



STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
OFFICE OF STATE FIRE ADMINISTRATION



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**MINUTES OF THE JUNE 29, 2004 MEETING OF
THE COMMISSION ON FIRE PREVENTION AND CONTROL**

Chairman Carozza called the meeting to order at 6:37 p.m. with the following members present: Commissioners' Brammer, Blaschik, Cantor, Haber, Kowalski, Milewski, Nicol, Ouellette, Stankye and Wilkinson.

Commissioner Brammer welcomed members to Thomaston and had to leave for an unexpected town meeting.

Staff members Lewis, Morrissette, O'Neil, and Piskura were present.

Attendees took a moment to pledge allegiance to the American flag.

Commissioners Johnson and Morris arrived at 6:40 pm and 6:45 pm. respectively.

The following minutes are a summary and not a verbatim of the meeting due to a recording malfunction.

A **MOTION** was made by Commissioner Nicol and **SECONDED** by Commissioner Ouellette to approve the minutes of the April 27, 2004 meeting. Motion carried.

A **MOTION** was made by Commissioner Haber and **SECONDED** by Commissioner Wilkinson to approve the minutes of the May 25, 2004 meeting. Motion carried.

A **MOTION** was made by Commissioner Stankye and **SECONDED** by Commissioner Kowalski to approve the Staff Report for the period of April 15, 2004 through May 14, 2004. Motion carried.

A **MOTION** was made by Commissioner Stankye and **SECONDED** by Commissioner Wilkinson to approve the Staff Report for the period of May 15, 2004 through June 14, 2004. Motion carried.

Moving to agenda item 4a.) Budget and Staff Update. Mr. Morrissette gave an update on the Budget. He stated that the Fiscal Office is preparing its allotment request for FY05. Minor Budget adjustments have been transmitted from the Office of Policy and Management (OPM) to the Agency. The adjustments amount to a reduction of \$27,574

in our Other Expense (OE) Account and an increase of \$2,172 in our Personnel Services (PS) Account to reflect changes in the new Clerical contract.

Moving to item 4b.) CSFA Education Committee Update – Commissioner Wilkinson stated that there is not a lot to update from last month. The Committee met in Wethersfield and the next meeting is scheduled for July 15th. Mr. Morrisette added that the agency made a request to the Department of Transportation (DOT) to acquire additional land for the Hartford Regional Fire School capital improvement project. Commissioner Wilkinson added that the Burn Building at the Eastern Connecticut Fire Training School was recently condemned and the Committee is investigating the feasibility of securing additional funding for the erection of two temporary structures, one in Burrville and the other in Willimantic.

Moving to item 4c.) Service Voucher Update –Mr. Morrisette stated to date 13% of the Voucher have been used. He encouraged Commissioners to continue to spread the word of the Voucher program as they travel throughout the state. A letter will be sent to participating fire companies at the end of September reminding them that they have until December 31, 2004 to use their funds.

Moving to item 4d.) Homeland Security Update – Mr. Morrisette stated that a majority of the communities have signed a Memorandum of Understanding (MOU) with the state to administer their grant funds. Administration of funds by Regional Planning Organizations is the next largest group with the fewest administered by individual communities.

Negotiations are ongoing between the Office of Emergency Management and Department of Homeland Security on the formation of the new Department of Emergency Management and Homeland Security created by statute during the past Legislative Session. It is hoped that a Commissioner will be selected by October to ensure the new agency hits the ground running.

Moving to item 4e.) Fallen Firefighters' Memorial Update – Mr. Morrisette stated that the annual memorial ceremony will be held on Sunday, October 17, 2004 at the Connecticut Fire Academy. For planning purposes, the Committee selected dates for the next 5 years. Commissioner Haber added that a meeting is scheduled for July 7th to finalize the program for this year's ceremony.

Moving to item 4f.) Federal Fire Focus Update – Director of Training Piskura reported that the United States Fire Administration (USFA) suffered an \$11 million cutback from the Department of Homeland Security (DHS). Most of the cuts will be in areas the public/fire service will not easily see. They will continue to deliver classroom courses on campus and in the field. DHS directed them to continue all classes due to their experience last year when funding was cut. Commissioner Kowalski and others inquired about the overall impact. A lengthy discussion on the issue followed.

Moving to item 4g.) Technical Rescue Certification–Non-disclosure Form - Mr. Morrisette stated that the Certification Division has drafted a Rescue Technician Training Program Non-Disclosure Statement as it relates to third party training. There were concerns that the agency requirement that third party vendors submit their curriculum may be met with resistance as the materials would be proprietary. A form was drafted outlining the agency's position and confidential handling of the materials during a review. Mr. Morrisette provided an overview of the form for Commissioners.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Ouellette to approve the Rescue Technician Training Program Non-Disclosure Statement. Motion carried.

Moving to item 5a.) HSEC Articulation Agreement - Mr. Morrisette stated that we have received a revised Articulation Agreement from the Connecticut Homeland Security Education Center (HSEC) and recommend approval by the Commission.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Wilkinson to approved the Articulation Agreement between Connecticut's Homeland Security Education Center and the Connecticut Commission on Fire Prevention and Control. Motion carried.

Moving to item 5b.) Certification Regulation Notice of Intent - Mr. Morrisette stated that he posted the "Notice of Intent" to adopt Regulations in the June 15th edition of the Connecticut Law Journal. The Statement of Purpose reads that the Regulations will increase the levels of certification by adding provisions for the certification of Wildland Fire Fighter, Rescue Technician, Fire Officer IV and other minor administrative changes.

