



BRISTOL FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS MEETING -THURSDAY, MARCH 26, 2020 6:00 P.M. – 1st FLOOR MEETING ROOM, 111 NORTH MAIN STREET BRISTOL, CONNECTICUT

TO ALL MEMBERS:

1. CALL TO ORDER
2. EMPLOYEE RECOGNITION
3. PUBLIC PARTICIPATION
4. APPROVAL OF THE MINUTES OF THE February 27, 2020 FIRE BOARD MEETING
6. COMMUNICATIONS
7. REVIEW AND DISCUSSION OF THE VARIOUS REPORTS
8. REVIEW AND DISCUSSION OF THE INCIDENT SUMMARY REPORT
9. REVIEW AND DISCUSSION OF THE CHIEF'S REPORT
10. COMMITTEE REPORTS
 - Apparatus
 - Budget
 - Building and Grounds
 - Health and Safety
 - Personnel
 - Strategic & Long Term Planning
 - City Council
11. OLD BUSINESS
12. NEW BUSINESS
13. ADJOURN

PER ORDER OF THE CHAIRWOMAN,
JO-ANN BARRETT, ADMIN. ASSISTANT
BRISTOL FIRE DEPARTMENT

cc: City Clerk
City Council
Local 773

City of Bristol - Board of Fire Commissioners
Meeting Minutes – Monday, February 27, 2020
1st Floor Meeting Room, City Hall

Attendees: Hon. Mayor Ellen Zoppo-Sassu, Chairwoman
Anthony Benvenuto, Comm.
Dennis Crispino, Comm.

Dana Jandreau, Comm.
Harold Kilby, Comm.
Sean Moore, Comm.

Absent: Brittany Barney, Comm.

Item 1 - Called To Order

Chairwoman Zoppo-Sassu called the February 27, 2020 Board of Fire Commissioners' meeting to order at 6:00 p.m.

Item 2 – Employee Recognition

Acting Chief Poggio read a letter regarding the actions taken by Firefighter Alan Rudolewicz at a structure fire. Followed by Firefighter Rudolewicz being presented with a commendation for his actions taken.

Item 3 – Public Participation

There was no public participation.

Item 4 - Approval of the minutes of the January 23, 2020 Fire Board Meeting

On a MOTION by Comm. Moore and SECONDED it was so moved to approve the minutes of January 23, 2020 meeting. Following a voice vote, in which there was no opposition, Chairwoman Zoppo-Sassu declared the motion carried.

Item 5 - Approval of the minutes of the February 14, 2020 Fire Board Meeting

On a MOTION by Comm. Moore and SECONDED it was so moved to approve the minutes of February 14, 2020 meeting. Following a voice vote, in which there was no opposition, Chairwoman Zoppo-Sassu declared the motion carried.

Item 6 -- Communications

There were no communications.

Item 7 – Review and Discussion of the Various Reports

On a MOTION by Comm. Jandreau and SECONDED it was so moved to approve the various reports.

Comm. Crispino asked about the reference to work being done at Headquarters. Acting Chief Poggio explained that there would be updating of the electrical components, mechanicals, doors, windows and other small items. The plans are currently being drawn up by the Architects. Following a voice vote Chairwoman Zoppo-Sassu declared the motion carried.

Item 8 – Review and Discussion of the Incident Summary Report

On a MOTION by Comm. Jandreau and SECONDED it was so moved to approve the incident summary report. Following a voice vote, in which there was no opposition, Chairwoman Zoppo-Sassu declared the motion carried.

Item 9 – Review and Discussion of the Chief's Report

On a MOTION by Comm. Jandreau and SECONDED it was so moved to approve the incident summary report.

Chairwoman Zoppo-Sassu gave an update on PFAS foam and the current discussion regarding the replacement and disposal of the foam.

Comm. Jandreau asked why Bristol was no longer the leader of Task Force 55. Acting Chief Poggio explained that due to the retirement of Chief Kolakoski, New Britain Fire was willing to do it and that Bristol will assume the backup role.

Following a voice vote, in which there was no opposition, Chairwoman Zoppo-Sassu declared the motion carried.

Item 10 – Committee Reports

Apparatus

No report.

