



Fire Commission

236 DANBURY ROAD
WILTON, CONNECTICUT

Minutes of Special Meeting
Town Hall, Meeting Room B

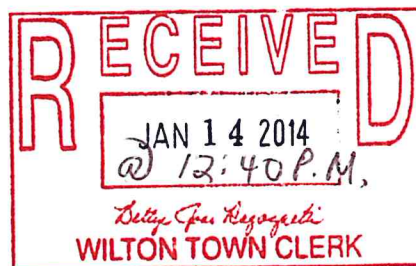
November 12, 2013

Present: Fire Commission

Commissioner Gary Mecozzi - Chairman
Commissioner Troy Ellen Dixon
Commissioner Richard G. McCarty

Fire Department Personnel

Deputy Chief Mark Amatrudo; Lieutenant Gregg Kitik; Firefighter Tom Coon; Firefighter Pat Garber; Firefighter Kevin Plank; Firefighter Jim Blanchfield; Fire Inspector Rocco Grosso



- A. **Call to Order:** Commission Chairman Mecozzi called the meeting to order at 0800 hours.
- B. **Approval of Minutes:** On **MOTION** duly made and seconded the Minutes of the regular meeting held on October 1, 2013 were approved.
- C. **Monthly Reports**

Report of the Deputy Chief: At the request of Chairman Mecozzi discussion immediately moved to consideration of issues related to conditions at Station 2. Deputy Chief Mark Amatrudo distributed a data sheet entitled Station 2 Repairs & Maintenance List (copy attached) that was prepared with the assistance of Captain Carter who is responsible for reporting on facilities repair and maintenance. The list is intended to create a priority of items and pricing to achieve repairs.

Deputy Chief Amatrudo commented generally that the listing on the data sheet did not involve particularly difficult repairs and noted that not a lot of work had been done in recent years due to budget limitations and important capital items.

Deputy Chief Amatrudo discussed the status of the septic system which may be in jeopardy likely due to the chemical composition of the well water in the area. There are no known problems with the septic system today.

Discussion then continued relative to the meeting on November 6, 2013 at Station 2 with the Town's Health Director, Deputy Chief Amatrudo, Findorak Well Systems, Professional Water Systems and Commissioner McCarty. The existing water well was drilled many years ago and was tested in 2010 which revealed high levels of e-coli and bacteria. At that time water delivery services was started to deliver potable water to Station 2. In June 2013 further tests were made and elevated levels of radon, bacteria and e-coli, chlorides and sodium were present. Due to water conditions generally in the area related to chlorides and sodium, the issues cannot be fixed at the source. It was also reported that the high chlorides at Station 2 are likely exacerbating corrosion problems on Engine 2. The Commission questioned why the existing water system at Station 2 had failed and it was reported that at the November 6th meeting with several professionals that the cause of the failure and why built-in alerting devices had failed was unknown.

Options discussed include a fully integrated water system to improve water quality. The preliminary estimate for a fully integrated system with regular maintenance was approximately \$10,250. An alternative to be explored involves the use of Town owned property at 688 Ridgefield Road. The property is to be explored as an option for this need as well as its potential for use as a relocated site for Station 2 consistent with the Department's capital budget. The Deputy Chief is to meet with and discuss various open questions with the Town's Health Director including the possibility of any available grant opportunities and report back to the Commission.

The Deputy Chief then reviewed his monthly report dated November 5, 2013 (copy attached). He highlighted that he has begun his work on the new budget for fiscal year 2015, that a new Wilton CERT vehicle was included in the Fire Department budget on CERT's own line Item 001-10-2205 and that while it is under the Fire Department budget umbrella it is not directly a "Fire Department" budget expense and that any vehicle may be purchased under the Connecticut State Bid Program, that progress has been made with the Insurance Services Office to improve the ISO rating for those areas designated as ISO Class 9 to ISO Class 8B, incidents continue to exceed prior year with October exceeding the same period in 2012 by some 7%, and the Apparatus Supervisor's Monthly Report for October 2013 was discussed (copy attached). Highlighted as well was Wilton's decision not to be a part of the regional apparatus repair facility grant as not being economically beneficial at this time. Dispatch issues were also noted with the request for a meeting with the Police Department remaining open with Chairman Mecozzi observing that the dispatch reports and data sheet prepared by the Fire Department highlight the need for operational issues with dispatch to be addressed. Follow-up with the Police Department for a meeting

is being pursued.

