

MINUTES OF THE SEPTEMBER 29, 1998 COMMISSION MEETING OF  
THE COMMISSION ON FIRE PREVENTION AND CONTROL

The meeting was called to order at 9:30 a.m. by Chairman Carozza with the following members present: Commissioners Andresen, Chatfield, Gomeau, Haber, Kowalski, Milewski, Mullen, Munkenbeck and Nicol. Commissioners Johnson, McCarthy, and Vendetta were excused. Staff members Morrissette, O'Neil, Ouellette, Piechota and Piskura were present.

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Kowalski to approve the minutes of the June 30, 1998 meeting. Motion Carried.*

*A MOTION was made by Commissioner Kowalski and SECONDED by Commissioner Andresen to approve the Staff Report for the period of June 15, 1998 - July 14, 1998. Motion Carried.*

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Kowalski to approve the Staff Report for the period of July 15, 1998 - August 14, 1998. Motion Carried.*

*A MOTION was made by Commissioner Kowalski and SECONDED by Commissioner Chatfield to approve the Staff Report for the period of August 15, 1998 - September 14, 1998. Motion Carried.*

Moving to Unfinished Business/Staffing - Before providing the staffing update Mr. Morrissette introduced and welcomed the agency's newest employee, Kelli-Ann Stewart who was hired to fill the vacant Office Assistant position in the Public Education Division.

Mr. Morrissette reported that Deputy Commissioner George Luther from the Department of Public Safety called to indicate that they would be naming a representative to the Commission by the next meeting.

In regard to Commission reappointments no communication has been received over the summer regarding any of the Commissioners whose terms have expired at the end of August. An inquiry was made with the Governor's office to which they indicated that no action had been taken yet, but hoped to act by the next meeting.

Mr. Morrissette reported that a part-time employee serving as a general worker in the Training Division was recently terminated. The agency has recently received inquiries from the individual and his attorney.

Moving to item 4 b.) Mr. Morrissette gave an update on the 1-800 Fire Line program. The program ran fairly smooth during the summer. Because no additional press releases were

disseminated, we have not received a tremendous number of calls as of late. We made a number of resources including signs, flyers, posters available to towns and fire departments throughout the state. Many fire departments are now taking advantage of these resources and posting them in areas of high visibility. We have been working with the Department of Transportation to seek a blanket approval for posting the road signs on any state roads but this was met with a bit of opposition. Therefore we are recommending to fire departments to use common sense when placing signs. We spoke with the Governor's Office once again regarding production of public service announcements. They are very interested but mutually we came to the opinion that there is no way it will happen before November. We indicated we would contact them again sometime after November to further discuss this matter. Lastly, we met with the Civil Air Patrol as another possible referral option. They are very interested and will get back to us soon. We were very impressed with the program they have in place.

Moving to item 4 c.) Commissioner Munkenbeck gave an update on the Public Fire Education Subcommittee. He stated that the subcommittee had reached some conclusions; however, due to the change of the subcommittee's membership additional work is necessary before producing a final report. The problem remains now to prioritize a final direction and perhaps either remove, combine and strengthen one or two items on the report. The committee understands that funds are extremely limited and the position as a Commission should be to use those funds in the best way possible. The best way would be to serve as a library and information resource center. The committee is hoping to have this report finalized soon.

Moving to item 4 d.) Mr. Morrisette stated that he and the Division Directors met with the Director of the Department of Administrative Services Strategic Planning Section to discuss planned activities as part of the strategic planning process. A number of questions came up which the staff had not had an opportunity to discuss in any great detail internally. The staff is looking to do a multi-faceted project which will allow input from all levels. The actual session in which the Commission would be directly involved in will be sometime in February or March.

Moving to item 4 e.) Mr. Piskura presented a detailed overview of activities planned for the North American Fire Training Directors Conference scheduled for October 14 - 18, 1998. Oklahoma State University (IFSTA) will reimburse each state for one round trip airfare and two nights lodging which is their partial sponsorship for this event. One of the events scheduled on October 16 is a boat trip to which he extended an invitation to all Commissioners to attend. In addition, he invited Commissioners to take part in the discussions scheduled for the business meeting on Saturday, October 17.