Budget Committee

On a MOTION by Comm. Moore and SECONDED it was so moved to approve the transfer of \$10,542 to cover over expenditures and refer it to Board of Finance. Following a voice vote, in which there was no opposition, Chairwoman Zoppo-Sassu declared the motion carried.

A discussion and review of the budget took place.

On a MOTION by Comm. Benvenuto and SECONDED it was so moved to approve the Budget for FY'20/21 and refer it to Board of Finance. Following a voice vote, in which there was no opposition, Acting Chairman Moore declared the motion carried.

Building and Grounds Committee

No report

Health and Safety Committee

No report

Personnel Committee

On a MOTION by Comm. Jandreau and SECONDED it was so moved that LT. Mark Flynn be appointed to the position of Chief subject to the approval and confirmation of the Mayor and City Council.

Chairwoman Zoppo-Sassu read from the Charter that governs the Fire Department; Sec, 42(i), and briefly reviewed 42(j) and (e) which are specific to the Chief of the Department and the appointment of the Chief.

Briefly discussed was the four (4) year contract and vacancies in the Department.

Following a voice vote, in which there was no opposition, Chairwoman Zoppo-Sassu declared the motion carried.

City Council

No report

Strategic and Long Term Planning

Chairwoman Zoppo-Sassu reported that the relocation of Engine 3 was being worked on and that a meeting of the strategic and long term committee should take place. Comm. Jandreau will be scheduling a meeting.

Chairwoman Zoppo-Sassu excused herself from the meeting at 6:25 p.m., naming Comm. Moore as Acting Chairman.

Item 11 – Old Business

Comm. Jandreau passed out an SOP to the Commissioners which explains the divisions of the Department, the equipment and its locations.

Item 12 – New Business

There was no new business to come before the Board.

Item 13 – Adjournment

On a MOTION by Comm. Kilby and SECONDED it was so moved to adjourn the Board of Fire Commissioners' meeting at 6:30 p.m. and it was unanimously approved.

On a MOTION by Comm. Kilby and SECONDED it was so moved to rescind the motion to adjourn at 6:32 p.m. Following a voice vote, in which there was no opposition, Acting Chairman Moore declared the motion carried.

Following the motion to rescind the adjournment the Board proceeded to item 10 committee reports under budget, where the FY'20/21 budget was discussed and approved.

On a MOTION by Comm. Jandreau and SECONDED it was so moved to adjourn the Board of Fire Commissioners' meeting at 6:38 p.m. and it was unanimously approved.

Respectfully submitted,
Jo-Ann Barrett
Recording Secretary Fire Board

cc: City Clerk
City Council
Local 773

Fire Chief's Report

February-2020

Summary

The Bristol Fire Department responded to 162 calls for service during the month of February requiring 346 unit responses. Companies completed 47 property surveys.

Personnel

Acting Chief Poggio oversaw the Bristol Fire Department as the department moved from Chief Kolakoski's retirement through the testing process for a new Chief. Acting Chief Poggio did an outstanding job of leading the Bristol Fire Department during this transition.

Employee Recognition

I would formally like to thank Acting Chief Poggio for his tireless work during the transition. He oversaw the continuity of the department handling several issues with the utmost professionalism.

FF Alan Rudolowicz was recognized for his efforts at a recent fire at Gaylord Towers.

FF Gary Buzzell was promoted to Fire Inspector after the retirement of Inspector Tim Callanan.

FF Kris Lambert was promoted to Fire Marshall after the retirement of Fire Marshall Robert Grimaldi

Fire Stations/Facilities

The projects for fire stations continue:

Headquarters: continues in the plan reviews with the construction documents being 90% complete, Station 3: new AC units installed and kitchen planning continues, Station 5: continuing to work on AC issues.

Apparatus

Tower 2 returned to service and Engine 3 returned to service.

Miscellaneous

The two Instructor 1 classes were completed by members of the Bristol Fire department as well as members of local fire departments. The intention was to have these members continue to the Officer 1 class in March. However, that class has been postponed due to CoronaVirus. The department participated in several STEP programs at local schools along with the Emergency Management Director. Unfortunately further classes have been postponed due to CoronaVirus.

Lastly, I apologize for the delay in this report.

