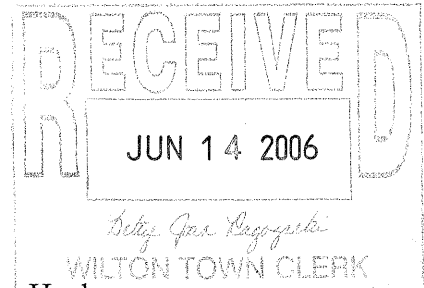


Fire Commission

236 DANBURY ROAD
WILTON, CONNECTICUT 06897

**Wilton Fire Commission
Minutes of Regular Meeting
Fire Department Headquarters**

April 4, 2006



Present: Commissioners Rich McCarty, Gary Mecozzi and J. Casey Healy

Others: Chief Paul Milositz, Fire Marshal David Kohn, Captains Stu Carter and Kevin Czarnecki, Lieutenant Greg Kitik, Firefighters Dave Chaloux, Gary Fuoco, Rocco Grosso, Pat Garber, Jeff Locher and Glen Johnson and Administrative Services Manager Sarah Taffel

A. Call to Order and Approval of Minutes: Chairman McCarty, noting that a quorum was present, called the meeting to order at approximately 1830 hours.

1. **A MOTION** was made by Chairman McCarty to approve the minutes of the Commission's regular meeting held on March 7, 2006. The motion was seconded by Commissioner Mecozzi and unanimously approved.

B. Review of Monthly Reports

1. Deputy Chief's Report – The Commission reviewed the Deputy Chief's Report dated March 31, 2006. The Report noted that there were 107 responses by the Department during the month of January bringing the total number of responses for the year to 388. Career training for the month included EMS shift training, cold water/ice rescue, hydraulics and pumping review and Truck 5 rescue drills. Volunteer training consisted of pump operations.
2. Fire Marshal Report - The Commission reviewed the Fire Marshal's Report dated March 2006. The Commission also reviewed the draft Ordinance entitled "Schedule of Permit Fees Fire Marshal's Office" and the draft of the "Citations Hearings for Violation of Ordinances," both prepared by Associate Town Counsel Patricia C. Sullivan. The consensus of the Commission was that the drafts met with the Commission's approval and Fire Marshal Kohn was instructed to so report to Attorney Sullivan.

C. Old Business

1. Budget Status for Fiscal Year July 1, 2005 to June 30, 2006 – Chief Milositz distributed the Budget Preparation Worksheet dated April 4, 2006, which Worksheet reported expenditures for the period commencing July 2005 and ending March 31, 2006 and reported that the Board

of Selectmen had: (i) endorsed the Department's capital request to replace Engines 2 and 3 and (ii) moved to the Department's operating budget the request for funding to replace the carpeting, to replace damaged ceiling tiles and to paint Station 1. The Department is on budget through three quarters of the fiscal year notwithstanding increases in fuel and energy costs. Chief Milositz reported that no major questions regarding the Department's budget for fiscal year July 1, 2006 to June 30, 2007 were raised at the public hearing on the Town budget held on March 28, 2006.

