Fire Service Coordination Meeting

March 16, 2011

The meeting was called to order by Chief John Field at 19:00 hrs

In attendance were: Chief Field, DC Brunoli, Chief Maccalous, DC Harmon, Chief Dauphanais, Commissioner Kozlak, Board of Safety Commissioner Potter, Chief Marques, President Andrews, Local President Pepler, Public- Capt. Newkirk, FF LaJendre TVFD

A motion was made by Chief Dauphanais, and 2nd by Chief Marques to accept the minutes from the November 10th meeting. The motion passed unanimously.

**Discussion of Apparatus Plan -** DC Brunoli stated that the new pumper is enroute or in MA. The new Quint is in PA at American LaFrance/ LTI being painted. The projected delivery is the end of April. The new Tanker is off the line is being upfiitted for the lube system. They will let DC Brunoli know when the chassis is on site. DC Brunoli asked if the old apparatus (E-14) could have a sheet like Mike made for E-37. DC Brunoli stated he has been contacted by John Walsh. He sells old fire apparatus and his phone number is 860-428-4477. Larry and Mike have already talked to him. Do we want to get them together and get a picture? DC Brunoli told him we were going to meet and he would get back to him. Emil has helped keeping us on track and DC Brunoli said can’t thank everyone enough for their support.

Chief Field asked if there was anything else. Chief Dauphanais asked if one of the pumpers would be available when we get the new one in. Emil would like to give one to Wolcott Tech. Chief Field and DC Brunoli feel if anything should be replaced, Torringford should replace 16. DC Brunoli stated that the other night at the Rainbow Restaurant fire he did not need E-17. He needed bodies, so the personnel could have come down in 16. Chief Dauphanais stated the general thought is to borrow an engine so they can focus their effort on 16 - If we can’t borrow an engine we will still look at putting something in E-14’s spot. Commissioner Jim Potter asked if they needed to replace 14 and have an engine. Larry said he thought they need to so they could focus their efforts on replacing 16 with a vehicle to carry more people. Chief Field asked what the thought process was. Larry stated, we need a 2nd something. Larry stated that if we go mutual aid to Nepaug, Harwinton or Downtown, the East End will be barren. Commissioner Potter stated that the City would call mutual aid to cover if needed. Chief Dauphanais stated that at the Guerdat Road fire nothing was put in the East End. Chief Field explained that the City would still have 2 spares if there is a need for a pumper anywhere in the City. If there is not a second pumper at Torringford then personnel have said there is no reason to come to the Fire House. Larry said he has an issue of members not wanting to show up if the pumper is gone, so why come to the Fire House. Chief Field stated it is an educational issue, as DC Brunoli stated the last fire we needed people and not another pumper. He stated that when the new tanker comes in we may only need the tanker and not the Engine so it can stay in the Fire House. Larry stated that they do not know if they are going to go with the pumper or replace 16. The general idea is to put something in E- 14’s spot and replace 16 with something that can carry people and equipment. Larry stated they are still looking at replacing the two pieces. Chief Field asked if they had the funding. Larry stated that they were looking to borrow the money but knew funding was an issue.. Chief Field heard his reason and does not agree and cannot support a second pumper, if you tell him you want to replace 16 with something like Tac-9 you have 100% support. Larry said that is all well and good, but some of his people will have a problem driving the bigger truck. The personnel are more comfortable with a smaller vehicle. Chief Field looked at the dollars and cents and said, if you can afford it, though we hear all the time that we are all struggling for funding. Chief Field stated, if you can fund both that’s great. Larry said that is the problem. They are not sure what they want to do but feel the need to have the second pumper in house. The Chief and DC want to know the thought process. Larry said, I know you want us to have something like T-9, Commissioner Potter stated a vehicle like a Ford 550, like Tac10. Something like Winsted has. Commissioner Potter’s concern is that you keep saying that you need but we put this plan together and you seem to be ignoring it or you are not satisfied with the plan. Chief Dauphanais stated, so what you are saying is be good with what you have now, and be happy with it. Chief Field said I am content with replacing truck 16 looking at the money. Larry would like to replace both but said realistically they can’t. That is why we are looking to borrow and give us some time and evaluate the situation to decide what to do next. Commissioner Potter asked if they wanted to put16 out to pasture. Larry stated they want to look at 16 and what to replace it with and