



WILTON FIRE COMMISSION

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

RECEIVED FOR RECORD
TOWN OF WILTON
2017 AUG - 3 A 8:32
BY: LK

Minutes of August 2, 2017 Fire Commission Regular Meeting

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

Others: First Selectman Lynne Vanderslice, Chief Ronald E. Kanterman, Deputy Chief Mark Amatrudo, Apparatus Supervisor Ricky Petrizzi, Capt. Kevin Czarnecki, Firefighters David Chaloux, Gary Fuoco and Noah Fouad.

A. Call to Order: Meeting called to order at 8:06 am.

B. Approval of Minutes: Upon motions duly made and seconded, the Commission voted unanimously to approve the minutes of the Commission meeting held on July 12, 2017.

C. Public Comments: No comments made.

D. Monthly Reports:

- a. **Chief's Report:** The Chief's report dated July 31, 2017 was reviewed and discussed by the Commission (copy of the report is attached).

Deputy Chief's Report: The Deputy Chief's report dated August 1, 2017 was reviewed and discussed by the Commission (copy of the report is attached). During that discussion, First Selectman Vanderslice requested that CERT be advised that before any fundraising is done by CERT, the proposal to conduct fundraising activities must be approved by the First Selectman's office for the reason that CERT is a voluntary organization that is part of the Town government; it is not a standalone 503c organization.

- b. **Apparatus Supervisors Report:** The Apparatus Supervisors report dated July 2017 was reviewed (copy of the report is attached)

- c. **Fire Marshal's Report:** The Fire Marshal's report dated July 2017 was reviewed and discussed by the Commission (copy of the report is attached).

E. Old Business:

- a. **Dive Rescue Regionalization:** Captain Czarnecki advised that he is coordinating with the Norwalk FD to schedule a regional training day with the expense for the training paid for by a

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grant received by the Norwalk FD. In response to First Selectman Vanderslice's inquiry, Capt. Czarnecki advised that the grant funds will be used to cover the cost of instructors and materials.

- b. **Wilton Dispatch:** Capt. Czarnecki reported that he has been in contact with PD Lt. Kluk regarding a few CAD issues. Commissioner Healy noted that he thought the dispatching for the 35 Mollbrook Drive fire went well.
- c. **Station 2 Renovation:** Commissioner Tartell advised that the Station 2 water project is on track to have water at Station 2 by the end of November 2017. Commissioner Tartell also reported that the Station 2 Building Committee recommends that Phase 1 proposals from the firms of Rob Sanders Architects LLC and Silver/Petrucelli + Associates be presented to the Board of Selectmen for consideration. After discussion, Commissioner Casey Healy made a motion to accept the recommendation of the Station 2 Building committee to forward to the Board of Selectmen for consideration the proposals for the renovation of Station 2 submitted by Rob Sanders Architects LLC and Silver/Petrucelli + Associates, with the Rob Sanders Architects LLC being the proposal preferred by the Station 2 Building Committee. The motion was seconded by Commissioner Christopher Weldon and approved unanimously.

F. New Business:

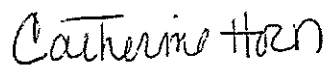
- a. **Budget:** First Selectman Vanderslice reported to the Commission regarding the status of the State budget and its impact on Wilton's budget. She requested that the Commission and the Department review the Department's budget and to determine how, where and when modifications can be instituted to reduce costs. She noted that significant changes likely will need to be made in the near the future.

G. Public Comment: No comments made

H. Adjournment:

Upon a motion duly made and seconded, the Commission voted unanimously to adjourn the meeting at 9:10 am.

Respectfully submitted,



Catherine Horn
Recording Secretary

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OFFICE OF THE FIRE CHIEF
Ronald E. Kanterman

203-834-6247

ronald.kanterman@wiltonct.org



July 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 July 2017**

1. Chief's Activities:

- a. Attended meetings of the Fairfield County Coastal Fire Chiefs Association and CT Career Fire Chief's Association.
- b. Work continued by the Fire Department Staffing Working Group and a final draft has been completed. A meeting with the First Selectman has been scheduled.
- c. Attended the June Town Operating Committee meeting.
- d. Attended a meeting of the CT Firefighter Health & Safety Consortium
- e. Worked the 4th of July fireworks.
- f. Visited and planned a stand-by with the New Canaan Fire Department at Silver Hill Hospital during a 5 day fire protection outage. The outage was the week of 17-21 and went without incident.
- g. Met with Apparatus Supervisor Rick Petrizzi for his 3 month probationary evaluation.
- h. Attended a webinar with the FM and DFM on Community Risk Reduction.

2. Special Teams:

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

3. Special Projects:

- a. Station 2 Renovation: Attended 4 committee meetings. The committee interviewed four A&E firms for the project study. The next meeting is scheduled for August 9, 2017.
- b. Dive Team Regionalization Plan: DC Amatrudo and Capt. K. Czarnecki continued the process of regionalization.
- c. Wilton Drown Prevention Program 2017: The fifth article was sent to the local press and the YMCA regarding water safety season. The series will run through September as it did last year.
- d. The 2017 SOP Review Committee: Met and continued the process of reviewing and up-dating department SOP's. The Committee consists of the Chief and a member from each shift. (Carlson, Krozer, Fouad, Locher)

Respectfully submitted,

Ronald E. Kanterman

Ronald E. Kanterman
Fire Chief

chiefs report july 2017



Wilton Fire Department

Memorandum

Date: August 1, 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 – July 2017*

The following is the Deputy Chief/Emergency Management Director report for the month.