2. Apparatus Committee Report – The Commission reviewed the Engine Features and Equipment List prepared by the Committee. Firefighter Johnson advised the Commission that the specifications had been provided by Firematic. He reported that the Committee would meet in the coming weeks to review and approve the final specifications for the two engines. Thereafter, a request for proposal will be prepared. The Committee's goal is to place the order for the engines by August.
3. Lieutenant's Position – The written test will be administered April 27, 2006 and the oral board tentatively has been scheduled for May 2, 2006. Evaluation of Lieutenant candidates will be distributed by Chief Milositz to the Department Captains on April 10, 2006 and the evaluations are due back on April 25th.
4. Performance Evaluation Report – Chief Milositz advised the Commission that there is conceptual approval from the Firefighter's Union on the form of performance evaluation but the nuts and bolts of the evaluation are still being worked on. No estimate was given by the Chief as to when the form of evaluation would be completed and put in use.
5. Mutual Aid Agreements – Norwalk has come forward with written mutual aid agreements for Wilton and Westport. Chief Milositz reported that he is scheduled to meet with the Norwalk and Westport Fire Department Chiefs to discuss and finalize the terms of the agreement.
6. Fire Department Renovation – Station 1 renovation nearly complete with the exception of painting, carpeting and ceiling tile replacement that await budget approval at the Town meeting. On behalf of the Commission, Chairman McCarty thanked the members of the Department for their efforts in attending to the renovation at very little cost to the Town.
7. CAD System Update – Chief Milositz advised the Commission that the run card program had been installed at Wilton Dispatch. A test run was conducted and the system appears to be working. The Chief reported that training of shift Captains will take place in the coming weeks using a training program developed by the Chief, Captain Czarnecki and Lt. Iannaccone.

D. New Business

1. Records Management System – Chief Milositz reported that the system was designed by Emergetic and is identical to the one used by the Police Department to manage its records. Chief Milositz, Deputy Chief Peters, Fire Marshal Kohn and Captain Czarnecki have been trained on the system and they will be meeting to develop a training program for the shift Captains.

2. Child Abuse Policy – The Commission reviewed Standard Operating Guide #7 prepared by Chief Milositz attached to which as an exhibit was a document entitled Mandated Reporting of Child Neglect or Physical or Sexual Abuse. Administrative Services Manager Sarah Taffel advised the Commission that the Town's insurance carrier has asked the Town to adopt such a policy as a condition of insuring the Town against physical or sexual abuse claims. The policy is distributed to every Town employee who deals with minors. Discussion was had regarding who is responsible for filing the requisite report in the event that there are multiple witnesses to the abuse such as a joint Fire Department, Wilton Volunteer Ambulance Corp. and Police Department. Ms. Taffel advised that she would request guidance from Town Counsel on that issue.
 3. Education Reimbursement - **A MOTION** was made by Chairman McCarty to approve the request by Firefighter Rocco Grosso to be reimbursed \$1,252.50 for the fee he paid the University of New Haven for a course entitled the Dynamics, Evaluation and Prevention of Structural Fires. The motion was seconded by Commissioner Healy and unanimously approved.
 4. Dive Team – The Commission reviewed a letter sent by Norwalk Police Sgt. Peter R. LaPak to Captain Czarnecki and Police Lt. Steve Brennan thanking the Wilton Dive Team for assistance with the Norwalk Dive Rescue Team the Norwalk Fire and Police Department are in the process of forming.
 5. Awards Ceremony – Lt. Michelsen requested the Commission consider holding an annual awards ceremony similar to that held by the Police Department. The Commission concurred that it was a good idea and Chief Milositz was instructed to make a recommendation to the Commission regarding same.
 6. Dispatch – Lt. Michelsen expressed concern regarding a recent mutual aid dispatch to a structure fire in Westport, alleging that it was not automatic. Chief Milositz advised the Commission that he spoke to the Westport Chief who confirmed that Westport placed the call for mutual aid promptly.
- E. **Executive Session - A MOTION** was made by Chairman McCarty to retire to Executive Session to discuss the status of the negotiation with the Firefighters Union regarding the inclusion of the Fire Marshal's position in the bargaining unit. The motion was seconded by Commissioner Healy and unanimously approved. The Commission, Chief Milositz and Ms. Taffel adjourned to Executive Session at approximately 1935 hours. At approximately 2012 hours, the Commission ended the Executive Session and returned to open session. Chairman McCarty reported that no action was taken in Executive Session.
- F. **Adjournment:** At approximately 2013 hours, upon motion duly made and seconded, the meeting was adjourned.

The next regular meeting of the Commission will be held on May 2, 2006 at Fire Department Headquarters.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "J. Casey Healy".

J. Casey Healy
Secretary - Fire Commission