borrow an engine for a period of time. Commissioner Potter asked for how long and why would you need it. Chief Dauphanais stated they would like to have 3 pieces of apparatus here. DC Brunoli referred to the statistics from 2008: E-14 only responded to 40 calls, E-36 to 5 and E-45 to 14. Chief Dauphanais responded that E-14 was manned many more times and DC Brunoli replied, so if it was manned even another 40 more times is it really fiscally responsible to have a vehicle and equipment for that many calls. There is a lot of money tied up in equipment and maintenance. We are trying to make a system that will work so that everyone benefits by whatever we are going to do. Also, we need to look at what we need for Burrville so the systems will work. We need to work together and not separately. Chief Field stated to everyone that it is not about wants, but it is about needs at this time and we need to look at the big picture. Larry stated, so what you are looking at for us is a heavy rescue or something like Tac-10. Deputy Chief Brunoli stated no, something similar to TAC-9 that would carry ventilation, extra tools, air packs, people and pumps etc. The Deputy Chief stated that we need equipment and vehicles that will benefit the whole operation citywide and not only certain Districts. Chief Field stated that we need to look at the big picture; we do not need another pumper. We have more pumpers than the City of Waterbury. We need to look at what will benefit the total operation of the fire service in general. We need to get away from looking at the way it was and look at what we need for the future of the entire operation. Commissioner Potter stated we do not need equipment to go all over if we are not available and then we just have to tell the surrounding towns we’re not available. Mike Maccalous asked what the plan was if they had a truck out of service. The Chief stated that we still would have 2 spares in the City should we need to move one around. Mike stated as long as there will be a vehicle available then it should be okay. Larry will bring back the information to his members to see what direction they want to go in. Chief Field stated we will discuss the removal of E-5 and E-2 further as the new pieces come in. Chief Field explained how the Quint came about. He stated that Emil approached the Deputy Chief in November and asked if he would consider moving a piece up in the rotation to smooth the plan. The City was going to spend only $35,000 this year and $2 million next year. Emil was trying to smooth the plan out over the life of the plan so he and the Deputy Chief discussed the options. The next piece in the plan was a 75’ Quint, so the Deputy and Emil went to the Vehicle Advisory Committee to get approval to go to bid. They provided the justification and were approved to go to bid and we should expect arrival by the end of April.

**Policy-** Deputy Chief Brunoli mentioned getting together to work on a citywide Fire Police Policy. With the move to LCD we need to better define our policy on when and where we need to have Fire Police dispatched. The Deputy Chief questioned the process of calling them and how they were dispatched to Winsted - one was a standardization of policy and the other of accountability. The Chief explained that if we do not know they are responding and someone gets hurt, who is responsible? The Chief further stated that with LCD coming in we need to put everything in black and white, we need to have a policy for them .They will dispatch us through the CAD system we set up, so having everything done will assist in our operations. Chief Field said he knows that there has been discussion on what the Fire Police should be responding to and that we do not need Fire Police at every call. Chief Field stated it would be a good time to set up a policy as we get prepared for LCD. It will also help the Police Department to have a clear understanding of when their services will be available. Chief Field is going through all the policies to get them all squared away. The run assignment sheets for the CAD need to be checked to make sure they are correct. We have firefighters who know our system, and LCD does not. We need to make sure we cover the small things that we take for granted due o the knowledge of our system. Chief Marques said their Fire Police vehicle is almost ready. Chief Field stated that he saw it at someone’s glass company. Ken said they had a minor problem with the rear window and it is going to be replaced. Chief Marques stated that when it is ready he will come to the Chief to have it placed into the system. Commissioner Potter asked Drakeville what they were using for a Fire Police vehicle. Chief Maccalous stated that they were using Brush 36. Commissioner Potter stated that a van in the City may be coming available for that use. Mike said that maybe a pickup might be better as it may have more use. Chief Marques stated that the vehicle has seatbelts in the back to assist in transporting people should the need arise.

