

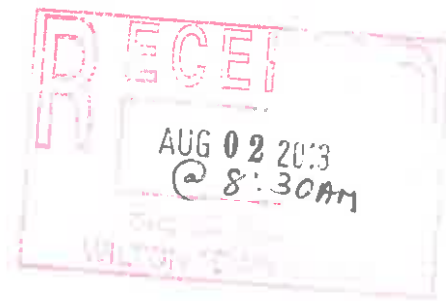


Fire Commission

236 DANBURY ROAD
WILTON, CONNECTICUT

Minutes of Regular Meeting
Town Hall, Meeting Room B

May 7, 2013



Present: Commissioner Gary Mecozzi
Commissioner Troy Ellen Dixon
Commissioner Richard G. McCarty

Fire Department Personnel

Chief Paul Milositz; Deputy Chief Mark Amatrudo, Firefighter Tom Coon, Firefighter Brian Elliott, Apparatus Supervisor Ralph Nathanson, Lieutenant Gregg Kitik, Firefighter Joe Bisenius, Firefighter Gary Fucco and Firefighter Bill Wilson

Others

None

- A. **Call to Order:** Commissioner Mecozzi called the meeting to order at 0800 hours.
- B. **Approval of Minutes:** The approval of the Minutes of Regular Meeting held on March 5, 2013 was deferred to a future meeting.
- C. **Monthly Reports**

Report of the Deputy Chief: Deputy Chief Mark Amatrudo delivered the Monthly Deputy Chief's Report dated May 6, 2013 (copy attached)

Total incidents for month of April at 123; up from the same month in prior year by 26.8% and notably the EMS calls were significantly higher moving from 39 in 2012 to 62 in 2013 or 50%. Year to date incident volume is up 13% principally in the area of EMS calls where the year-over-year increase is up 22.3%.

Other significant highlights included:

- Training – 378 hours of training took place which is over the monthly target of 315 hours. 48 hours of haz-mat training was conducted by the county haz-mat team instructors.
- Apparatus Mobile Computers – Continue to work with NexGen on hardware performance concerns generated from the members. Improvement plans being developed. Also discussed implementation of NexGen iPad

applications in Car 1 and Car 2. The hardware cost for these applications is one-third to one-half the current cost and more "user friendly."

- **Communications** – Department members continue to monitor dispatching to EMS calls to insure the integrity of dispatch. Chief Milositz and Police Chief Lombardo continue to discuss. Key issues noted are a lack of consistency and quality of dispatch. A date is being arranged for a proposed Chairman-to-Chairman meeting of the two commissions and the respective Chiefs to discuss.
- **Finance and Current Year Budget** – The expected total Department expenses over FY2013 Budget continues to approximate \$185,000 which amount has been previously provided to the Boards of Selectman and Finance. This principally results for overages in the Shift Coverage and Overtime Expense.
- **New Firefighters** – Expected to graduate from the academy on May 23, 2013 and join the Department shortly thereafter.

Report of the Chief: Chief Milositz delivered his report. He noted the ongoing willingness of the Fire Department and the Fire Commission Chairman to meet with the Police Chief and Police Commission Chairman to discuss dispatch related items. The Chief also reported on the Department's awards ceremony held at Trackside teen center making a special thanks to Trackside as hosts and to Wilton Rotary for their efforts as well.

- D. **Old Business:** Discussion of the attempted meeting of the Dispatch Committee with the Police Department and the need to find a new date due to conflicts at the Police Department with the scheduled date. Contract negotiations continue with mediation to take place on May 9, 2013.
- E. **New Business:** The Commission received a report on the recommendation for Engine Tanker 4 Replacement (see attachment). The discussion of the recommendation focused on, among other things, the comparative pricing analysis of the various apparatus options, evaluations based on uniform criteria identified and applied by the Apparatus Committee to each bidder and the local service facilities of bidders Marion and KME including questioning and discussion with Apparatus Supervisor Nathanson.

After discussion among the Fire Commission, Chief Milositz, and Deputy Chief Amatrudo a **MOTION** was duly made and seconded to approve the recommendation to the Apparatus Committee for the Town of Wilton to negotiate a contract for a new engine tanker with Marion.

The Fire Commission recognized the work of the Apparatus Committee, the majority of members of which were present at the meeting, in reaching its recommendation and thanked them for their efforts.

