

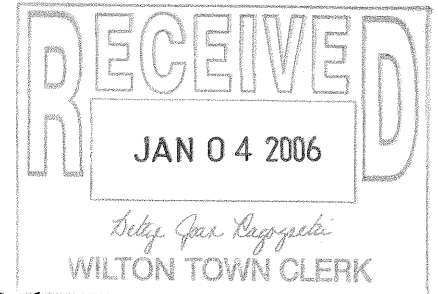


## Fire Commission

236 DANBURY ROAD  
WILTON, CONNECTICUT 06897

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

**December 5, 2005**



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

**Others:** Chief Paul Milositz, Fire Marshal David Kohn, Fire Inspector Bill Meehan, Captains Jim Gies, Stuart Carter, Kevin Czarnecki and Karl Dolnier; Lieutenant Mike Michelsen, Firefighters Dave Chaloux, Rocco Grosso, Gary Fucco, Pat Garber and Brad Carlson, Administrative Services Manager Sarah Taffel and First Selectman William F. Brennan

**A. Call to Order and Approval of Minutes:** Chairman McCarty, noting that a quorum was present, called the meeting to order at approximately 1834 hours.

1. **A MOTION** was made by Chairman McCarty to approve the minutes of the Commission's monthly meeting held on November 1, 2005 and the special meeting held on November 16, 2005. The motion was seconded by Commissioner Mecozzi and unanimously approved. Lt Michelsen questioned the Minutes of the November 1<sup>st</sup> meeting that reported that Chief Milositz had advised the Commission that the only issue with respect to the posting of the vacant Lieutenant's position was the evaluation form and records review. After discussion, it was the consensus of the Commission that the minutes accurately reported the Chief's comment.

**B. Review of Monthly Reports**

1. Deputy Chief's Report – The Commission reviewed the Deputy Chief's report dated December 2, 2005. The Report noted that there were 133 responses by the Department during the month of November. Career training for the month included EMS shift training, Dive Team Boat Operations and a ventilation drill at a donated residence on Sturges Ridge Road. Volunteer training for the month included Dive Team Boat Operations and the ventilation drill. Chief Milositz reported that the Town retracted the purchase order for the removal of insulation at Station 2. New bids are being solicited and it appears that the removal will cost more than originally estimated. The Commission reviewed the report entitled "Hydrant Inspections as of 12/05/05." Chief Milositz advised that all private hydrants had been inspected with the exception of two properties (59 Danbury Road and 141 Danbury Road). The hydrants at those properties were deemed unusable due to poor access. The Chief also reported that the Department had advised the owner of the Sunrise Assisted

Living Facility that a hydrant at the rear of its 96 Danbury Road property is not operational. The hydrant will be re-inspected at a future date.

