

WILTON FIRE COMMISSION

TOWN HALL-MEETING ROOM B

238 Danbury Road

Wilton, CT 06897

203-834-6247

Minutes of July 12, 2017 Fire Commission Regular Meeting

RECEIVED FOR RECORD
TOWN OF WILTON
2017 JUL 13 P 3:15
BY: LK

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

Others: Chief Ronald E. Kanterman, Deputy Chief Mark Amatrudo, Apparatus Supervisor Ricky Petrizzi, Fire Marshal Rocco Grosso and Deputy Fire Marshal Kevin Plank, Capt's. Kevin Czarnecki and Brian Elliott, FF's Glenn Johnson and Michael Wydra

- A. **Call to Order:** Meeting called to order at 8:02 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 June 14, 2017
- C. **Public Comment:** No Public Comments
- D. **Monthly Reports:**
 - **Chief's Report:** The Chief's report for June 2017 was reviewed and discussed by the commission (copy attached).
 - **Deputy Chief's Report:** The Deputy Chief's report for June 2017 was reviewed and discussed by the Commission (copy attached). Deputy Chief to provide Fire Commission with update on Vehicle Repair Costs for FY17 at next meeting. Upon completion, Emergency Operations Plan will be forwarded to the Commissioners.
 - **Fire Marshal's Report:** Fire Marshal Grosso reported Inspection volume is down slightly due to vacation and personal time to be taken prior to June 30, 2017 for both himself and Deputy Fire Marshal Plank. FM Grosso reported collecting fees of \$6,660.00 so far this year.
 - **Apparatus Supervisor's Report:** The Apparatus Supervisors Report was reviewed and discussed by the Commission. Apparatus Supervisor Petrizzi advised the FC that during post inspection delivery of the new Engine 1, multiple items were discovered in need of correction (the most critical item being an air leak in the truck brake system). Other items will require addressing once the air leak has been repaired and the truck is sent back to have the other items repaired.
 - **Dive Team Report:** Dive Team did not meet or train during the month of June.

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

E. Old Business:

- **Dive Rescue Regionalization:** Captain Czarnecki advised he is working on a training schedule that will utilize the 34k Regional Grant that "was received by the Norwalk Fire Department"
- **Wilton Dispatch:** Chief Kanterman advised no drastic changes have occurred, progress continues.
- **Station 2 Renovation:** Chief Kanterman advised that 4 RFPs have been received, and on July 18 and July 19 the firms will be interviewed, expecting to make the November budget cycle with a May 2018 vote and June 2019 as the start date. Discussion continued on the project to bring water to Station 2 possibly by the middle of November, hoping to go through the land trust property to minimize time and inconvenience.
- **Staffing Study:** Chief Kanterman advised Staffing Study is in the final draft, short discussion ensued on the cost effectiveness of bringing volunteers on board at the FD.

F. Public Comment: No Public Comments

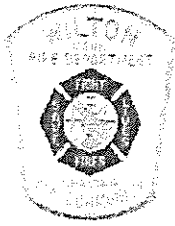
G. Adjournment: Upon a motion duly made and seconded, the Commission voted unanimously to adjourn the meeting at 9:10am

Respectfully submitted,



Catherine Horn
Recording Secretary

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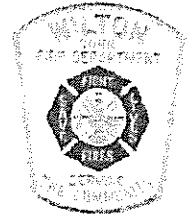


OFFICE OF THE FIRE CHIEF

Ronald E. Kanterman

203-834-6247

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July 10, 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 June 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 will be requested.
- c. Attended the May Town Operating Committee meeting.
- d. Attended a natural gas and electrical emergency response symposium sponsored by Eversource.
- e. Published article 4, re: water safety and drown prevention
- f. Attended a meeting of the CT Firefighter Health & Safety Consortium
- g. Attended a meeting for "hiring diversity" at DESPP in Middletown and to discuss state wide fire fighter testing
- h. Attended the New England Assn. of Fire Chiefs Expo

