



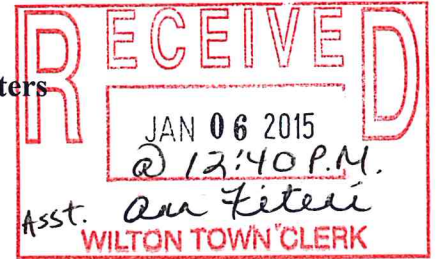
## Wilton Fire Commission

236 DANBURY ROAD  
WILTON, CONNECTICUT

### Minutes of Special Meeting

Meeting Room – Fire Headquarters

December 1, 2014



**Present:** Chairman Gary Mecozzi and Commissioner J. Casey Healy

**Others:** Ross Tartell – Fire Commissioner Nominee, Chief Ronald E. Kanterman; Deputy Chief Mark Amatrudo; Lt. Greg Kitik; Firefighters Dave Chaloux, Joe Bisenius, Brad Carlson, Mike Pryor, Pat Garber and Gary Fuoco; Apparatus Supervisor Ralph Nathanson, Fire Inspector Rocco Grosso and retired Captain Karl Dolnier.

**A. Call to Order:** Meeting called to order at approximately 0800 hours.

**B. Approval of Minutes:** There were no meeting minutes to be approved.

**C. Monthly Reports:**

1. **Deputy Chief's Report:** The Deputy Chief's report dated December 1, 2014 is attached. There were no major incidents during the month of November. Highlights in the Report included: (i) a draft of the budget for the fiscal year commencing July 1, 2015 will be completed within the week; (ii) electrical issue with ET-4 has been repaired; (iii) former E-4 has been listed for \$80,000 and on the advice of the broker, the Department is holding out for an offer of not less than \$75,000; and (iv) the iPad NexResponder software revision has been installed and evaluation has begun regarding whether the promised changes have been addressed.
2. **Chief's Report:** The Chief's Monthly Report dated December 1, 2014 is attached. The Chief's highlights of the Report included: (i) at the November meeting of the Fire Department Health and Safety Committee much progress was made on a long list of issues; (ii) a follow up meeting was held with Police Chief Lombardo and Deputy Chief Crosby to discuss cross training sessions between the two Departments; and, (iii) Chief continues to assist Wilton High School and Cider Mill School with the development of emergency plans.
3. **Fire Marshal's Report:** The Commission reviewed without comment the Fire Marshal's Monthly Report dated November 2012; copy attached.

**D. Old Business**

1. **Dispatch Update:** Mr. Mecozzi reported that he continues to investigate the feasibility of relocating the Department's dispatch to Westport Fire Dispatch.
2. **Station 2 Renovation:** The Chief reported that Mr. Findorak found well water to be available at 688 Old Ridgefield Road.

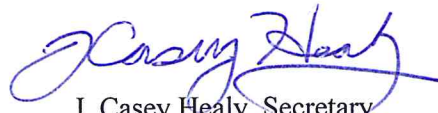
**E. New Business:**

1. **Promotional Exams:** Chief Kanterman reported that he is scheduled to meet with representatives of the Union on December 8<sup>th</sup> to discuss the recent Lt.'s exam testing conducted by RMA and the testing process going forward. Tentatively, the next test to be given is for the Fire Marshal's position that will open with Fire Marshal Kohn's retirement on December 31, 2014. Fire Inspector Grosso advised the Commission that the Spring Certification Program will begin on February 18, 2015 and enrollment in the class must be reserved by December 19, 2014.

- F. Public Comment:** Mr. Dolnier stated that while the MDT's have been updated, they still do not provide the pictures that were promised. Lt. Kitik stated that not all issues with respect to the MDT's had been resolved by the update; the firefighters continue to see problems. With respect to dispatch, Lt. Kitik noted that simultaneous 911 pickup is required. Mr. Mecozzi requested that the firefighters continue to provide comments, questions and their thoughts regarding the MDT's and dispatch.
- G. 2015 Commission Meeting Schedule:** The Commission agreed that they would hold their regular monthly meetings in 2015 on the first Tuesday of each month in Meeting Room B at Town Hall.
- H. Executive Session:** Upon motion duly made and seconded, the Commission adjourned to Executive Session at approximately 0816 hours to discuss upcoming vacancies and related exams. Chief Kanterman and Commissioner Nominee Tartell were invited to join the session. Firefighter Carlson questioned whether the discussion qualified for Executive Session under the Freedom of Information Act; to which Chairman Mecozzi responded that he believed it did. At approximately 0849 hours, the Executive Session ended. Firefighter Chaloux questioned whether the discussion qualified for Executive Session under the Freedom of Information Act; to which Chairman Mecozzi responded that he believed it did.
- I. Adjournment:** Upon a motion duly made and seconded, the Commission voted unanimously to adjourn the meeting at approximately 0850 hours.