Respectfully submitted:

Chief Mark Flynn

bfd

Bristol Monthly Incident Report

Alarm Date Between {01/01/2020} And {02/29/2020}

| Platoon | Count | Pct of Incidents | Est Losses | Pct of Losses |
|------------------------------|------------|------------------|--------------------------|-----------------|
| * < Not Reported > | 2 | 0.57 % | \$0 | 0.00 % |
| A A GROUP | 83 | 23.98 % | \$10,000 | 14.93 % |
| B B GROUP | 96 | 27.74 % | \$49,500 | 73.88 % |
| C C GROUP | 93 | 26.87 % | \$2,000 | 2.99 % |
| D D GROUP | 72 | 20.80 % | \$5,500 | 8.21 % |
| Total Incident Count: | 346 | | Total Est Losses: | \$67,000 |

Engine #1
Monthly Report
February 2020

Summary

Engine - 1 responded to 85 calls in the past month. These included 2 structure fires, 2 cooking related fire with little to no extension, 2 brush fires, 11 MVA's ranging from general scene safety to extrication, 7 power lines down, 2 gas leaks , 4 carbon monoxide investigations and 5 assisting PD / EMS. Engine #1 crews conducted 6 surveys taking 5 hours to complete.

Personnel

Due to the promotion of Lt Rudolewicz, Engine #1 has a vacancy

Apparatus/Equipment

Nothing to report

Fire Stations/Facilities

Headquarters renovation construction documents are 90% complete. They are expected to be complete by March 20th. The purchasing department stopped any additional work being added to the RFP.

Miscellaneous

Nothing to report

Respectfully submitted,

Jeff Neumann, Captain

Engine 2
Monthly Report
February, 2020

Summary

Station 2 personnel spent ten hours conducting eight company surveys in the month of February. Promotional testing has concluded and normal routine is beginning again. Congratulations to all who have been and are soon to be promoted. Station 2 personnel responded to 36 calls for service in the month of February.

Personnel

Congratulations to FF Gary Buzzell who was promoted to Fire Inspector. It has been a pleasure working with him and on behalf of the crew at Station 2, best of luck in the next leg of your career with the BFD. To fill the vacancy new hire FF Deven Yudelson has joined the crew at Engine 2.

Apparatus/Equipment

Engine 2 has been running well and has had no issues in February. Two SCBA air packs were taken out of service because they were leaking air through the regulator. FET Kelly sent them out for repair. All crews went through the Haz-Mat trailer which was supplied with new level B suits.

Fire Stations/Facilities

There were no changes or repairs to the firehouse but facilities manager David Oakes is working on a new roof and ramp.

Miscellaneous

Station 2 personnel attended the Fire Board meeting at the end of the month for and awards ceremony for FF Alan Rudolowicz for his efforts at a recent fire at Gaylord Towers. Congratulations goes out to Alan and the entire crew for the job well done.

Respectfully submitted,
Captain David J. Simard

**Engine 3
February
Monthly Report
2020**

Summary

During the month of February the members of Station 3 responded to 36 calls for service. There were s detector installations in residences were there was no protection. Our members familiarized themselves with 4 commercial buildings in our area this month. Now that most of the promotional studying is done we will get back on to regular work schedule.

Personnel

There has been an internal C Shift transfer affecting our Station. One of our more senior members has moved to Station 4 and our newest member has been assigned to Station 3.

Apparatus/Equipment

Engine 3 was out for service for several weeks this month, there has been a couple issues with the motor/ transmission interface which are being looked into.

Fire Stations/Facilities

The AC has been nearly complete, the installation is done and it is wired, it now needs to be started up and tested.

Miscellaneous

Nothing this month.

Respectfully submitted,
David Butkus, Captain

Engine 4
Monthly Report
February 2020

Summary

Engine 4 responded to 47 calls during February. Engine 4's crews conducted 6 surveys over 3.5 hours, including apartments and commercial buildings.

Personnel

We have had a few personnel changes, as I'm sure you are aware. Some have been to advancement, others to station transfers. We here at Engine 4 wish Kris Lambert all the best in his new role in the Fire Prevention Office.

Apparatus/Equipment

We had a problem with a few pump sensors, the Fleet Maintenance Division made quick work of the project and got Engine 4 back in service.