Moving to item 5c.) Mark I Kit Program Overview – Mr. Piskura gave an overview of discussions on the Mark I Kit program. He stated that Hartford Hospital and Yale Medical Center both Centers for Excellence decided that they wanted to be involved. A DVD was developed by Gary Allyn to be used to provide Mark I Kit training for First Responders. Overall the Committee reviewed and approved the DVD based training program. There is however still significant issues concerning the distribution and security of controlled substances within the Kits. An issue of concern was the discussion at the last meeting to distribute the kits to the fire service based on the number of riding positions on a department fire apparatus.

Mr. Morrisette reported that Chief Varney was requested to conduct a survey to identify and determine the number of riding positions each fire department had on their fire apparatus. Mr. Morrisette stated that a Fire Department Key Contact survey being mailed out by the agency will be used to secure the riding position information. Mr. Piskura stated that it was taking too long to distribute the Kits to the state's First Responders. He cautioned Commissioners that there may be some concern about the method of allocation for the Mark I Kits. Commissioner Kowalski added that he developed a plan, delivered training and was able to secure a number of Mark I Kits from

Hartford Hospital for the Simsbury Volunteer Fire Department. Commissioner Johnson asked about Yale's role in the overall plan. It was reported that it was our understanding that Yale is one of the Centers for Excellence and was provided with funding to assist in the training and distribution of the Kits.

A **MOTION** was made by Commissioner Wilkinson and **SECONDED** by Commissioner Kowalski that the Commission send a letter expressing concern of funding and timely distribution of the Mark I Kits. Motion carried.

Moving to item 5d.) Summer Meeting Schedule – Mr. Morrissette stated that past precedent is to cancel the July and August meetings unless an emergency arises necessitating a meeting. He also reported that the staff would be working on development of the agency's Annual Report which will have to be submitted prior to the Commission's review and approval.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Stankye to cancel the Commission's July and August Meetings unless the need arises. Motion carried.

Moving to item 5e.) Practice Test Program – On behalf of Director of Certification Fred Piechota who was on vacation, Mr. Morrissette stated that Mr. Piechota had discussion recently with Performance Training Systems (PTS) the agency's vendor for certification test item banks. PTS provides a new service that being an on-line practice test for various levels of certification. As our Accrediting Boards require us to provide sample questions, this may be a service that we may want to consider. Obviously there is a cost associated with the program however it could be made available on a voluntary fee basis. Interested Commissioner's can be provided with access to review the service.

Commissioner Cantor said his concern is the initial cost of the test and the impact it would have on students that could not afford the program. Mr. Morrissette added that there would be no cost to the agency unless we made it available to everyone. If the Commission had a desire to consider this further the staff would conduct a review with DAS' Procurement Division to review procurement options. Also, because of our relationship with PTS we would need to discuss this with the State Ethics Commission as well. Mr. Morrissette also clarified that the Agency does not pay for PTS products. Although our original agreement with them has ceased, they continue to provide test question banks at no charge. For newer Commissioners he also provided a brief overview of the PTS relationship which actually paid royalties in the form of hardware and software to the Commission on Fire Prevention and Control (CFPC) for use of our original question banks.

Moving to item 6) Comments from the public – There were none.

Moving to item 7) Matters to be raised by Commissioners and Staff – Commissioner Nicol asked about maintenance issues related to the Decontamination Trailers. He has

heard of problems associated with some of the trailers. He was interested to learn whether repairs would be covered under a warranty. Mr. Morrisette replied that he will check on the issue and inform Commissioner Nicol on the outcome.

Commissioner Brammer returned at 7:50 PM.

Mr. Piskura invited Commissioners to the Cadet Graduation ceremony this Thursday at 6:00 PM at the Academy. He also stated that the second Cadet program will graduate on July 11th at 3:00 PM. He extended an invitation to Commissioners to attend.

Mr. Piskura also said that with the Democratic Convention being held in Boston in July and the Republican Convention in New York City in August, the potential threat for terrorism has been heightened. With that in mind the Academy has planned for a Terrorism Preparedness Training Roundtable scheduled for July 14, 2004 in Bridgeport.

Mr. Morrisette reported that M. Jodi Rell will be inaugurated as Governor July 1st on the North Steps of the Capitol. He advised Commissioners that parking would be difficult with the large number of attendees expected at the event. He has offered whatever support is needed for the event including the Statewide Honor Guard and the Connecticut Firefighters Pipe & Drums band. They will both participate in the event.

Mr. Morrisette also stated that TOPOFF 3 will be conducted in the New London area in April, 2005. Robert Ross, retiring Fire Chief from Middletown will be working as State Facilitator. This is a multi-faceted international training exercise. Various groups will be meeting nearly weekly to plan and execute the event.

He also said that two Foam Trailers were utilized at a large trash (building materials) fire in Shelton. The Incident Commander did not access the units through the Department of Environmental Protection (DEP). As such it is unclear how or who will pay for the foam product used, nearly 800 gallons. To ensure prompt refill of the units, he authorized the procurement of foam with the hope that we may be reimbursed.

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

Chairman Carroza adjourned the meeting at 8:05 PM.

Dated: _____

Edward F. Haber, Secretary
Commission on Fire
Prevention and Control