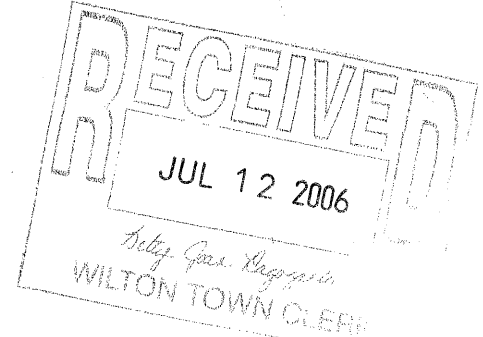


## Fire Commission

236 DANBURY ROAD  
WILTON, CONNECTICUT 06897

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

**May 2, 2006**



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

**Others:** Chief Paul Milositz, Lieutenant Mike Michelsen, Lieutenant Greg Kitik, Firefighters Dave Chaloux, Gary Fuoco, Brad Carlson, Pat Garber, 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 1836 hours.

1. **A MOTION** was made by Chairman McCarty to approve the minutes of the Commission's regular meeting held on April 4, 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. The Report noted that there were 110 (as of 1300 hours on April 28, 2006) responses by the Department during the month of April bringing the total number of responses for the year to 502. Career training for the month included EMS shift training and captain training for new records management systems. Volunteer training consisted of pump operations.
2. Fire Marshal Report - The Commission reviewed the Fire Marshal's Report dated April 2006. Life Safety Division personnel conducted 6 public education visits during the month: (i) 3 to pre-schools; (ii) 1 to the annual Home Show and (iii) 2 to the Kidsfest. The Commission also reviewed the draft Ordinance entitled "Schedule of Permit Fees Fire Marshal's Office" prepared by Associate Town Counsel Patricia C. Sullivan. The consensus of the Commission was that the draft met with the Commission's approval. Chief Milositz reported that Fire Inspector Bill Meehan will return to light duty on May 15, 2006; his recovery from back surgery continuing on schedule.

**C. Old Business**

1. Budget Status for Fiscal Year July 1, 2005 to June 30, 2006 – The Commission reviewed the Budget Preparation Worksheet dated May 2, 2006 distributed by Chief Milositz.

2. Apparatus Committee Report – Chief Milositz reported the Committee is finalizing the Request for Proposal (“RFP”) that will be sent to prospective bidders. He advised the Commission that the deadline for submission of the RFP by bidders will be June 30, 2006.
3. Lieutenant’s Position – Chief Milositz reported that the written test was administered on April 27, 2006 and the oral board had been held earlier today. Evaluation of Lieutenant candidates by shift Captains have been submitted to Chief Milositz. The Chief and Administrative Services Manager Sarah Taffel will be tabulating the aggregate scores of the written exam, oral boards and the evaluations. The Commission agreed to hold a special meeting of the Commission on May 10, 2006 to interview the top scorer.
4. Mutual Aid Agreements – Chief Milositz reported that Norwalk is scheduled to sign the mutual aid agreement with Wilton on May 5, 2006. Commissioner Mecozzi reported that he had spoken to the Georgetown Fire Commission and confirmed that the Georgetown Volunteer Fire Department expects to sign its mutual aid agreement with Wilton in the next few weeks.
5. Dispatch – Chairman McCarty inquired how often the joint Dispatch Committee of the Fire Department and Police Department meets. Chief Milositz advised that Committee originally met monthly and now meets approximately every 2 months. Chairman McCarty asked how many formal reports of dispatch complaints or irregularities had been filed for the period January 1, 2006 to March 31, 2006. Chief Milositz advised that no formal reports had been filed but he noted that there had been some errors that had been corrected by calls over the radio or by telephone. Chairman McCarty stated that the Committee should be responsible for quality control to review and address dispatch issues. Ms. Taffel reminded the Commission that the Committee originally was formed to address a grievance filed by the Police Union regarding past problems with fire dispatch and she noted that the Committee was not formed to remain in place in perpetuity. She suggested that the quality control issue be placed on the agenda for the Committee’s next meeting.
6. Service Fee Update - a **MOTION** was made by Commissioner Healy to forward the Schedule of Permit Fees Fire Marshal’s Office to the Board of Selectmen for adoption as a Town ordinance. The motion was seconded by Commissioner Mecozzi and unanimously approved.
7. Child Abuse Policy – The Commission reviewed the draft of Standard Operating Guide #7 (the “SOG”) entitled “Mandated Reporting of Child Neglect or Physical or Sexual Abuse” (last revised March 15, 2006). The Commission inquired whether all members of the Department who witness or suspect abuse or neglect are required to report same. Chief Milositz advised that all members can report in concert to the Wilton Police Department or, alternatively, each member must report individually, in the event that report is submitted directly to the Connecticut Department of Children and Families. After discussion, a **MOTION** was made by Chairman McCarty to accept the SOG. The motion was seconded by Commissioner Healy and unanimously approved.

