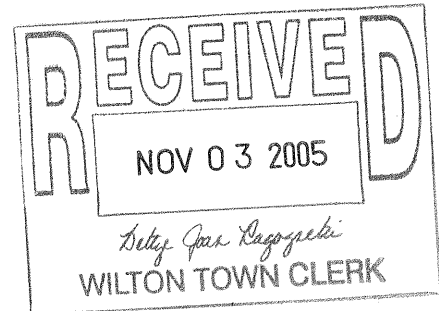


## Fire Commission

236 DANBURY ROAD  
WILTON, CONNECTICUT 06897

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

**October 4, 2005**



Present: Commissioners Richard McCarty and J. Casey Healy

Others: Chief Paul Milositz, Captain Jim Gies; Firefighters Dave Chaloux, John Krozer, Brian Elliott and Jeff Locher; Service Manager Sarah Taffel; Wilton Villager reporter Anna Gustafson and First Selectman Paul Hannah (arrived at 1840 hours)

**A. Call to Order and Approval of Minutes:** Chairman McCarty, noting that a quorum was present, called the meeting to order at approximately 1835 hours.

1. **A MOTION** was made by Chairman McCarty to approve the minutes of the Commission's monthly meeting held on September 8, 2005. The motion was seconded by Commissioner Healy and unanimously approved.

**B. Review of Monthly Reports**

1. Deputy Chief's Report – The Commission reviewed the Deputy Chief's report dated October 3, 2005. The Report noted that there were 108 responses by the Department during the month of September. Career training for the month included deck gun operations and a live burn drill at the Fairfield Fire School. Volunteer training for the month consisted of deck gun operations and pre-fire inspections at the Wilton Library which is under construction and the new retail and office building at the Wilton Shopping Center.
2. Fire Marshal's Report – Chief Milositz advised the Commission that Fire Marshal Kohn had the day off and that his Report will be presented and reviewed at the Commission's November meeting. Chief Milositz also reported that Fire Inspector Meehan is coordinating the program for Emergency Services Day to be held on Sunday October 16<sup>th</sup>, the plans for which are well under way to completion. Wilton's CERT team will participate for the first time along with the Fire Department, the Police Department and the Wilton Volunteer Ambulance Corps.
3. Volunteer Participation Report – The Commission reviewed the Report for August. Chairman McCarty noted that the Report evidences that the same limited number of volunteers continue to participate in the program. Chairman McCarty agreed to meet with Chief Milositz to discuss options with regard to volunteers.

### **C. Old Business**

1. Performance Reviews – Chief Milositz distributed two forms entitled “Shift Leader Promotional Job Rating” and “Chief Promotional Job Rating,” which forms will be used in connection with the evaluation of candidates for the vacant captain’s position. He reported that those forms were a modification and a compilation of a form used in the past by the Department and a form used by the Westport Fire Department. The forms will be melded to create an annual performance evaluation form for all firefighters with the exception that the performance evaluation will include a section for feedback from the firefighter and will provide a section for a performance improvement plan, if necessary.
2. Captain’s Position – Chief Milositz distributed a draft Memorandum of Understanding between the Town and the Firefighters Union regarding testing and evaluations for filling the promotional assignment made available by Captain Cesareo’s retirement. The Chief reported that the Memorandum awaits the final approval of the Union, which approval the Chief believes will be forthcoming shortly. Commissioner Healy expressed frustration with the slow pace of the promotion. Chief Milositz advised that he anticipated that the evaluation forms will be distributed to and completed by the shift captains and him prior to the Commission’s November meeting.

