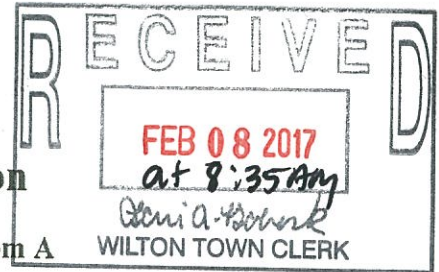


Wilton Fire Commission

Town Hall – Annex Meeting Room A
238 DANBURY ROAD
WILTON, CONNECTICUT
Town Hall– Room B

Minutes of Monthly Meeting

February 1, 2017



- Present:** Commissioners Ross Tartell and Christopher Weldon – Commissioner Casey Healy was absent
- Others:** Chief Ronald E. Kanterman, Deputy Chief Mark Amatrudo, Capt. Kevin Czarnecki, Capt. James Blanchfield, Deputy Fire Marshal Kevin Plank, Firefighters Gary Fuoco, Mike Blatchley and Pat Garber.
- A. Call to Order:** Meeting called to order at 8:24 am.
- B. Approval of Minutes:** Upon motions duly made and seconded, the Commission voted 2-0 to approve the minutes of the Commission meetings held on January 17, 2017
- C. Monthly Reports:**
- a. **Chief's Report:** The Chief's report dated February 1, 2017 was reviewed and discussed by the Commission (copy is attached).
 - b. **Deputy Chief's Report:** The Deputy Chief's report dated January 31, 2017 was reviewed and discussed by the Commission (copy is attached).
 - c. **Fire Marshal's Report:** The Deputy Fire Marshal reported that the backlog continued to dwindle. A total of 66 inspections were conducted during the month of January along with the investigation of several complaints. The Deputy Fire Marshall also reported on the success of the award ceremony for the local winners of the Connecticut Fire Prevention Poster Contest.
 - d. **Dive Team Report:** There was no Dive Team Report.
 - e. **Apparatus Supervisor's Report:** There was no Apparatus Supervisor's Report submitted for review by the Commission. Report will be added to the minutes after receipt.
- D. Old Business:**
- a. **Dive Rescue Regionalization:** There was no meeting during the month of January 2017, however, a meeting is expected in February with several local towns.
 - b. **Wilton Dispatch:** There appears to be continued issues with the run cards and some new dispatchers. Captain Czarnecki is meeting with Lieutenant Kluk of the Police Department to narrow down the issues and put corrective action in place. The Commission also discussed with the Chief and various other Fire Fighters the need for an additional dispatcher to make sure there always two dispatchers on duty. The Chief

acknowledged the continued issue with ASME contract as being one of the reasons for the delay in hiring the additional dispatcher.

- c. **Station 2: Potable water has been found and can be made available for Station 2.** The Building Committee is currently in the process of finding and hiring the initial Architect and Engineer for the construction project.
- d. **Apparatus Supervisor's Position:** The Chief indicated they had four acceptable applications for the position and he was hoping to set-up interviews in the upcoming week.
- e. **Budget FY18:** The Chief, Deputy Chief and the Commissioners all discussed 2018 budget and what further changes need to be made before final submission to the First Selectman for their review and approval. Chief reiterated that the personnel cost seems to keep being the driver of budget increases year over year for Department.

E.

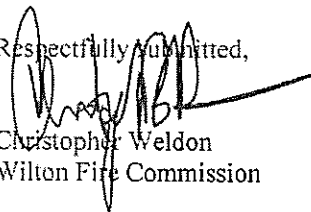
F. **New Business:** There was no New Business.

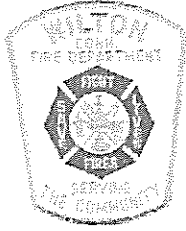
G. **Public Comment:** There was no public comment.

H. **Adjournment:** Upon a motion duly made and seconded, the Commission voted unanimously to adjourn the meeting at approximately 9:10 AM.

Next meeting is scheduled to be held on Wednesday, March 1, 2016 commencing at 8:00 a.m. in meeting Room B at the Town Hall.

Respectfully submitted,


Christopher Weldon
Wilton Fire Commission



OFFICE OF THE FIRE CHIEF

Ronald E. Kanterman

203-834-6247

ronald.kanterman@wiltonct.org



February 1, 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 January 2017**

1. Chief's Activities:

- a. Attended the January 17 Fire Commission meeting.
- b. Attended meetings of the CT Career Chiefs and the Coastal Chiefs of Fairfield County.
- c. Independent work continued by the Fire Department Staffing Working Group.
- d. Continued to work with HR Director Taffel to discuss the hiring of the replacement Apparatus Supervisor. R. Nathanson will be staying on for the month of February 2017.
- e. Work with DC Amatrudo on the FY18 budget continued.
- f. Attended a labor seminar at the law offices of Shipman and Goodwin sponsored by the CT. Career Fire Chief's Assn.

2. Special Teams:

- a. The Wilton Dive Rescue Team: Training completed. No call-outs.
- b. The Fairfield County HazMat Team: Training completed. No major call-outs.

3. Special Projects:

- a. Station 2 Renovation: Town Committee met on 1/25/2017. Reviewed the SOR and submitted a "prioritized" list to the building committee. Next steps are to send out RFP's to A&E firms for a building study.
- b. Dive Team Regionalization Plan: DC Amatrudo and Capt. K. Czarnecki continued the process of regionalization.
- c. Training: Captains Blanchfield and Elliott attended the CCFCA iLEAD training course for newly appointed officers at the CFA. Final touches were put on the indoor training prop as a result of a review by the Safety Committee.