Moving to New Business, Chairman Carozza asked Commissioner Nicol to call for nominations for the election of officers for the Commission.

*A MOTION was made by Commissioner Gomeau and SECONDED by Commissioner Munkenbeck to place Peter Carozza in nomination for the position of Chairman. The motion was unanimously VOTED and APPROVED.*

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Gomeau to close the nomination for the position of Chairman and to direct the Secretary to cast one ballot for Peter Carozza. The motion was unanimously VOTED and APPROVED.*

*A MOTION was made by Commissioner Kowalski and SECONDED by Commissioner Gomeau to place John Vendetta in nomination for the position of Vice Chairman. The motion was unanimously VOTED and APPROVED.*

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Andresen to close the nomination for the position of Vice Chairman and to direct the Secretary to cast a ballot for John Vendetta. The motion was unanimously VOTED and APPROVED.*

*A MOTION was made by Commissioner Munkenbeck and SECONDED by Commissioner Gomeau to place Edward Haber in nomination for the position of Secretary. The motion was unanimously VOTED and APPROVED.*

*A MOTION was made by Commissioner Kowalski and SECONDED by Commissioner Andresen to close the nomination for the position of Secretary and to direct the Chairman to cast one ballot for Edward Haber. The motion was unanimously VOTED and APPROVED.*

Chairman Carozza thanked the Commissioners for their continued support.

Moving to item 5 b.) Mr. Morrissette asked Mr. O'Neil to provide a general overview of the 1999/2001 Biennium Budget Proposal and highlight any areas where the agency has requested adjustments including any capitol equipment or facility projects. In addition to our budget submittal a request was made for funding of a new facility maintenance person. It's becoming evident every day our two facility staff people and associated contractors just can't keep up with the increase in work and preventative maintenance activity. Expansion items such as new programs or new initiatives that the Commission may devise, do not have to be submitted until November 14.

Regarding our budget submittal, Mr. O'Neil stated the agency was restricted as to increases we could request to specific guidelines regarding inflationary costs or union contractual agreements. Mr. O'Neil gave an overview of additional line items as requested by the agency that were beyond OPM inflationary guidelines.

*A MOTION was made by Commissioner Nicol and SECONDED by Commissioner Munkenbeck to approve the 1999/2001 Biennium Budget. Motion carried.*

Mr. Morrissette stated that at this time he was looking for approval of the FY 1997/98 Annual Report.

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Gomeau to approve the FY 1997/98 Annual Report. Motion carried.*

Moving to item 5 d.) Mr. Morrissette stated that he was looking to fill a vacancy on the Safety Committee to represent the Commission. The Safety Committee meets quarterly and usually sets the date for the next meeting at the end of each meeting.

Chairman Carozza inquired if it was possible to coordinate the Safety Committee on the same day the Commission meets.

Mr. Piskura stated that he did not think it would be a problem.

Chairman Carozza stated that if any Commissioners were interested in serving on this committee to let him know.

Moving to item 5 e.) Mr. Morrissette stated that Fit Testing has been the subject of discussion internally among the staff for the past several months. This all came to light as

part of OSHA's revisions to their Respiratory Protection Standard. The staff identified the fiscal and staff impacts of the revised Standard and has recommended to act on addressing some of the recommendations. Mr. Morrisette asked Mr. Piskura to give an overview of the agency's recommendations and ask the Commission for approval for implementation of this program.

Mr. Piskura explained that Conn-OSHA issued a directive that state agencies review the fiscal impact of the revised Respiratory Standard. This review was executed by Ed O'Hurley in the Training Division and he reported this change to the Standard specifically the fit testing component would have a significant financial impact to the agency. In further investigations on what our options were it became clear rather than going to the outside for a per person fit testing service that if we purchased the device, we could provide the service internally to ourselves. The machine without attachments costs approximately \$7,000; however, in a period of about one year and a quarter that could be amortized just by our own internal use of the device. What blossomed from that was providing the service to the Connecticut fire departments. What we are proposing is that we purchase the device and use it for our internal purposes and then extend the service to the Connecticut fire departments. We would have a ten person cadre headed by a person currently on staff as an adjunct instructor. This adjunct instructor is a registered nurse with a background in industrial hygiene would provide the coordination effort. Ten instructors would work in tandem and travel throughout the state to administer this testing program.

