

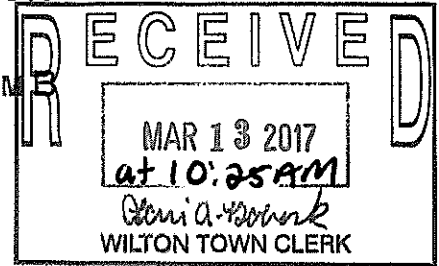
WILTON FIRE COMMISSION

TOWN HALL-MEETING ROOM B

238 Danbury Road

Wilton, CT 06897

203-834-6247



Minutes of March 2, 2017 Fire Commission Special Meeting

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

Others: Chief Ronald E. Kanterman, Deputy Chief Mark Amatrudo, Apparatus Supervisor Ralph Nathanson, Capt. Kevin Czarnecki, FF David Chaloux, FF Michael Blatchley, Fire Marshal Rocco Grosso and Deputy Fire Marshal Kevin Plank.

A. Call to Order: Meeting called to order at 8:05 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 February 1, 2017.

C. Monthly Reports:

- **Chief's Report:** The Chief's report dated March 1, 2017 was reviewed and discussed by the Commission (copy of the report is attached).
- **Deputy Chief's Report:** The Deputy Chief's report dated February 28, 2017 was reviewed and discussed by the Commission (copy of the report is attached). Deputy Chief to provide Fire Commission with Purchase Order Activity, including Purchase Order Changes.
- **Fire Marshal's Report:** The Fire Marshal's report dated February, 2017 was reviewed and discussed by the Commission (copy of the report is attached). Fire Marshal Grosso reported 69 Inspections completed, 2 Fire Incidents, 2 Fire Prevention's completed, (1) Business and (1) Au Pair group.
- **Apparatus Supervisor's Report:** The Apparatus Supervisors Report dated January/February was reviewed by the Commission; all apparatus in service (copy of the report is attached)

D. Old Business:

- **Wilton Dispatch:** Chief Kanterman reported that progress continues; noting that better communication has proven to be the key in resolving issues. CAD demonstration will be presented to the Commissioners at the Commission's April meeting.
- **Station 2 Renovation:** Commissioner Tartell reported the \$90,000 allocated to engage an architectural and engineering firm is now included in total \$1,000,000 budget for Station 2.
- **Dive Rescue Regionalization:** Capt. Czarnecki advised that a joint dive training exercise was held with Westport Police and Westport Fire Personnel.
- **FY18 Budget:** Submitted to the Board of Selectmen.

E. Executive Session:

- Upon motion duly made and seconded at 8:34 a.m. the Commission retired to Executive Session to discuss the appointment of an Apparatus Supervisor. Chief Kanterman, Deputy Chief Amatrudo and Apparatus Supervisor Nathanson were invited to join the session.
- At 9:05 a.m. the Commission returned to public session and reported that no action taken.

F. Public Comment:

- There was no public comment.

G. Adjournment: Upon a motion duly made and seconded, the Commission voted unanimously to adjourn the meeting at 9:07 am.

Respectfully submitted,

Cathy Horn

Cathy Horn
Recording Secretary

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

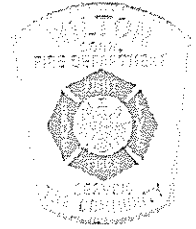


OFFICE OF THE FIRE CHIEF

Ronald E. Kanterman

203-834-6247

ronald.kanterman@wiltonct.org



March 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 February 2017**

FIRE: February 2, 2017, 1900 hours-14 Shadow Lane

WEATHER: February 9, 2017, snow storm

1. Chief's Activities:

- a. Attended the February 1st Fire Commission meeting.
- b. Attended meetings of the CT Career Chiefs and the Fairfield County Coastal Chiefs of Fairfield County.
- c. Independent work continued by the Fire Department Staffing Working Group.
- d. Completed the process of interviewing candidates for the replacement Apparatus Supervisor position. R. Nathanson will be staying on for the month of March in order to indoctrinate the new employee.
- e. Work with DC Amatrudo on the FY18 budget continued.
- f. Held a Fire Officers meeting this month.
- g. Met with police department leadership to discuss dispatch operations during specific recent events. Also met to discuss EMS operations and dispatching requirements review.
- h. Attended the February Operating Committee meeting.