The Fire Marshal's office report was received (copy attached).

The Dive Team report was received (copy attached).

- D. **New Business:** Deputy Chief Amatrudo further discussed the fiscal year 2015 budget and timetable. It was noted that the Board of Finance had requested that Town agencies limit increase to 1.75%. Deputy Chief Amatrudo noted the difficulty in meeting that target after several years of restricted budget increases and the impact of same on the Fire Department. He noted that an analysis of staffing issues for fiscal year 2015 was being performed. Regarding the Capital Budget, the Station 2 major re-model remains in the budget with the possibility of savings by moving the location to an alternative site being evaluated.
- E. **Executive Session:** No Executive Session was held.
- F. **Public Comment:** Chairman Mecozzi provided a summary of the Chief Search Committee activities reporting that the process continued and that a selection was about a week behind the original timetable due to scheduling issues with candidates.

Lieutenant Gregg Kitik commented that with respect to the dispatch issue reports that the process seems to be making little if any progress with the tendency being to explain items away without implementing fixes. Chairman Mecozzi expressed his understanding of the frustrations and that the issue may be a lack of control by the Fire Department in a joint manner with the Police Department. Solutions may require recognition that the Fire Department has some control over the dispatch center.

Lieutenant Kitik also questioned an item in the Deputy Chief's report around firefighter staffing the Town's Emergency Operations Center ("EOC") and the plan to call-back one extra officer when required to man the Fire Department position(s) at the EOC. Lieutenant Kitik added that staffing at times of call-back or increased staffing due to storms, etc., is generally difficult to achieve currently. The staffing issue is being looked at currently. Commissioner McCarty commented that should such a position be implemented, that training as to EOC operations would have to be provided to all officers who might be placed at the EOC.

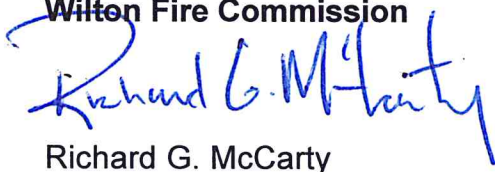
- G. **Next Meeting:** The next scheduled meeting of Commission will be held on Tuesday, December 3, 2013 at Town Hall, Meeting Room B; said meeting will be

a regular meeting commencing at 0800 hours.

- H. **Adjournment:** On a **MOTION** duly made and seconded, Commission voted unanimously to adjourn at 0840 hours.



Respectfully submitted,







Wilton Fire Commission



Richard G. McCarty
Commissioner and Secretary

attachments

Area	Problem	Description	Picture	Priority Level	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT	
					START	URATION	START	URATION	COMPLETE	
					(Must enter Period Number)					PERIODS 1 2 3 4 5 6
Bathroom	Only 1	Inadequate during storm duty (up to 6 FF's), no female toilet/bath facilities, etc.								
Bathroom	Lighting fixture & fan	In need of replacement - fail intermittently								
Bunk Rooms	Storage	Need to remove the old desks								
Bunk Rooms	Storage	No place for bedding storage - construct cabinets like at Hdq.								
Bunk Rooms	Walls	Paint walls of bunk rooms and hallways								
Bunk Rooms	Old TV	Remove and discard								
Electrical	Wiring for Internet	Questionable quality of the cable wiring within building affects network performance								
Electrical Closet	Radio Equipment	Various old radio transmitters are probably not in use - appear to be low band FD, PD and WVAC (33.50, 33.86 & 45.48)								
Electrical Closet	Radio Equipment	Motorola Astro equipment with microphone - what does this do?								
Exercise Rooms	Not enough room - Had to split equipment split into 2 rooms	New station design should include a properly sized exercise room								
Exercise Rooms	HVAC	Unable to adequately heat or cool these rooms								
Exterior	Sidewalk	Numerous cracks, including one that is 2" wide								

