



WILTON FIRE COMMISSION

TOWN HALL- MEETING ROOM B
238 Danbury Road
Wilton, CT 06897
203-834-6247

Minutes of November 1, 2017 Fire Commission Regular Meeting

RECEIVED FOR RECORD
TOWN OF WILTON
2017 NOV - 3 A 8:36
BY: LK

Present: Commissioners J. Casey Healy, Ross Tartell and Christopher Weldon.

Others: Chief Ronald E. Kanterman, Deputy Chief Mark Amatrudo, Fire Marshal Rocco Grosso, Deputy Fire Marshal Kevin Plank, Apparatus Supervisor Ricky Petrizzi and Firefighters David Chaloux and Bryan Montgomery.

Call to Order: Meeting called to order at 8:05 a.m.

A. Approval of Minutes: Upon motions duly made and seconded, the Commission voted unanimously to approve the minutes of the Commission meeting held on September 13, 2017.

B. Public Comments: No comments made.

C. Monthly Reports:

- a. **Chief's Report:** The Chief's Monthly Reports for October 2017 were reviewed and discussed by the Commission (copy of the Report is attached).
- b. **Deputy Chief's Report:** The Deputy Chief's Reports dated October 2017 were reviewed and discussed by the Commission (copy of the Report is attached).
- c. **Apparatus Supervisors Report:** The Apparatus Supervisors Reports dated September and October 2017 were reviewed (copy of the Report is attached). Apparatus Supervisor Petrizzi reported that the new Engine 1 (Rosenbauer) was put into service on October 31, 2017.
- d. **Fire Marshal's Report:** The Fire Marshal's Monthly Activity Reports dated September and October 2017 were reviewed and discussed by the Commission (copy of the Report is attached). Commissioner Healy requested a plan with a timetable to complete the back logged fire inspections.

D. Old Business:

- a. **Dive Rescue Regionalization:** Deputy Chief Amatrudo reported that a joint drill will be conducted by the Wilton Dive Team with Norwalk Fire Department and Norwalk Hospital on November 14th.

*Minutes have not been reviewed by this Board and may be subject to revision in future minutes.

- b. **Wilton Dispatch:** Chief Kanterman to meet with Police Chief John Lynch regarding unresolved dispatch issues.
- c. **Station 2 Renovation:** Commissioner Tartell reported that architect Rob Sanders has drafted alternate plans for the renovation. The Station 2 Building Committee is scheduled to present plans and cost estimates to the Board of Selectmen at the Board's meeting on December 18, 2017.

E. New Business:

- a. **Automatic Mutual Aid Agreements:** Commissioner Healy reported that Chief Kanterman and he will meet with First Selectman Vanderslice to discuss the automatic mutual aid agreements with New Canaan, Georgetown and Weston.
 - b. **Replacement of Dishwasher at Station 1:** Upon motion duly made and seconded, the Commission voted unanimously to pay for the replacement of the dishwasher at Station 1 from the Fire Department Gift Fund.
- F. Public Comment:** Commissioner Tartell advised the group that he had the opportunity to take part in an Active Shooter Training program.
- G. Adjournment:** Upon a motion duly made and seconded, the Commission voted unanimously to adjourn the meeting at 8:48 a.m.

Respectfully submitted,



Catherine Horn
Recording Secretary

*Minutes have not been reviewed by this Board and may be subject to revision in future minutes.



OFFICE OF THE FIRE CHIEF
Ronald E. Kanterman

203-834-6247

ronald.kanterman@wiltonct.org



October 31, 2017

To: Fire Commissioner Casey Healy
Fire Commissioner Ross Tartell
Fire Commissioner Chris Weldon

Cc: First Selectman Lynne Vanderslice
Deputy Chief Mark Amatrudo

From: Fire Chief Ron Kanterman

Subject: Monthly Report-**Month of October 2017**

1. Chief's Activities:

- a. Attended meetings of the Fairfield County Coastal Fire Chiefs Association and CT Career Fire Chief's Association.
- b. Attended the monthly Operating Committee meeting.
- c. Attended one Station 2 evening meeting.
- d. Met with Cat. Czarnecki and Rob Sanders, Station #2 Architect to discuss design parameters.
- e. Met with DC Amatrudo and Capt. Czarnecki to discuss dispatch issues and problem resolution.
- f. Conducted a Health and Safety committee meeting with Local 2233.

2. Special Teams:

- a. The Wilton Dive Rescue Team: Completed training this month. No call-outs.
- b. The Fairfield County HazMat Team: Completed training this month. No major call-outs.