Mr. Morrisette indicated he had taken a call of concern from David Paige, Shipmans Fire Equipment who was concerned about the Commission becoming involved in this service. His main concern as understood was the legislative authority to act in this area. Mr. Paige was given the date of today's meeting as well as the name address and phone number of each Commissioner in the event he wished to bring his concerns directly to a member of the Commission.

A question and answer period followed.

*A MOTION was made by Commissioner Kowalski and SECONDED by Commissioner Munkenbeck to approve the Fit Testing Program. Motion carried.*

Moving to item 5 f.) Mr. Morrisette stated that Commissioner Chatfield extended an invitation to the Commission to hold a future meeting (i.e. November 24) in Prospect at their new Fire Station. He asked the Commissioners if they had any preference for daytime or evening.

A discussion period followed with everyone agreeing to an evening meeting held on Wednesday, January 27, 1999 at 7:00 p.m. in Prospect.

*A MOTION was made by Commissioner Nicol and SECONDED by Commissioner Andresen to hold the January 27, 1999 meeting in Prospect. Motion carried.*

Commissioner Munkenbeck gave an update of the Safety Institute Retention/Recruitment Project. The first round of surveys are in and a report will be presented at the CCM Conference. The raw data gathered from the surveys will be put in a report on various aspects of recruiting and retaining volunteers. A copy of this report should be ready for the Commission's October meeting.

Secretary Haber read a letter from Chief Wayne E. Sandford of the East Haven Fire Department. East Haven will be hosting the 117th State Firefighters Convention on September 15-17, 2000. They would like to explore the possibility of conducting a

Training Seminar on Saturday afternoon and/or Saturday night in conjunction with the Fire Academy.

A discussion period followed.

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Kowalski to table this item for discussion at the October meeting. Motion carried.*

Commissioner Nicol reported on the 13th Fire Apparatus Rodeo held in September. He presented a plaque to Chairman Carozza to thank the Commission for supporting this annual event.

Mr. Morrissette stated as a side note on the plaque issue, the agency staff has had discussions on the number of plaques accumulating. The agency is recommending to various groups and organizations that in lieu of plaques they make a donation to the fallen firefighters memorial fund or consider donating toward the purchase of a more useable item such as a bench or shade tree. A policy will be developed on this issue.

Commissioner Nicol stated that in a recent conversation with Mr. Morrissette he questioned why the Commission was not invited to attend the Governor's monthly staff meeting. Mr. Morrissette made an inquiry and was told that the State Fire Administrator was not invited to this meeting because he was not a direct appointee. If that's the case then the Chairman, Vice Chairman or Secretary of the Commission should attend those meetings and an inquiry should be made asking that the Commission be represented at the Governor's monthly staff meeting. Commissioner Nicol recommended that the Commission pursue this matter.

Chairman Carozza stated that he would certainly make an inquiry.

Mr. Piechota reported that the application for accreditation by the International Accreditation Congress has been submitted. The Commission is asking to be accredited at the same 12 levels as by the Pro Board.

Mr. Piskura briefed the Commissioners on a realignment of the individual in charge of the Industrial Safety & Training Program function in the Training Division. He further explained that this person is now referred to as a Broker and no longer has a relationship with the hiring of instructors. This person is basically a sales person with the ability to customize programs for targeted business and industry.

*A MOTION was made by Commissioner Chatfield and SECONDED by Commissioner Andresen to adjourn the meeting. Motion carried.*

Chairman Carozza adjourned the meeting at 11:15 A.M.

Dated: \_\_\_\_\_

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Secretary, Commission on Fire  
Prevention and Control