Area	Problem	Description	Picture	Priority Level	PLAN ACTUAL PERCENT						PERIODS 1 2 3 4 5 6
					START	DURATION	START	DURATION	COMPLETE		
					(Must enter Period Number)						
Exterior	Building	Numerous cracks from settling, areas damaged by mowers, mold stains, etc.									
Exterior	Driveway	Numerous cracks, probably needs to be replaced within 2 years									
Exterior	Gutters	Inadequate on south side									
Exterior	Gutters	In various places, vegetation growing in them									
Exterior	Chimney	Pieces missing - needs to be repaired									
Exterior	Trees	Neighbor's trees overhanging the building on the north side									
Exterior	Old oil tank	Abandoned in place - may need to be removed at some point									
Exterior	Old cistern	Old cistern near mechanical room door - may need to be reowned at some point									
Exterior	Front	Vent over apparatus doors is falling apart - repair									
Exterior	Cement cover for floor drain	Consider replacing or removing the drywell									
Exterior	Rear door overhang support column	Hit by mower and unable to fix - may need to be replaced									
General	Life safety	Building not sprinklered									
General	Life safety	Carbon monoxide detectors not wired into the main alarm system									

[illegible]



Wilton Fire Department

Memorandum

Date: November 5, 2013
To: Commissioner Gary Mecozzi, Commissioner Troy Ellen Dixon,
Commissioner Rich McCarty, First Selectman Bill Brennan
From: Deputy Chief Mark Amatrudo
Subject: *Monthly Report – October 2013*

In addition to the information that I regularly include in my monthly report, my report encompasses matters which would be reported by the Chief. A few of the most significant items for the month were:

1. **Pending Projects and Priorities** – Progress continued on the prioritized list generated back in August. Additional items have also continually been added. Unless otherwise instructed, current priority items are:
 - a. Station 2 well water treatment plan
 - b. Station 2 repairs & maintenance list – finalize, prioritize items and develop cost estimates
 - c. FY 2015 Operating and Capital Budget preparation
 - d. EOC assistance/social media planning – CERT & FD personnel
 - e. Finalize automatic aid discussions with surrounding fire departments
 - f. Work with ISO on fire insurance rating improvement for non-hydrant areas
 - g. CERT vehicle acquisition assistance
 - h. Finalization of thermal imager evaluation and purchase
 - i. Finalization of new protective clothing washer and dryer installation
2. **Emergency Management**
 - a. **Checklists** - Finalized review of 72/48/24 hour preparation checklists for each department in Wilton town government. Working with Health Department to expand their checklists. Other departments will receive similar assistance if/when time permits.
 - b. **Press Conference** – Prepared for and participated in a press conference on October 11th covering communication and technology improvements at our EOC.

- c. **Supplemental EOC Staffing** - Finalized preparations for EOC staffing during the storm season, including use of CERT and Fire Department officers for certain tasks.
 - i. Met with CERT members twice to transfer social media responsibilities at the EOC over to them in accordance with the discussions at our previous EOC staff meeting
 - ii. Developed an operational and resource binder for use by CERT and/or FD personnel staffing the EOC
 - d. **CERT Activations** - Completed misc and CERT activation paperwork for Region 1 submission.
 - e. **WWPT Radio Station** - Worked with Westport Fire Department and Wilton CERT to finalize the inclusion of our public information/Code Red emergency management/storm related announcements and updates on the WWPT FM radio station.
 - f. **Shelter Exterior Lighting** - Worked with DEMHS and received a portable light tower and generator for use lighting the outside areas adjacent to our shelter.
 - g. **AVL** - Meetings related to installation of AVL on public works and EMS vehicles so that all town vehicle locations can be seen on one map in the EOC.
 - h. **CERT Vehicle** – Continued to assist in the definition of their vehicle requirements/specifications and the possibility of acquiring a vehicle under the Connecticut State Bid Program.
 - i. **Combined Regional Incident Management Team (IMT)** – A combined Region 1, 2 and 5 IMT was created earlier in 2013 and I was selected to be a member of that team. The team will only be deployed during major incidents or disasters. It is available to be deployed in Wilton or any other member towns in those regions. I will not participate in an activation if I am needed in Wilton at the time the IMT is activated. My time commitment has not been significant up to this point. The only upcoming commitment I have is required training that takes place in Texas from December 9th to 13th.
3. **Alarm Activation Billing Ordinance** – A write-up of the situation and issues was completed during the month and reviewed with Police Department and Wilton Emergency Dispatch management. In general, it was agreed that the Fire Department Incident Commander will notify Wilton Dispatch as to whether or not the alarm activation is billable or not. The dispatcher will enter the billable/non-billable status, which is forwarded to the Tax Collector's Office for processing. The IC will also document the disposition in the comments section of their fire report. If

