



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



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**MINUTES OF THE SEPTEMBER 30, 2008 MEETING OF
THE COMMISSION ON FIRE PREVENTION AND CONTROL**

Chairman Carozza called the meeting to order at 9:38 a.m. with the following members present: Commissioners Brady, Kowalski, Mitchell, Murphy, Nicol, Stankye, and Walsh.

Staff members Lewis, Morrissette and Piskura were present.

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

Moving to item 2) Approval of the Minutes of the June 30, 2008 meeting.

A **MOTION** was made by Commissioner Stankye and **SECONDED** by Commissioner Brady to approve the Minutes of the June 30, 2008 meeting. Motion carried.

Moving to item 3) Staff Report June 15, 2008 – July 14, 2008, July 15, 2008 – August 14, 2008 and August 15, 2008 – September 14, 2008.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Stankye to approve the Staff Report for the period of June 15, 2008 – July 14, 2008. Motion carried.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Stankye to approve the Staff Report for the period of July 15, 2008 – August 14, 2008. Motion carried.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Stankye to approve the Staff Report for the period of August 15, 2008 – September 14, 2008. Motion carried.

Commissioner Stankye asked for an explanation of items 1c and 1d in the Administration monthly staff report.

Mr. Morrissette said that we would have a discussion on item 1c under Executive Session later in the meeting.

He explained item 1d of the staff report. He said that due to an allotment issue, OPM split the \$200,000 for the Supplemental Grant Program where they gave us \$100,000 as a line item specifically for the Supplemental Grant Program and the other \$100,000 was placed within our Other Expense account. This occurred last year and we brought it to

the attention of the Appropriations Regulation and Protection Subcommittee asking that they correct the error. They did not. He said we need to go before the Fiscal Advisory Committee to seek approval for the transfer. Because of the error, all we have currently is one quarter of the \$100,000 available to pay out. Therefore, we are unable to pay about \$75,000 of the claims received thus far. An initial payout went to approximately 15 fire companies and as more money becomes available in subsequent quarterly allotments or whenever the FAC meets we will make sure that money is properly disbursed.

Commissioner Blaschik arrived at 9:42 am.

Moving to item 4a.) Budget/Staffing Update – Mr. Morrisette said we sent out as part of the Commission’s package the agency’s budget submittal which was due back in early September. He stated we are pretty much guided in terms of what we can ask for regarding operational funding so there are no huge surprises in respect to our budget request. He said the Regional Schools were also solicited for their input regarding requested adjustments. He said we included items such as money in FY11 to support the Mid-Atlantic Association of State Fire Commissions Conference which we will be hosting here and some additional minor adjustments. He said the big item was the Capital Equipment request. We provided a detailed overview of the FY10 and FY11 requests for those items. This resulted in a sizable request because we’re beginning to see the need to purchase replacement apparatus and other big ticket items. He said that may come into play as we talk about the Budget Reduction Options later in the agenda. He offered to entertain any questions or discussion. He also acknowledged that we have a new OPM Budget Analyst assigned to the agency so we’re responding to a lot of justification and background information requests as it relates to different parts of the budget including the Regional Schools.

A **MOTION** was made by Commissioner Nicol and **SECONDED** by Commissioner Kowalski to approve the agency’s Budget Request submittal as presented. Motion carried.

Mr. Morrisette also provided a staffing update. He said as stated in the staff report he had announced that the refill for the General Trade Worker position was denied by the Governor’s office. He said long-term, this causes him significant concern. He said we’ve been able to manage for the past six months and Commissioners may recall the incumbent in that position was hired by the Hartford Fire Department. He said we can’t do anything with the position right now so we have one Facility Engineer who is subject to 24 hour call day seven days a week 365 days a year. There’s been two occurrences in the past month or so where on the weekend we had issues with the Burn Building where the live burn system could not be brought up to operational status. Luckily through extra effort on the part of the instructors present, the system was made operational in about an hour time. Luckily, we haven’t had to send any students or departments back home because of a facility related issue. The facility has been very active and equipment is being taxed and is aging. He said he would like to resubmit the request every month and strengthen the justification. He said long-term this causes some significant concerns to us and it’s impossible to expect one person to be available all the time to address issues. He

said we do utilize a significant amount of contractors here, but typically the point of contact is our Facility Engineer.

