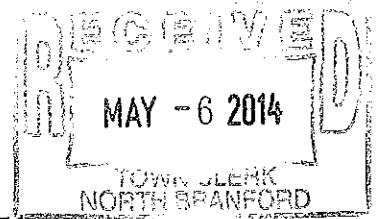


**TOWN OF NORTH BRANFORD  
BOARD OF FIRE COMMISSIONERS  
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk  
FROM: Diane B. Whalen, Board Clerk  
DATE: May 5, 2014

At the Regular Meeting of the Board of Fire Commissioners (BOFC) held on May 1, 2014, the following motions were made, seconded and approved:

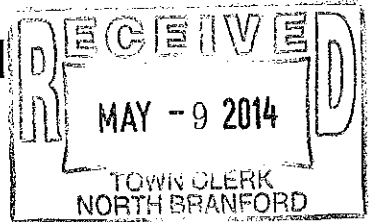
That the BOFC approve the Minutes of the Regular Meeting of April 3, 2014 (made by Commissioner DellaCamera/seconded by Commissioner Ash, all in favor).

That the BOFC amend the agenda to move item #10 New Business to between items #5 and #6 and designate it #5A (made by Commissioner DellaCamera/seconded by Commissioner Ash, all in favor).

That the BOFC adjourn at 9:03 p.m. (made by Commissioner DellaCamera/seconded by Commissioner Ash, all in favor).

*Diane B. Whalen*

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



**MINUTES**

**REGULAR MEETING, COMPANY #2**

**MAY 1, 2014**

**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, Commissioners Kenneth Ash and Anthony DellaCamera. Vice Chairman Ed Prunier and Anthony Gallicchio were absent.

**OTHERS:** Officers: Chief William Seward, III, Deputy Chief Anthony Esposito, Deputy Fire Marshal John O'Brien, and Captain Ken Neubig. **OTHER INTERESTED PARTIES:** Mayor Anthony Candelora and Risk Manager Michelle Knockwood.

**PUBLIC HEARINGS AND COMMENTS:** Mayor Candelora informed the Board that the State is expected to finish their work on Rt. 80. He recommended that a letter be sent regarding any incomplete or deteriorating conditions at Company #1.

**READING OF PREVIOUS MINUTES:** Commissioner DellaCamera made a motion, seconded by Commissioner Ash, that the BOFC approve the Minutes of the April 3, 2014 Regular Meeting as presented. On roll call vote, all in favor.

**NOTICES AND COMMUNICATIONS:** Chief Seward noted that the Memorial Day Parade is scheduled for May 26<sup>th</sup> in Northford.

Chief Seward invited Risk Manager Michelle Knockwood to this meeting to discuss a driver's policy. Commissioner DellaCamera made a motion, seconded by Commissioner Ash, to move Item #10 New Business up to between Items #5 and #6, designating it as #5A. On roll call, all in favor.

**NEW BUSINESS:** Michelle Knockwood, as the Risk Manager for the Town, would like the Board to institute a driver's policy. Due to recent incidents with Town vehicles, she felt it was necessary to put a policy in place regarding what to do when an accident occurs, etc. The Chief noted that he did put a driver's policy in effect. She also discussed whether department members on worker's compensation should be allowed in the firehouses. The Board informed her that a policy already exists that prevents a member receiving worker's comp from participating in drills and calls. They are allowed in the firehouse but can't return to duty unless cleared by a physician.

**DEPARTMENTAL OFFICERS' REPORTS:** The Fire Marshal's Report for April was distributed listing 141 calls. Reports were distributed from Deputy Chief Esposito, Deputy Chief/Training Officer Colangelo and Assistant Chief of Training Amatrudo.

**COMMISSION COMMITTEE REPORTS:** None.

**REPORT FROM CHIEF:** Chief Seward's memorandum to the Board regarding his report dated April 28, 2014 was distributed and is attached to the Minutes and made a part hereof. There continue to be ongoing issues with the NexGen system and the firehouse software. There were issues with the suspension on the ambulance but it is still under warranty. It has been resolved and is back in service. The proposed ordinances requested by the BOFC (fire marshal billing, fire rescue billing, knox box and street numbering) will be discussed at the Town Council meeting on May 20<sup>th</sup>.

**UNFINISHED BUSINESS:** None.

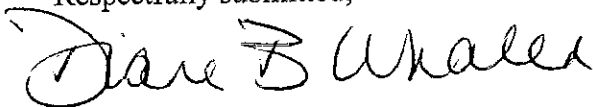
**NEW BUSINESS:** The appointments of Deputy Chief/Training Officer Colangelo and Assistant Chief of Training Amatrudo will expire soon. The appointment for Deputy Chief/Training Officer will be discussed at the June meeting during an executive session. There was a discussion regarding the purchase of a used tanker for the department and the fact that the Chief might need to act on it immediately. Commissioner DellaCamera made a motion to approve funding up to \$250,000 for the Chief to purchase a tanker if one is available. After some discussion, Commissioner DellaCamera retracted his motion.

**PUBLIC HEARINGS AND COMMENTS:** Company #2 will have their golf tournament on June 27<sup>th</sup>.

**WELFARE OF THE COMMISSION:** The budget results will be known. The tanker purchase may be discussed and a review of the Deputy Chief/Training Officer's position will be discussed at the next meeting.

**ADJOURNMENT:** A motion was made by Commissioner DellaCamera and seconded by Commissioner Ash to adjourn the meeting at 9:03 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 black ink and is positioned above the typed name and title.

Diane B. Whalen  
Board Clerk



**TOWN OF NORTH BRANFORD FIRE DEPARTMENT  
MONTHLY REPORT TO THE BOARD OF FIRE COMMISSIONERS  
2014**

**O:** Joseph Civitello  
Chairperson, Honorable Board of Fire Commissioners  
**FROM:** Chief William Seward, III  
**DATE:** April 28, 2014

**NEXGEN & FIREHOUSE DATA COLLECTION**

The Chief continues to work with NexGen representatives on the issues plaguing our management information system data and the LEAS monthly Fire & EMS Activity reports.

**MEDIC 4**

Over the past few weeks another suspension issue arose with the International chassis that prompted the Chief to contact AEV. The unit was taken to the local International dealer but with no results. The ambulance was then taken to Hine International in Southbury where the problem was identified and repaired. The unit is back in service. The Chief will provide greater details in the meeting.

**NBFD BUDGET PRESENTATION**

The Chief attended the scheduled budget deliberations and public hearing and answered questions posed by Town Council members. Overall the Department survived the FY 2014-15 processes with good results. Funding for a tanker, increased equipment reserve and line items for equipment were all increased. Also, the Town Council approved "free" membership for NBFD personnel to the town's fitness center. The public referendum takes place on May 13.

**COMPANY 3 APPARATUS COMMITTEE**

The Chief met with member of Company 3 for the purposes of establishing a foundation for specification for a Tanker for Station 3. There continues to be discussion on requirements and availability of demo units.

**OTHER BUSINESS/INFORMATION**

- The Chief attended the Region 2 REPT Steering Committee Meeting in Cheshire
- The Chief attended the Department Head meeting at Town Hall
- The Chief installed hydrant flags in Montgomery Village
- The Chief is coordinating the NBFD's coverage for the annual Matt's Mission Road Race set for 5/18
- The Chief exchanged the Department's ICALL portable radios at Troop F as per DESPP directive
- The Chief attended the State of CT 2014 Homeland Security Working Group meeting at DESPP Hqts representing the state's 5 hazmat teams