2. Special Teams:

- a. The Wilton Dive Rescue Team: Completed a joint training exercise with the Westport Dive Rescue Team (FD/PD). 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 2/22/2017. Reviewed the SOR one item at a time as "prioritized" by Chief Kanterman. Chris Burney will draft the RFP for A&E firms to reply to for a project study. This draft to be reviewed by the committee at their next meeting scheduled for March 8.
- b. Dive Team Regionalization Plan: DC Amatrudo and Capt. K. Czarnecki continued the process of regionalization.
- c. Wake and funeral For BFD Lt. Phil Reeves: A massive planning effort was undertaken by this department along with the Bridgeport and Westport Fire Departments and the US Army to provide proper honors for Lt. Reeves. Hundreds of man-hours were put in over a 7 day period. Special mention from Wilton are FF Dave Chaloux, President, IAFF Local 2233 who worked as the overall Incident Commander, Capt. Kevin Czarnecki who worked as the Deputy IC, Deputy Chief Mark Amatrudo who brought his broad knowledge and expertise to the table as a member of the Connecticut Statewide Honor Guard and Apparatus Supervisor Ralph Nathanson who worked as the Family Liaison Officer. While this herculean effort had many hands, these four Wilton Fire Department personnel deserve honorable mention.

Respectfully submitted,

Ronald E. Kanterman

Ronald E. Kanterman
Fire Chief



Wilton Fire Department Memorandum

Date: February 28, 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 – February 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	21	15%	24	22%	47	18%	45	19%
EMS	69	48%	54	50%	129	49%	115	48%
All Other	53	37%	31	28%	87	33%	80	33%
Totals	143	100.0%	109	100.0%	263	100.0%	240	100.0%

- Total incidents for the month of February 2017 were 109, which is significantly lower than the February 2016 monthly call volume. The increase in Fires & Alarms was offset by lower incidents in the EMS and Other Calls categories. While we are unable to explain the decrease in EMS related calls, the reduction in All Other appears to be due to a lower level of storm related responses during a light winter storm season.
- The significant incidents during the month were as follows:
 - February 2nd – Mutual aid to Weston for structure fire at 59 Lords Highway
 - February 2nd – Structure fire at 14 Shadow Lane
 - February 10th – Minor fire caused by fireplace ashes - 23 Cardinal Lane
 - February 13th – Carbon Monoxide incident at 134 Deforest Road
 - February 13th – Basement fire in New Canaan, the home was subsequently determined to be a Wilton address

- February 17th – Mutual aid to New Canaan for structure fire

- **Training**

- 354 Hours of training were completed during the month, which is somewhat higher than the minimum monthly training of 315 hours.
- Training included:
 - Structure Fires & Reviews of Recent Incidents 49 Hours
 - EMS 38 Hours
 - Apparatus and Driver Training/Review 36 Hours
 - Review of Standard Operating Procedures 30 Hours
 - UTV Classroom & Practical Skills Training 28 Hours
 - Elevator Rescue 24 Hours
 - Dive Team 18 Hours
 - Videos on Required Monthly Training Topics 18 Hours
 - Rope and Other Rescue 15 Hours
 - Evidence Presentation by Wilton Police 14 Hours
 - RIT Procedures & Deployment 14 Hours
 - Building Walkthroughs & Preplanning 13 Hours
 - Fire Officer III 13 Hours
 - All Other 44 Hours

- **Apparatus & Equipment**

- **Monthly Report** – The Apparatus Supervisor monthly report will be forwarded separately.
- **Apparatus** –
 - All apparatus are currently in service.
- **New Engine** –
 - Final inspection trip will take place starting this weekend.
 - A few pictures of the vehicle have been attached. It is about 95% complete, less striping and lettering (which will be done at the dealership).
- **Apparatus Supervisor Replacement** – The identification, interviewing and evaluation of the various Apparatus Supervisor candidates is to be reported on separately.