Commissioner Kowalski asked if it's possible that he and a couple of Commissioners have a meeting with the Governor's office.

Mr. Morrisette said he believes that's certainly something we should consider; schedule a meeting with the Chief of Staff. He said he would hope to have a couple of items for discussion as he wouldn't want to make that the sole item for discussion.

Commissioner Kowalski remarked that maybe we could schedule a meeting for the next week or so.

Commissioner Mitchell asked if we've been documenting overtime costs, etc. because the Facility Engineer doesn't do the work for free.

Mr. Morrisette said the position is not subject to overtime but there is comp time available which just leads to more potential time away.

Mr. Morrisette said the second item relating to positions is we did get approval for 20 additional adjunct positions to implement the segregation of our Certification Examiners and Training division adjunct instructors. He said while the Governor's office has granted approval it still goes through a whole trail of other approvals at both DAS and OPM. He was told as of yesterday it's at the final approval step which is the OPM Secretary's office. He said we hope to have some positive news on this soon.

Moving to item 4b.) CSFA Education Committee Update – Mr. Morrisette asked Commissioner Nicol to report. Commissioner Nicol reported that the Education Committee met last Thursday and the first item of discussion was the property acquisition for the Regional Schools. He said the Valley Regional School had their second appraisal and the sales agreement has been signed by the property owner. Hartford had their kickoff meeting with the designer. They are looking to obtain a little more property as they needed about a ¼ of an acre more to maneuver in the Burn Building. Willimantic has a sales agreement signed off by the property owners. He said for the Burrville and the Fairfield Schools they were told that the cost of construction of the schools has escalated from \$8 to \$9 million. He also mentioned that the committee agreed some time ago that although the cost of construction would increase they are not going to cut back on what's going to be included in these schools. He said they will have to work with the Legislature to try to get more money as the cost of the project keeps increasing. He said the selection committee talked about the process for the design and they will be meeting to select four or five architects. He said for the first round each project that will be meeting with the committee, the school or training committee will have one vote on the committee in the selection process. In the second round they will have one person and the school representative will have one vote. For the New Haven School, the preliminary design plans have been submitted. Hopefully they will be breaking ground sometime in the spring of 2009. The Middlesex School is on hold due to property acquisition issues. He also said Director of Certification McGowan was in attendance at the meeting to

discuss the new Certification testing procedure. He said they are actually pilot testing that procedure, this morning, in Stamford and they are the first group to be testing to the new standard. Commissioner Nicol also reported that the Regional Fire Schools budgets were discussed. He said their budget is based on the baseline budget with a three percent increase. He said Mr. Morrisette had brought up the 10% budget reduction option that the Governor has requested which he knows we will be discussing later today. Also discussed at the meeting was the cost of the FFI reimbursement program. This past year as Commissioners may recall, the charge for the FFI program was \$450. He said with the new standards and a better handle on that course they voted to adjust that cost to \$600 which will increase the 50% reimbursement from the current \$225 to \$300. The next meeting will be October 23rd 7pm in Wethersfield.

Mr. Morrisette added that Danbury was represented as well at the meeting and they reported that they've been meeting with Legislators in their region requesting consideration of being considered as a 10th Regional Fire School. He said there seems to be support from the other schools so it will be a political and budget exercise within the next Legislative session. He said Chief Herald was going to be here this morning to make comments but he called a short while ago indicating he would not be available. Mr. Morrisette said he also wanted to mention that in addition to Commissioner Nicol, Commissioner Wilkinson serves as the Commission's representative on the Education Committee. He said Commissioner Stankye also attends the meetings but in his role as Treasurer for the State Firefighters Association and also as a representative for the Valley School. He said with Commissioner Wilkinson stepping down as soon as a suitable replacement is appointed we need to identify a second Commission representative that may wish to serve on the Education Committee. He said they typically meet the last Thursday of the month in Wethersfield at 7 p.m. Anyone interested should notify Chairman Carozza.