- **Incidents & Response Related**

	2016		2017		YTD 2016		YTD 2017	
	#	%	#	%	#	%	#	%
Fires & Alarms	29	22%	31	22%	206	21%	199	22%
EMS	54	42%	64	46%	466	48%	419	45%
All Other	47	36%	45	32%	306	31%	307	33%
Totals	130	100%	140	100%	978	100%	925	100%

- Total incidents for the month of July 2017 were 140, which is slightly below the prior month and slightly above the prior year. EMS incidents showed the largest increase, but remain below the 2016 levels.
- Year to date call volume is tracking 6% lower than the prior year, primarily due to the reduced level of EMS calls.
- The significant incidents during the month were as follows:
 - July 2nd – Gas leak at Avalon Springs, 25 River Road
 - July 13th & 17th – Numerous trees and power lines down due to wind and rain storm
 - July 30th – Building fire at 35 Mollbrook Drive

- **Training**

- 435 Hours of training were completed during the month. That is significantly higher than the minimum monthly training of 324 hours, mostly due to the time spent training on the new engine.

- Training included:

▪ Training on New Engine	144 Hours
▪ EMS	84 Hours
▪ Size-Up, ICS & Reading Smoke	57 Hours
▪ Engine Company Operations	37 Hours
▪ Evaluation of New Rescue Tools	27 Hours
▪ Forcible Entry	18 Hours
▪ Elevator Rescue	15 Hours
▪ Hazardous Materials & County Team Training	4 Hours
▪ Fire Marshal's Office Continuing Education	3 Hours
▪ All Other	46 Hours

- **Apparatus & Equipment**

- **Monthly Apparatus Supervisor Report** – The Apparatus Supervisor's report is attached.
- **Apparatus** –
 - Engine-Tanker returned today from undergoing warranty related repairs to the pump transmission and cab support system.
 - All other apparatus are currently in service.
 - Prioritized list of repairs and maintenance required for all apparatus is being prepared.
- **New Engine** –
 - Training and orientation have started on the new engine, with 2 shifts receiving the training last week. The other 2 shifts should receive training within 2 weeks.
 - We continue to order equipment for the new engine.

- **Facilities**

- No significant facilities issues arose during the month.

- **Emergency Management**

- **School Safety & Security** –
 - Attended meetings and assisted in the development of specifications for classroom go-kits and reunification procedures.
- **Emergency Management Performance Grant** –
 - Town is awaiting payment on the FFY 2015 EMPG Grant from DEMHS.

- **July 4th Celebration & Fireworks** – Finalized LAP and supervised the operations at the Command Post on July 4th.
- **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.
 - **ATV/UTV** – The enclosed trailer is expected to be delivered in early September.
- **Town EOP Update** – Continued working with the new DEMHS template to develop the 2017 update of the Wilton Emergency Operations Plan.

- **Finance, Budget & Payroll**

- **Budget** –
 - In connection with the fiscal year end, we continued to generate purchase order changes and budget transfers to address situations where expenses exceed their Budgeted amounts.
 - Transfer request summary attached to this report.
 - As of this date, we are \$240,000 below our Operating Budget for FY 2017, which includes \$214,000 in Group Insurance and \$46,000 of reductions that we committed to at the beginning of the fiscal year. Excluding those items, we are slightly below our Operating Budget for FY 2017. The \$102,000 over Budget condition in Shift Coverage & Overtime is comprised of excess sick and injury leave, and is substantially all offset by reduced spending in other accounts.
- **Capital Purchases** –
 - **Staff Vehicles** –
 - Radios were installed in the Deputy Fire Marshal's new staff vehicle
 - Quotes were received and the PO requests have been generated for the Apparatus Supervisor's new truck.
 - **AED Purchase** – The new AED's were delivered and have been placed in service.
 - **Portable Radios** – The new portable radios have been received by the local vendor and are being programmed.

- **Payroll –**

- Continued to work with Firehouse Software rep and Finance Department to improve the efficiency and accuracy of the payroll preparation process.
- New/modified reports to streamline the new payroll submission and reconciliation process are being tested and other ancillary reports will be developed over the next month.

- **Other Items**

- **Sick & Injury Status** – There are currently no firefighters out on extended sick or injury leave.
- **Statewide Entry Level Firefighter Testing** – Continued to provide input and support the initiative to implement a statewide testing process for entry level career firefighters in Connecticut.