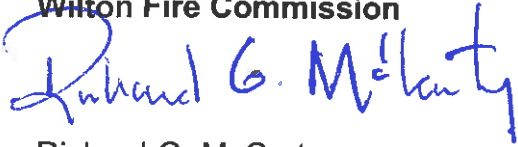
- F. **Public Comment:** None.
- G. **Next Meeting:** The next scheduled meeting of Commission will be held Tuesday, June 4, 2013 at Town Hall, Meeting Room B; said meeting will be a regular

monthly meeting commencing at 0800 hours.

- H. **Adjournment:** Upon a **MOTION** duly made and seconded, Commission voted unanimously to adjourn at 0822 hours.

Respectfully submitted,

Wilton Fire Commission



Richard G. McCarty
Commissioner and Secretary

attachments



Wilton Fire Department

Memorandum

Date: May 6, 2013
To: Commissioner Gary Mecozzi, Commissioner Troy Ellen Dixon,
Commissioner Rich McCarty
From: Deputy Chief Mark Amatrudo
Subject: *Monthly Deputy Chief's Report – April 2013*
Cc: Chief Paul Milositz

The following is a review of significant items accomplished during the month, projects that have been started and significant planning items for the information of the Board of Fire Commissioners:

	April 2013		April 2012		YTD 2013		YTD 2012	
	#	%	#	%	#	%	#	%
Fires & Alarms	19	16%	30	31%	76	16%	101	24%
EMS	62	50%	39	40%	230	48%	188	44%
All Other	42	34%	28	29%	173	36%	136	32%
Totals	123	100%	97	100%	479	100%	425	100%

- **Incidents & Response Related**

- Total incidents for the month of April 2013 were 123, which is significantly above the prior year monthly volume of 97. There were significant increases in EMS and All Other calls from the same month in the prior year, which were somewhat offset by a decrease in Fires & Alarm Activations.
- Year-to-date the incident volume continues to exceed the prior year, currently by 54 calls, or 13%. This increase is mostly in the area of EMS calls, offset somewhat by lower Fires & Alarm Activations.
- Significant Incidents during the month:
 - April 3rd – Covered Weston Fire Headquarters during large brush fire
 - April 15th – Carbon Monoxide incident at 189 Deer Run Road
 - April 17th – Brush fire at 146 Westport Road
 - April 24th – Brush fire at 203 Catalpa Road

- April 27th – Brush fire at 239 Westport Road
- April 27th – Responded to structure fire at 507 Brookside Road in New Canaan

Officers Meeting

The monthly officers meetings for April and May were combined and held on Tuesday, April 23rd. Our next officers' meeting will take place in June.

• **Training**

- A total of 378 hours of training took place during the month which is somewhat above our monthly goal of 315 hours. That total included:
 - 30 Hours of Dive Team training
 - 48 Hours of Haz-Mat training provided by County Haz-Mat Team instructors
 - 50 Hours of EMS training
 - 8 Hours of training for the Fire Marshal and Inspector
 - 242 Hours of regular on-duty training

• **Special Teams**

- The Dive Team report has not yet been received.
- The Haz-Mat Team report has not yet been received.

• **Apparatus & Equipment**

- The Apparatus Supervisor's Monthly Report has not yet been received.
- Engine 1 is currently the only vehicle out of service. It has been out of service for approximately three weeks due to warranty related steering box repairs. Rebuilt steering boxes are expected to be returned and installed this week.

• **Communications & Apparatus Mobile Computers**

- Apparatus mobile computers – Received list of concerns from NexGen and hardware performance concerns generated by the officers. List will be reviewed to segregate between performance issues vs. areas where they would like to see improvements, then reviewed with NexGen and IT to develop improvement plans.
- Attended a presentation and demonstration by South Windsor on the use of GIS information for emergencies.
- Met with NexGen and Wilton IT staff to implement use of NexGen iPad application in Car 1 and Car 2.

- We continue to informally monitor EMS dispatching in an effort to ensure that the Fire Department is properly dispatched to EMS calls and that there is no delay in doing so.
- Chief Milositz sent Police Chief Lombardo a proposed revision to the listing of the types of EMS calls that the Fire Department should be dispatched to. Finalization of these revisions is pending.

- **Facilities**

- There were no significant facilities issues during the month.

- **Other Items**

- **Finance & Current Year Budget –**

- At the time of our FY 2014 Budget submission we estimated that our Shift Coverage & Overtime Expense for FY 2013 would be ~\$829,000 vs. a Budget of ~\$499,000. The current estimated full year expense remains at ~\$775,000.
 - Our expected total department expenses over FY 2013 Budget are still approximately \$185,000 which is the amount we provided to the Boards of Selectmen and Finance.
 - We currently have no firefighters out on extended sick or injury leave.
 - **FY 2014 Budget –** During the Board of Finance budget workshops we did not sustain any additional reductions.

