

**Town of Ridgefield**  
**Fire Commission Quarterly Meeting Minutes**  
**October 1, 2008 6:30 pm**  
Revised / Approved

**Commissioners Attending:** Andrew Bodner  
Rudy Marconi  
Barbara Manners  
Di Masters  
Joan Plock

**Commissioners Absent:** None

**Representing RFD:** Chief Heather Burford  
Deputy Chief Kevin Tape  
Asst. Chief Tim Pambianchi  
Asst. Emergency Manager Dick Aarons

**Meeting Called to order by Commission Chair Rudy Marconi at 6:30**

Chief Burford presented a *Project Management Summary Chart by Area of Initiative* (See attached document of the same title. See also the attached document entitled *Work Plan Matrix*.)

**Personnel Update:** No report.

**Project Management Summary:**

The Summary is a draft of a five year project plan that includes 50 items categorized into nine general areas: Staffing/Personnel; Professional Development; Vehicles & Apparatus; Equipment; IT/Records management; Customer Relations/Service Delivery; Agency Development; and, Communications/Radios; Buildings & Grounds.

Several plan items were discussed and clarified with minor modifications of goals, following recommendations of the Commissioners. A brief summary follows:

Item I(3) *Increase of Minimum Staffing* has been renamed *Evaluation of Minimum Staffing*.

Item II (9) *In-House Paramedic Training Program* was redefined as a "capital improvement item with impact beyond FY ' 10."

Items III (7) *Truck Replacement Program* and III (8) *Ambulance Replacement Program* have been moved into item III (1) Apparatus Needs Assessment.

In response to questions from the Commissioners about why items costing less than \$10,000 were included in the capital plan rather than the small equipment operating line, Chief Burford explained that it was her understanding that the cutoff was at \$5,000. The Commissioners were unsure of the current requirements. Commissioner Marconi said he would seek clarification on the matter.

**Other Matters:**

**Fire Police Truck --** Volunteer Chief Pambianchi told the commission that the Fire Police Truck had little service life remaining because of underbody rust. The plan is to sell the Fire Police

Truck and to replace that vehicle with Volunteer Car 3 (a pickup truck). The volunteers would replace Car 3 with another vehicle. Chief Pambianchi asked the Commission to release any proceeds from the sale of the Fire Police truck to the volunteers. The Commissioners agreed unanimously.

**Ridgebury Hydrants** -- Commissioners Masters, Manners and Bodner asked about the status of negotiations with Topstone Hydraulic and other parties in reference to the unusable hydrant system in the Knolls section again expressing concern that the town is paying for an unusable service. Commissioner Marconi said he was discussing the matter with various state agencies.

**Adjournment:** There being no other matters before the Commission, the meeting adjourned by motion, second and unanimous vote at 7:30.

Respectfully Submitted,  
Richard N. Aarons,  
Assistant Emergency Manager  
Acting Secretary