

**MINUTES MOTIONS ONLY
BOARD OF PUBLIC SAFETY
November 3, 2010**

A **REGULAR MEETING** of the Board of Public Safety was held on Wednesday, November 3, 2010, in the City Hall Auditorium.

Those in attendance included Mayor Ryan J. Bingham, Corporation Counsel Ernestine Yuille Weaver, members of the Board of Public Safety Angelo LaMonica, Richard Zaharek, Douglas Benedetto, James Potter, Christopher Cook, and Darlene Battle, Police Chief Michael Maniago, Deputy Police Chief Christopher Smedick, Fire Chief John Field, Traffic Officer Robert Shopey, Deputy Fire Chief Gary Brunoli, Director of Operations at Campion Ambulance Fred Rosa, Purchasing Agent Pennie Zucco, City Clerk Joseph Quartiero, Comptroller Alice Proulx, Torrington Volunteer Fire Chief Lawrence Dauphanais, Burrville Volunteer Fire Chief Ken Marques and Drakeville Volunteer Fire Chief Michael Maccalous. Mayor Bingham called the meeting to order at 6:30 p.m.

MINUTES

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to accept the minutes of the Regular Meeting held October 6, 2010.

OPEN TO THE PUBLIC

On a motion by Commissioner Benedetto, seconded by Commissioner Zaharek, the Board voted unanimously to open the meeting to the public. There was no one who wished to speak.

FIRE CHIEF'S REPORT

On a motion by Commissioner Cook, seconded by Commissioner Benedetto, the Board voted unanimously to accept Chief Fields Report dated October 26, 2010.

DEPUTY FIRE CHIEF'S REPORT

On a motion by Commissioner Benedetto, seconded by Commissioner Cook, the Board voted unanimously to accept Deputy Chief Brunoli's Report dated October 27, 2010.

FIRE MARSHAL'S REPORT

On a motion by Commissioner Zaharek, seconded by Commissioner Benedetto, the Board voted unanimously to accept the Fire Marshal's Report dated October 6, 2010.

TRAINING OFFICER'S REPORT

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to accept the Training Officer's Report dated October 25, 2010.

MODIFICATIONS TO FIRE DEPT. HIRING PROCESS

On a motion by Commissioner Potter, seconded by Commissioner Zaharek, the Board voted unanimously to approve all indicated changes to the Fire Department Recruitment Packet dated November 1, 2010. (See Addendum 1).

POLICE CHIEF'S REPORT

On a motion by Commissioner Potter, seconded by Commissioner Cook, the Board voted unanimously to accept Chief Maniago's Report from September 2010.

OFFICER SHOPEY'S REPORT

On a motion by Commissioner Potter, seconded by Commissioner Cook, the Board voted unanimously to accept the Officer Shopey's Report from September 2010.

REMOVE "2 HR. PARKING" COOK & TAYLOR STS.

On a motion by Commissioner Zaharek, seconded by Commissioner Benedetto, the Board voted unanimously to accept Officer Shopey's recommendation to remove the "2 Hour Parking" signs on the entire South edge of Cook Street and Taylor Street. Officer Shopey explained these signs should be removed as it is a residential neighborhood and they serve no purpose. Mayor Bingham asked if the residents were notified, and Officer Shopey said no, but he doesn't expect any complaints. Commissioner Cook said he's interested in seeing what else will be changed; Officer Shopey said they are beginning to do their sign inventory, based on federal requirements. Mayor Bingham said it would be a priority to avoid signage complaints.

MOVE STOP SIGN FROM WALNUT TO MCKINLEY STS.

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to accept Officer Shopey's recommendation to remove the present stop signs on Walnut Street and re-install the signs to their correct location on McKinley Street. Officer Shopey explained this is due to the amount of traffic on that roadway, and based on the configuration.

PARKING NEAR 459 MIGEON AVE.

On a motion by Commissioner Potter, seconded by Commissioner Zaharek, the Board voted unanimously to consider Officer Pisarski's recommendation to install two parking spaces, clearly posted "No Parking during School Hours", in the area of 459 Migeon Ave.