- **Replacement Engine Tanker –**

- During the past month the Truck Committee completed their analyzes of the responses to the follow-up questions, visited the local service facilities of the top two bidders and also viewed a few of each bidder's recent apparatus deliveries.
 - The committee then met to review all of the information and developed a purchase recommendation.
 - Throughout this process we have provided updates to Jim Saxe, our Board of Selectmen intermediary.

- **New Firefighters –**

- Michael Blatchley, Michael Wydra and Bryan Montgomery remain in training at the Connecticut Fire Academy.

- Their Recruit Training Program instructor evaluations have been received and all are doing well.
- They are scheduled to graduate on May 23rd.

Engine Tanker 4 Replacement Recommendation

The Engine-Tanker Committee is seeking approval to execute a contract with Marion Body Works, Inc. for the manufacture and delivery of our new engine-tanker. That decision is based on the following:

1. The Invitation to Bid was sent only to five (5) of the largest apparatus manufacturers.
2. Three (3) submitted bids.
3. Extensive analysis and research was done on the bids and follow-up questions and clarifications were addressed.
4. Based on the analyses, one bidder (E-One) was removed from final consideration based on their inability to meet a few of the more significant requirements of the specifications and the fact that their price was significantly higher than the other two (2) bidders and we could find no additional value from the higher cost.
5. We completed a comparable pricing analysis of the remaining two bidders (KME and Marion). The Marion comparable cost was approximately \$10,000 more than the KME.
6. We believe that either of those two bidders could build the vehicle we have designed and that both build quality apparatus.
7. While the KME service facility and fleet was larger, it is subcontracted and not owned by KME or their local sales representative. Given that we are getting a five (5) year bumper-to-bumper warranty, there was some concern about this situation.
8. The Marion representative has their own service facility and we believe would be performing more of the repairs at our location, thus reducing down time.
9. In the end, the Marion representative did a much better job of designing and calculating the cost of the proposed apparatus. Unfortunately, the KME representative left a number of issues unanswered, which surely would have resulted in cost increases as the project progressed.
10. In the end, it was decided that the Marion bid offered sufficient value to more than offset the additional \$10,000 of cost over the KME bid. As a result, the committee came to the unanimous decision that the contract to manufacture our new engine-tanker should be awarded Marion and is asking the Board of Fire Commissioners to authorize that action.

The following items are attached in support of the committee's recommendation:

Attachment 1	Procedures Performed To Date
Attachment 2	Comparative Pricing Analysis
Attachment 3	Evaluation Criteria

Engine Tanker 4 Replacement Recommendation

Attachment 1

Procedures Performed To Date

As of this date, we have completed the following with respect to the replacement of Engine-Tanker 4:

1. Reviewed the shortcomings of the existing apparatus for current and expected future use
2. Researched engine-tanker apparatus designs and innovations
3. Developed general RFP and sent to five of the largest and most reputable apparatus manufacturers
4. Reviewed the RFP responses and met with each vendor
5. Met with and/or spoke to companies that provide significant components (i.e., pump, suspension, engine, etc.)
6. Developed a detailed specifications (detail specification list exceeded 260 items) and sent to the same five vendors that responded to the RFP
7. Received and reviewed formal bids from three vendors
8. Reviewed the bid responses and proposed designs in detail and generated a list of follow-up questions
9. Reviewed the vendor responses to our follow-up questions and developed a matrix of exceptions by bidder
10. Developed a comparative pricing analysis of the three bids
11. Visited the service facilities and a few recent deliveries of the bidders
12. Evaluated and discussed all of the preceding and came up with a proposed vendor to manufacture the vehicle
13. Separately, a list of evaluation bidder criteria had been developed in January 2013
14. Each member of the committee scored each bidder in the evaluation areas and the same bidder scored highest overall at their meeting on April 17th
15. Chief Milositz and I were involved throughout the entire process. I reviewed the criteria and committee recommendation with him on April 19th and he agrees with the committee's recommendation of Marion Body Works to build our new engine-tanker
16. The contract price of the vehicle will be \$663,016, leaving us just over \$30,000 of the \$695,000 Budget amount for equipment purchases that still have to be made.

