he was absent from that meeting.

NOTICES AND COMMUNICATIONS: Chief Seward informed the Board that the Department received Fire Engineering Magazine's Appreciation Award for their active participation in a training video shot in East Haven.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's Report for March listing 139 calls was distributed as well as the reports from Deputy Chief Anthony Esposito, Jr., Deputy Chief Training Officer Robert Colangelo and Assistant Chief of Training Mark Amatrudo. The Ambulance Activity for the month of February was also distributed as well as alarm data.

COMMISSION COMMITTEE REPORTS: Ambulance: It was noted that there are many ALS calls and the paramedic service is now in effect. Purchasing and Budget: The Chief gave a presentation to the Council on the Saturday before budget hearings which was excellent. The Council was appreciative of the information and didn't cut the budget.

REPORT FROM CHIEF: Chief Seward's memorandum to the Board regarding his report dated April 1st was distributed and is attached to the Minutes and made a part hereof. The Chief felt that it was great to be able to explain the necessary items requested by the Department to the Council members. He received positive comments and the operating budget that was approved by the Town Manager was left

unchanged. He explained that fire hose was needed to replace existing hose at a cost of \$10,000, \$37,500 was budgeted for pager replacement and \$75,000 for the fire equipment reserve. The Council also provided for replacement of 54 sets of turnout gear at a cost of \$108,000. He noted that the paramedic program began on March 26th and they had their first save – a cardiac arrest. A grant application was submitted to possibly relocate an Emergency Operations Center at the Town Hall. Tower 1 has now been repaired at a cost of \$13,887 and the Board and Department were appreciative to New Haven for the use of their aerial truck for approximately four weeks. The Chief also provided the power point presentation to the Board that he gave to the Council. There was some discussion about the turnout gear and how long it would take to order it and receive the gear. It was noted that the order would have to wait to be placed until July 1st. There was concern that the new eight firefighters would need gear. The Board encouraged the Chief to check into whether he could use some monies from this year for gear and then reimburse that account with the July 1st monies.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Fundraising issues were discussed and Company #1 stated that there would be no more car washes connected with the school system as there is too much hassle involved. Commissioner Munro questioned who was in charge of Station #4 and he was informed that the Town owns it.

PUBLIC HEARINGS AND COMMENTS: Chief Seward informed the Board that former Commissioner Joseph Tulli was ill and possibly the Board should send him a fruit basket and the BOFC agreed. Chief Seward noted that there is an event scheduled for April 16th in support of the “Wounded Warriors Project” in which teams will compete doing pushups. He encouraged members to participate in the event. He also noted that Matt’s Mission takes place May 22nd and would like monetary support from each Company in the name of the Department. Building rentals were discussed and the members were advised that the Board can not negotiate their rents. The three fire Captains should speak directly to the Town Manager and then advise the Board of the results.

WELFARE OF THE COMMISSION: Captain Neubig suggested that those who will march in the Memorial Day Parade should practice first so that everyone is in step and looks professional. The Chief would like all to wear their dress uniforms and the Captains should perform a preinspection prior to the parade.

ADJOURNMENT: A motion was made by Vice-Chairman Tosi, seconded by Commissioner Munro, to adjourn the meeting at 8:46 p.m. On roll call vote, all in favor.

Respectfully submitted,



Diane B. Whalen
Board Clerk

FIRE DEPARTMENT • TOWN OF NORTH BRANFORD, CT



FIRE CHIEF'S REPORT TO THE BOARD OF FIRE COMMISSIONER'S

TO: Joseph Civitello
Chairperson, Honorable Board of Fire Commissioners
FROM: Chief William Seward, III
DATE: April 1, 2011

The following information is a summary of business conducted by the Chief:

FY 2011-12 OPERATING BUDGETS

On Saturday, March 26th the Chief presented an overview of the Fire Department's administration and operations to members of the Town Council at a special meeting in Town Hall. The PowerPoint presentation focused on the department's status, response, safety, fire ground operational requirements, apparatus status, personnel and equipment. During this session members of the town council asked questions concerning our needs and budget history. The most important point discussed surrounded the insufficient numbers of approved personal protective firefighting clothing. The council requested the Chief to establish a list of out dated PPE which was submitted to the Town Manager on Wednesday, March 30. The examination of PPE demonstrated the need for approximately 54 sets of new PPE; many members are using gear greater than 10 years old.

PARAMEDIC PROGRAM

Also on Saturday, March 26th a "ribbon cutting" ceremony was held at Town Hall commencing the implementation of the Fire Department's Mobile Intensive Care Paramedic (MICP) service to the community of North Branford. The upgrade from BLS to MICP emergency medical service delivery is the direct result of hundreds of hours of work by many individuals as well as support from the town administration.

EMERGENCY MANAGEMENT ACTIVITIES

The Chief prepared a DEMHS Grant Application for the request of funds to install a backup power generator to be installed at Town Hall. Based upon our population, if awarded to the town, the grant is capped at \$50,000 and the town would be required to make the difference up with local funds. (This is a non-matching grant) According to DEMHS communities should be notified in the beginning of April on the awards. The installation of a generator in town hall will facilitate the move of the town's emergency operations center from police headquarters to a newly established area in town hall that will improve the effectiveness of an EOC.

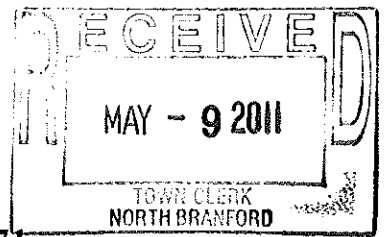
SIMULCAST RADIO SYSTEM UPGRADE (COPS GRANT)

The Chief provided town hall officials with an equipment list for the fire department's simulcast system. A purchase order was initiated by the town (see attached). Staff will continue to work on details surrounding the exact location for a District 1 transmitter.

OTHER BUSINESS

- The Chief worked with Travelers Insurance regarding the replacement of 5" hose for Engine 3 – 900 ft.
- The Chief attended the March meeting of the CT Fire Department Instructor's Association in New Haven
- The Chief arranged for the use of a Tower Ladder from the City of New Haven to be used while Tower 1 is being repaired; training was provided for Nbfd personnel in its operation.
- The Chief attended a training session on the use of the new Region 2 "Live Fire Training Trailer."
The Chief attended the staff meeting for the Region 2 Incident Management Team
- The Chief attended the Region 2 REPT Steering Committee meeting in Guilford as the ESF#10 Coordinator
- The Chief attended a State Hazmat Team Coordinators meeting
- The Chief ordered all medications and related equipment for the MICP program and assisted in its inventory and stocking; arranged for the OBMS inspection and executed the controlled substance policy.

**TOWN OF NORTH BRANFORD
BOARD OF FIRE COMMISSIONERS
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk
FROM: Diane B. Whalen, Board Clerk
DATE: May 9, 2011

At the Regular Meeting of the Board of Fire Commissioners (BOFC) held on May 5, 2011, the following motions were made, seconded and approved:

That the BOFC approve the Minutes of the Regular Meeting held on April 7, 2011 (made by Commissioner DellaCamera/seconded by Commissioner Munro, all in favor).

That the BOFC approve the officers' reports (made by Commissioner Munro/seconded by Commissioner DellaCamera, all in favor).

That the BOFC approve the purchase of the Crown Vic for the Fire Marshal in the amount of \$3800.00 (made by Commissioner Munro/seconded by Commissioner DellaCamera, all in favor).

That the BOFC adjourn at 8:00 p.m. (made by Commissioner DellaCamera/seconded by Commissioner Munro, all in favor).

Diane B. Whalen