4. **Automatic Aid** – Conversations continued with surrounding fire departments to implement automatic aid for reports of visible smoke in a building and reports of structure fires. This would get their units en route faster and probably arrive about 10 minutes sooner than the current mutual aid process. At this point, almost all of them are in agreement with our approach and a meeting will be scheduled to discuss logistics, obtain final agreement and develop an implementation schedule.
5. **ISO Rating** – As previously reported, a number of changes were recently made to the rating process which may allow Wilton to improve its Class 4/9 rating and save those taxpayers in non-hydranted areas on their fire insurance. During the month, I met with the Connecticut ISO representative. During and after the meeting, information was provided to update our rating information and support changing our Class 9 areas to Class 8B. I expect to hear back from ISO within the next month.

• **Incidents & Response Related**

	Oct. 2013		Oct. 2012		YTD 2013		YTD 2012	
	#	%	#	%	#	%	#	%
Fires & Alarms	30	21%	34	26%	267	21%	278	24%
EMS	71	51%	51	39%	610	47%	506	43%
All Other	39	28%	46	35%	416	32%	385	33%
Totals	140	100%	131	100%	1,293	100%	1,169	100%

- Total incidents for the month of October were 140, which exceeds the same month of the prior year by 9 incidents, or 7%. Compared to the same month in the prior year, there is a significant increase in the area of EMS incidents which was somewhat offset by a decrease in All Other. The early season snow storm accounted for many of the All Other incidents last year.
- Year-to-date, we remain 11% above the prior year call volume. The increase of over 100 EMS calls and 30 All Other incidents, is slightly offset by decrease in Fires & Alarm Activations.
- Significant Incidents during the month included:
 - October 2nd – Dryer fire at 28 Pine Ridge Road
 - October 8th – Smoke in the basement (washing machine malfunction) at 72 Washington Post Drive
 - October 8th – Smoke in a bedroom (heating system malfunction) at 55 Grumman Hill Road

- October 23rd – Hazardous condition – Inoperable alarm system at 3 Hubbard Road (multiple occupancy residential property) prompted fire watch by overtime firefighters
- October 25th – 9 Village Walk – water flow condition with water damage in multiple areas
- October 28th – Commercial (vacuum) truck fire at 17 Danbury Road
- October 30th & 31st – Small brush fires at 12 Godfrey Place that were probably caused by discarded smoking materials

Officers Meeting

The October monthly officers' meeting was held on October 3rd. Our November officers' meeting has been postponed to Thursday, November 21st.

• **Training**

- A total of 514 hours of training took place during the month which is significantly above our monthly goal of 315 hours. Training included:
 - 64 Hours of EMS training
 - 64 Hours for attendance at CT Fire Academy seminar on Rapid Intervention Team operational effectiveness
 - 63 Hours of live fire training and thermal imaging camera evaluations
 - 40 Hours of officer and mobile data terminal training
 - 36 Hours of public fire education delivered
 - 42 Hours of Dive Team training
 - 205 Hours of regular on-duty training

• **Special Teams**

- The Dive Team report has not yet been received. Report is due on Monday.
- The Haz-Mat Team report has not yet been received. Report is due on Monday.