DC Brunoli brought up the Injury Policy. We need to be using the right paperwork and notification needs to be made to us within 24 hours. The new forms were passed out and the OSHA 300 log form needs to be filled in. Chief Field asked if everyone had them. The injured party went to Concentra two days after the incident. We need to make sure the notification is made in a timely manner. Mike Maccalous asked if the forms could be sent electronically. Chief Field sated he will send the forms out through email.

DC Brunoli then brought up the Drug Testing Policy. He stated that the program has been underway now for about a year with excellent results. The Deputy Chief explained that it was part of the Local‘s negotiations and they agreed to it as long as everyone was involved. Chief Field asked if anyone knew of any other department that was doing drug testing. All of the Departments are on board as long as we can come up with a system that will work. The was much discussion from all at the meeting regarding making contact with the individuals on a meeting night, the 3 hour window and having Concentra available to administer the tests. We would call at start of drill and notify the person in charge. Chief Field stated due to third party issues, the Hospital would not be involved. It will only happen at Concentra. Larry thought maybe we should have alternates just in case the individuals are not at drill. Commissioner Potter asked if they could come to the firehouses, Chief Field stated probably not due to the security of the test and other sample issues. Commissioner Potter asked if they could go the next night and after some discussion it was determined that it would then not be random. Chief Marques said he would check if Simsbury Fire does testing, as he has a few friends there. Chief Maccalous said he has it on his new application for members. Chief Field stated that we are meeting next week and would discuss the program with Concentra.

DC Brunoli stated that there are only 3 people who see the names to keep the validity of the system. Chief Dauphanais asked what would happen if someone came back positive. Everyone was in agreement to follow the policy that is written. They person would be there as part of the Fire Department operations so the policy would be followed as written. There was some discussion of how to pool the names. It was agreed to put all the names together in one pool. Commissioner Potter stated that Dwans offers alternate if a person is off on vacation or for personal reasons.

Larry asked if he could have the Medical Policy he had requested from the Deputy Chief. Chief Field stated that he is in the process of updating the EMS Policy and it would be coming out in the next week due to modification - nothing to do with you guys. Larry wants the guidelines to what and why we are doing for EMS.

The Black Helmet Policy was addressed. Chief Maccalous asked if there was a policy because one is referred to, but he does not remember seeing one. Chief Field always refers to the check sheet. Larry said there is an agreement and policy. Captain Newkirk said there is one in the book, he then went to the book and pulled it out. It was from 1998. The policy was not labeled Black Helmet Policy. Chief Field will clean it up and call the policy as such. The policy should document what the responsibilities of a black helmet and yellow helmet firefighter should be. Commissioner Potter said it was his first meeting on the BOS. Captain Newkirk made copies for everyone to review.

Chief Field asked how training was going. Everyone said it was going okay with no problems. There is a meeting with the Training Officers on April 4th at HQ. Commissioner Potter asked if the Training Officer has been making the training. The response was good except for some weather related cancellations. The only other thing was a question on the evaluation program. Chief Field explained it was a way to see what our training needs would be and a way to standardize the process. We do the evaluations with the career department and it works well. Chief Field stated it is a way to establish competency and establish our training needs. The training also shows competency to OSHA so that we will be compliant. The program should be developed so that it builds competency, confidence and gives us a plan of direction for our training program together.

Larry stated the young guys are nervous and olds guys would be upset if they are told they can’t fight fire anymore; DC Brunoli stated that they have to understand the message may have been misconstrued. Mike Maccalous stated if somebody fails we will need to work with the person. The People need to know we will retrain and work with them. We do not want to penalize everyone for a small few. Chief Field said to pass the feedback through the proper channel, and then send it to the proper people. This is not to harm anyone, it is to build competency and learn what our training needs are. Spread the positive message.