Moving to item 4c.) FY08 Supplemental Grant Program Update – Mr. Morrisette said he responded to the question Commissioner Stankye had regarding the Supplemental Grant Program that there will be a delay in some of the payments for the direct payment option. He said the vouchers will still be honored as people cash those in. He said we've had a pretty good return to date from eligible fire companies indicating how they wish to receive their funding. He said we'll work to ensure that everyone who is eligible understands their responsibilities.

Moving to item 4d.) Entry-Level Training Reimbursement Update – Mr. Morrisette said one of the issues that came up at the Education Committee was a concern that a significant number of people eligible have not sought reimbursement. He said it was asked at that time if we had statistics which he did not. We have cross referenced our Certification records and our reimbursement records and it appears that there were approximately 400 individuals certified that did not seek reimbursement. He said we don't reimburse individuals rather we reimburse the municipality or fire department. Therefore almost \$100,000 in funding has gone unclaimed. He said those are all FFI reimbursements. He said we are much better as it relates to the Recruit program and it appears that out of the total number eligible only four have not been reimbursed. He believes the primary reason is these were volunteer firefighters who attended Recruit

school at their own expense and there is no mechanism to reimburse them personally. He said we tried to work with the municipality or fire department they represented but none of them had a mechanism to take funding that we would send to them and reimburse it back to the individual. He said also with the Hartford Fire Department Recruit class there was a handful of individuals who already were certified as FFI and FFII but were not tested at the conclusion of the program thus they were not certified after the eligibility date and not eligible to receive the reimbursement.

Commissioner Walsh remarked that he believes they cleared that issue up the second time around.

Mr. Morrissette said he believes in the last class there is a small number that have not gone through testing. He said he would obtain the names of those individuals and provide them to Commissioner Walsh.

Mr. Morrissette also said it is our intent to send out a reminder letter to fire chiefs detailing program requirements, etc. He said he did mention the concern from the podium at the Firefighters Association convention as well as at the past meetings of the Chiefs Association. He said we do know anecdotally from a number of departments that they didn't want to go through the effort of submitting even though it only takes about 60 seconds to fill the form out. The motivation was that the funding would go back to the community and not to the department.

Commissioner Mitchell asked if we have an idea of what towns they are that didn't seek reimbursement.

Mr. Morrissette said it is across the state.

Commissioner Kowalski asked if some of them are people that have not yet achieved certification.

Executive Secretary Lewis replied that they've all been certified.

Commissioner Brady asked if we know how many have been reimbursed.

Mr. Morrissette said he went through the statistics this morning and not including Recruits (CFA and larger municipalities) it appears approximately 200 have been reimbursed.

Moving to item 4e.) CPR/AED Training Issues – Mr. Morrissette said he does not have anything further to bring forward unless any of the organizations wish to discuss or a Commissioner wishes to make a proposal regarding the request from Mr. Jeffrey Bond from Harwinton to mandate CPR/AED training as part of FFI.

Moving to item 4f.) NFPA 1001 and 472 Updates – Mr. Morrissette said as Commissioner Nicol had commented, the first pilot exam for the 472 requirements as part of the new 1001 is currently underway in Stamford. This will serve as a good kick-off

point for us as they have a very small group of eight Recruits. He said they expect to have the full practical done in about an hour or an hour and half at the most. He said there was an invite extended to all the Regional Fire Schools to observe so a number of them are expected to take advantage. We also have a large number of staff people there from both the Training and Certification divisions. He said a number of the schools have reported that they're already implementing the change as part of their current training.

Moving to item 5a.) Election of Officers – Chairman Carozza called on Commissioner Nicol to Chair the Elections Committee.

Commissioner Nicol said it's time for our annual elections and called for a motion to nominate a Chairman.

A **MOTION** was made by Commissioner Brady and **SECONDED** by Commissioner Walsh to nominate Peter Carozza as Chairman. Motion carried.

Commissioner Nicol called for any additional nominations. As no other nominations were received Commissioner Nicol called for a motion to close nominations and to direct the Vice Chairman to cast one ballot for Chairman Carozza.