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: The committee received four RFP's from A&E firms for the project study. A Special Meeting is scheduled for July 11, 2017.
- b. Dive Team Regionalization Plan: DC Amatrudo and Capt. K. Czarnecki continued the process of regionalization.
- c. Wilton Drown Prevention Program 2017: The fourth article was sent to the local press, the school system 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 june 2017



Wilton Fire Department

Memorandum

Date: July 11, 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 – June 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	37	20%	37	25%	177	21%	168	21%
EMS	86	47%	60	40%	412	49%	355	45%
All Other	59	33%	52	35%	259	30%	262	34%
Totals	182	100%	149	100%	848	100%	785	100%

- Total incidents for the month of June 2017 were 149, which is somewhat below the prior month and significantly below the prior year. EMS incidents showed the largest decrease, and remain below the 2016 levels.
- Year to date call volume is tracking 7% lower than the prior year, primarily due to the reduced level of EMS calls.
- The significant incidents during the month were as follows:
 - June 1st – Outdoor equipment (pressure washer and gas can) fire at 241 New Canaan Road
 - June 3rd – Gas leak at Avalon Bay, 116 Danbury Road
 - June 15th – Vehicle fire at 87 Belden Hill Road
 - June 30th – Gas grille fire at 50 Bob White Lane

• Training

- 382 Hours of training were completed during the month, which is higher than the minimum monthly training of 324 hours.

- Training included:
 - EMS 77 Hours
 - Pump operations & water supply 56 Hours
 - Dive Team & Support 36 Hours
 - Hazardous Materials & County Team Training 36 Hours
 - Driving & apparatus familiarization 33 Hours
 - SCBA & annual Respiratory Protection Plan review 33 Hours
 - Size-Up, ICS & reading smoke 29 Hours
 - Engine Company Operations 16 Hours
 - Firehouse Software review 15 Hours
 - Fire Marshal's Office Continuing Education 3 Hours
 - All Other 36 Hours

- **Apparatus & Equipment**

- **Monthly Apparatus Supervisor Report** – The Apparatus Supervisor's report will be provided at the Fire Commission meeting.
- **Apparatus** –
 - Engine-Tanker is undergoing warranty related repairs to the pump transmission.
 - All other apparatus are currently in service.
- **New Engine** –
 - The new engine has been received, but has a leak in the air brake system. We expect the repair tech to be here late today or tomorrow to fix the leak(s), then training and orientation can take place.
 - We continue to order equipment for the new engine.
 - Ordered eagle decals for the sides of the engine

- **Facilities**

- No significant facilities issues arose during the month.
- The Station 2 Committee received responses to their RFP. That will be reported on separately.

- **Emergency Management**

- **School Safety & Security** –
 - Attended meetings and assisted in the development of specifications for classroom go-kits and reunification procedures.

- Delivered an update of the completed items and prioritized list of open items to the Board of Education.
- **Emergency Management Performance Grant –**
 - Town is awaiting payment on the FFY 2015 EMPG Grant from DEMHS.
- **July 4th Celebration & Fireworks** – Developed IAP 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 was ordered.
- **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, purchase order changes and budget transfers will be requested to address situations where expenses exceed their Budgeted amounts.
 - Overall, we believe that we will come in below Budget for FY 2017.
 - **Capital Purchases –**
 - **Staff Vehicle** – The radios for the Deputy Fire Marshal' new Ford Expedition have been programmed and are expected to be installed within the week.
 - **AED Purchase** – Awaiting the delivery of the new AED's.
 - **Portable Radios** – The new portable radios have been received by the local vendor and are being programmed.
 - **Gear Racks** – Delivery and installation of the new gear racks took place during the month.
 - **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 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.
- **New England Fire Chiefs Conference** – Attended the conference on June 23rd.
- **Connecticut Firehouse Software Users Training** – Attended training on June 29th.