 The Equipment account balance- $29,400.92

Chief Field sent out the Strategic Plan and each department will get one. He encourages everyone to share it with people. Chief Field is looking to put it on the web site so the public can see what we developed. He would like to thank all who had any part in the plan’s development. This is our goal and we look at moving forward together. We are already working toward a lot of this. If anyone has any questions call Chief Field. There were some questions on the names in the plan. The people named are the people who helped develop the plan and their positions at the time. Mike Whittaker was president at the time and that is why his name is there that way. One name was removed. Mike Maccalous asked if there was away to adjust the organizational chart. Chief Field said he is open for suggestions on how to make it work. The plan is out to 2015 and Chief Field said we may want to look at it in 2014, but it can be amended along the way to provide us some direction and guidance as we move forward. If we have to make modifications we can. Chief Field is pleased with the content and thrilled to be working on some of the items. We actually accomplished something big together so the City is happy.

There was no correspondence

**Comments from the Public** - Jim Newkirk asked a question on the Lockout Policy. The Chief Field stated we should be following the policy. He stated that it appears that we go to some that are not emergencies. Chief Field stated we are working with the Police Department on the issue. Commissioner Potter said that they are not following the policy and Chief Filed stated that the Fire Department is not either. We are working on the policy, and we are supposed to be following it. Chief Field had a discussion regarding this policy and why the PD had 17, and the FD had 24 recorded. We record not only building lockouts, but also motor vehicle lockouts. It should be a true emergency and sometimes it is an interpretation. We expect our officers to interpret and act. They are essentially making the decision right in front of the person. Chief Field explained the Lockout Policy for the YMCA and Towers. There was a reason to institute the policy for these buildings. The building administration came to us to assist with the policy. When we do go it usually is a true emergency. Larry asked if the PD screens the call before sending it our way. Going through the calls brings to light the way we should write a proper narrative. It is important to properly record the information so that it is a true record of what happened. This will help in case you ever get pulled into court - so that you will be able to remember what was done. Therefore, the narrative is very important. Commissioner Potter stated that it also helps establish repeat offenders. Chief Field explained the charging system for some calls. We do not have a person who works on billing. Our guys help to identify the people. Chief Field is in the process of sending a letter to 600 New Harwinton Road for the chimney fire. Commissioner Potter stated that the big storm is something we cannot avoid. Larry brought up the Pine Cupboard and it was sated that if you recognize multiple offenders, we need to know. Chief Field gave the history of 600 New Harwinton Road, and explained that we are sending him a letter to get his attention and fix the problem. One of these times he will have a real fire and the homeowner could say that we never told him, so this way it will be in writing. Ken Marques asked a question regarding reports. Usually we will call down to ask for a run number and sometimes they will not give the time. Deputy Chief Brunoli stated when we go to LCD you won’t call down. Deputy Chief Brunoli said that we are almost ready with the computers for the Fire Houses. If you do not hear them on the radio they may be taking other calls and there will be no radio chatter. Chief Field stated that with LCD we may be restricted and will not call, and it will be on the computer. The information will be on the field cad screen. Chief Field stated that at Litchfield Ambulance they are faxed the information after the call. We will try to do it through the Cad System. Larry asked if everything will be interlinked. The Deputy Chief stated that the issue will be how the security is going to be setup on the City Server. It will be up to us as to what access you will be allowed to get. You cannot just o anywhere because Rudy can see where people are. Chief Field stated the security will be a big issue. All the Fire Houses will need internet access to be linked to the system.