A **MOTION** was made by Commissioner Blaschik and **SECONDED** by Commissioner Murphy to close nominations for the position of Chairman. Motion carried.

Chairman Carozza thanked the Commission for the privilege and honor to serve as Chairman of the Commission.

Chairman Carozza thanked Commissioner Nicol for Chairing the Nominations and Election Committee.

Commissioner Nicol congratulated Chairman Carozza and turned the meeting back to the Chairman.

Chairman Carozza called for a motion to open nominations for the position of Vice Chairman.

A **MOTION** was made by Commissioner Stankye and **SECONDED** by Commissioner Brady to nominate Kevin Kowalski as Vice Chairman. Motion carried.

Chairman Carozza called for any additional nominations. As no other nominations were received Chairman Carozza called for a motion to close nominations and cast one ballot for Vice Chairman Kowalski.

A **MOTION** was made by Commissioner Brady and **SECONDED** by Commissioner Mitchell to close nominations for the position of Vice Chairman. Motion carried.

Vice Chairman Kowalski thanked the Commission for their support.

Chairman Carozza sought nomination for the position of Secretary.

Mr. Morrisette remarked that the current incumbent does not wish to seek re-election as he will be resigning from the Commission due to his retirement from the fire service.

A MOTION was made by Commissioner Kowalski and **SECONDED** by Commissioner Mitchell to nominate Charles Stankye as Secretary. Motion carried.

Chairman Carozza called for any additional nominations. As no other nominations were received Chairman Carozza called for a motion to close nominations and asked the Vice Chairman to cast one ballot for Secretary Stankye.

A MOTION was made by Commissioner Blaschik and **SECONDED** by Commissioner Brady to close nominations for the position of Secretary. Motion carried.

Moving to item 5b.) Budget Reduction Option – Mr. Morrisette he had sent out to Commissioners, by electronic mail, a comparison analysis between our FY09 and FY10 budgets. He said we've been mandated to submit a 10% reduction option for the FY10 budget. He said originally it was his understanding that they were going to use the base budget for FY09 budget as the jumping off point but a change was made and they are actually utilizing the agency requested FY10. He asked Commissioners to look to the right of the spreadsheet that identifies the dates which incorporates any increases for accounts that were requested as part of our budget so you'll see adjustments for Personal Services and Other Expenses right on down the line, FFI, Equipment and Regional Fire Schools. He said as he mentioned earlier, the specific Commission accounts were increased by allowable inflationary adjustments provided by OPM. There were a couple of minor adjustments for other initiatives such as the Mid-Atlantic Conference. Commissioner Nicol had reported that the majority of the Regional Schools had included a three percent increase for inflationary purposes. Some of the Regional Fire Schools requested higher amounts for specified items such as implementation of the new FFI with HazMat or increased energy expenses. He said one of the schools identified a desire to increase the hourly rate for their instructors. He said to the right hand side you will see all of the FY10 base which incorporates all the increases and then the total at the bottom is a little over \$500,000 which brings our 10% budget reduction option to \$504,562 so that is our targeted reduction goal. He said we have until the end of next week to submit this to OPM. Mr. Morrisette said we went through this exercise last year with the 5% but only a 2.6% reduction was implemented thus far. More than likely the Governor will come back for more later on in the fiscal year. He said if you look at the left hand side you'll see what the Commission actually approved which was the Supplemental Grant Program and a little out of our Personal Expense Account was identified as a little bit of flexibility within our budget such as vacant positions etc. He said what OPM actually implemented was something totally different so no matter what we choose they may go with a different scheme however we would rather have the opportunity to propose items and hope that they follow through. He said this was discussed at the Regional School meeting. He said unfortunately at that time we were using a lower figure which was the FY09 base amount so we were targeting \$212,000. The next morning when he received clarification from our DAS Budget Office, it was clear that we needed to reduce