3. Special Projects:

- a. Station 2 Renovation: Attended 1 committee meeting on 10/25. The committee reviewed first draft drawings submitted by Rob Sanders, water

supply and related RFP for the well, timelines and milestones and what the plan is forward. Next meeting is scheduled for 11/8/217.

- b. Dive Team Regionalization Plan: DC Amatrudo and Capt. K. Czarnecki continued the process of regionalization. Joint training planned for 11/14.
- c. Participated as the Deputy Incident Commander for the National Fallen Firefighters Memorial Weekend. With the IC retiring this year, the NFFF has bestowed the IC role upon me for Memorial Weekend 2018.

Respectfully submitted,

Ronald E. Kanterman

Ronald E. Kanterman

Fire Chief

chiefs report october 2017



Wilton Fire Department

Memorandum

Date: October 31, 2017
To: Chief Ron Kanterman, Commissioner Casey Healy, Commissioner Ross Tartell, Commissioner Chris Weldon
From: Deputy Chief & Emergency Management Director Mark Amatrudo
Subject: *Monthly Report – October 2017*

The following is the Deputy Chief/Emergency Management Director report for the month of October. The information contained herein is through October 30th due to the Fire Commission meeting taking place on November 1st.

• Incidents & Response Related

	2016		2017		YTD 2016		YTD 2017	
	#	%	#	%	#	%	#	%
Fires & Alarms	26	19%	34	26%	293	21%	302	23%
EMS	69	49%	51	39%	671	48%	599	45%
All Other	45	32%	46	35%	446	31%	431	32%
Totals	140	100%	131	100%	1,410	100%	1,332	100%

- Total incidents for the month of October 2017 were 131, which is slightly above the prior month and slightly below the prior year.
- Year to date call volume continues to track approximately 5% lower than the prior year, primarily due to the reduced level of EMS calls.
- The significant incidents during the month were as follows:
 - October 15th – MVA with extrication on Danbury Road at Olmstead Hill Road
 - October 18th – Oven fire at 47 Chessor Lane
 - October 22nd - Responded to New Canaan to provide mutual aid assistance at a structure fire (986 South Avenue)
 - October 30th – Carbon Monoxide incident at 50 Middlebrook Farm Road

- **Training**

- 312 Hours of training were completed during the month. With the addition of October 31 training, the minimum monthly training of 324 hours will have been conducted.
- Training included:
 - Engine 1 – Driver & Pump Operations 115 Hours
 - EMS 83 Hours
 - Pub Ed 30 Hours
 - Vehicle Rescue Operations 27 Hours
 - Water Supply 12 Hours
 - SCBA/Respiratory Protection Plan 18 Hours
 - Review SOP's 12 Hours
 - Haz-Mat 16 Hours
 - Fire Marshal's Office Continuing Education 6 Hours
 - All Other 5 Hours

- **Apparatus & Equipment**

- **Monthly Apparatus Supervisor Report** – The Apparatus Supervisor's report is attached.
- **Apparatus** – All apparatus are currently in service.
- **New Engine** – Engine 1 is being placed into service today.
- **New Staff Vehicle** – The Apparatus Supervisor's new vehicle (Car 5) was completed and placed into service during the month.

- **Facilities**

- No new facility issues arose during the month.
- The Station 2 Building Committee and fuel oil leak from the neighbor, underground storage tank and possible contamination will be reported on separately.

- **Emergency Management**

- **School Safety & Security** –
 - Attended meetings and assisted in the finalization of specifications for reunification procedures.

- Participated in an active shooter response plan development with Wilton Police, WVAC, School District and Georgetown Fire.
- **CERT Team & Connecticut Citizen Corps -**
 - **CERT Supervision & Activation Paperwork** – Paperwork for CERT activations during the month was completed and submitted to DEMHS Region 1.
 - **CERT/Citizen Corps** – Attended Citizen Corps and the Statewide Coordinating Committee meetings.
 - **FEMA Award** –
 - We were notified that the Connecticut Citizens Corps Council is being awarded the FEMA Outstanding Citizen Corps Council Award for 2017. Formal announcements and media releases will take place in the coming weeks.
 - **ATV/UTV** – The enclosed trailer was returned to the manufacturer to have the incorrect/missing wiring corrected. It is expected to be returned within the week.
- **Town EOP Update** – Continued progress being made converting the Wilton Emergency Operations Plan to the new DEMHS template.
- **Grants** – Board of Selectmen Completed approved submission of the grant applications listed below. Forms were completed and are being submitted to the CFO & First Selectman for signature.
 - Emergency Management Performance Grant (\$9,300)
 - CERT Category A Grant (\$1,000) – Identification and safety apparel
 - CERT Category D Grant (\$1,000) – Scene lighting
 - REPT Generator Grant – Generac 10KW generator for new CERT trailer & storm use
- **Health Care Facility Drills** – Provided additional input to Wilton Meadows and School Sisters of Notre Dame in connection with their annual emergency drills.
- **Finance, Budget & Payroll**
 - **Operating Budgets** –
 - There have been no changes to the previously reported in FY 2017 final results or FY 2018 Budget.

