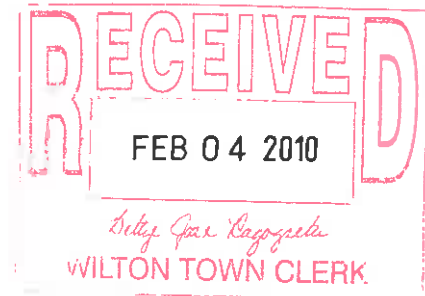


Fire Commission

236 DANBURY ROAD
WILTON, CONNECTICUT 06897

Minutes of Regular Meeting Fire Department Headquarters

December 1, 2009



Present: Commissioners Rich McCarty and Gary Mecozzi

Others: Chief Paul Milositz, Deputy Chief Mark Amatrudo, Captain James Gies, Lieutenant Michael Michelsen and Firefighters Michael Pryor, Jeff Locher, Daniel Lewis, Pat Garber and Glenn Johnson.

A. Call to Order and Approval of Minutes: The meeting was called to order at approximately 1850 hours. A **MOTION** was made by Chairman McCarty to approve the minutes of the Commission's special meeting held on October 7, 2009, which motion was seconded by Commissioner Mecozzi and unanimously approved.

B. Review of Monthly Reports

1. Chief's Report – Chief Milositz reviewed the Fire Marshal's Report dated November 2009 noting the increase in inspections from the prior year and reporting the impact that the implementation of the MobileEyes software and electronic tablet has had on the efficiency of the inspection operations.

Chief Milositz advised the Commission that the installation of the new heating and air conditioning system (the "HVAC system") at Fire Headquarters is nearly complete with a final walk through with the contractor scheduled for December 10, 2009. The new configuration of the HVAC system has opened up a significant amount of floor space in Headquarters' mezzanine level for possible future use.

Chief Milositz also advised the Commission that additional H1N1 flu shot clinics have been scheduled for December 8th and 12th. The Town's supply of the flu vaccine is being stored in a locked refrigerator located at Fire Headquarters.

Lastly, Chief Milositz reported that the Town's Dispatch Committee has agreed to evaluate the feasibility of relocating fire and EMS dispatch operations out of Police Headquarters. A contingent of senior management from the Fire Department, Wilton Volunteer Ambulance Corps. and the Police Department plans to visit potential alternate sites, including Southwest C-MED in Bridgeport, CT.

2. Deputy Chief's Report – The Commission reviewed the Deputy Chief's Monthly Report dated December 1, 2009. The Report noted that there were a total of 131 calls for the month of November (Fire and Alarm – 34; EMS Calls – 71 and All Other Calls – 26), bringing the call total for the year to 1,559 (Fire and Alarm – 462; EMS Calls – 801 and All Other Calls – 296). There were four significant incidents during the month: (i) November 9th – truck fire with County HazMat Team response – Interstate 95 near Exit 19 in Fairfield; (ii) November 9th – mutual aid for structure fire on Richmondville Avenue in Westport; (iii) November 23rd – motor vehicle accident with extrication at 35 Dudley Road; and (iv) November 26th – fire with County Haz-Mat Team response at Superior Plating in Fairfield.

The Deputy Chief advised the Commission that a total of 390 hours of training were input during the month which is greater than the monthly training goal of 315 hours. The following training subjects were covered: (i) 126 hours on classroom and practical skills training in aerial ladder operations; (ii) 31 hours of EMS training; (iii) 79 hours on Firehouse Software training for the on-duty shifts; and (iv) 153 hours related to daily training delivered at the shift level on topics assigned to or chosen by the company officers.

Deputy Chief Amatrudo also advised the Commission that the transition to the Firehouse records management software system is proceeding as planned with the implementation of the incident reporting (NFIRS), training, daily attendance/accountability/payroll and daily log functions going live as of December 1, 2009. The inventory/apparatus/maintenance module will go live in January, 2010.

The Deputy Chief reported that the Department conducted an energy audit and a number of relatively low cost items were recommended that would reduce energy consumption have been included in the Department Budget for fiscal year 2011.

The Apparatus Supervisor's monthly report for November 2009 was not yet available for Commission review and will be distributed under separate cover within the coming week.

3. Fire Marshal's Report - See Chief Milositz review and the Fire Marshal's Report set forth above.

C. Old Business: There was no old business.

D. New Business:

1. Election of Officers – Commissioner Mecozzi nominated Commissioner McCarty for Chairman, which nomination was accepted by Commissioner McCarty. Commissioner McCarty nominated Commissioner Healy for the position of secretary, which nomination was seconded by Commissioner Mecozzi and unanimously approved.
2. Meeting Dates – The Commission's monthly meeting dates for 2010 were set as follows commencing at 1830 hours at Fire Department Headquarters: January 6th, February 3rd, March 3rd, April 7th, May 5th, June 2nd, July 7th, August 4th, September 1st, October 6th, November 3rd and December 1st.
3. Budget Review – Deputy Fire Chief Amatrudo delivered a general review of the Department's proposed budget for fiscal year 2011. Chairman McCarty requested that a

power point slide be prepared illustrating what services are being compromised by the reductions in the Department's budget. Chief Milositz reminded the Commission that all Town departments had been advised by the First Selectman that proposed budget items must be justified. He also commented that the First Selectman is seeking a flat budget for fiscal year 2011, noting that Chief Financial Officer Sandra L. Dennies is reporting a current revenue shortfall of approximately \$1.5 million for fiscal year 2010. Deputy Chief Amatrudo advised that the Department's proposed 2011 budget is less than 1% above the budget for 2010; notwithstanding the fact that salaries and benefits with contractual salary and step increases will increase by 3%. The proposed 2011 budget does not include any increases for retirement expense and group insurance expense. Those expenses are being calculated by the Finance Department and will be provided at a future date.

E. Adjournment: At approximately 2005 hours, upon motion duly made and seconded, the meeting was adjourned.

The next scheduled meeting of the Commission will be held on January 4, 2010 at Fire Department Headquarters; said meeting will be a regular monthly meeting commencing at 1830 hours.

Respectfully submitted,



J. Casey Healy
Secretary - Fire Commission