2. Apparatus Supervisor's Report – The Commission reviewed the Breakdown of Maintenance and Repairs for the period commencing June 2, 2005 and ending November 30, 2005 prepared by Apparatus Supervisor Nathanson. No major repairs were reported. Chairman McCarty noted that Engines 2 and 3 are up for replacement in next year's capital budget. Chief Milositz advised the Commission that Truck 5 was not listed on the Report for the reason that the Truck is still under warranty.
3. Fire Marshal's Report – Fire Marshal Kohn reviewed his Monthly Reports dated November 2005. The Report noted that two minor electrical incidents were investigated during the month and that the Fire Marshal's office conducted and monitored three emergency evacuation drills during November: (i) Town Hall and the Town Hall Annex; (ii) Common Fund building on Old Danbury Road and (iii) the commercial office buildings at 20 Westport Road. Mr. Kohn reported that Fire Inspector Meehan trained the employees at the Wilton Meadows Healthcare Facility on the use of fire extinguishers. Mr. Kohn also advised the Commission that Inspector Meehan and he were attending conferences and taking in-service training regarding the new fire and building codes that will go into effect at the end of December 2005. Inspector Meehan also attended a two day seminar on grant writing. Chief Milositz reported that the Department applies annually to the National Fire Administration for two grants, the Fire Act Grant that provides funding to local departments for equipment and operational needs, and the Fire Prevention and Education Grant that targets prevention and education. The Chief advised the Commission that the grants are very competitive and that knowledge gained by Inspector Meehan at the seminar will improve the Department's grant applications. Having not heard back from the Town Counsel's office regarding the fee schedule ordinance, it was Chief Milositz's recommendation that Chairman McCarty send a letter to Town Counsel inquiring as to the status of the draft ordinance.
4. Volunteer Participation Report – The Commission reviewed the Report for October, which Report noted that there were 40 calls for the month (38 day and 2 night) and 19 responses (15 day and 4 night). Chief Milositz reported that he had made no progress obtaining information on firms offering recruiting services and he suggested that it may be necessary to issue a request for proposals.
5. Nomination and Election of Commission Officers – **A MOTION** was made by Commissioner Healy nominating Rich McCarty to serve as the Commission's Chairman for the period commencing December 1, 2005 and ending November 30, 2006. The motion was seconded by Commissioner Mecozzi and unanimously approved. **A MOTION** was made by Chairman McCarty nominating Commissioner Healy to serve as the Commission's Secretary for the period commencing December 1, 2005 and ending November 30, 2006. The motion was seconded by Commissioner Mecozzi and unanimously approved.
6. Fire Commission Meeting Schedule for 2006 – Upon **Motion** duly made and seconded, the Commission elected to hold its regular meetings on the first Tuesday of each month with the exception that the July meeting will be held on Tuesday July 11, 2006.

### 7. Old Business

1. Fire Marshal Fee Schedule and Hydrant Inspections – Discussed during the Fire Marshal's Monthly Report.

**New Business:**

1. Computer Assisted Dispatching ("CAD") Update – Chief Milositz presented a Power Point presentation of the CAD run card system. The Chief reported that the property information for the area bordered on the north by Wolfpit Road and New Canaan Road, on the east by Danbury Road and on the west by the Town of New Canaan had been inputted into the CAD system.
2. Wilton Disaster Response Drill Report – The Commission reviewed Chief Milositz's Report dated October 7, 2005 regarding the plane crash disaster drill, which report had been presented at the Public Safety Management Unit meeting held on November 3, 2005. Chief Milositz noted his conclusion was that four areas of the response required improvement: (i) better radio communication – the talk around channel did not work well; (ii) need for an additional person at the command post to aid the incident commander; (iii) need for a specified safety officer at a major incident and (iv) need for an EMS operations officer at the command post.

**E. Executive Session**

1. Executive Session Officer Promotion Policy – Lt. Michelsen questioned whether the discussion of the officer promotion policy qualified for executive session under the State of Connecticut's Freedom of Information statute. Ms. Taffel stated that the purpose of the Executive Session was to advise the Commission as to whether any portions of the promotion policy or any changes the Commission contemplated making to that policy triggered a collective bargaining obligation on the part of the Town and that the Commission was entitled to counsel on that issue in executive session. Lt. Michelsen advised the Commission that his letter to Chief Milositz under date of November 4, 2005 was not a request for negotiation. **A Motion** was made by Chairman McCarty to retire to executive session to discuss the Department's officer promotion policy. The motion was seconded by Commissioner Healy and unanimously approved. The Commission, Chief Milositz and Ms. Taffel retired to Executive Session at approximately 1950 hours. At approximately 2010 hours the Commission ended the Executive Session and returned to open session. Chairman McCarty reported that no action was taken in the Executive Session.

- F. Adjournment:** At approximately 2012 hours, upon motion duly made and seconded, the meeting was adjourned.

**The next regular meeting of the Commission will be held on January 3, 2006 at Fire Department Headquarters.**

Respectfully submitted,



J. Casey Healy  
Secretary - Fire Commission