significantly more. He said our target is \$504,000 and there are a number of items that we can look at. He said generally the sentiment of the Regional School is that most of them had seen sizable increases over the past couple of years and they would be willing to be part of the solution once again which is appreciated. Also discussed was that we lapsed a significant amount of money in the entry level training program. He said at that time we didn't have the information as to the number of individuals who had not sought reimbursement so that makes it a little bit clearer in terms of what our expected use could be this fiscal year. He said we also have the Supplemental Grant program as well. He said we really don't have much flexibility at all in our Personal Services account and if we even look at targeting that, it's going to result in the loss of a position which is what we are trying to avoid. He said the Governor's philosophy at a staff meeting a couple weeks ago is that's her last resort as well. He said that was the week before the whole meltdown of the economy so he doesn't know if the situation at the state level is going to change but from the agency level we're fully committed to maintain staffing as best as we can and hopefully we will receive the Commission's support to do that. He also mentioned that we have minimal flexibility within our Other Expenses account. He said essentially that account pays all the bills and we took a sizable hit in the current fiscal year. He said one of the items we proposed is Equipment. He said typically as part of the appropriation no matter how much in Capital Equipment we request they actually only appropriate \$100 in our operational budget and the rest is funded as Bonding also known as the Capital Equipment Purchase Fund. He said we have requested a sizable budget in FY10 for Equipment, close to \$600,000. He said he detailed that equipment in the package. There is an opportunity to defer initiatives or do away with items that won't impact current services. Mr. Morrissette said another option we can look at is lease/purchase arrangements. He said that would certainly be an available line item to reduce as well as some flexibility with the FFI training account and the Supplemental Grant account.

Commissioner Kowalski proposed taking a good portion out of the FFI training account and offer the Supplemental Grant Program again. He said he wouldn't propose reducing the Regional Fire Schools more than 5% and also take some from the Equipment fund. He said he cautions taking more than 5% from the Regional Schools.

Commissioner Nicol said that a 5% reduction to the Regional Schools is a fair amount and that would be his recommendation. He said that would add up to \$50,000. He said we could take a good portion from the Supplemental Grant Program which adds up to \$200,000. As far as the FFI training program it looks like we're going to get about \$800,000 next year and we would probably spend around \$600,000 for the reimbursement requests that we would receive.

Mr. Morrissette added that with the caveat that another discussion that took place at the Education Committee was the desire to amend the Entry Level Training Reimbursement Legislation to allow its utilization for training at the FFII level. He said the attempt was made last Legislative session and they were very close to having it done but it failed in the closing hours.

Commissioner Nicol proposed that we could come up with \$200,000 on the Supplemental Grant Program, \$50,000 from the Regional Schools, \$150,000 to \$200,000 from the FFI training account which brings us close to what we need for our reduction and then take the balance from the Equipment.

Commissioner Walsh asked if we are going to do a summary and send it to Commissioners.

Mr. Morrissette said he would develop a couple of scenarios for the Commission to consider possibly as early as tomorrow.

A brief discussion period followed.

Mr. Morrissette said the other issue that the Governor floated out is that “everything is on the table including agency consolidations”. He said those that have been on the Commission for some time have been through that before and the strongest attempt to do that was back in the early 1990’s. He said potentially we could be consolidated into the Department of Public Safety or Department of Emergency Management and Homeland Security or similar agency. Neither of these is a good option for the fire service.

A **MOTION** was made by Commissioner Brady and **SECONDED** by Commissioner Mitchell to authorize the State Fire Administrator to draft a concrete budget reduction option based on the proposals and discussions by the Commission.

Moving to item 5c.) Approval of Annual Report FY 2007-2008 – Mr. Morrissette said in the packages mailed to Commissioners was the annual report submitted to the Legislature and the Governor in late August. He said we are seeking the Commission’s approval of the report and he’s happy to answer any questions. He said we’re very proud of the effort put forth by the entire staff to accomplish what we did. He said we had some challenges last fiscal year with the loss of some federal funding through DEMHS but we still delivered significant services.

Chairman Carozza extended congratulations to the entire staff for a job well done.

A **MOTION** was made by Commissioner Brady and **SECONDED** by Commissioner Stankye to approve the agency’s FY 2007-2008 annual report.