• **Apparatus & Equipment**

- **Monthly Report** - The Apparatus Supervisor's monthly report has been attached.
 - All apparatus is in service.
 - Ralph's concern about rust on the newer engines has become more of an issue in recent months. I will have more information and repair cost estimates for the budget.
 - Ralph had been working on a problem of two failed lights on the Engine 1 and 2 that we were told were not repairable. His efforts resulted in getting the two lights rebuilt by the manufacturer at no cost even though they were out of warranty. The cost savings was approximately \$700.

- **New Engine-Tanker –**
 - The finalized listing of the component item changes that were decided upon during our factory visit and subsequent meetings was signed-off during the month. We are now awaiting the final design drawing.
 - Pump Module – A number of issues are being addressed regarding the layout of the pump panel and engineering of the manual controls. We met with the pump manufacturer and expect that the layout issues will be resolved.
 - Completion of the vehicle is still expected to be May/June 2014.
- **Regional Apparatus Repair Grant –**
 - Norwalk, Rowayton and New Canaan are submitting a grant proposal to create a regional fire apparatus repair operation that is expected to provide better service to those communities, possibly at a lower cost.
 - We have been involved in a number of discussions with them. There do not appear to be sufficient quality improvement and/or cost reduction benefits for Wilton to consider actively participating in the near future.
 - We believe that the regional mechanic(s) would be an excellent resource when our Apparatus Supervisor/mechanic encounters a project that is too large for him to complete alone. This option might provide a cost savings opportunity for us by being able to do more repairs in-house, vs. sending them out to vendors. As such, we have expressed an interest in possible use of the regional mechanic(s) on an infrequent basis and will provide a letter of support to that effect.

● **Communications, IT & Apparatus Mobile Computers**

- **Dispatch Issue Reporting –** The Dispatch Issue Report process continues. I will attempt to generate an updated summary of the Dispatch Issue Reports generated and responses for the upcoming Fire Commission meeting.
- **NexGen CAD –** We continue to monitor incidents and incident information not transferring automatically from NexGen to Firehouse through the CAD Monitor software. In discussions at a recent fire chiefs meeting, we were able to confirm that other communities are or have experienced the same problem. Our company officers have been asked to report any instances of this problem immediately so that the Wilton IT Department or our outside consultant can try to figure out why this is happening.
- **Apparatus Mobile Computers –** Supplemental training on the NexGen MDT software took place on Thursday, October 3rd and was well received. We received

some hints and ideas on how to make the MDT's work better for us. We will soon begin using the buttons to record en route, arrival and other times.

- **Run Card meeting(s)** – I have participated in a number of meetings related to the electronic “run cards” used by dispatchers to assign apparatus to our incidents. This is an involved and time consuming process. It is still not clear to what extent some of the dispatching difficulties we are experiencing are the result of the conversion of the EmergiTech run cards over to the NexGen CAD system, vs. which result from changes made on the Police Department side of the system that impact our dispatching.
- **OptiComm Repairs** – The OptiComm system control box at the intersection of Route 7 and Wolfpit Road was damaged during a recent motor vehicle accident. We are working with a vendor to test, repair and reinstall the equipment.
- **iPad MDT Application** – While the NexGen iPad application is now available through the Apple, the Wilton IT staff has been unable to access the application through the Apple web site (password problem). They are working with Apple Support to resolve this so the implementation of NexGen iPad application for Car 1 and Car 2 can take place. We have remained in contact with the Wilton IT Department and are waiting for status report and/or app to be installed.

- **Facilities**

- **Station 2 Water** – There will be a separate report provided at the Commission meeting on this matter. Here, however, is a summary:
 - The 3,600 gallon water tank remains in place as our water source at Station 2 while the water from the well has been shut off.
 - We have a meeting scheduled for November 6th to review the water test results, discuss options and develop a plan for moving forward. I will report on that at our upcoming Commission meeting.
- **Turnouts Washer/Dryer** – The equipment has been received and installation is in process. We met the October 31st funding deadline stipulated in the Federal grant and the Town has received the funds. We expect the system to be programmed and operational within a few weeks.
- **Station 2 Remodeling Design** – A number of weeks ago, we met with architect and obtained two designs for the remodeling of Station 2 (in next year's Capital Budget). While the exterior design may not be correct for the neighborhood, the interior layout seems to be workable. A committee has been formed to review the initial design concepts and make recommendations. Once we have some consensus on the design parameters, it will be forwarded to you.