**Next meeting of Commission is scheduled to be held on Tuesday, January 6, 2015 commencing at 0800 hours.**

Respectfully submitted,



J. Casey Healy, Secretary  
Wilton Fire Commission



# Wilton Fire Department

## Memorandum

**Date:** December 1, 2014

**To:** Chief Ron Kanterman, Commission Chairman Gary Mecozzi, Commissioner  
Commissioner Casey Healy, First Selectman Bill Brennan

**From:** Deputy Chief Mark Amatrudo

**Subject:** *Monthly Report – November 2014*

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

- **Incidents & Response Related**

	Nov. 2014		Nov. 2013		YTD 2014		YTD 2013	
	#	%	#	%	#	%	#	%
Fires & Alarms	31	21%	43	31%	313	21%	310	22%
EMS	61	42%	66	48%	634	43%	676	47%
All Other	54	37%	29	21%	579	36%	445	31%
<b>Totals</b>	<b>146</b>	<b>100%</b>	<b>138</b>	<b>100%</b>	<b>1,466</b>	<b>100%</b>	<b>1,431</b>	<b>100%</b>

- Total incidents for the month of November 2014 were 146, which is slightly above the prior month call volume and the total for the same month of the prior year. All Other incidents accounted for most of the increase.
- Year to date, incident volume remains approximately 2% higher than last year. The decrease in EMS calls has been offset by the increase in the All Other category.

- **Training**

- A total of 328 hours of training took place during the month which is slightly above our monthly goal of 315 hours.

- **Apparatus & Equipment**

- **Monthly Report** - The Apparatus Supervisor's monthly report is in process.

- All apparatus are in service.
- **New Engine-Tanker –**
  - The vehicle was placed into service.
  - Apparatus Supervisor is addressing various electrical issues.
  - The non-exclusive brokers have continued working with potential buyers for the old Engine 4, which is being advertised nationally at a sales price of \$80,000 (before broker commissions). It continues to receive significant interest from potential buyers, with the highest bid received so far being \$60,000. On the advice of the broker, we are holding out for no less than \$75,000 (less the 7% commission).
- **Communications, IT & Apparatus Mobile Computers**
  - **Dispatch Issue Reporting –** The Dispatch Issue Report process continues. No meetings between Captain Gies and Deputy Police Chief Crosby took place during the month to discuss and resolve responses to our CAD/Dispatch Issue Reports.
  - **iPad NexResponder Application –**
    - As of last Wednesday, the NexResponder software revision was distributed and installed. We will begin evaluating whether or not the changes we were promised are included in the latest version of NexResponder and will address our concerns.
    - The latest NexResponder update does not appear to address the issue of the incident location pictures not appearing on our dispatch screens on a consistent basis.
  - **CAD/Run Card –**
    - The apparatus run order by grid is in ready to be finalized and is on the agenda for our officers meeting this week.
    - The finalized run order by grid will be provided to the Sergeant Kluk so that modifications to the CAD/run card/NexGen can be completed.
- **Facilities**
  - **Station 2**
    - **Repairs & Maintenance List –** With the completion of the stucco repairs, gutter work and tree trimming, the list of priority items has finally been completed.
  - **Fire Headquarters**
    - We continue to investigate relatively inexpensive additional storage to relocate some of the equipment stored in the front offices.

- **Emergency Management**

- **CERT Team**

- **CERT General Supervision & Activation Paperwork** – There were four (4) CERT activation requests during the month.
    - **CERT Vehicle** – Based on the latest communication from the vehicle dealer, Interstate Ford, it appears that the delivery date will be early January. Working with CERT on the outfitting of the truck and the plan to put it service.

- **LEOP** - Continued the process of updating the Local Emergency Operations Plan

- **Ebola Preparedness** – Devoted a significant amount of time to research, develop preliminary operational plans and locate personal protective equipment in response to the potential for infiltration of the Ebola virus.

- **Other Items**

- **Protective Clothing/Turnouts** – Continued communications our with vendor to investigate new lighter weight garments

- **Other Meetings/Activities**

- Police Department Cross Training – Met with Chiefs to finalize training outlines
    - Coordinating the sale of excess breathing apparatus – over \$2,000 collected to date
    - Annual physicals are in process. The issue of how the Town is billed for them and whether we will be over budget in that line item remains open (Sarah Taffel).