- **NexGen/CAD**

- **Preplanning Information** – The process for accessing preplan information from the iPads was distributed to the company officers.

- **Facilities**

- No significant facilities issues arose during the month.

- **Emergency Management**

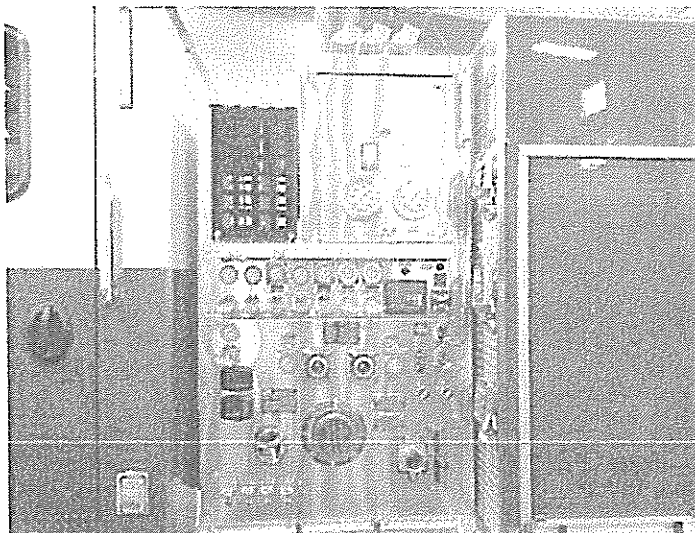
- **School Safety & Security** –
 - Attended meetings and discussed the annual Emergency Operations Plan the State of Connecticut DEMHS Region 1 Coordinator.
 - **UASI Radios** – Awaiting a final programming procedure that we requested.
 - **FFY 2016 Emergency Management Performance Grant** – Received official notification from DEMHS that our FFY 2016 EMPG Grant had been approved in the amount of \$9,238.
 - **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** –
 - Finalized trailer requirements and quote review.
 - Purchase order request was generated.
 - **Town EOP Update** – Continued working with the new DEMHS template to develop the 2017 update of the Wilton Emergency Operations Plan.

- **Finance, Budget & Payroll**

- **FY 2017 Spending** –
 - After reviewing expenditures vs. Budget for the first half of FY 2017, generated various expense and purchase order changes for Finance Department review and approval.
 - **FY 2018 Budget** –
 - Which Chief Kanterman, delivered presentation on the 2018 Proposed Budget to the Board of Selectmen.

- Questions were raised about the costs associated with a firefighter retirement. Analysis provided to First Selectman.
- **Capital Purchases –**
 - **Staff Vehicle** – Expecting late March delivery of 2017 Ford Expedition for the Deputy Fire Marshal. Warning and lighting package designed and quotes are being solicited.
 - **AED Purchase** – Still awaiting final quote on AED's so that a PO request can be developed. Sent follow-up reminder to vendor representative.
 - 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.
 - While we understand that the conversion to the New World payroll system has reduced the time and effort by the Finance Department to process payroll. The need to perform manual calculations and reconciliation procedures under the new payroll processing system has increased the amount of time it takes to generate and submit the Fire Department payroll. To minimize those extra efforts, we have been in contact with Firehouse Software to generate payroll export information/reports. PO Request was generated and forwarded to IT for review and approval.
- **Other Items**
 - **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 today, one (1) firefighter remains out on sick leave due to a shoulder injury he suffered off duty. We expect that he will return to work within a few weeks.
 - **CT Statewide Honor Guard –**
 - Assisted with planning and participated in events, including the Reeves wake and funeral referenced below.

