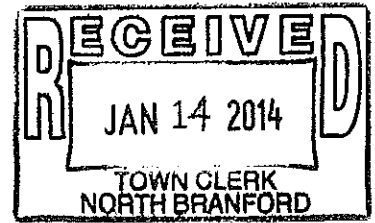


**TOWN OF NORTH BRANFORD
BOARD OF FIRE COMMISSIONERS
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk
FROM: Diane B. Whalen, Board Clerk
DATE: January 12, 2014

At the Special Meeting of the Board of Fire Commissioners (BOFC) held on January 9, 2014, the following motions were made, seconded and approved:

That the BOFC approve the Minutes of the Regular Meeting of December 5, 2013 (made by Commissioner DellaCamera/seconded by Vice-Chairman Prunier, all in favor).

That the BOFC approve the transfer of funds of \$325 from Account # 101-4220-310 to Account # 101-4220-301, equipment maintenance to telephone line item for the upgrade (made by Vice-Chairman Prunier/seconded by Commissioner DellaCamera, all in favor).

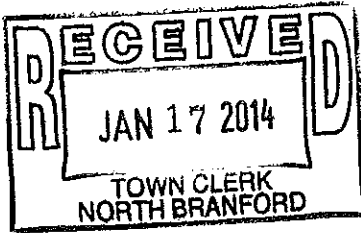
That the BOFC accept and approve the Fire Rescue billing proposal ordinance eliminating the provision for automatic fire alarm fees (made by Commissioner DellaCamera/seconded by Vice-Chairman Prunier, all in favor).

That the BOFC accept the proposal for the Fire Marshal billing ordinance with the revision of a \$25 annual fee for burning permits (made by Vice-Chairman Prunier/seconded by Commissioner DellaCamera, all in favor).

That the BOFC table the Organizational Meeting until the February 6th Regular Meeting (made by Vice-Chairman Prunier/seconded by Commissioner DellaCamera, all in favor).

That the BOFC adjourn at 8:32 p.m. (made by Vice-Chairman Prunier/seconded by Commissioner DellaCamera, all in favor).

Diane B Whalen



Town of North Branford

Board of Fire Commissioners

MINUTES

SPECIAL MEETING, COMPANY #2

JANUARY 9, 2014

CALL TO ORDER: Chairman Civitello called the meeting to order at 7:31 p.m. with the pledge of allegiance to the flag.

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

OTHERS: Officers: Deputy Chief Anthony P. Esposito, Jr., Deputy Fire Marshal John O'Brien, Captains James Asmus and Ken Neubig, and Lieutenant John Rossotto. **OTHER INTERESTED PARTIES:** Mayor Anthony Candelora.

RECOGNITION OF EMR GRADUATES: The recognition will be postponed until the end of the meeting.

ORGANIZATIONAL MEETING: This will be postponed to a later date when the rest of the Board will be present.

PUBLIC HEARINGS AND COMMENTS: Mayor Candelora indicated that he spoke to the Police Commission regarding a joint meeting and he has confirmed that either Commissioner Landolfi or Troiano will contact Chairman Civitello to schedule a meeting.

READING OF PREVIOUS MINUTES: Commissioner DellaCamera made a motion, seconded by Vice-Chairman Prunier, that the BOFC approve the Minutes of the December 5, 2013 Regular Meeting as presented. On roll call vote, all in favor.

NOTICES AND COMMUNICATIONS: A notice from Company #4 was read regarding the recent elections naming James Asmus as Captain along with Tracey Demilo as 1st Lieutenant and Kevin Lyon as 2nd Lieutenant.

DEPARTMENTAL OFFICERS' REPORTS: The Fire Marshal's Report for December and the annual report were previously mailed to the Board listing 159 calls for December and 1818 calls for the year 2013. Reports were also distributed from Deputy Chief Anthony Esposito, Jr. and Deputy Chief/Training Officer Robert Colangelo. The alarm data for December was distributed.

COMMISSION COMMITTEE REPORTS: Transportation: It was noted that Chief Seward is in New Jersey for the inspection of the Rescue 1. Purchasing and Budget: The Mayor noted that a Saturday a.m. workshop will be scheduled to meet with the Fire Department regarding the proposed budget.

