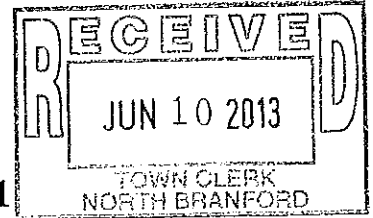


**TOWN OF NORTH BRANFORD  
BOARD OF FIRE COMMISSIONERS  
NORTH BRANFORD, CONNECTICUT 06471**



TO: Lisa Valenti, Town Clerk  
FROM: Diane B. Whalen, Board Clerk  
DATE: June 10, 2013

At the Regular Meeting of the Board of Fire Commissioners (BOFC) held on June 6, 2013, the following motions were made, seconded and approved:

That the BOFC approve the Minutes of the Regular Meeting of May 2, 2013 (made by Commissioner DellaCamera/seconded by Vice-Chairman Tosi, all in favor).

That the BOFC authorize Chief Seward to make a request for the funds to purchase the equipment for the new rescue vehicle (made by Vice-Chairman Tosi/seconded by Commissioner Prunier, all in favor).

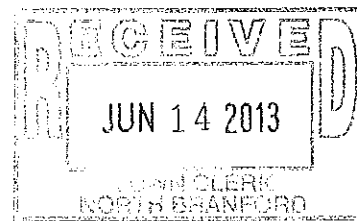
That the BOFC authorize the draft version of the job description for the volunteer firefighter/EMS candidate (made by Commissioner Prunier/seconded by Vice-Chairman Tosi, all in favor).

That the BOFC suspend the July and August meetings unless it is determined that a meeting is required (made by Commissioner DellaCamera/seconded by Vice-Chairman Tosi, all in favor).

That the BOFC adjourn at 9:40 p.m. (made by Commissioner DellaCamera/seconded by Vice-Chairman Tosi, all in favor).

*Diane B Whalen*

# Town of North Branford Board of Fire Commissioners



## MINUTES

REGULAR MEETING, COMPANY #3

JUNE 6, 2013

**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, Vice-Chairman Angelo Tosi and Commissioners Anthony DellaCamera and Ed Prunier. Commissioner Anthony Gallicchio was absent.

Chairman Civitello introduced Town Manager Michael Paulhus and thanked him for attending.

**OTHERS:** Officers: Fire Chief William Seward, III, Deputy Chief Anthony P. Esposito, Jr., Deputy Fire Marshal John O'Brien, and Captains Richard Lennon, Gene Stabile and Gary Steck, and Lieutenant Steve Torino. **OTHER INTERESTED PARTIES:** Town Manager Michael Paulhus.

**PUBLIC HEARINGS AND COMMENTS:** None.

**READING OF PREVIOUS MINUTES:** Commissioner DellaCamera made a motion, seconded by Vice-Chairman Tosi, that the BOFC approve the Minutes of the May 2, 2013 Regular Meeting as presented. On roll call vote, all in favor.

**NOTICES AND COMMUNICATIONS:** An invitation from the New Haven County Fire Commissioners' Association was received and read regarding the next meeting to be held on June 18<sup>th</sup> at Lorenzo's Ristorante in New Haven. The South Windsor Volunteer Fire Department is inviting all to participate in their 130<sup>th</sup> State Firefighters Convention and Parade September 20<sup>th</sup> to 22<sup>nd</sup> in South Windsor.

**DEPARTMENTAL OFFICERS' REPORTS:** The Fire Marshal's Report for May listing 146 calls was distributed. Deputy Chief Esposito's report was distributed. The alarm data and Ambulance Activity Reports were also distributed for April.

**COMMISSION COMMITTEE REPORTS:** Transportation: Commissioner DellaCamera reported on the trip to New Jersey for the pre-construction meeting for the new rescue vehicle. He was impressed with the facility and felt that the right decision was made to purchase the custom chassis.

**REPORT FROM CHIEF:** Chief Seward's memorandum to the Board regarding his report dated June 1, 2013 was distributed and is attached to the Minutes and made a part hereof. He discussed the new rescue vehicle and noted that members have assembled a list of rescue equipment and tools that should be purchased with the remaining funds in the apparatus bond account. Vice-Chairman Tosi made a motion that was seconded by Commissioner Prunier that the BOFC authorize Chief Seward to make a request for the funds to purchase the equipment for the new rescue vehicle. On roll call vote, all in favor. The rescue company will design the vehicle to fit the tools. Company #1 would like to re-designate the vehicles in their company. Rescue 1 will be renamed as Emergency 1, Rescue 11 as Rescue 1, Rescue 2 will remain Rescue 2 and the Special Hazards Unit will be deactivated. The Chief would like to recognize members in a formal presentation and has been collecting information for a department awards ceremony. A thermal imaging camera has been purchased and assigned to Engine 1. The Chief gave the Board a demonstration of the new camera and noted that each station will receive one new camera. He thanked the members who participated in Matt's Mission Road Race and the Memorial Day Parade. He noted that Company #3 changed officers and he revised the Nbfd Organizational Chart to reflect the changes and distributed a copy to the Board.