Officer Shoppey said although he's not fully supportive of putting in this parking, he believes it is a compromise and a viable alternative as that location is 12 to 18 inches wider than the locations previously discussed. The Board reviewed other parking spots, such as those on Wolcott Avenue.

Commissioner Benedetto asked Mr. Falcone when the parking is needed. Mr. Falcone replied that he's more concerned about visitors' parking than his tenants'.

Commissioner LaMonica added that parking in LaMonica's restaurant parking lot had been tried in the past but it didn't work. Commissioner Benedetto suggested the business owner be contacted before the parking spaces are installed.

Mr. Falcone offered a comparison of Migeon Avenue to Prospect St. saying it is a similar situation, yet parking is allowed on Prospect St.

Commissioner Benedetto made a motion to table this to allow Officer Shoppey more time to investigate. Commissioner Potter seconded and the motion was unanimously tabled.

FREE HOLIDAY PARKING

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to accept Officer Shoppey's recommendation to allow two hours of free parking at on-street metered locations from Friday, November 26, 2010 to Saturday, January 1, 2011. Commissioner Benedetto wanted to know why it's only two hours, not the whole day. Officer Shoppey said it's always been limited because either employees or shop owners will take advantage of the all-day parking and we'll have no parking.

EMS PROVIDER REPORTS

On a motion by Commissioner Benedetto, seconded by Commissioner Cook, the Board voted unanimously to accept the EMS Provider Activity Report from Campion for September 2010.

VACUUM TANKER FOR DRAKEVILLE VFD

On a motion by Commissioner Potter, seconded by Commissioner Cook, the Board voted 5/1, with Commissioner Benedetto opposed, to accept the Purchasing Agent's, Fleet Manager's, and Deputy Fire Chief's recommendation to award the purchase of a Vacuum Tanker for the Drakeville VFD to Vermont Fire Technologies, of Williamstown, VT in the amount of \$296,918.

Commissioner Potter explained this is part of the long-range strategic planning for vehicle replacement, replacing a 35-year-old vehicle that is needed in other areas of the City as well.

EXECUTIVE SESSION

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to enter Executive Session under Personnel at 7:04 pm.

OPEN SESSION

On a motion by Commissioner Benedetto, seconded by Commissioner Battle, the Board voted unanimously to enter Open Session under Personnel at 7:28 pm.

ADD SECTION B TO AGENDA

On a motion by Commissioner Benedetto, seconded by Commissioner Battle, the Board voted unanimously to add Section B to the agenda.

POLICE DEPARTMENT ROOF

Chief Maniago said an architect has been hired to do an evaluation on the severe issues with the roof, they've made temporary repairs, but it's estimated that the temporary repairs won't hold up during winter. He said the entire roof needs to be done.

Comptroller Proulx explained the five-year-plan will replenish money borrowed from the equipment maintenance line within the capital reserve account. Chief Maniago said \$92,000 will be borrowed, and \$18,400 will be paid back each year for five years. Commissioner Potter asked about a warrantee. Mrs. Zucco said it will be part of the bid specs, and the bid should be going out next week.

Chief Maniago said money will be taken from the current Capital Account, and the \$92,000 figure is what's left to reach the \$229,000 needed to do the job. He said other items to be properly budgeted for are parking lot repaving, and the heating and cooling system. He said Lt. Newkirk is doing a great job on this.

