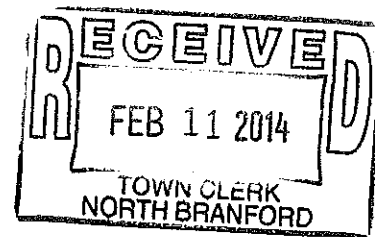


**Town of North Branford  
Board of Fire Commissioners**



**MINUTES**

**REGULAR MEETING, COMPANY #3**

**FEBRUARY 6, 2014**

**CALL TO ORDER:** Chairman Civitello called the meeting to order at 7:41 p.m. with the pledge of allegiance to the flag.

**ROLL CALL:** Chairman Joseph Civitello, Vice Chairman Ed Prunier and Commissioners Kenneth Ash, Anthony DellaCamera and Anthony Gallicchio.

**OTHERS:** Officers: Chief William Seward, III, Deputy Chief Anthony P. Esposito, Jr., Deputy Fire Marshal John O'Brien, Captains Richard Lennon, Ken Neubig and Eugene Stabile, Lieutenants Jake Conway, Kevin Lyon and Steve Torino and Foremen Vincent Rapuano and William Seward IV.

**ORGANIZATIONAL MEETING:** Vice-Chairman Prunier nominated Joseph Civitello as Temporary Chairman, seconded by Commissioner Gallicchio. Vice-Chairman Prunier nominated Joseph Civitello as Chairman, seconded by Commissioner Ash. Commissioner DellaCamera made a motion that nominations for Chairman be closed, seconded by Vice-Chairman Prunier. On roll call vote, four in favor and one abstention by Joseph Civitello. The clerk cast one vote for Chairman. Commissioner Ash made a motion that was seconded by Commissioner Gallicchio nominating Ed Prunier as Vice-Chairman. Commissioner DellaCamera made a motion that was seconded by Commissioner Gallicchio that nominations for Vice-Chairman be closed. On roll call vote, four in favor and one abstention by Ed Prunier. The clerk cast one vote for Vice-Chairman. Commissioner DellaCamera made a motion that was seconded by Vice-Chairman Prunier that the BOFC nominate Diane B. Whalen as clerk. Commissioner DellaCamera made a motion that was seconded by Vice-Chairman Prunier that nominations for clerk be closed. On roll call vote, all in favor.

**PUBLIC HEARINGS AND COMMENTS:** None.

**READING OF PREVIOUS MINUTES:** Commissioner DellaCamera made a motion, seconded by Vice-Chairman Prunier, that the BOFC approve the Minutes of the January 9, 2014 Special Meeting as presented. On roll call vote, three in favor and two abstentions by Commissioners Ash and Gallicchio due to their absence from the meeting.

**NOTICES AND COMMUNICATIONS:** A letter from Chief John Ahern of the Branford Fire Department was received and read expressing his appreciation for the mutual aid rendered at the Stony Creek quarry fire. The Town Council issued a revised budget sessions schedule which changed the meeting with the Fire Department to Saturday, March 22<sup>nd</sup> at 11:00 a.m.

**DEPARTMENTAL OFFICERS' REPORTS:** The Fire Marshal's Report for January was distributed listing 160 calls for January. Reports were also distributed from Deputy Chief Anthony Esposito, Jr., Deputy Chief/Training Officer Robert Colangelo and Assistant Chief/Training Officer Mark Amatrudo. The alarm data for January was distributed.

**COMMISSION COMMITTEE REPORTS:** Pension: Commissioner Ash questioned whether or not a new person in training should receive pension points. He had a unique situation at Company #1 with a person in training who couldn't respond to calls and missed qualifying for his pension by

approximately five points. The Board discussed possible pension changes to resolve the situation and felt an exception could be made in this case. Commissioner Gallicchio made a motion that was seconded by Commissioner DellaCamera to grant the five or six calls to the individual in Company #1 who was in training at the time and couldn't respond to them. On roll call vote, all in favor.

**REPORT FROM CHIEF:** Chief Seward's memorandum to the Board regarding his report dated February 3, 2014 was distributed and is attached to the Minutes and made a part hereof. The Chief noted that Rescue 1 has been received and Company #1 members will transition from the old vehicle to the new vehicle. The New Haven Sponsor Hospital program requested access to the department's electronic patient care reports and the Chief was able to facilitate that process. Chief Seward informed the Board of some issues involved with the mutual aid call for Branford. Branford now has a digital system compared to our analog system and communication was a problem. Cell phone service was not available at times compounding the problem.

**UNFINISHED BUSINESS:** The Board discussed the Knox box or key lock boxes ordinance. Commissioner DellaCamera made a motion that was seconded by Commissioner Gallicchio that the BOFC adopt the ordinance as presented for Key Lock Boxes. On roll call vote, all in favor. The street numbering ordinance was then discussed. Commissioner DellaCamera made a motion that was seconded by Commissioner Ash that the BOFC adopt the proposed underlined changes to the Street Signs and Numbering of Buildings ordinance as presented. On roll call vote, all in favor.

