

**Board of Fire Commissioners Regular Meeting**  
**Commissioners Conference Room at Fire Headquarters**  
**72 New Haven Avenue, Milford, CT**  
**Tuesday, June 21, 2011**

**Call to Order:** Chairman Riso called the meeting to order at 1907 hours. A quorum was present.

**1. Roll Call**

Commissioners Thomas Riso, John Healy, Karen Craig, William Brennan, Richard Smith, and Jonathan Berchem. Also present were Chief Louis A. LaVecchia, Assistant Chief Robert J. Healey, and Union Secretary Michael Dunn.

Commissioner Howard Stein was excused.

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

Union Secretary Dunn submitted a letter to Commissioner Craig for Communications.

**3. Swearing In:**

None.

**4. Consideration of Minutes:**

**Regular Meeting - May 17, 2011**

*Commissioners Healy and Smith made and seconded a motion to accept the minutes of the May 17, 2011, regular meeting as presented. Motion carried unanimously.*

**Special Meeting - May 4, 2011**

*Commissioners Healy and Smith made and seconded a motion to accept the minutes of the May 4, 2011, special meeting as presented. Motion carried unanimously.*

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**5. Communications:**

- a. Thank-you card from Annie Brooks thanking the Department for their response when her two-year-old locked herself in the bathroom.
- b. Thank-you letter from Lynn Connors thanking the Department for their response while helping her father during a medical emergency.
- c. Letter to Chief LaVecchia from Kelly Takachs expressing her thanks for the Department's professionalism during an emergency call on May 26<sup>th</sup>.
- d. Thank-you card from Marion Tompkins thanking the firemen and medics who were all kind and caring during an emergency call.
- e. Thank-you note to the Department from the Gallipoli Family.
- f. Letter to Chief LaVecchia from Acting Chief Brian Lampert of the Stratford Fire Department, thanking the Department for providing the use of an engine when it was needed.
- g. Letter to the Board of Fire Commissioners from Union Secretary Dunn regarding Grievance 11-003.  
Copies of the letter were passed out to the Commissioners. Chairman Riso commented that no further action is necessary.

**6. Committee Reports**

Apparatus

Assistant Chief Healey reported that all front line equipment is in service.

East Side Fire Station Building Committee

Commissioner Healy reported that due to weather problems, there have been some setbacks in the project. He added that they have their job meetings on the site every other Monday morning. The concrete for the footings is scheduled to be poured June 22<sup>nd</sup>. He stated that the next Building Committee Meeting is scheduled for June 23<sup>rd</sup>.

Chairman Riso thanked Commissioners Healy and Brennan for spending so much time on the project.

**7. Chief's Reports**

Chief LaVecchia reported that they are in the final stages of choosing a replacement for Engine 3, Quint. There would be a meeting on June 23<sup>rd</sup> to choose the vendor, but the first choice is Sutphen.

The Chief also reported that the self-contained breathing apparatus grant is moving along and a vendor needs to be chosen.

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The Chief added that the firemen's dorms in Headquarters are in the process of being divided into individual rooms. He said that following completion of this in Headquarters, it will also be done in Milford's other stations.

**8. Unfinished Business:**

None.

**9. New Business:**

Vacation Holdover Request

Chief LaVecchia informed the Commissioners that it has been the normal practice that any unused vacation time held by the Chief and the two Assistant Chiefs should carry over into the next year.

Commissioners Brennan and Smith made and seconded a motion to carry over unused vacation time by the Chief and two Assistant Chiefs into the following year. Motion carried unanimously.

Combined Police and Fire Dispatch Study

Chief LaVecchia reported to the Commissioners that L.R. Kimball had been hired by the City to review combining the Fire and Police Dispatch centers. The Chief said the representative from L.R. Kimball spent the entire previous day at Headquarters. The Chief commented on the great import of having 911 and emergency operations center together. At present, Milford's Emergency Operations Center is in Fire Headquarters. The Chief explained Headquarters is a very secure building with a full camera system and multiple security doors. The Chief answered a few questions by the Commissioners.

Commissioners Brennan and Berchem made and seconded a motion to hold a Special Fire Commissioners Meeting when the report on the Study is completed. Motion carried unanimously.

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

Commissioner Brennan asked Assistant Chief Healey for some clarification on his report.

Chairman Riso reminded the Commissioners that regular meetings have historically been suspended during July and August each year.

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Commissioners Brennan and Healy made and seconded a motion to have the monthly reports in July and August mailed to the Commissioners during the suspension of meetings. Motion carried unanimously.

Commissioners Healy and Smith made and seconded a motion to suspend the July and August, 2011, Regular Meetings. Motion carried unanimously.

Commissioner Healy commented that Commissioner Berchem did a nice job at the New Haven County Commissioners Meeting.

**11. Adjournment**

Commissioners Smith and Craig made and seconded a motion to adjourn at 1937 hours. Motion carried unanimously.

Recorded by C. Birney