EMERGENCY DISPATCH EXPANSION

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to accept the Purchasing Agent and the Fire Dept. Deputy Chief's recommendation to award RFP #RFP-DEO-022-101310 Request for Design/Build Proposal for Emergency Dispatch Expansion Project/EOC for Torrington Fire Headquarters to Burlington Construction Co., Inc. of Torrington, CT in the amount of \$1,319,386.00 pending City Council approval. Deputy Chief Brunoli explained that

local Burlington Construction Co. was within 6% of the lowest bid and accepted the opportunity to match the lowest bid price. Deputy Chief Brunoli said Litchfield County Dispatch agreed to contribute \$400,000 to this project. Mayor Bingham explained they will have a long-term lease with LCD for about 20 to 50 years at a rate of about \$20,000 per year for LCD to occupy the space based on market rate and projected maintenance costs. The first term will be at no cost to make up for the \$400,000 they will be giving us, and the rest will be in equipment over a period of time that we are receiving from a grant. He added that everything is going very smoothly and they have a tentative agreement with the dispatching union. Deputy Chief Brunoli said the contractor predicts 241 more days, and he doesn't want to push off the approvals. Commissioner Benedetto asked if all the monies are in place now. Mayor Bingham said all is accounted for except a little less than \$100,000. Deputy Chief Brunoli said he will sit down with the contractor and look for cost savings to take care of it. Commissioner Potter thanked Deputy Chief Brunoli for all his efforts and hours spent doing this. Deputy Chief Brunoli credited the Police Department, IT Dept, LCD, and the architects. Mayor Bingham pointed out that these two grants are congressional earmarks and Sen. Dodd, Sen. Lieberman, Rep. Larson and Rep. Murphy should be thanked as well. Chief Maniago recognized Deputy Chief Smedick for his efforts.

BUS: DEPT HEADS

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to consider business by Department Heads.

Deputy Chief Smedick stated that Halloween night had only 5 reports of vandalism.

Chief Maniago said he's seeking Board input on his five-year plan.

Chief Field commended those involved, not only for the EOC, but also for the Drakeville Tanker. He thanked Officer Shoppey for help installing parking lines in the Fire Dept. parking lot and highly recommended the Civilian Police Academy.

BUS: VOLUNTEER FIRE DEPTS.

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to consider business by Volunteer Fire Departments.

Drakeville Chief Maccalous thanked Deputy Chief Brunoli for his help on the Tanker acquisition.

Torrington Chief Dauphinais reported on a catastrophic engine failure in their 'spare' truck that by no means, he said, is a spare. Having been rejected from a FEMA grant, they will borrow a truck while they see what they can do.

Commissioner Benedetto asked about the truck parked next to the building. Chief Dauphinais said the equipment is being removed from it and the engine will cost more than the whole truck is worth. Commissioner Benedetto questioned the City's liability in borrowing a truck from another town. Chief Dauphinais said it would have to be worked out in a Letter of Agreement.

Commissioner Potter suggested that we can accommodate Torrington in town rather than taking a chance that something happens to another town's vehicle. Chief Field added that they've taken steps toward training the firefighters on the spare vehicles.

Burrville Chief Marques had no report.

BUS: MAYOR & MEMBERS

On a motion by Commissioner Potter, seconded by Commissioner Zaharek, the Board voted unanimously to consider business by the Mayor and members of the Board of Public Safety.

Commissioner Zaharek commended the hard work that's getting things done.

Commissioner Benedetto questioned the lack of traffic officer at the election polls. Chief Maniago said no officers were hired by the Registrars of Voters, and if the Police Department is to cover it properly, he'll have to budget for it.

Commissioner Benedetto continued. He questioned the cars parked on Winthrop Street forcing students to walk in the street, and asked for a breakdown of warnings, tickets and Issuing Officers in the Traffic Report.

Commissioner Cook said there is great communication with the Fire Department but asked to be notified sooner when there is a fire. Chief Field responded that priorities are established according to protocol, and notifying Commissioners when there is a fire is not at the top of the list.

Commissioner Battle extended a thank you for all the hard work moving the process forward and looks forward to continuing this work and said the Civilian Police Academy is a good thing.

ADJOURNMENT

On a motion by Commissioner Potter, seconded by Commissioner Benedetto, the Board voted unanimously to adjourn at 8:11 p.m.