**UNFINISHED BUSINESS:** Any discussion and action regarding the department chaplain will be tabled until a future meeting. The SCBA testing is ongoing.

**NEW BUSINESS:** Chief Seward noted that an email was received from the Purchasing Assistant stating that a Company #3 member was requesting permission for a moonwalk event in the fall. No one from Company #3 was aware of this request. The Chief distributed a position description for a volunteer firefighter/EMS candidate and noted that it was required for insurance purposes. He recommended that this draft description be approved by the Board as the new job description. After the Board read the description and discussed it, Commissioner Prunier made a motion that was seconded by Vice-Chairman Tosi that the BOFC authorize the draft job description for the volunteer firefighter/EMS candidate be made a part of the job description. On roll call vote, all in favor. Company #1 informed the Board that their 75<sup>th</sup> Anniversary celebration will be held in October at Anthony's Ocean View Restaurant. A draft version of the requirements to remain an active member was distributed and discussed. There was some discussion about possibly changing the pension requirements. Some of the members would like to see additional requirements that would increase the training portion as they feel it is necessary for members to have more training. They would like more credit given for training as opposed to attendance at meetings. There are many opportunities for classes that are available to members. The Chief felt that supervisors must be trained to a higher level than their subordinates. There was a discussion about the minimum requirements that should be necessary in order to be elected as a company captain. The Board will review the document and a special meeting will be scheduled to specifically discuss this issue. The Board would like the captains to review this document and supply their input.

**PUBLIC HEARINGS AND COMMENTS:** Company #3 informed the Board about a fried dough pizza fundraiser in June and their participation in the Potato Festival in August. They informed the Board that their charge for a rental space is \$2500 at the Festival which includes two parking spaces. All other individuals assisting at the fundraiser would be charged for parking. It was also discussed that the fire department provides volunteers around the clock for assistance at the Festival at no charge, except for the EMS crew that is paid for their time. The Town Manager will look into this issue now that he has a better understanding of the situation. The Board appreciated that the Town Manager attended this meeting and was able to hear the discussions about the various issues. Town Manager Paulhus felt this was very helpful to him in understanding the issues.

**WELFARE OF THE COMMISSION:** There was a discussion about the suspension of the next two meetings as it is difficult to get a quorum during the summer months. Commissioner DellaCamera made the motion that was seconded by Vice-Chairman Tosi that the BOFC suspend the July and August meetings unless it is determined that a meeting is required. On roll call vote, all in favor.

**ADJOURNMENT:** A motion was made by Commissioner DellaCamera and seconded by Vice-Chairman Tosi to adjourn the meeting at 9:40 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  
JUNE 2013**

**TO:** Joseph Civitello  
Chairperson, Honorable Board of Fire Commissioners  
**FROM:** Chief William Seward, III  
**DATE:** June 1, 2013

**RESCUE 11 & MEDIC 4 STATUS**

The Chief has communicated with the AEV representative via telephone and emails regarding the status of the remounting of Medic 4. The factory continues to do their part and presently we are working on the graphic design for new logos and lettering.

On Wednesday May 22, the Chief, Capt. Lennon, 1<sup>st</sup> Lieut. Conway, Comm. DellaCamera and the Rescue 1 representative attended a pre-construction meeting at the Rescue 1 factory in New Jersey. The objective of this meeting was to review apparatus specifications, drawings, review paint schemes, apparatus graphics, compartments and placement of equipment. Based upon this meeting and our requirements, the Chief is awaiting new documentation from the vendor on change orders. Additionally, members have assembled a list of needed rescue equipment and tools that should be acquired with funds which remain available in the apparatus bond account. The Chief has already met with the Town Finance Sub-Committee and expressed the need to carry out this acquisition. Based upon the pre-construction meeting, we will need to obtain authorization to purchase the items so that compartmentation can be coordinated with new equipment.

**NBFD AWARDS**

The Chief met with Company Captains or their representative regarding the need to collect information that will lead to a Department Awards Ceremony. A preliminary list has been provided to the Chief by each Company. Also, the Chief has assembled an Administrative Order that permits the NBFD to move forward with the award process (see handout).

**THERMAL IMAGING CAMERA & SOG**

Using available funds from the Technical Supply account, a new SCOTT EAGLE ATTACK thermal imaging camera (TIC) was purchased and assigned to Engine 1. The old Eagle Imager 1 has been out of service and no parts are available for its repair. These old cameras are also in service in Company's 2 & 3 and are schedule to be replaced in the new fiscal year. Also, a new Standard Operating Guideline has been developed and issued to Companies pertaining to the application of thermal imaging cameras in the department.

**OTHER BUSINESS/INFORMATION**

- Attended Town staff meetings
- Attended meeting with Recreation Director regarding Town Festival
- Chief attended the annual DESPP Emergency Management Conference in Cromwell
- The Chief send the 2011 Annual Report to the Town Managers Office
- The Chief met with the new Town Manager regarding emergency management operations
- Coordinated EMS support for the Matt's Mission Road Race
- The Chief participated in the town's Memorial Day Parade
- The Chief attended Company's 3 installation of officers dinner
- Revised NHFD Organization Chart published