Respectfully submitted,

Ronald E. Kanterman

Ronald E. Kanterman
Fire Chief

chiefs report January 2017



Wilton Fire Department

Memorandum

Date: January 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 – January 2017 2016*

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

• Incidents & Response Related

	2016		2017		YTD 2016		YTD 2017	
	#	%	#	%	#	%	#	%
Fires & Alarms	26	22%	21	17%	26	22%	21	17%
EMS	60	50%	60	48%	60	50%	60	48%
All Other	34	28%	45	35%	34	28%	45	35%
Totals	120	100.0%	126	100.0%	120	100.0%	126	100.0%

- Total incidents for the month of January 2017 were 126, which is slightly more than the January 2016 monthly call volumes. Increases in All Other calls were slightly offset by lower incidents in the Fires & Alarms category.
- The significant incidents during the month were as follows:
 - January 2nd – Carbon Monoxide incident at 30 Ruscoe Road
 - January 4th – Structure fire at 66 Pelham Lane
 - January 15th – Youth fell through ice at Merwin Meadows pond
 - January 29th – Chimney fire at 79 Sturges Ridge Road
 - January 29th – MVA – car in the woods on Danbury Road, near Catalpa Road
 - January 29th – Brush/grass fire at 23 Nod Hill Road

• Training

- 410 Hours of training were completed during the month.

- That amount is significantly higher than the minimum monthly expected training of 315 hours due to 112 hours of officer training at the Connecticut Career Fire Chiefs iLEAD training program.
- Training included:

▪ iLEAD Company Officer Training	112 Hours
▪ Driver Training & Winter Driving Practices	51 Hours
▪ EMS	48 Hours
▪ Size-Up & Tactics	36 Hours
▪ Cold Water Rescue & Dive Team	35 Hours
▪ After Action Reviews (Pelham Lane)	24 Hours
▪ Rope and Other Rescue	18 Hours
▪ Building Walkthroughs & Preplanning	18 Hours
▪ Fire Officer III	16 Hours
▪ Pub Ed & Fire Prevention	18 Hours
▪ Fire Marshal Office Continuing Education	2 Hours
▪ All Other	32 Hours

- **Apparatus & Equipment**

- **Monthly Report** – The Apparatus Supervisor is out sick, his monthly report will be forwarded separately.
- **Apparatus** –
 - All apparatus are in service
- **New Engine** –
 - Held conference call to review electrical, switching and other issues
 - Final inspection trip is still expected to take place in mid-February.
- **Apparatus Supervisor Status** – To be reported on separately.

- **NexGen/CAD**

- **Preplanning Information** – Tested system and preplanning information now available on iPads
- **RunCard** – Captain Czarnecki working with Lt. Kluk on new issues regarding unit recommendations, specifically Engine-Tanker 4.

- **Facilities**

- No significant facilities issues arose during the month.

- **Emergency Management**

- **School Safety & Security –**

- Attended meetings and discussed the annual Emergency Operations Plan the State of Connecticut DEMHS Region 1 Coordinator.
 - **UASI Radios** – Radios were delivered and list of possible dates has been given to Wilton Schools for training.

- **CERT Team & Connecticut Citizens 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 –**

- Kintek device for the bed of the UTV so patients and equipment can be safely transported.
 - Finalized trailer requirements and quote review. Expect to generate purchase order request this week.

- **Town EOP Update** – Continued working with the new DEMHS template to develop the 2017 update of the Wilton Emergency Operations Plan and will meet with DEMHS again this week to discuss progress.

- **Finance, Budget & Payroll**

- **FY 2018 Budget –**

- Met with First Selectman & CFO to review 2018 Proposed Budget.
 - Operating Budget reduced for the “expected retirement” expenses of ~\$68K.
 - Timing of some items in Capital Plan was changed and a few were reduced. Most significant was the reduction to the Station 2 renovations from \$2MM to \$1MM.
 - The formal review and Capital Tour are scheduled for Saturday, February 4th. As of this afternoon, we have received no schedule or instructions of what to present.

- **Capital Purchases –**

- **Staff Vehicle** – PO was generated and 2017 Ford Expedition for Deputy Fire Marshal was ordered.

- **AED Purchase** – Still awaiting final quote on AED's so that a PO request can be developed. Sent follow-up reminder to vendor rep.
- Due to other priorities, minimal action has been taken on quotes from vendors for portable radios and gear racks in our approved FY 2017 Capital Budget. When time permits, we will evaluate and make purchase decision(s).
- **Payroll** –
 - Based on issues identified, continued to work with Firehouse Software rep and Finance Department to improve the efficiency and accuracy of the payroll preparation process.
 - Implemented the in-house payroll processing as of January 1, 2017.
 - Requested quote from Firehouse Software to generate payroll export information/reports to reduce the manual calculations and reconciliation procedures needed under the new payroll processing system.
- **Other Items**
 - **CT Statewide Honor Guard** – Assisted with planning and participated in events.
 - **Staffing Adequacy Evaluation & Improvement Proposal** –
 - Continued involvement in the development of the document and financial analyses in support of this project.
 - **Sick & Injury Status** – As of early this week, we have one (1) firefighter out on sick leave due to a shoulder injury he suffered off duty. Expecting that he will return to work within a few weeks.