ATTEST: JOSEPH L. QUARTIERO, CMC
CITY CLERK

Respectfully Submitted,
Carol L. Anderson, CCTC
Assistant City Clerk

Addendum 1

Torrington Fire Department

Recruitment Packet

Information to assist the Torrington Firefighter candidate

This packet is designed to answer questions potential applicants may have regarding the hiring process utilized by the City of Torrington to select paid firefighters. These procedures are approved by an elected Board of Public Safety, and implemented largely by the Personnel Department.

The City of Torrington seeks to hire future firefighters that will best benefit the City. Qualities that are desired in the successful applicant include:

- Demonstrated serious interest in the educational aspects of the fire service
- Knowledge, training, and experience as a firefighter
- Ability to learn an increasingly technical business

Equal Employment Opportunity and Affirmative Action

It is the policy of the City of Torrington to provide equal opportunities in employment to all qualified persons on the basis of job-related skills, ability, and merit. The full Affirmative Action Statement is on file at the Personnel Department in the Torrington City Hall, 140 Main Street, Torrington, CT.

The Process

In general, the process includes the nine (9) steps identified below. An increasingly smaller number of applicants will be invited to continue along to the next step. Each step in the process is designed to select those candidates that best meet the criteria desired in new firefighters.

1. Written application
2. Written examination to qualified applicants
3. Oral board interview
4. Conditional job offer
5. Background investigation
6. Physical/psychological examination
7. Probationary appointment
8. Permanent appointment

These steps are each explained in detail later in this booklet.

Periodically, as applicants are needed, ads are placed in the area newspapers and with regional job services requesting applicants. Minimum qualifications to file such an application have been established and are as follows:

- Must be a minimum 18 years of age (on the date applications are due)
- Must be a non-smoker
- Must hold a valid and acceptable motor vehicle operator's license. (2Q Endorsement or CDL is strongly preferred)
- Must be certified as a Firefighter I
- Must hold a current CPAT Certification, not to exceed one-year from date of issue.
- Must be certified as an Emergency Medical Technician (State of Connecticut or National Registry).
- Certified Hazardous Material Operational

There are also other expectations of successful applicants with regard to their past criminal activity. Candidates with felony convictions or admissions for activity like drug sales, assault, stealing, arson, etc. are unlikely to be considered. Candidates with previous convictions or admissions for misdemeanors, such as motor vehicle infractions, will be considered, depending upon their seriousness, as determined by the Department. Any false statement, made verbally or on the application, will likely result in no further consideration of the candidate or dismissal if hired.

Fees

The City has enacted the following fees for Fire applicants:

- Application fee \$50 with application
- Post-offer physical \$400 upon job offer

Application for hardship waiver may be requested from the Personnel office.

Step 1: Application

Upon the placing of ads in the appropriate media outlet, there will be a several-week period during which applications are accepted by the Personnel Department for the position of Firefighter. The City will not maintain any list of names of persons seeking such applications; applications may only be obtained by asking for them during the advertised time period.

The application asks for a summary of the experience, training, education, and certification of the applicant. This information is used to objectively grade the application for firefighting related expertise. The following system is utilized to rate the applications:

Experience

Most desirable: Career (incl. Military) firefighting experience
Volunteer firefighting experience in Torrington
Hazardous material experience
Emergency medical experience

Desirable Volunteer firefighting experience elsewhere
Fire inspection experience
Military experience

Some Credit Dispatcher experience

Education

Most desirable: Associate's degree in Fire Technology (or related fields)

Desirable: Advanced degrees in Fire Technology (or related fields)
Associate's degree in unrelated field
National Fire Academy resident courses

Some credit: Advanced degree in unrelated field
Brief 3-16 hour firefighting related classes

Certification

Most desirable: Class 2Q motor vehicle operators license endorsement
Hazardous material operational
Firefighter II

Desirable: CDL motor vehicle license
Apparatus operator (pump and/or aerial)
Hazardous material technician
Fire Service Instructor I
Rescue Technician

Some Credit: Fire Officer I, II, III, and IV
Fire Service Instructor II
Public safety dispatcher

Miscellaneous

Some credit: Foreign language proficiency
Sign language proficiency

The applications will be carefully examined for minimum qualifications by the Fire Chief, Deputy Fire Chief, and the Personnel Director. Qualified applicants will be invited to participate in the written examination.