Fire Marshal Activity Report

Jun-17

Inspections:	34
Burning Complaints:	0
Consults in the Office:	0
Investigations:	0
Meetings:	3
Pub Ed:	1
Training:	9
In-service:	3
EMS:	6
Other:	0

Inspection Volume

7/6/2017 10:44:34 AM

Filters:

- Inspection Source: Internal Department Only
- Start Date: 6/1/2017 12:00:00 AM
- End Date: 6/30/2017 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}	4		19,195
Code Enforcement ^{FS}	1		0
Construction Progress ^{FS}	4		27,872
E ^{FS}	1		0
Permit Service ^{FS}	1		0
Plan Review - Building ^{FS}	6		119,912
Re-inspect ^{FS}	6		20,108
A-1, A-2 (1)			
Assembly, A-3 (1)			
B (1)			
Construction Progress (2)			
E (1)			
Total 6 ³			
Tent Inspections ^{FS}	2		0
Total	27	10	187,087

Plank, Kevin	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
A-1, A-2 ^{FS}	1		0
Re-inspect ^{FS}	6		0
A-1, A-2 (1)			
B (4)			
Code Enforcement (1)			
Total 6 ³			
Total	7	2	0

Totals

	# of Inspections ¹	Violations Cited	Violations Cleared ²	Violations Remaining	Occupant Sq. Ft.
A-1, A-2 ^{FS}	2				0
Assembly, A-3 ^{FS}	1				0
B ^{FS}	4				19,195
Code Enforcement ^{FS}	1				0
Construction Progress ^{FS}	4				27,872
E ^{FS}	1				0
Permit Service ^{FS}	1				0
Plan Review - Building ^{FS}	6				119,912
Re-inspect ^{FS}	12				20,108
Tent Inspections ^{FS}	2				0

Total ⁵	34	12	0	12	187,087
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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

7/6/2017 10:45:29 AM

Filters:

- Billed: Invoice Start Date: 6/1/2017 12:00:00 AM
- Billed: Invoice End Date: 6/30/2017 11:59:59 PM
- Collected: Line item paid Start Date: 6/1/2017 12:00:00 AM
- Collected: Line item paid End Date: 6/30/2017 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
Jun '17	\$4,810.00	\$6,660.00
Total	\$4,810.00	\$6,660.00

¹Voided invoices excluded. Includes write-offs

Wilton Fire Department
Monthly Apparatus Supervisor's Report
June 2017

Preventive Maintenance Performed

- CERT Truck 38 -
 - Complete Service, Annual DOT Inspection
- VMS Sign trailers -
 - DOT Inspection
 - Batteries tested and filled with water

New Engine 1 delivered, during post delivery inspection multiple new items were discovered in need of correction. The most critical being air leaks in the truck brake system. The dealer will need to repair the air leaks prior to training on the truck, then it will be sent back to have the new and previously uncorrected items fixed.

Repairs Performed

- Car 5 -
 - Oxygen sensors changed
 - Engine 1 -
 - Generator out of service awaiting parts.
 - Paint warranty claim finalized, will be sent for body work when the new Engine 1 is placed in service.
 - Driver side power window regulator repaired.
 - Driver side rear door handle linkage repaired
 - Engine 2 -
 - Multiple parts ordered for repairs.
 - CERT UTV
 - Fire extinguisher mounted
 - Priority start installed
-

- Multiple minor repairs made to various equipment and vehicles

Repairs performed by outside vendors

- Truck 5 –
 - Fuel tank replacement, all wheel steer service, multiple other items repaired, anti rust coating applied.
 - Truck 5 was out of service for two weeks for the repairs to be made.
- Engine/ Tanker 4 -
 - Is currently out of service for approximately two weeks to have multiple warranty and recall repairs made.

Other Notable Activity

- Apparatus Supervisor
 - Attended DOT Air Brake re-certification class
 - Attended MACS(Mobile Air Conditioning Society) re-certification class
 - Submitted EVT F2 and F5 Certifications to Sarah, both certifications were required within six months of hire date.
 - Station 1-
 - New Turnout Gear Racks assembled and installed
-