### **D. New Business:**

1. Drug and Alcohol Testing – Chief Milositz distributed a draft Memorandum of Understanding between the Town and the Firefighters Union regarding the Department’s alcohol and controlled substances testing program and policy statement. He reported that the Memorandum: (i) requires that either the Chief or Deputy Chief be present at the Fire Department at the time that random testing is to be conducted; (ii) provides that either the Chief or Deputy Chief be notified in the event that post-accident testing is required and that the Chief or Deputy Chief attend to making arrangements for said testing and (iii) clarifies the protocol for “shy bladder syndrome.”
2. Wellness Program – Chief Milositz reported that the program commenced in July and that participation appears to be good. Goals for the participants were based upon the standards set by the American Council on Exercise. In accordance with the terms of the collective bargaining agreement, firefighters who meet their stated goals will receive a \$400 stipend at the beginning of the Town’s next fiscal year.
3. Review of Budget – Chief Milositz distributed the summary sheet of the Department’s budget for the quarter ended on September 30, 2005. The consensus of the Commission was that the review of the first quarter budget figures should be postponed until the Commission’s November meeting in order to insure that all expenses incurred in the quarter are reflected on the statement. Discussion was had regarding the \$55,710.00 “lump sick leave” line item, which line item had a budget of \$0. Chief Milositz reported that the payment was accrued sick leave due Captain Cesareo on his retirement. First Selectman Hannah reminded the Commission that the Board of Finance no longer permits the Board of Selectmen to use the Board’s charter authority to make said payments and, therefore, the payment is left on the Department’s budget.

4. New Engines – Chairman McCarty noted, having reached the end of their useful life, the Commission would include in its capital budget for the 2007 fiscal year that two engines be replaced. He requested that the Chief prepare a report in support of this request. Chief Milositz advised that a truck committee consisting of Apparatus Supervisor Nathanson, four (4) firefighters and the Chief would be formed and charged with making a recommendation to the Commission on the replacement engines and to prepare the report in support of said recommendation. It was the consensus of the Commission that the committee be formed and that the committee attend to its charge in the very near future for the reason that the 2007 budget season is just around the corner.
5. Dispatch – Chief Milositz reported that he is scheduled to meet with the shift Captains to reach agreement regarding what apparatus will be dispatched to various calls. Chief Milositz also reported that he has met with the Wilton Dispatch Committee regarding the “Run Card” program that will automate the dispatch of emergency units and that the process of inputting the information required for the program had commenced. Chief Milositz also advised the Commission that the Department’s dispatch equipment required an upgrade. He further advised that the funds for said upgrade are available to the Town by grant from Homeland Security and that he is cautiously optimistic that the funds will be made available in the near future.
6. Fire Act Grant – In response to an inquiry by Commissioner Healy, Chief Milositz advised that the Department’s 2004 request for a grant for its wellness program had not been approved and that he had reapplied for the same grant this year.
7. Emergency Notification System – Commissioner Healy inquired as to the best source of information for Wilton residents in the event of a mass emergency in the Town. Chief Milositz advised that in the event of an emergency impacting the public schools, the schools have a notification plan in place that includes use of e-mails and telephone calling trees. The Town does not have a similar plan. The Chief opined that the best opportunity for promptly receiving urgent and emergency information would be to sign up for the “Urgent Notification E-Mail List” offered by the Kiwanis Club of Wilton. Chief Milositz also reported that the Southwestern Regional Planning Agency has developed a request for proposal (“RFP”) for a reverse emergency notification system. The State of Connecticut has taken the RFP and is going out to bid on it. Commissioner Healy requested that the Chief update the Commission periodically on the status of said RFP.

#### E. Executive Session

1. **A Motion** was made by Chairman McCarty to retire to executive session to discuss the retirement age provision under the Department’s pension plan. The motion was seconded by Commissioner Healy and unanimously approved. The Commission, Chief Milositz, Mr. Hannah and Ms. Taffel retired to Executive Session at approximately 1944 hours. At approximately 2014 hours the Commission ended the Executive Session and returned to open session. **A Motion** was made by Chairman McCarty to recommend to the Board of Selectmen in their capacity as trustees for the Retirement Plan for Employees of the Town of Wilton (the “Retirement Plan”) that Part IV –Section 3, Subsection 3 of the Retirement Plan be amended to establish a mandatory retirement age of 62 for Members of said Part IV

effective March 31, 2007. The motion was seconded by Commissioner Healy and unanimously approved.

**Adjournment:** At approximately 2016 hours, upon motion duly made and seconded, the meeting was adjourned.

**The next regular meeting of the Commission will be held on November 1, 2005 at Fire Department Headquarters.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Casey Healy". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

J. Casey Healy  
Secretary - Fire Commission