



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



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**MOTIONS OF THE JULY 29, 2013 MEETING OF THE  
COMMISSION ON FIRE PREVENTION AND CONTROL**

**Attendance:**

Chairman Peter Carozza, Jr., called the meeting to order at 9:35 a.m. with the following members present: Commissioners Abbott, Brady, Cooper, Dagon, Hilbert, Kowalski, Mitchell, Murphy (arrived late), Nicol, Ross and Stankye.

Staff Members Present: Jeffrey J. Morrissette, State Fire Administrator; James Carroll, Jason Decremer, Munsell and Salafia, CFA Program Managers; and William Trisler, Director of Certification. Guest present: Mark Amatrudo, Wilton F.D.

**“AGENDA”**

**1. Call to Order/Pledge of Allegiance/Introduction of Guests**

**2. Approval of May 28, 2013 Meeting Minutes**

*A MOTION was made by Commissioner Brady and **SECONDED** by Commissioner Cooper to approve the minutes of the May 28, 2013 meeting minutes. Motion carried.*

**3. Committee Reports: Staff Report for May 17, 2013 – June 14, 2013**

*A MOTION was made by Commissioner Brady and **SECONDED** by Commissioner Mitchell to approve the Staff Report for May 17, 2013 – June 14, 2013. Motion carried.*

**4. Committee Reports: Staff Report for June 15, 2013 – July 14, 2013**

*A MOTION was made by Commissioner Brady and **SECONDED** by Commissioner Mitchell to approve the Staff Report for June 15, 2013 – July 14, 2013. Motion carried.*

**4. Unfinished Business:**

- a. DESPP Consolidation Budget/Staffing Update
- b. CSFA Education Committee Report
- c. CFA/HCFEP Construction Project Update
- d. Legislative Update
- e. Safety Officer Prerequisite Policy
- f. Instructor Teaching Requirement Policy

*A MOTION was made by Commissioner Brady and **SECONDED** by Commissioner Murphy that the Director of Certification and Director of Training develop a common review process and timetable for their employees. Motion carried.*

A **MOTION** was made by Commissioner Dagon and **SECONDED** by Commissioner Hilbert that the Commission accept the State Fire Administrator's Proposal Number 7 and that it be added to the standard operating procedure for the Instructor Teaching Requirement Policy. Motion carried.

"Instructors who are not selected after giving availability will not receive credit towards the requirement of 80 hours."

5. New Business:

a. CPAT Scheduling and Registration Process Policy Proposal

A **MOTION** was made by Commissioner Dagon and **SECONDED** by Commissioner Hilbert to accept the revised Candidate Physical Ability Test Policy and Procedures document. Motion carried.

b. CFA Room Rental Fee Schedule

A **MOTION** was made by Commissioner Brady and **SECONDED** by Commissioner Dagon to table any action on the proposed revised Room Rental Fee Policy. Motion carried.

c. Certification A & O Manual.

A **MOTION** was made by Commissioner Brady and **SECONDED** by Commissioner Cooper to approve the revised Certification A & O Manual. Motion carried.

6. Comments from the public

None

7. Matters to be raised by Commissioners and Staff

Certification Director Trisler distributed a copy of proposed revisions to the Divisions Certification Regulations for future review and comment. No action taken.

8. Adjournment

A **MOTION** was made by Chairman Brady and **SECONDED** by Commissioner Murphy to adjourn the meeting. Motion carried.

Chairman Carozza adjourned the meeting at 11:12 a.m.

Dated:

Sept 24, 2013

C. M. Stankye, Jr.

Charles M. Stankye, Jr. Secretary

Commission on Fire Prevention and Control