Fire Stations/Facilities

Once again the oven has stopped working. Public works is on it and has placed an order for service to be conducted. The sprinkler system was tested and passed.

Miscellaneous

Engine Four continued to host two Fire Instructor classes during February; they have been completed.

Several companies participated in a Man in Machine drill involving some donated snow blowers. Engine 4's crew found the hands on training very educational.

Respectfully submitted,

Todd Correll

Todd Correll, Captain

Engine Co.5
Monthly Report
February 2020

Summary

Engine Company 5 responded to 43 calls for service for the month of February. Company 5's surveys this month include 1 School, 3 Apartments and 1 Shopping Plaza.

Personnel

All Station 5 personnel are currently in their assigned positions

Apparatus/Equipment

Engine 5 received new 3" hose for the hose bed, replacing some outdated hose. The truck has a few items that need repair and those repairs will be getting done in early March.

Fire Stations/Facilities

Station 5 had some HVAC repairs made this month after the system was inspected, recommendations were made to remedy the constant condensation issues that include rewrapping the ductwork insulation. This repair will be the first step in a series of suggested adjustments to try until the problem is solved. The heating system had a malfunction on February 14th that caused the heat in the dorm room stop working. We were able to override the zone valve until contractors arrived on a Monday morning to do the repair.

Miscellaneous

Several Station 5 members were hitting the text books hard this month preparing for the Lieutenants exam and Fire Marshal exam I am happy to report that two of our Firefighters made the top 5 list for Lieutenant, Firefighter A.J. Plourde at number 2 and Firefighter Steve Barnosky at number 3. On the Marshals exam A.J. Plourde ranked number 2. Congratulations to all that put in countless hours of studying.

Captain E.Scott England

Acting Chief R.Poggio

Tower 1
Monthly Report
February 2020

Summary

Tower 1 responded to 55 incidents during the month of February. Notable calls included 1 building fire and 3 motor vehicle extrications. Personnel conducted 18 surveys of various target occupancies during the month, for a total of 21 hours.

Apparatus/Equipment

Some new rope rescue equipment and a portable band saw were added to the cache of equipment on Tower 1. All of this equipment will greatly increase our rescue capabilities. Tower 2 is back in service at HQ.

Fire Stations/Facilities

Design is continuing with the upcoming renovations to fire HQ. The electronic door lock system at HQ is not working correctly and only allows access through one door. Public Works has been notified and is working with the vendor to correct the problem.

Miscellaneous

Respectfully submitted,

James Plaster, Captain

FIRE MARSHAL'S OFFICE

BRISTOL FIRE DEPARTMENT

MONTHLY REPORT

February 2020



David VanWie, Acting Fire Marshal

Robert Poggio, Acting Fire Chief

**FIRE PREVENTION BUREAU
BRISTOL FIRE DEPARTMENT
MONTHLY REPORT
February 2020**

TO: Acting Fire Chief Robert Poggio and Bristol Fire Board Members
FROM: David VanWie, Acting Fire Marshal & Fire Prevention Officer
SUBJECT: Monthly Report – February 2020

INCIDENTS

There were one hundred and twenty six (126) incidents for the month of February 2020 that required computer-generated reports communicated to the State Fire Marshal's Office. There were no (0) investigations of fire/explosions by this office. Total estimated loss for the period is \$2,500 dollars.

44 Warner Street
3 Woodland Street

There were zero (0) civilian injury and zero (0) Firefighter injuries reported during this period. There were one (0) mutual aid calls given/received within the month. A copy of the cumulative monthly inspection reviews and permits account is included with this report.

REVIEWS, MEETINGS, MISC.

- Twenty six (26) plans for new construction, occupancy changes, and renovations were reviewed. Some of the plans included electrical and mechanicals, including Fire Alarm and Fire Sprinkler systems. Site plan drawings are also included. Coordination and consultation regarding plan review is ongoing with other city agencies.
- The Code Enforcement Committee (CEC) Meeting for February was attended by Fire Inspector T. Callanan. Efforts to address issues concerning Fire Prevention and Life Safety in an efficient manner continue.
- The Fire Marshal's Office attended two (2) formal Site Plan Committee meetings in February to coordinate details for future Plan Review submittals in the City of Bristol. Seven (7) other site meetings attended by staff dealt with Public Fire and Life Safety related business.
- Approximately eighteen (18) visitors were received at Fire Headquarters to speak with or had meetings with Fire Prevention Bureau Personnel.
- There were approximately ninety eight (98) Fire Prevention Bureau business related calls managed by the staff.
- Principal Clerk Shelly Klau updated six (6) entries in Nex-Gen from submitted surveys.
- Six (6) letters requesting Inspections were generated and mailed.