Moving to item 5d.) Mid-Atlantic Association of State Fire Commissions Conference Report – Commissioner Nicol reported that he attended the Mid-Atlantic Association of State Fire Commissions conference and gave an overview of the conference. He said they will prepare a more detailed report and it will be distributed to Commissioners. He said there were nine states represented DE, KY, MD, NJ, NC, PA, WV, CT and TN with approximately 60 attendees. He said SC and VA were absent. The keynote speaker was U.S. Fire Administrator Gregory B. Cade for the Federal Emergency Management Agency. He said most of the states indicated financial problems just as we are experiencing here with the exception of KY that has \$35 million that their Legislature grants to the fire service. They trained 80,000 firefighters last year at no cost to

firefighters. They run a CPAT program at no charge. He said there was a field trip to the Maryland Fire and Rescue Institute which is similar to the CFA. He said he had an opportunity to speak to the Chairman of the 1001 Committee regarding some of the parts that were included in the NFPA qualification for FFI. There was also a field trip by boat to the U.S. Naval Academy. He said there were general discussions on EMS and safety vest for firefighters at the Business meeting. He said TN will host next year's conference and then CT will host it in 2010. He also distributed a copy of the conference agenda to Commissioners. He said we will have a brief meeting of the planning Committee following the Commission meeting.

Moving to item 5e.) Entry-Level Training Reimbursement Program Procedure Revision – Mr. Morrisette distributed a copy of the program policy and procedures approved last year for the Entry Level Training Reimbursement program. He stated that he has some proposed revisions that he would like to offer the Commission for their consideration. He asked Commissioners to look at page two item 4.2 *Prior Approval Process*. He said he may have mentioned at a previous meeting that we may be able to do away with the pre-authorization or prior approval process but it doesn't appear that's going to happen primarily because of the state of the unknown with budget reductions, etc. He said we don't want people to have the understanding that they can apply anytime and that there will be funding, therefore he added language at the bottom stating that *Reimbursement of municipalities and fire departments not securing a Reimbursement Authorization Identification Number shall only be reimbursed within available resources*. He also said on page three 4.3.3, we never put in writing the process that was discussed here within this body when the policy was originally approved relating to how the Recruit program reimbursement is administered as voted upon and approved by the Career Chiefs. He said he added the following: *Municipalities or municipal fire department with fire service personnel registered for the CT Fire Academy's Recruit Firefighter training program shall have the option to issue a Purchase Order for the full tuition cost of the Recruit program. Within the first seven weeks of the Recruit Firefighter training program the Commission on Fire Prevention and Control will invoice the Municipality or Municipal Fire Department for 50% of the tuition. Upon successful completion of training and attainment of certification the Commission shall process and internal transfer of funds to be made whole*. He said this ensures that the Commission is made whole and the municipality does not have to deal with the concern of money going to the city or town and not benefiting them directly. He said the other change is to 4.4.2 and Commissioner Nicol had mentioned there was a vote at the Education Committee to request the Commission consider an increase to the maximum rate of reimbursement currently capped for FFI training. This proposed change is primarily due to the change in the NFPA 1001 standard and the increase in hours for FFI additional reference materials and equipment needs, etc. The request is that the cap or maximum rate of reimbursement be raised from \$225 to \$300 and we've also requested an increase from \$2,625 to \$2,887.50 for the Recruit program although we're not implementing that at this time. He said the current Recruit class still operates under the old fee schedule so this would be a future implementation. He said he's happy to entertain any questions Commissioners may have.

Commissioner Mitchell asked about 4.2.1 if there is any thought to put a timeline on it so people don't come back a year or two from now to claim reimbursements when there may not be any funding available.

Mr. Morrisette said he thinks that's a very good recommendation. He said he entertains that amendment to include one year from the date of certification.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Brady to accept the policy as presented with the amendment. Motion carried.

Commissioner Mitchell said he heard that a lot of the Schools are doing FFI and FFII now and have added another 40 hours to the program.

Mr. Morrisette said at least one of the Regional Schools had advertised this option. However, because of the Statute it will not allow for us to reimburse participants at any higher level than Firefighter I.