- With the State Budget still unresolved, Town Departments are being asked to remain conservative with our expenditures, however, no spending limitations have been imposed.
- Requested assistance from CFO regarding FY 2017 expenses that were recorded in FY 2018, transfer of leftover Operating & Bonded Capital Budget amounts to FY 2018 and Purchase Order Requests that have not been processed – expecting resolution within a week.
- **Capital Purchases –**
 - **Portable Radios** – The final programming specifications sent to vendor and awaiting delivery of the correct speaker/microphone.
 - **Meters** – Assembled quote information and submitted Purchase Order Request for replacement meters. Awaiting PO from the Finance Department.
- **Other Items**
 - **Sick & Injury Status** – No firefighters are currently out on extended sick or injury leave.

Wilton Fire Department

Monthly Apparatus Supervisor's Report

October 2017

Preventive Maintenance Performed

- No Preventative Maintenance performed this month

Repairs Performed

- **Car 1** - Troubleshoot an issue with the Air Conditioning. Found a bad A/C condenser. Vehicle repaired by dealer under warranty
- **Car 6** - Check Engine light; Showed poor catalytic performance, found a bad oxygen sensor.
- **Engine 3** – Diagnose a check engine light.
- **Engine-Tanker 4** – Repair Siren/ Warning light electrical issue
- **Truck 5** – Broken Wheel cover removed, new mounting hardware installed, wheel cover replaced
- **Cert C-38** - Metal organizer installed on rear cab wall.
- Multiple minor repairs made to various equipment and vehicles

Repairs performed by outside vendors

- **Car 6** – Four new tires mounted and balanced, four tire pressure monitor sensors replaced.
- **Car 5** – Reflective stripping and lettering installed.
- **Engine-Tanker 4** – Driver door and windshield post paint repair done and a new mirror installed. Repair was covered by the insurance company of the vehicle that hit the truck.
- **New Engine 1** –
 - Two way radio was reprogrammed by Norcom
 - Repair damage done to front tire

Building Repairs

- **Station 1** – Bathroom fan register reinstalled

Other Notable Activity

- **Car 5** - New Apparatus Supervisor truck was finished and placed into service.
- **CERT Trailer** - New CERT Trailer was picked up by the vendor and returned to the factory. All of the corrections have reportedly been made, and the trailer is expected back here within a week.
- **Training** - Apparatus Supervisor attended a two day training class on servicing and troubleshooting Allison Transmissions.
- **Engine 1** - New Engine 1 will be placed into service by the end of today.
- **Engine 2** - Engine 2 will be out of service for multiple repairs, the former Engine 1 will be operating as Engine 2
- **Tire Chains** - Inspected for condition and readiness.
- **Annual Hose and Ground Ladder Testing** is in progress.
- **VMS Sign** – awaiting repair part.