Engine Tanker 4 Replacement Recommendation

Comparative Pricing Analysis

Attachment 2

<u>Engine-Tanker Bids</u>			
	<u>KME</u>	<u>E-One</u>	<u>Marion</u>
Base Price (with 3 year warranty)	\$604,169	\$689,600	\$654,473
Remove independent front suspension	Only bid straight axle	(\$26,000)	(\$14,000)
Five year bumper to bumper warranty	\$10,215	\$12,000	\$5,800
Less Factory Trips	<u>(\$3,318)</u>	<u>(\$13,000)</u>	<u>(\$12,000)</u>
Base Price without factory trips or IFS	\$611,066	\$662,600	\$634,273
Sub-Total of Adjustments and Corrections to Bid Prices	\$17,936	\$11,600	\$6,170
No Smoke 2 System	\$12,054	\$19,000	\$10,573
Comparable Pricing	\$641,056	\$693,200	\$651,016
Factory Trips	<u>\$3,318</u>	<u>\$13,000</u>	<u>\$12,000</u>
Expected Contract Amount	\$644,374	\$706,200	\$663,016

Engine Tanker 4 Replacement Recommendation

Attachment 3

<u>Evaluation Criteria</u>				
	Max Points Available	Marlon	KME	E-One
Understanding of work to be performed and Proximity of Original Bid to the Specifications	10	8.00	5.25	Because of Significantly Higher Price and Other Factors E-One Excluded From Consideration Prior To Final Evaluation
Bid (After Follow-Up Questions) Technical Merit vs. Specifications	10	8.00	6.75	
Past performance (experience) and/or references	10	8.25	6.67	
Key personnel relationships & ability/willingness to serve as our advocate during the design finalization and manufacturing process	10	8.25	5.75	
Service Center - People, Equipment, Capabilities, Distance	10	7.00	8.75	
Vendor Discussions and Final Meeting	20	19.00	14.25	
Willingness to work with the Safe Buy pump program	10	10.00	4.50	
Total Cost	<u>20</u>	<u>16.25</u>	<u>16.25</u>	
Total Points	<u>100</u>	<u>84.75</u>	<u>68.17</u>	<u>N/A</u>
Total Cost (including factory trips)	\$695,000	\$663,016	\$644,374	\$706,200

Wilton Fire Department
Monthly Apparatus Supervisor's Report
April 2013

1) Preventative Maintenance Performed

Car-5 Snow tire change over, new tires, brake inspection, brake system flushed

Car-6 New tires, brake inspection, install metal plate on roof rack for CERT WERV Service booster tank /pump, charge battery

Inspect Stark Cascade Compressor, run to operating temp, check for leaks

2) Repairs Performed (Inside & Out)

C-3 Transmission lines replaced (Wilton Motors), replace rt. rear light bulbs

C-4 Repair rear LED light (replaced housing)

C-5 Transmission line replaced (Wilton Motors)

E-1 Steering issue/Firematic

E-4 Replace 2 ground lights, repair ground wire connection

3) Apparatus Out of Service

All apparatus in service

E-1 4/8-4/30-22 days

4) Other Apparatus Issues and Items of Interest

E-1 Steering issue, at Firematic (Pierce service center) ,boxes removed and sent back to manufacturer to be inspected, rebuilt and shipped back for installation, steering wheel/ system binding in turns

E-3 Monitoring engine oil consumption (leaking and burning oil)

Medical Oxygen Cascade system will be removed for exchange system

5) Pending Items

E-2 Oil pressure sender

E-3/4 Re-upholster seats

E-1/2 Warranty (body and paint)

T-5 All Steer service

Wilton Fire Department
Monthly Apparatus Supervisor's Report
March 2013

1) Preventative Maintenance Performed

E-2 Serviced, engine oil, trans oil, pump trans, air filter, driveline lube

2) Repairs Performed (Inside & Out)

E-2 Replaced down pipe (5" exhaust) from turbo, new muffler, clamps, hangers. Re-hung No-Smoke diverter box, install new fuel sending unit, replace front shocks, reattach officer side ground light (under pump panel), repair power steering leak at reservoir

E-4 Jake Brake intermittent, checked working ok

T-5 Install new rear bumper, (bumper support straightened Nordlund Welding)
New rear rotator light, reflector, touched up paint chips, supports for Sheppard's Hook replaced and Hook straightened

3) Apparatus Out of Service

All apparatus in service

E-2 3 ½ days oos

4) Other Apparatus Issues and Items of Interest

T-5 In house repairs for accident 12/19/2012(rear bumper/accessories)
original estimate \$3900- with \$2500 deductible leaving \$1400,
all repairs completed for \$1375

5) Pending Items

E-2 Oil pressure sender

E-3/4 Re-upholster seats

E-1/2 Warranty (body and paint)

T-5 Broken weld on aerial bracket, All Steer service