**NEW BUSINESS:** The budgets for the Fire Department and Ambulance were discussed. Adjustments were made for fuel, electricity, and heating oil. It was noted that pressure testing of the Scott air cylinders is ongoing. The Chief noted that he has no additional gear to distribute for new members and he felt that he can't open the membership until personal protective clothing is available to distribute. The BOFC wanted an increase in that line item (405) to \$60,000 to cover the cost of new gear. The increase in the telephone account (301) is due to combining internet, phone and cable tv costs. Commissioner DellaCamera made a motion, seconded by Vice-Chairman Prunier, that the BOFC approve the Fire Department Operating Budget for the fiscal year 2014-2015 in the amount of \$637,775 and recommend that it be presented to the Town Council. On roll call vote, all in favor. The equipment reserve was discussed and it was decided to change the appropriation request from \$275,000 to \$160,000. Commissioner Gallicchio made a motion, seconded by Commissioner Ash, that the BOFC approve the Fire Department Equipment Reserve budget in the amount of \$160,000. On roll call vote, all in favor. Commissioner DellaCamera made a motion, seconded by Vice-Chairman Prunier, that the BOFC approve the Capital Requests Budget Item for the Fire Department for the fiscal year 2014-2015 in the amount of \$60,000. On roll call vote, all in favor. The Ambulance Service Fund was then discussed and it was noted that the operating transfer from the general fund is increased from \$130,000 to \$300,000. Commissioner Gallicchio made a motion, seconded by Vice-Chairman Prunier, that the BOFC approve the Ambulance Service Fund budget for the fiscal year 2014-2015 as presented for \$680,003. On roll call vote, all in favor. The equipment reserve for the ambulance was discussed and the requested appropriation was increased from \$20,000 to \$55,000. Commissioner DellaCamera made a motion, seconded by Commissioner Ash, that the BOFC approve the Ambulance Equipment Reserve as proposed. On roll call vote, all in favor. The Chief noted that Rescue 11 will be taken out of service and he proposed donating it to the regional investigation squad for their use. Vice-Chairman Prunier made a motion, seconded by Commissioner DellaCamera, that Rescue 11 be donated to the investigation squad. On roll call vote, all in favor. The Chief advised the Board that Midway has an interest in the Special Hazards Unit and he proposed that they barter the Unit with Midway for services for the vehicles. He felt

the truck should be deemed surplus and the issue brought to the Town Council. Commissioner DellaCamera made a motion, seconded by Commissioner Gallicchio, that the BOFC deem the Special Hazards Unit as surplus, based on the delivery of the new vehicle, and proposed a barter arrangement with Midway for services provided. On roll call vote, all in favor.

**PUBLIC HEARINGS AND COMMENTS:** Lieutenant Torino gave his opinion that the Department needs its own dispatcher. He noted that the Town has hired someone to run the Potato Festival and felt the fire police should receive compensation for their assistance at the festival. He noted that Company #3 has to pay full price for its booth and, being a nonprofit, only has three days to make any money. Charlie Miller informed the Board of the citation recognizing 50 years of service to the Town and a proclamation from the Town designating December 20, 2013 as 50<sup>th</sup> Anniversary day. A fire helmet was also donated from the Mayor.

**WELFARE OF THE COMMISSION:** Chairman Civitello noted that the meeting with the Town Manager to discuss the budget will have occurred by the next Board meeting.

**ADJOURNMENT:** A motion was made by Commissioner DellaCamera and seconded by Commissioner Gallicchio to adjourn the meeting at 9:53 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  
FEBRUARY 2014**

**TO:** Joseph Civitello  
Chairperson, Honorable Board of Fire Commissioners  
**FROM:** Chief William Seward, III  
**DATE:** February 3, 2014

**APPARATUS CONSTRUCTION STATUS**

The final inspection trip occurred on Friday, January 3, 2014. Based upon our observation and examination, the vehicle appeared acceptable and would be delivered to the vendor's location for final preparation. On Friday, January 31, 2014 the Chief along with members of Company 1 picked up the new Rescue 1 from New England Fire Equipment and Apparatus Corporation in North Haven. Members from Company 1 will begin working on the transition from the old unit to the new commencing this weekend.

**NEXGEN & FIREHOUSE DATA COLLECTION**

There continues to be issues with data transfer from the main server at Police Headquarters as well as access to the system by personnel. NexGen has been contacted.

**FY 2014-15 BUDGET**

The Chief attended a meeting with the Town Manager, Finance Director and other Department heads regarding Capital Incentive and Vehicle Reserve Programs. There was discussion to re-establish a formal replacement program and the Town Council support for placing funds into reserve accounts on an annual basis as was done years ago. The Chief provided the Town Manager with his proposal for FY 2014-15 that adds a Tanker to Company 3 and proposes replacing Engine 3, keeping the present E3 as a reserve apparatus. He was reminded that the Nbfd has no reserve pumps and when one is placed out of service for work, there is no apparatus to cover in that station.

**E-PCR ACCESS BY HOSPITAL STAFF**

The Chief received a request from the Medical Director of the New Haven Sponsor Hospital program to have full access to our electronic patient care reports. The Chief facilitated a process between Yale and Comstar that now allows the medical director to access our files from a remote site and comply with HIPPA Regulations.

**MUTUAL AID RESPONSE**

The Department assisted Branford FD in the response to a fire on Quarry Road that posed a significant risk to the area due to explosives. The Chief will update the Board during the meeting on specifics.

**OTHER BUSINESS/INFORMATION**

- The Chief attended the Region 2 REPT Steering Committee Meeting in Guilford
- The Chief attended the Department Head meeting at Town Hall
- The Chief participated in a public education program along with staff from the East Shore Health District on Radon and Carbon Monoxide. This presentation was made at the Atwater Library on January 16<sup>th</sup>
- The Chief was selected to serve on the "Fire Service Intelligence Engagement Working Group" along with state and federal law enforcement officials. The first meeting was held on January 21<sup>st</sup> at Brainard Field OSFM
- The Chief attended a training session on the implementation and activation of CodeRed.