**Issues from members**: Mike Maccalous asked about washing gear. He stated that they are on the same schedule and wash using their machine. Chief Field sated that no one should pay to wash any gear. Deputy Chief Brunoli stated as long as you wash 2X a year, keep and send the records along we will be okay with that. DC Brunoli said gear could be brought to HQ. The machine will take 4 sets, but 2 is better. TVFD stated that they are on the same schedule. BVFD Ernie Preato III said they bring their gear to Winsted to wash. Chief Shopey said it is okay and no one has to pay. Larry said they fix lettering and Chief Field told him not to confuse the washing with the gear inspections.

DC Harmon stated that at working incidents we have not been called to be released. Deputy Chief Brunoli said he will remind the Shift Commanders to release them as soon as possible. Especially for medical calls can you release us as quick as possible? He also stated that they had a meeting with all 3 dept. and or organizing a mutual response plan to respond to all 3 dept. Will type up and email to everyone when it is completed.

Larry – asked about computer for office, gear washing

Phil had nothing

Commissioner Potter had a reminder for the three departments about the meeting with City Council and BOS next Wednesday night. He said to bring whoever is responsible for your budgets. The time will be 7pm in the Mayor’s office. We need to show our faces to try to establish a relationship. It will be your job to get on your knees and beg. Chief Field explained what they have gone through. Commissioner Potter stated that the PD has been sent back to cut even more, It has not been said out loud but there is a chance of layoffs. Chief Field stated that the reason they are not in FD is due to vacancies. Ken Marques asked if the budget meeting would be like the training class they had. Deputy Chief Brunoli stated it would be similar. Commissioner Potter explained they will have to go in front of them and state your case. We do not know, but Commissioner Potter stated that two people from City Council and BOS will ask what could be done to get the Fire Service to be one unit and one system. That is what the Strategic Plan is about. We need to make them understand that we are working for one, and not four different departments. Commissioner Potter said to make sure to bring the proper people to the meeting Wednesday March 23, at 7pm in the Mayor’s office.

Chief Ken Marques asked if the dates for the pump test and DOT check were available. The Deputy Chief had some paperwork from the Training Officer that contained the information; they were instructed to touch base with the Training Officer to confirm the testing.

Dennis Andrews had nothing

The Deputy Chief gave an update on the dispatch project. He stated that we would be shooting for a June 15th transition.

They will dispatch over LCD dispatch and we will operate on our normal channels. They will dispatch everyone on LCD dispatch to free up all the operational channels. The new radios will be in shortly. DC Brunoli said he needs to get together with Northwest Communications to reprogram a few channels. They will also clean up the radio and pagers.

Mike Maccalous reported that he has a program to reprogram the Minitor pager and put in two tones in. Chief Marques asked if we could put a tone in just for Fire Police. DC Brunoli said he will look into it. DC Brunoli asked for an explanation of why the bases sign on during calls. It was stated that In case the vehicle is out of the Fire House someone would know that there are more people at the Fire House. They do not expect dispatch to answer. DC Brunoli stated maybe with the computer we will be able to allow units on scene to know there are people available.

 DC Brunoli told everyone if they need any equipment or something breaks to let him know. He asked how they were making out with their grants for cameras and computer. DC Harmon stated they have not heard any news yet. Training Officer Hepburn sent us the gas line computer program. Mike Maccalous mentioned that they purchased (5) Minitors for $350 and Dave Maccalous has the name of the person who has them for sale.

Chief Field has been working on our budgets and policies working. Our budget presentation is on the22nd to the Board. Chief Field stated that it had been presented to the Mayor and it was sent back. We went back through the subcommittee and we are not filling positions. The Department will struggle through the process. We received a grant for a Class A burn trailer and we are in the process of working on it. The trailer is about 53 feet long and will be a big help in training. We will not need to go out of town to do the live burn training as in the past. Chief Field stated the construction project is moving along.

Chief Field stated that if there were any problems to please call. Chief Field asked if Larry would share his email with us so that we can send correspondences to him.

The next meeting will be May 11th in Burrville

There was a motion to adjourn by Commissioner Potter and Mike Maccalous at 20:41 hrs.

Respectfully Submitted Deputy Chief Gary Brunoli