Wilton Fire Department
Monthly Apparatus Supervisor's Report
July 2017

Preventive Maintenance Performed

- Car 1 -
 - Complete Service
- Engine 2 –
 - Grease Driveline
- Car 5 –
 - Complete Service

Repairs Performed

- Car 5 -
 - Left front wheel bearing changed
- Engine 1 -
 - Rear ABS valve developed an air leak due to corrosion. One valve changed to get the truck back in service. Mounting brackets for both rear valves are heavily rusted. New mounting brackets are on order. Once the new mounting brackets come in they will be installed along with the other existing valve.
- Engine 2 -
 - Air leak behind the pump panel. The leak was located in a foam control valve behind the pump panel. The pump panel will need to be disassembled to access the valve for repair or replacement. The foam system has been taken out of service.
 - Right front window regulator changed
 - Left rear door would not open from the outside. Door handle found to be worn and a broken retaining clip. New handle and retaining clip installed
- Multiple minor repairs made to various equipment and vehicles

Repairs performed by outside vendors

- Car 4 –
 - New two way radio and scanner installed

- **Car 3 –**
 - Two way radio swapped out with a new unit
- **Engine/ Tanker 4 -**
 - Is back in service, multiple warranty and recall repairs made.
 - The truck was out of service for three weeks.

Other Notable Activity

- **Facilities -** New car wash soap proportioning dispenser installed.
- **New Engine 1-**
 - Air leaks have been fixed.
 - Two days of training have been done, final training days will be Aug. 15th and 16th.
 - After training is complete, the truck will be sent back to the dealer to have the list of corrections made.

Town of Wilton
Budget Transfer Request

Requestor

Mark Amatrudo

7/25/2017

Department Name

Fire Department

Amount	\$183.00	
Transfer to Account	001-10-2200.42125	Uniforms - Embroidery Unlimited
Amount	\$1,854.00	
Transfer to Account	001-10-2200.42415	Vehicle Maintenance - S&S and Clark-Son
Amount	\$1,426.00	
Transfer to Account	001-10-2200.48110	Equipment Repairs - Tower Gen (\$383) and Orbit (\$1043)
Amount	\$942.00	
Transfer to Account	001-10-2200.41220	Electricity
Amount	(\$1,000.00)	
Transfer to Account	001-10-2200.48125	Equipment Test & Certification
Amount	(\$3,405.00)	
Transfer to Account	001-10-2200.43310	Protective Equipment Increase for Witmer and decrease to offset items above
<u>Reason</u>		
Transfers to cover current and expected spending and account overages for FY 2017.		

Fire Marshal Activity Report

Jul-17

Inspections:	77
Burning Complaints:	0
Consults in the Office:	0
Investigations:	1
Meetings:	3
Pub Ed:	0
Training:	6
In-service:	0
EMS:	6
Other:	0

Invoices Billed/Collected Summary

8/2/2017 7:32:56 AM

Filters:

- Billed: Invoice Start Date: 7/1/2017 12:00:00 AM
- Billed: Invoice End Date: 7/31/2017 11:59:59 PM
- Collected: Line item paid Start Date: 7/1/2017 12:00:00 AM
- Collected: Line item paid End Date: 7/31/2017 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
Jul '17	\$2,400.00	\$845.00
Total	\$2,400.00	\$845.00

¹Voided invoices excluded. Includes write-offs

Inspection Volume

8/2/2017 7:32:13 AM

Filters:

- Inspection Source: Internal Department Only
- Start Date: 7/1/2017 12:00:00 AM
- End Date: 7/31/2017 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
Assembly, A-3 ^{FS}	1		0
B ^{FS}	1		0
Code Enforcement ^{FS}	1		0
Construction Progress ^{FS}	2		0
Day Care ^{FS}	1		0
Institutional, I-1 ^{FS}	1		0
M ^{FS}	3		0
Permit Service ^{FS}	5		0
Plan Review - Building ^{FS}	3		20,161
Re-inspect ^{FS}	9		0
A-1, A-2 (1)			
B (6)			
Code Enforcement (1)			
Construction Progress (2)			
Institutional, I-1 (1)			
Total 11 ³			
Tent Inspections ^{FS}	1		0
Total	29	13	20,161

Plank, Kevin	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
A-1, A-2 ^{FS}	2		0
B ^{FS}	16		0
E ^{FS}	2		0
R ^{FS}	1		0
Re-inspect ^{FS}	27		0
A-1, A-2 (4)			
B (22)			
Day Care (1)			
Total 27 ³			
Total	48	26	0

Totals

	# of Inspections ¹	Violations Cited	Violations Cleared ²	Violations Remaining	Occupant Sq. Ft.
A-1, A-2 ^{FS}	3				0
Assembly, A-3 ^{FS}	1				0
B ^{FS}	17				0
Code Enforcement ^{FS}	1				0
Construction Progress ^{FS}	2				0

Day Care ^{FS}	1				0
E ^{FS}	2				0
Institutional, I-1 ^{FS}	1				0
M ^{FS}	3				0
Permit Service ^{FS}	5				0
Plan Review - Building ^{FS}	3			20,161	
R ^{FS}	1				0
Re-inspect ^{FS}	36				0
Tent Inspections ^{FS}	1				0
Total⁵	77	39	5	34	20,161

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.

^{FS}Fire 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).

