



Fairfield Museum and History Center Library
370 Beach Road
Fairfield, CT 06824

Manuscript Finding Aid

Title: Fairfield Fire Commission Records
Collection #: Ms B60
Dates: 1963-1988
Size of Collection: 2 boxes
Accession Number: L95 Sep 37
Donor: Arthur H. Selleck
Restrictions: None
Processed by: Barbara Austen
Date: September 1995

Biographical/ historical note:

Arthur Selleck, who collected these records while a member of the Fire Commission from 1968-1988, made his living in the insurance industry, first with the National Board of underwriters, then as a field representative for the Insurance Service Organization in the 1970s. He is an active member of the Connecticut Firemen's Historical Society in Manchester, Conn.

The Fire Commission was created in 1928 and consisted of a representative from one of each of the five volunteer fire companies in the town. The original purpose of the commission was to provide and maintain all fire-fighting apparatus. In the 1985 town charter, the purpose of the commission, still composed of five members but now appointed by the board of selectmen, was the general management and supervision of the fire department, including passing rules and regulations, and determining promotions.

Scope and content note:

The collection consists of files maintained by Arthur H. Selleck while a member and as the Commissioner of the Fairfield Fire Commission. Original file names were retained where present, although the order of the files was changed. Series A, 1973-1988, encompasses minutes of commission meetings, as well as agendas. Many of the pages have annotations made by Selleck. Interspersed among the minutes are letters concerning issues addressed in the meetings. The minutes are arranged chronologically by folder title, with the actual dates covered noted in parentheses. Within each folder, the minutes are in their original reverse chronological order.

Series B consists of administrative files, 1968-1988, including information on procedures and operations, the construction and relocation of firehouses, complaints against the Fire Department, the development of a fire safety code, and the reorganization of the department. The file names were retained where present; two files were created, namely procedures and operations, and complaints. The materials are arranged chronologically, then alphabetically under each year.

Personnel files, 1969-1988, encompassing correspondence concerning benefits and promotions, entrance examinations, and the 1987-1988 union contract, are organized chronologically in Series C. Printed materials, 1963-1976, 1985-1987, including newspaper clippings and several publications from the town of Fairfield, are arranged in Series D.

More complete records of the commission can be found at Fire Department headquarters in Fairfield.

Series A. Minutes, 1973-1988	Box 1
Series B. General Administrative Files, 1968-1988	Box 2
Series C. Personnel Files, 191969-1988	Box 2
Series D. Printed Materials, 1963-1976, 1985-1987	Box 2

Box 1

Series A. Commission Agendas and Minutes, 1973-1988

Folder 1.	1973-1975
Folder 2.	1975-1976 (1972-1977)
Folder 3.	1976-1977 (1976-1978)
Folder 4.	1979-1981
Folder 5.	1982-1984
Folder 6.	1985-1986
Folder 7.	1987-1988

Box 2

Series B. General Administrative Files, 1968-1988

- Folder 1. Construction of Firehouse No. 2, 1968
- Folder 2. Procedures and operations, 1971-1987
- Folder 3. Fire safety code, 1980-1988
- Folder 4. Communications committee, 1984-1986
- Folder 5. Complaints, 1984, 1986
- Folder 6. Freedom of Information Act regulations, 1984-1985
- Folder 7. Organizational and management study of town government, 1984-1985
- Folder 8. "Bunker pants" (fire clothing) issue, 1986
- Folder 9. Relocation of Stratfield Fire Station, 1986-1988
- Folder 10. Rules and regulations revision, 1987
- Folder 11. Reorganization of the Fire Department, 1988

Series C. Personnel Files, 1969-1988

- Folder 1. Appointment of commissioner, 1969, 1972, 1988
- Folder 2. Benefits, promotions, schedules, 1970, 1980-1986
- Folder 3. Entrance examinations, 1984, 1986
- Folder 4. Union contract, 1987-1988

Series D. Printed Material, 1963-1976, 1985-1987

- Folder 1. Newspaper clippings, 1963-1976
- Folder 2. Town publications, 1985-1987