Commissioner Brady asked if the new policy will be posted on the Commission's website.

Mr. Morrisette said yes and when we send a reminder about the program to fire chiefs we will include a copy of the revised policy.

There was a brief discussion on the increased cost departments are facing for the Haz Mat certification.

Moving to item 5f.) Legislative Proposals - Mr. Morrisette said we as an agency will not be bringing forth a change to the Entry level training Statute but he assumes some of the organizations may be doing that. He said if there is anything Commissioners would like us to look at we would be willing to do that or work with one of the organizations to propose legislation during the 2009 Session of the General Assembly.

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

Moving to item 7 – Commissioner Mitchell said he sent some materials to the Chancellor of the Community Colleges system which Mr. Morrisette and Mr. Piskura had received. He said there were some proposals that he wanted to put forward to the Chancellor things that the College System could offer including college credit for the Recruit courses. He said that's a big thing to go through but if we don't offer or suggest it nothing will get done so he will be following up on this issue through his college President because he was told he should not have contacted the Chancellor directly.

Commissioner Murphy asked for some Entry level training reimbursement forms.

Mr. Morrisette said we would provide copies for the Commissioner at the conclusion of our meeting and that it is also available for download on the Commission's website.

Mr. Morrissette stated that we received reappointment letters for Commissioners Wilkinson, Stankye and Dagon. There are about five reappointments pending.

He also reported that the University of Connecticut's Collaborative leadership in Homeland Security Training Program funded by a grant provided from the Department of Homeland Security/FEMA's Training and Exercise Secretariat will hold two pilot sessions at UCONN's Storrs campus in October and November this year. The goal of the program is to equip homeland security leaders with requisite critical thinking skills and collaborative leadership abilities to make effective strategic planning and management decisions on issues and challenges that impact the security of all Americans. The target participant pool for this program consists of middle and upper level management from local, state and tribal governments, emergency managers, health officials corporate and private sectors, first responders and law enforcement. The program will be delivered throughout the United States at no cost if any Commissioner wants to attend.

Mr. Morrissette distributed an invitation for the FM Global Fire Service Day scheduled for November 21, 2008. He said he had an opportunity to attend and tour the premier center for property loss prevention scientific research and product testing facility and it is a state-of-the art Research Campus located in West Glocester, RI. He said fire marshal credit is awarded and is worth the time if Commissioners can attend.

He also said the CPTV *On Watch* program was aired on September 11th. We had support from our 800 Fire Line Coordinator throughout the planning and airing of the documentary and Commissioner Brady also provided time and assistance to the project. He said we received 100+ calls from prospective volunteers and follow-up is now underway.

He also said an invitation to Commissioner Wilkinson's retirement party scheduled for November 13th was emailed to Commissioners. He asked Commissioners to save the date and plan to attend as their schedule permits.

Mr. Morrissette distributed a revised policy on Employee Mileage Reimbursement. He said we were ordered by the Governor to reduce fuel and vehicle usage by 25%. We will look to enact his change when the hourly rate increase is approved.

Commissioner Brady said he spoke to his contact at the Department of Labor regarding the guidelines for Cadets, Explorers and Junior members of Fire, Emergency Medical and Police Services. The brochures have been completed and are being distributed.

Mr. Piskura reported that Recruit class 41 began with 42 recruits and now we're down to 40.

Chairman Carozza called for a motion to go into Executive Session for an update on an investigation of the Introduction to the Fire Service Cadet Program delivery back in June.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Mitchell to go into Executive Session. Motion carried.

The Commission went into Executive Session at 11:12 am.

A **MOTION** was made by Commissioner Kowalski and **SECONDED** by Commissioner Mitchell to close the Executive Session with no action taken. Motion carried.

The Commission adjourned the Executive Session at 11:50 am.

A **MOTION** was made by Commissioner Blaschik and **SECONDED** by Commissioner Brady recommending that the Commission validate management's actions to date. Motion carried.

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

Chairman Carozza adjourned the meeting at 11:51 am.

Dated:

Charles M. Stankye, Jr., Secretary
Commission on Fire Prevention and Control