

**Board of Fire Commissioners Regular Meeting**  
**Commissioners Conference Room at Fire Headquarters**  
**72 New Haven Avenue, Milford, CT**  
**Thursday, January 23, 2014**

**Call to Order:** Chief Edo called the meeting to order at 1903 hours. A quorum was present.

**1. Roll Call**

Commissioners Thomas Riso, Kevin McGrath, Howard Stein, Richard Smith, Joseph Weber, Aaron Sanner, and William A. Brennan. Also present were Chief Douglas Edo and Assistant Chief Gary Baker.

**2. Election of Officers**

*Commissioner Smith nominated Commissioner Riso as Chairman and Commissioner McGrath as Vice-Chairman. Commissioner Stein nominated Commissioner Smith as Secretary. Commissioner McGrath seconded the motion. Motion carried unanimously.* Commissioner Brennan abstained from voting.

Chief Edo turned the floor over to Chairman Riso.

Chairman Riso thanked the Commissioners for his appointment.

**3. Public Statements limited to the function of the Board of Fire Commissioners:**

None.

**4. Consideration of Minutes:**  
**Regular Meeting – November 19, 2013**

*Commissioners McGrath and Smith made and seconded a motion to accept the minutes of the November 19, 2013, Regular Meeting, as presented. Motion carried unanimously.*

**5. Communications:**

- a. Letter from the Firefighters Association requesting permission to run the annual Toys for Tots drive. (This letter was acted upon in the November meeting)
- b. Letter from Pete and Linda Berkman to the Department, thanking them for not damaging their home after being locked out. They include a \$50 check.

*Commissioners Stein and McGrath made and seconded a motion to accept and deposit the check into the Good & Welfare Fund. Motion carried unanimously.*

- c. Letter from Dave Pelie and Family expressing their gratitude to the firefighters who came to their assistance during a fire at their home on Freedman Road on September 27, 2013. The response was within minutes and there was even a rescue of two cats. The family will be forever grateful for their assistance.
- d. Letter from Laura Hennessey of West Shore Middle School thanking the Department for the tours and activities provided to the students in the after school program at the West Side Station on three separate occasions.

Chairman Riso confirmed these accolades will be posted in Headquarters and in the requisite stations for public viewing.

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**6. Committee Reports**

East Side Fire Station

Commissioner Brennan reported the project is in mediation. There remain issues with the heat but there are consultants working on that presently.

Chairman Riso inquired if there is currently heat in the building; Commissioner Brennan stated electric heaters are being used.

**7. Chief's Report**

Chief Edo informed the Commissioners the additional funds for a new Quint were approved by the Board of Finance and the Board of Aldermen. He stated the bid will be out by the end of the month.

The Inspector test is scheduled for February 27, 2014. Chief Edo stated there are a possible three candidates signed up for the test.

The Chief reported the heat exchanger at Headquarters has been replaced.

Car 4 is in service.

Chief Edo said the graduation at Parsons Complex in December went very well. He noted the State Fire Academy loved the facility and there was ample parking for all to attend.

The Chief noted the shift list has been completed and provided to the Commissioners.

The budget was presented to the Mayor in a meeting that went very well. The Chief noted the budget increased a bit so as to include pay-raises. The budget will be presented to the Board of Finance in February.

Chairman Riso inquired if the spending tracking for the past six months is in line with the current budget. Chief Edo said all accounts are within the 50 to 54 percent range, except for the one significant increase in the vacation and relief fund, which has been used to cover the multiple vacancies in the Department the past year. He noted this number will drop in the future.

Chief Edo commented the Toys for Tots campaign went well in December.

Commissioner Smith stated he was impressed with the overall setup of the campaign and the amount of toys collected was staggering. Chief Edo thanked him for attending the drive.

The Chief reported the request for proposal for the warning system is still being discussed.

Chief Edo explained he had a command staff meeting and expectations and goals were set. He said he plans on having similar meetings every six months to run a checks-and-

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balances system. He said they will be discussing the rules and regulations to present to the Commissioners for approval and adoption in the future.

The Chief reported Marine 1 has been given a benchmark timeline for repair completion. The fire pump is operational and has been installed in the boat. Chairman Riso inquired if the list of repairs remains significant; the Chief is confident it will be completed by spring. Assistant Chief Baker explained it should be in the water by March 1<sup>st</sup> and the Department will use all of March for sea-trials to get all the kinks worked out by April 1<sup>st</sup>.