Step 2 Written Examination

After the closing date for applications, qualified applicants will be invited to participate in a written examination. The exam will be given on a weekday evening or weekend day in a large group setting. Sufficient notice of this exam will be given in writing to the applicant; non-qualified applicants will be notified that they have not been invited to the written examination.

A passing score of 70% is required in order for the applicant to continue along in the hiring process. This exam has been proven to be a good predictor of the test-takers abilities in the following areas that have been identified as important to firefighting:

Spatial sense	Map reading
Vocabulary	Mechanical aptitude
Reading comprehension	Interpreting tables
Situational judgment	Logical reasoning
Applying basic math rules	Writing skills

The test will be corrected and scored. Candidates with a passing score on the Written Examination will have their score averaged as follows to create a composite score:

Application score:	40%
Written exam score	40%

Based on the number of job openings and applicants, a sufficient number of those taking the written test will be invited to participate in an oral interview. Those not invited will be notified that they are not being considered at the present time for further consideration.

Step 3: Oral Board Interview

This job interview is your opportunity to demonstrate to the interview panel that you have the ability and desire to become a firefighter. The oral interview measures interpersonal relations, oral communication skills, judgment and analytical ability, and motivation to be a firefighter.

The Personnel Director, Fire Chief, Deputy Fire Chief, and members of the Board of Public Safety's Personnel Committee shall hold an interview of the top-ranked candidates. Questions will be asked of each candidate:

- Verification of application details
- Ability to present and express oneself
- Details of and quality of experiences
- Determine retention of certification knowledge

From these interviews, the panel will score each candidate. The interview score will be given a weight of 20% and added to the application and written test scores. The panel will then recommend to the Board of Public Safety those candidates they deem best suited for the job as a City of Torrington Firefighter. At a scheduled public meeting of the Board of Public Safety, the Commissioners shall discuss in Executive Session whether to offer jobs to the recommended candidates.

Step 4 Conditional Job Offer

Based on the decision of the Board of Public Safety, the Personnel Director will make conditional job offers to the selected candidates. At this time the successful candidate will present a \$400 check to the Personnel Department, to partially cover the cost of the post-offer medical evaluation. The job offer will contain numerous contingencies that the candidate will need to fulfill prior to being hired, such as (but not limited to):

1. Successful completion of a complete physical examination
2. Successful psychological evaluation
3. Successful completion of in-depth background check
4. Signing of affidavit stating applicant is a non-smoker

A target starting date of employment will be indicated in the letter; it may need to be adjusted as the contingencies are addressed.

Step 5 Medical and Psychological Examinations

In compliance with federal Americans With Disabilities Act guidelines, a full medical examination will be performed only after the formal job offer has been made. The applicant will be required to sign an access form allowing the City's doctor full access to any and all previous medical records. The candidate will be asked to assemble and provide all such records for the City's doctor at the time of the physical.

By and large, the City's doctor will utilize NFPA Standard 1582, Medical Requirements for Firefighters, as the determining guide for his/her recommendations to the City regarding the candidate.

The medical examination will include a blood and urine analysis, a physical examination, vision screening, audiology screening, pulmonary function screening, baseline EKG, occupational exposure history, and any other tests deemed necessary by the physician. Also at this time, the offer will be made to vaccinate the candidate from Hepatitis 'B'.

Each candidate will be referred to a city-selected psychologist for a psychological evaluation. This evaluation typically consists of a

written questionnaire, followed-up by a personal interview. A formal, written assessment will be sent to the Fire Department.