- **Other Items**

- **Sick/Injury** – We currently have one firefighter out on injury leave (shoulder).
- **FY 2015 Budget** –
 - The deadline for submission of Fiscal Year 2015 (July 1, 2014 to June 30, 2015) operating and capital budgets is November 27th.
 - Much of the analysis and account/spending evaluation work is in process at this time.
 - At the upcoming Commission meeting, I recommend discussing whether or not a special meeting should be scheduled November 25th or 26th for formal review and approval of the budgets before submission.
 - Again this year, we have been told that the overall increase (including all salary and contractual items) should not increase more than 1.75%. Surely that will be difficult to achieve.

Wilton Fire Department
Monthly Apparatus Supervisor's Report
October 2013

1) Preventative Maintenance Performed

E-4 Lube door handles, pump gates and valves
C-3 Repair parking brake release
C-4 Charge and check battery

2) Repairs Performed (Inside & Out)

E-1 Relay for cab lights replaced
E-3 Replaced diverter solenoid for No-Smoke Exhaust, New front brake pads and rotors, hub seals
E-4 Lower cab headliner to retrieve radio antenna base, removed mechanical siren, parts on order to rebuild
T-5 Repair driver wheel chock bracket, replace officer air horn peddle switch, Rotator light repaired, clean and lubes outrigger tubes
C-3 Replace rear hatch lift supports
C-4 Replace rear hatch lift supports

3) Apparatus Out of Service

All apparatus in service

4) Other Apparatus Issues and Items of Interest

E-1/2 Showing signs of corrosion
Light heads for E-1/2 (1 each) rebuilt by manufacturer at n/c (\$700 saving)

5) Pending Items

E-1/2 Foam level gauges

E-2 Oil pressure sender

E-3 Re-upholster seats

E-1/2 Warranty (body and paint)

T-5 Ladder monitor /elevation motor



Submitted November 2013

Dive Team Report

For Month October 2013

Training

- 10/30/13 Nine members began a Padi Rescue Diver Training (classroom portion) delivered by Lt. Stephen Brennan, Wilton PD. This will allow members to be certified by PADI as a Rescue Diver, then move on to the Master Diver Certification.

Incidents-

Future

- November 18, 2013, Practical portion of Rescue Diver Class scheduled.

Other

- Various equipment (that was previously requested over the last 3 years +/- \$1,000) has started to arrive, still awaiting several other pieces.
- Developed and submitted Budget for 2014 / 2015
- Grant Committee comprised of: Mike Pryor, Jeff Locher, Shawn Frendt, Kevin Czarnecki, Rocco Grosso; have begun filling out Grant online. Closing date 12/6/13. In the process of gathering department statistics and talking to manufacturers to get approximate cost for new Dive Truck.

INSPECTIONS:			CURRENT	YTD	%		PLAN REVIEW:	CURRENT
	35	ASSEMBLY	5	22	63%			4
	23	EDUCATIONAL	1	17	74%		MEETINGS:	3
	553	MERCANTILE & BUSINESS	5	84	15%		BLASTING PERMITS:	
							COMPLAINTS INVESTIGATED:	
	24	RESIDENTIAL			100%		INVESTIGATIONS/INCIDENT:	
	5	HEALTH CARE					PUBLIC EDUCATION:	
	8	STORAGE	2	2	25%		OTHER:	2
		INDUSTRIAL	3	3				
		REINSPECTIONS	21	189				
		JOB SITE	8	76				
TRAINING FM: 3 hrs in service; 3 hrs EMT								
TRAINING INSPECTOR: 3 hrs in service; 3 hrs EMT; 3 hrs dive team								
Comments:								