Submitted November 1, 2017

Dive Team Report

For Month October 2017

Training

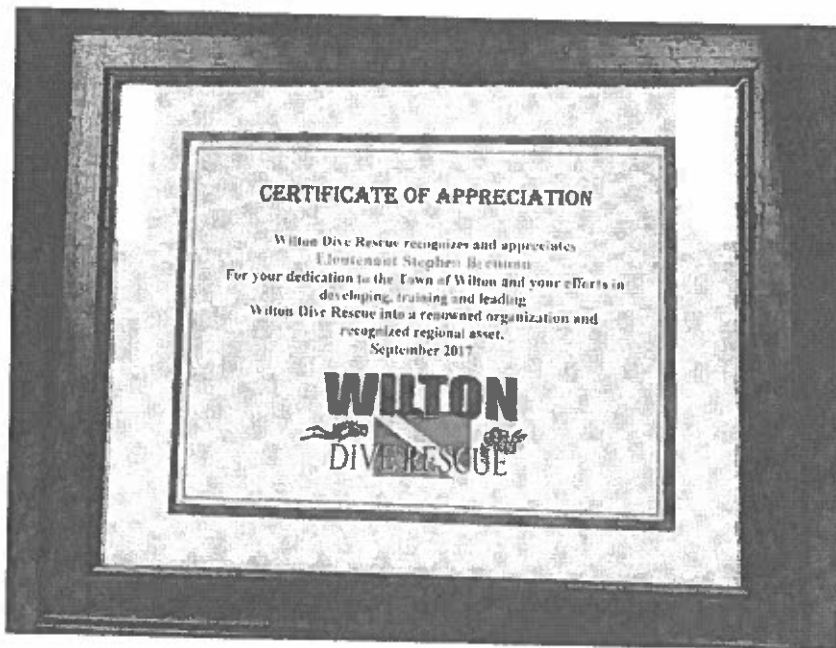
- No Training October 2017

Future

- November 14th
 - Tentative "show and tell" with Norwalk Hospital / Norwalk FD

Other

- Presented "thank you" to Lt. Brennan, very appreciative



- Regionalization
 - Norwalk FD supposedly will have list of recommended Norwalk Fire Divers to our Team shortly.
 - Norwalk Hospital still interested. Intend on having representative at next Training

Fire Marshal Activity Report

Oct-17

Total Inspections:	71
New Inspections:	28
Overdue Inspections:	132
Burning Complaints:	0
Consults in the Office:	5
Investigations:	0
Meetings:	3
Pub Ed:	24
Training:	12
In-service:	6
EMS:	6
Other:	0

Inspection Volume

10/31/2017 11:45:43 AM

Filters:

- Inspection Source: Internal Department Only
- Start Date: 10/1/2017 12:00:00 AM
- End Date: 10/31/2017 11:59:59 PM
- Inspector: -all-
- Occupancy Type: -all-
- IFC Occupant Class: -all-
- Occupancy Number: -all-
- Zip Code: -all-
- Address: -all-
- Street Name: -all-
- Inspection Type: -all Fire Safety types-
- Section Number: -all-

Volume by Inspector

Grosso, Rocco	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
A-1, A-2 ^{FS}	1		0
B ^{FS}	9		57,720
Code Enforcement ^{FS}	1		0
Construction Progress ^{FS}	6		151,568
Day Care ^{FS}	2		0
Permit Service ^{FS}	3		0
Plan Review - Building ^{FS}	4		13,035
R ^{FS}	2		0
Re-inspect ^{FS}	11		385,932
A-1, A-2 (1)			
Assembly, A-3 (3)			
B (1)			
Construction Progress (3)			
Day Care (1)			
E (4)			
M (1)			
Total 14 ³			
Total	39	18	608,255
Plank, Kevin	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
B ^{FS}	11		0
Code Enforcement ^{FS}	1		0
Construction Progress ^{FS}	1		930
R ^{FS}	3		0
Re-inspect ^{FS}	15		0
A-1, A-2 (1)			
B (11)			
Code Enforcement (1)			
E (2)			
Total 15 ³			
S-2 ^{FS}	1		0
Total	32	16	930

Totals

	# of Inspections ¹	Violations Cited	Violations Cleared ²	Violations Remaining	Occupant Sq. Ft.
A-1, A-2 ^{FS}	1				0
B ^{FS}	20				57,720
Code Enforcement ^{FS}	2				0
Construction Progress ^{FS}	7				152,498

Day Care	2				0
Permit Service	3				0
Plan Review - Building	4				13,035
R	5				0
Re-inspect	26				385,932
S-2	1				0
Total⁵	71	34	0	34	609,185

¹This is actually a count for the inspection type. A single inspection with two types will total as two not one.

²Cleared violations from re-inspections outside the date range ARE included if initial inspection falls within date range.

³One re-inspection can encompass multiple inspection types - this is why the re-inspection type-specific total is frequently greater than the # of inspections.

⁴Fire Safety Inspection.

⁵Filtering out portal inspections can cause violations cited to be less than violations cleared (violation cited count comes from both department and portal inspections, while violations cleared only come from department inspections).

Invoices Billed/Collected Summary

10/31/2017 12:09:10 PM

Filters:

- Billed: Invoice Start Date: 10/1/2017 12:00:00 AM
- Billed: Invoice End Date: 10/31/2017 11:59:59 PM
- Collected: Line item paid Start Date: 10/1/2017 12:00:00 AM
- Collected: Line item paid End Date: 10/31/2017 11:59:59 PM
- Inspector: -all-
- Section Number: -all-
- Pre/Post Bill: Both
- Include uncommitted: No
- Occupancy Number: -all-
- Zip Code: -all-
- Location: -all-
- Inspection Type: -all-

Billed & Collected Totals

Month	Amount Billed	Amount Collected ¹
Oct '17	\$1,745.00	\$1,935.00
Total	\$1,745.00	\$1,935.00

¹Voided invoices excluded. Includes write-offs