REPORT FROM CHIEF: Chief Seward's memorandum to the Board regarding his report dated December 31, 2013 was distributed and is attached to the Minutes and made a part hereof. As previously stated, Chief Seward was at the final inspection in New Jersey. As discussed at a previous meeting, the transfer of funds for the telephone upgrades for the firehouses was presented. Vice-Chairman Prunier made a motion that was seconded by Commissioner DellaCamera to transfer funds of \$325 from account #101-4220-310 equipment maintenance, to account #101-4220-301 telephone line item, for the upgrade. On roll call vote, all in favor.

UNFINISHED BUSINESS: Fire rescue billing was discussed. Deputy Chief Esposito presented a proposed ordinance which included fire suppression rates and service calls that would be covered by homeowners' insurance. Rescue rates will be covered by a person's motor vehicle insurance. Automatic fire alarm rates for commercial and residential were discussed and removed from the ordinance. Street numbering ordinances and Knox Box ordinances were also discussed. It was decided that all the ordinances should be presented together as it would be costly to introduce the ordinances one at a time. The ordinances must be presented to the Town Council and then a public hearing would be scheduled. Commissioner DellaCamera made a motion that was seconded by Vice-Chairman Prunier that the Board accept and approve the Fire Rescue Billing proposal ordinance eliminating the provision for automatic fire alarm fees. On roll call vote, all in favor. Fire Marshal billing was then discussed. The fees generated by this ordinance would go directly to the general fund similar to building official's fees. There was a discussion about burning permits. Some suggestions were: make the permit good for thirty days or charge \$25 annually or \$25 which includes ten renewals. It was decided that a burning permit should be billed at \$25 for an annual fee instead of \$10 per permit. Vice-Chairman Prunier made a motion, seconded by Commissioner DellaCamera, that the Board accept the proposal for the Fire Marshal billing ordinance with the revision of a \$25 annual fee for burning permits. On roll call vote, all in favor.

NEW BUSINESS: Ordinances relating to the Knox Box and street numbering will be discussed at the February meeting.

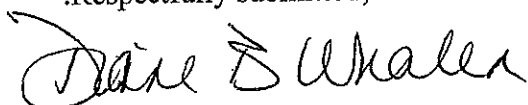
PUBLIC HEARINGS AND COMMENTS: Captain Neubig questioned whether there had been any change authorized regarding the change of name from Rescue 1 and 2 to Emergency 1 and 2. He was advised to continue as before until he was notified further.

RECOGNITION OF EMR GRADUATES: Two of the ten graduates were present at the meeting for a photo – Christopher McNeil and Geoff DeMatteo. All were congratulated for their achievement.

WELFARE OF THE COMMISSION: Items for discussion at the next meeting will be the ordinances regarding the Knox Box and street numbering. Vice-Chairman Prunier made a motion that was seconded by Commissioner DellaCamera to table the Organizational Meeting until the February 6th Regular Meeting. On roll call vote, all in favor.

ADJOURNMENT: A motion was made by Vice-Chairman Prunier and seconded by Commissioner DellaCamera to adjourn the meeting at 8:32 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
JANUARY 2014**

TO: Joseph Civitello
Chairperson, Honorable Board of Fire Commissioners
FROM: Chief William Seward, III
DATE: December 31, 2013

APPARATUS CONSTRUCTION STATUS

The final inspection trip is scheduled for Friday, January 3, 2014. Depending upon this review, delivery is expected shortly thereafter.

NEXGEN & FIREHOUSE DATA COLLECTION

There continues to be issues with data transfer from the main server at Police Headquarters. These problems prohibit the timely transfer of critical information to the State Fire Marshal's Office as required by statutes.

2014 AMBULANCE RATE SCHEDULE

Attached is the 2014 Ambulance Rate Scheduled as approved by CT DPH-OEMS. This information has been transmitted to Comstar Ambulance Billing Services.

MUTUAL AID TO DURHAM EMS

The Chief met with representatives from Middlesex Hospital and Durham EMS regarding mutual aid coverage to a specific area in their town. Draft language for this plan is being reviewed.

FY 2014-15 BUDGET

The Chief received a memo from the Town Manager concerning the FY 2014-15 budget preparation. His memo stated there shall be a zero increase in the budget. (see attached)

OTHER BUSINESS/INFORMATION

- The Chief attended the Region 2 REPT Steering Committee Meeting in Guilford
- The Chief attended Company 3's Anniversary Dinner
- The Chief attended a holiday breakfast meeting at EHF