

**Board of Fire Commissioners Regular Meeting  
Commissioners' Conference Room at Fire Headquarters  
72 New Haven Avenue, Milford, CT  
Tuesday, November 18, 2014**

**Call to Order:** Vice-Chairman McGrath called the meeting to order at 1856 hours. A quorum was present.

**1. Roll Call**

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

Chairman Riso was excused.

**2. Public Statements limited to the function of the Board of Fire Commissioners:**  
None.

**3. Consideration of Minutes:**  
**Regular Meeting – October 21, 2014**

*Commissioners Smith and Brennan made and seconded a motion to accept the minutes of the October 21, 2014, Regular Meeting, as presented. Motion carried unanimously.*

**4. Communications:**

- a. Letter from the Milford Professional Firefighters Association informing the Board the Toys 4 Tots Program is once again starting up for the holiday season. The Association asks for the Board's support during the program.

*Commissioners Stein and Brennan made and seconded a motion to approve support to the Milford Professional Firefighters Association during the Toys 4 Tots Program. Motion carried unanimously.*

- b. Thank-you letter from the Orange Volunteer Firefighters Association thanking the Department for sending apparatus and assistance during a structure fire on Gulf Road.  
c. Thank-you letter from the Mathewson School Kindergarten thanking the Department for their visit and bringing the truck, and thanking the Department for all they do. Included was a personal message from the 120 students.

**5. Committee Reports**

**Entry-Level Testing**

Commissioner McGrath reported the subcommittee met again prior to the Board meeting. He informed the Commissioners things are moving according to schedule. He added they hope to have the documents ready for review by the City Attorney in the next couple weeks in order to bring to the Board for approval at the next meeting. Commissioner McGrath said if anyone has questions on the new application they can be discussed at the December meeting.

**6. Chief's Report**

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Chief Edo reported the official Toys 4 Tots kickoff will be on Thursday, November 20<sup>th</sup>, at City Hall, which will include a meet-and-greet with the Mayor.

The new Quint is now on the assembly line and things should move quickly from this point out. The Chief stated they expect to receive the new Quint towards the end of January.

Chief Edo informed the Commissioners the recruit class's second report card out of three has been received. All the recruits for the Milford Fire Department are doing really well with average to above average scores thus far.

The Chief reported the budget packet has been compiled and he will be meeting with the Mayor for discussion. He added he will mail the Commissioners a copies of the packet as soon as they are available.

Chief Edo stated the flood gauges around the City have been checked and serviced. He noted there is one flood gauge located at Silver Sands; it might be relocated to give more accurate readings on possible flooding.

The Chief said the recruit class graduation will once again be held at Parson's Complex this year on December 5 (time to be determined). Chief Edo said the Department will once again place the Flag out front and have apparatus in front of the auditorium as well.

Chief Edo said he and Commissioner Brenna attended a seminar on Robert's Rules of Order. He noted much of the initial part of the seminar was spent discussing Freedom of Information; he will try and obtain a summary of the seminar to discuss with the Commissioners.

**7. New Business**

None.

**8. Unfinished Business:**

**Schedule for 2015 Commission Meetings**

Commissioner McGrath handed out a document delineating the 2015 Board of Fire Commissioners Meeting dates. He reminded the Commissioners they had a discussion at the October meeting that the August meeting would be pending depending on the amount of business to be discussed.

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

Commissioner Stein reported he has a new permanent address of 35 Anchorage Drive in Milford.

Commissioner Brennan asked Chief Edo how the EMS billing process is doing; Chief Edo said it is progressing.

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**10. Adjournment**

*Commissioners Smith and Stein made and seconded a motion to adjourn at 1907 hours.  
Motion carried unanimously.*

Recorded by C. Birney