#### D. New Business

1. Recognition Day – Commissioner Mecozzi advised that he had researched recognition day ceremonies in Norwalk, Stratford and Stamford. He showed the Commission examples of medals awarded by the Norwalk Police and Fire Department. Mr. Mecozzi recommended that a committee be formed to establish the requirements for various awards that would be given annually. The Commission concurred that a committee should be formed and it instructed Commission Mecozzi and Chief Milositz to attend to putting the Committee in place.
2. Wilton Lacrosse – Chairman McCarty extended a thank you from the Wilton High School lacrosse program to the Fire Department and Captain Dolnier for supplying a tent for use by program while hosting St. Anthony's of Long Island.

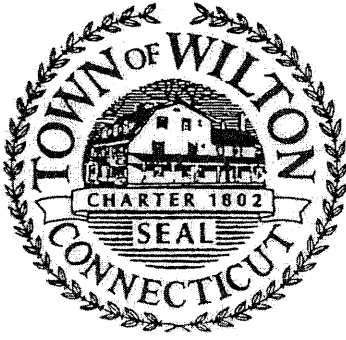
E. **Adjournment:** At approximately 1918 hours, upon motion duly made and seconded, the meeting was adjourned.

**A special meeting of the Commission will be held on May 10, 2006 and the next regular meeting of the Commission will be held on June 6, 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

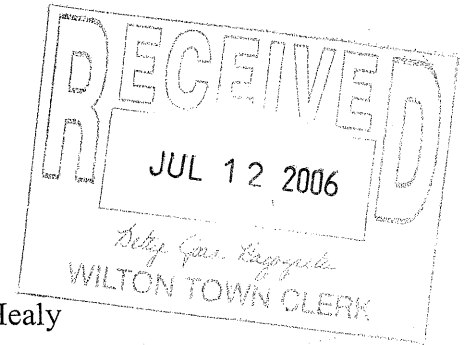


## Fire Commission

236 DANBURY ROAD  
WILTON, CONNECTICUT 06897

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

**May 10, 2006**



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

Others: Chief Paul Milositz and Lieutenant candidate Tom Cassin

- A. **Call to Order:** Chairman McCarty, noting that a quorum was present, called the meeting to order at approximately 1000 hours.
- B. **Executive Session - A MOTION** was made by Chairman McCarty to retire to Executive Session to interview Lieutenant candidate Tom Cassin. The motion was seconded by Commissioner Healy and unanimously approved. The Commission, Chief Milositz and Firefighter Cassin adjourned to Executive Session at approximately 1005 hours. At approximately 1043 hours, the Commission ended the Executive Session and returned to open session. Chairman McCarty reported the vacant Lieutenant position had been offered to and accepted by Tom Cassin.
- C. **Adjournment:** At approximately 1045 hours, upon motion duly made and seconded, the special meeting was adjourned.

**The next regular meeting of the Commission will be held on June 6, 2006 at Fire Department Headquarters.**

Respectfully submitted,

J. Casey Healy  
Secretary - Fire Commission