Step 6 Background Investigation

The Torrington Police Department will conduct an in-depth background investigation of the candidate. The candidate will need to sign an authorization for release of personal information, and will be given the chance to advise the investigating officer of any 'surprises' that may be uncovered in the investigation. This investigation may include:

- Credit history report
- Check with previous employers
- (Present employer may be held off to last if so desired by the candidate)
- Check of all references provided, and others
- Criminal records check – local, state, and federal
- Fingerprinting
- Verification of all claimed certifications and application details

A complete and detailed report will be submitted to the Fire Department and Board of Public Safety.

Step 7 Probationary Appointment

Once the conditions of the job offer have been satisfied, the candidate will be officially appointed as a Probationary Firefighter by the Board of Public Safety at their scheduled public meeting. The press will likely want to meet and interview the candidate for a news article.

The probationary appointment will likely also have contingencies. These may include items not fully resolved (but expected to readily be resolved in the near future) from the conditional job offer, or more likely, stipulations regarding mandatory training and maintenance of existing certifications. Contingencies may include, but are not limited to:

- Continuation of non-smoking status
- Maintenance of existing certifications
- Successful completion/certification in various training programs

At the Department's earliest convenience, the Probationary Employee will be enrolled and complete a Recruit Firefighter Training Program. Until such time as the Probationary Employee can be enrolled into a Recruit Firefighter class, the probationary employee will be assigned to the Training Division for orientation. The orientation period will include an overview of Torrington's Fire Department, and observation/testing of the probationary firefighter's skills and knowledge. If the Probationary Employee is able to immediately attend the Recruit Firefighter Training Program, a two-week orientation will be completed following completion of the Recruit Program. Successful completion of both the Recruit Program and the Orientation is required for permanent appointment.

There will be a twelve-month probationary period. Shift Officers and Firefighters will assist having the Probationary Firefighter participate in fire department operations on a training basis. The Probationary Employee will be evaluated on his/her performance throughout the entire probationary period with quarterly progress reports forwarded to the Fire Chief for review. Candidates who progress satisfactorily shall be retained.

The Probationary Firefighter will be evaluated during this period, by his/her shift supervisors and the Training Officer. Prior to the expiration of the Probationary Period, the Fire Chief will recommend (or not) the employee to the Board of Public Safety for permanent appointment.

Step 8 Permanent Appointments

Candidates reaching the end of the twelve-month probationary period will be considered for permanent appointment. Based on evaluations of job performance by supervisors, and successful completion of Recruit Training and Orientation, a recommendation will be made by the Chief to the Board of Public safety. They will vote at a public meeting on whether or not to appoint the Probationary Firefighter to a full-time position with the Torrington Fire Department.

For further information on becoming a Torrington Firefighter, please feel free to contact:

City of Torrington, Personnel Department
Room 206, City Hall
140 Main Street
Torrington, CT 06790
(860) 489-2210

Torrington Fire department
111 Water Street
Torrington, CT 06790
(860) 489-2257

Fire Service
Joint Labor/Management
Wellness/Fitness Initiative
CPAT - Candidate Physical Ability Test

What is CPAT?

The Candidate Physical Ability Test is a practical exam used to test the candidate's physical ability to perform a job task related to firefighting. CPAT is a physically demanding test that requires a candidate to use his/her physical, mental abilities, and in some cases, balance. The CPAT involves eight events that must be completed in 10 minutes and 20 seconds. The CPAT process is used in the selection of firefighters in participating fire agencies throughout the State of Connecticut. CPAT is a pass/fail test only. You must complete all eight stations within the 10 minutes and 20 seconds time limit.

How Do I Apply for CPAT?

There are two ways to apply for the CPAT. The first method is to download an application from the Connecticut Fire Academy website at www.ct.gov/cfpc and go to Training Division and click on Course Catalog. The second method is to contact the CPAT Registry directly at 860-627-6363 ext. 238.

How long is a CPAT Certificate Valid?

The employer (individual fire department or municipality) decides how long to honor CPAT Certificates. The Connecticut Fire Academy recommends one-year from passing to appointing authorities. The City of Torrington requires a current CPAT Certificate less than one-year from the date of passing.

What is The Cost of CPAT?

The current testing fee for CPAT is \$150.00.