- **Phil Reeves Wake & Funeral** – Provided extensive assistance in the planning and execution of the wake and funeral for Phil Reeves. Captain Czarnecki and Firefighter Chaloux should be congratulated on their successful coordination and planning of the events, which included two (2) National Guard Units and three (3) fire departments.



Wilton Fire Department
Monthly Apparatus Supervisor's Report
January/February 2017

1) Preventative Maintenance Performed

Engine 1 Lube door latches and hinges
Engine 2 Lube door latches and hinges
Truck 5 Replace pedestal hydraulic gauge
Car 1 Serviced, engine oil, filter, lube, brake inspection
Car 2 Serviced, engine oil, filter, lube, brake inspection
Car 5 Serviced, engine oil, filter, lube, brake inspection

2) Repairs Performed (Inside & Out)

Car 1 4 new tires, alignment
Engine 2 Right front flat tire (metal pierced tire), new front tires
Engine 3 Replaced batteries (2 for engine, 1 for DDEC)
Truck 5 Hydraulic gauge on pedestal n/g,
Car 2 Body repair/passenger doors

3) Apparatus Out of Service

All apparatus in service

4) Other Apparatus Issues and Items of Interest

Engine 3 is running ok at this time
Pass alarm batteries for SCBA replaced

5) Pending Items

Engine 1 Corrosion repair, paint, fuel tank sender, service due

Engine 2 Fuel tank sender, service due, roll up door repair

Truck 5 Engine oil leak,

Installation of map book boxes in all apparatus

Pump testing due

Fire Marshal Activity Report

Feb-17

Inspections:	69
Burning Complaints:	0
Consults in the Office:	4
Investigations:	2
Meetings:	4
Pub Ed:	4
Training:	10
In-service:	3
EMS:	3
Other:	4

Inspection Volume

3/1/2017 11:55:40 AM

Filters:

- Inspection Source: Internal Department Only
- Start Date: 2/1/2017 12:00:00 AM
- End Date: 2/28/2017 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.
Assembly, A-3 ^{FS}	2		0
B ^{FS}	2		1,096
Code Enforcement ^{FS}	1		0
Construction Progress ^{FS}	6		90,488
Day Care ^{FS}	1		0
M ^{FS}	1		0
R ^{FS}	2		44,696
Re-inspect ^{FS}	13		1,096
A-1, A-2 (2)			
B (5)			
Code Enforcement (1)			
Construction Progress (3)			
E (1)			
M (1)			
R (3)			
Total 16 ³			
Total	28	17	137,376

Plank, Kevin	# of Inspections ¹	Violations Cited	Occupant Sq. Ft.
B ^{FS}	13		0
Construction Progress ^{FS}	2		0
Day Care ^{FS}	2		0
M ^{FS}	1		0
Re-inspect ^{FS}	23		13,962
A-1, A-2 (1)			
B (18)			
Construction Progress (2)			
Day Care (1)			
E (2)			
Total 24 ³			
Total	41	27	13,962

Totals

	# of Inspections ¹	Violations Cited	Violations Cleared ²	Violations Remaining	Occupant Sq. Ft.
Assembly, A-3 ^{FS}	2				0
B ^{FS}	15				1,096
Code Enforcement ^{FS}	1				0
Construction Progress ^{FS}	8				90,488
Day Care ^{FS}	3				0
	2				0

M ^{FS}					
R ^{FS}	2				44,696
Re-inspect ^{FS}	36				15,058
Total⁵	69	44	4	40	151,338

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.

^{FS}Fire 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

2/28/2017 9:31:16 AM

Filters:

- Billed: Invoice Start Date: 2/1/2017 12:00:00 AM
- Billed: Invoice End Date: 2/28/2017 11:59:59 PM
- Collected: Line item paid Start Date: 2/1/2017 12:00:00 AM
- Collected: Line item paid End Date: 2/28/2017 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
Feb '17	\$2,000.00	\$1,845.00
Total	\$2,000.00	\$1,845.00

¹Voided invoices excluded. Includes write-offs