The Chief said he had new badges for the Commissioners. Commissioner Smith stated new ID cards are needed.

Commissioner McGrath commented on the *Milford Mirror* article regarding the new Quint. He stated this is good press for the Department in that it explains the reasoning behind the request for the Quint and the process in which the Department engaged to receive the funding.

Chairman Riso noted there are six new firefighters currently working around the City. The Chief said all six are doing well.

Commissioner McGrath inquired about a swearing-in ceremony that had been discussed at a previous meeting and asked if there was any expected timetable in the near future. Chief Edo said he expects early March to be a good time as there will be new Lieutenants to swear in as well. Commissioner McGrath suggested scheduling the ceremony during a regular Commissioners' meeting time and request to hold it at City Hall.

Commissioner Weber inquired if the Department is still paying the utility bills for Stations 5 and 6. The Chief informed the Commissioners the Department still has ownership of the buildings and is therefore still paying the utility bills. Commissioner McGrath inquired if the new budget reflects the Department still owning the stations; the Chief said the new budget anticipates ownership being transferred at that point. The Chief added the Borough of Woodmont has not closed on the property as of yet. The generator from Station 6 will be moved and installed at Station 5 to power the Police Department's radio system.

Chairman Riso asked if there was any update on the Seeman's Lane property. Chief Edo said nothing concrete as to total ownership yet, but it is being worked on. He said the Department will go hard and heavy to acquire a grant to renovate the property to suit the Department's needs when the time comes and ownership is transferred.

**8. New Business**  
**Website**

Chief Edo informed the Commissioners the City of Milford has implemented a new City website in which many City Departments assisted in constructing. He added the Fire Department has its own portion of the site and a member of the Department has access to

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post. The Chief noted the Department conducted an ice water rescue drill earlier in the day and photos from the drill are posted on the site. He added there is also a section for the Fire Commission and inquired if the Commissioners would like to add personal bios and photographs.

Chairman Riso inquired as to how many Department members were involved in the rescue drill earlier in the day; Chief Edo said three engines were involved.

**9. Unfinished Business:**

Assistant Chief Baker reported the new ordinance should be on the agenda for the February Board of Aldermen meeting, per the City Attorney.

He added the SunGard CAD system is all functioning properly and all bugs have been worked out. He did state three remaining issues with the dispatch system. One, it is not interfacing with the firehouse software; two, the hydrant module, which shows which hydrants are out of service, is not working properly; and third, the interface with EMS charts, which is the incident report system with EMS and downloads data directly into the reports, is not functioning properly. All these issues are being worked on and the Assistant Chief will report on them in the future.

Commissioner McGrath inquired if the verbiage of the ordinance has been changed much in the hands of the City Attorney. Assistant Chief Baker said a few grammatical errors have been changed, but not much else. Commissioner McGrath said he assumes someone from the Department plans on speaking at the hearing regarding the ordinance; Assistant Chief Baker plans to go himself.

Chairman Riso commented the SunGard system in relation to the EMS reporting. He inquired if this will dovetail into the EMS billing system that will be implemented soon. Assistant Chief Baker stated the billing company has access to the EMS charts for extraction of any required billing information. Commissioner Stein expressed his concern regarding any HIPAA violations in the transfer of such information. Assistant Chief Baker stated the HIPAA law allows information to be transferred for billing purposes and quality assurance. He added the billing company is well-aware of the HIPAA laws and will follow them closely.

**10. Comments and Concerns of the Commissioners:**

Commissioner Stein noted in the packet was enclosed a letter from Chief Chapman to Chief Edo making a recommendation for a Meritorious Service Award to Chief Wassmer. He stated it raises the issue that the Commission has not had an Awards Committee in some time. He suggested as a "New Business" item for the next Commission meeting should be to reformulate an Awards Subcommittee. He said the Subcommittee may meet with the Chief to determine the appropriate timeframe for an awards night like in the past.

Chairman Riso said it may be placed on the February agenda and asked any of the Commissioners who might be interested in serving on such a Subcommittee to let either himself or Commissioner McGrath know ahead of time.

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Commissioner Weber wished all the Commissioners a happy new year.

Chairman Riso complimented the Board on the cohesiveness of the group. He said it is very gratifying to see that the Board sits as a board without party lines being drawn and acting within the best interests of the City of Milford and the Fire Department.

**11. Adjournment**

*Commissioners Smith and Stein made and seconded a motion to adjourn at 1939 hours.  
Motion carried unanimously.*

Recorded by C. Birney