TRAINING CLASSES

- Members of the Fire Marshal's Office earned 3 (3) hours of continuing education credits this month.

INSPECTIONS AND PERMITS

- 16 Apartment building inspections (257 units)*
- 8 Assembly occupancy inspections
- 14 Business occupancy inspections
- 6 Fire alarm inspections
- 4 Automatic sprinkler system inspections
- 3 Liquor license inspections
- 4 Mercantile inspections
- 2 Hood & duct inspections
- 0 Special Amusement/Assembly inspection
- 0 Industrial inspection
- 0 Educational inspection
- 3 Health Care / Nursing Home / Group Home inspections
- 0 Day Care inspections
- 0 Recreation/Summer Camp
- 1 Blasting permit
- 0 Gasoline station inspection
- 1 Residential Board / Care
- 0 Tent inspection

* In larger residential occupancies, where the building construction is modular in design and contains similar apartments with like layouts and amenities, representative apartments are chosen at random to determine compliance with the Connecticut State Fire Safety Code (CSFSC) and the Connecticut State Fire Prevention Code (CSFPC). With smaller occupancies, we do commonly enter as many units as possible where access is granted and time permits. The corresponding figures represent the number of occupancies and the total number of units affected by the inspection.

VEHICLES

Fire 3 - 2013 Ford Explorer
Fire 4 - 2012 Ford Expedition
Fire 5 - 2011 Dodge Grand Caravan
Fire 6 - 2013 Ford Expedition

| | Fire 3 | Fire 4 | Fire 5 | Fire 6 |
|----------------------|---------------|---------------|---------------|---------------|
| Mileage | 45301 | Repair | 17336 | 23658 |
| | | | | |
| Gasoline Used | 0 | ? | 9.8 | 13.5 |

Incident Summary Report

Alarm Date Between {02/01/2020} And {02/29/2020}

| | | | | | |
|------------------------------|-----------------|-----------------|--------------|---------------|-------------|
| Total Number of Calls: | Fire: 126 | EMS: 36 | Exposures: 0 | Unknown: 1 | All: 162 |
| Average Calls per day: | Fire: 4.3 | EMS: 1.2 | | | All: 5.5 |
| Total number of arson calls: | 0 | | | | |
| Estimated Dollar Loss: | Fire: \$ 500 | Other: \$ 2,000 | | All: \$ 2,500 | Arson: \$ 0 |
| Estimated Value: | Fire: \$ 0 | Other: \$ 8,000 | | All: \$ 8,000 | Arson: \$ 0 |
| Percentage Saved: | Fire: 0.0% | Other: 75.0% | | All: 0.0% | Arson: 0.0% |
| Total Injuries: | Fire Service: 0 | Civilian: 0 | | EMS: 0 | Arson: 0 |
| Total Fatalities: | Fire Service: 0 | Civilian: 0 | | EMS: 0 | Arson: 0 |
| Total aid given calls: | 0 | | | | |
| Total aid received calls: | 1 | | | | |

Bristol Incident Loss Report

Alarm Date Between {02/01/2020} And {02/29/2020}

| Incident-Exp# | Alm Date | Time | Incident Type | Est Loss | Est Value |
|----------------------|---------------------|-------------------------------|----------------------|----------|-----------|
| 20-0000189-000 | 02/01/2020 | 08:56:12 | 100 Fire, Other | \$500 | |
| | 44 WARNER ST /00044 | WARNER ST/BRISTOL, CT 06010 | | | |
| 20-0000232-000 | 02/07/2020 | 16:32:53 | 444 Power line down | \$2,000 | \$8,000 |
| | 3 WOODLAND ST /3 | WOODLAND ST/BRISTOL, CT 06010 | | | |
| Total Incident Count | 2 | | Total Est Loss/Value | \$2,500 | \$8,000 |