**OFFICE OF THE FIRE CHIEF**  
**Ronald E. Kanterman**  
**203-834-6247**

December 1, 2014

To: Fire Commissioner Gary Mecozzi  
Fire Commissioner Casey Healy  
Fire Commissioner Ross Tartell  
First Selectman Bill Brennan

Cc: Deputy Chief Mark Amatrudo

From: Fire Chief Ron Kanterman

Subject: Monthly Report-Month of November, 2014

**Fire Department Operations:**

**Special Detail:** Planned and performed a stand-by during the weekend of November 7-9 on Bald Hill Road where the bridge was removed and replaced. Old ET4 was stationed on the west side of the creek. We hired two extra firefighters to be stationed at Station 2. The outage went without incident.

1. Officer's Meeting: Conducted November 6th. The next Officer's meeting will be 12/3/2014 at 0800.
2. Chief's Activities:
  - a. Continued to work on the development of apparatus inspection and inventory forms. Most units are complete. Shifts are working on E-3 and new ET-4.
  - b. Attended the November Fire Department Health & Safety Committee meeting. Making much progress on a long list of issues.
  - c. Held another follow-up meeting with Police Chief and Deputy to discuss the development and progress of cross training sessions between the departments. Training should start in January.
  - d. Continued to attend meetings at Cider Mill School and WHS to assist and consult on the development of their Emergency Plans and subsequent drills.



- e. Attended the Cider Mill School Veteran's Day celebration.
- f. Attended the 50<sup>th</sup> anniversary celebration at the Grumman Hill Montessori School.
- g. Continued it work on the FY15/16 budget with the Deputy Chief.
- h. Re-worked the fire department training program for 2015. Distributed same to the officers. Will be finalized at the December officer's meeting.
- i. Attended the fire commission meeting on 11/12/14.
- j. Finalized and issued new SOP (508) re: Confined Space Rescue
- k. Was a guest and gave an interview on Wilton High School TV.

3. Dispatch Operations:

- a. Friday meetings continued sporadically (when needed) with Comm. Mecozzi, Capt. Gies and DC Amatrudo regarding general dispatch operations and the NexGen system. The NexGen company has issued the up-dated software program which is now in the process of being loaded in to the iPADs. This new program is supposed to cure most of our current problems with the on-board system.

4. Special Teams:

- a. The Dive Rescue Team: Cold water/ice rescue training took place on 11/19/14.
- b. The Fairfield County HazMat Team: Training took place on 11/24/14.

5. Special Projects:

- a. Station 2 Renovation Working Group (S2RWG): The most current report from the consultant recommended to clean, re-line and re-activate the well, and let it run for a month to get a good water sample. Before making that expenditure, we met with Findorak Well Co. which is exploring other water options for us re: 688 Ridgefield Road and the Vista Rd. site of the old proposed school. The septic system was found in fairly good condition.
- b. Lieutenant's Exam: A list of finalists was posted on 11/20/14 showing FF Jeff Locher as the number one candidate. He was interviewed and appointed by the Commission on 11/20 and will be sworn in by the Town Clerk on 12/1/14. The grievance submitted by Local 2233 regarding the testing process was withdrawn on 11/14/14.

Respectfully submitted,

*Ronald E. Kanterman*

Ronald E. Kanterman  
Fire Chief



# Wilton Fire Department Office of the Fire Marshal Monthly Report

**TO:** Commissioners Gary Mecozzi, Casey Healy

**From:** Fire Marshal David Kohn

**Number & types of occupancies to be inspected:**

Mercantile and Business	553
Places of Public Assembly	35
Residential	24
Educational	23
Storage	8
Health Care	5
Industrial	1

**Total Occupancies**

**649**

**For the month of November 2014**

Mercantile and Business	7
Places of Public Assembly	3
Residential	
Educational	2
Storage	
Health Care	
Industrial	1
<b>Total for the month</b>	

**Other functional activities:**



Plans Review	4
Re-inspections	9
Job Site Visits	4
Meetings	5
Blasting Permits	
Complaint investigations	
Fire Investigations	
Public Education Activities	
In service training/other training	14 hrs
Other	
<b>Total activities for the month</b>	

<u>Year to date:</u>	Goal		YTD
Mercantile and Business	553		140
Places of Public Assembly	35		26
Residential	24		29
Educational	23		20
Storage	8		2
Health Care	5		4
Industrial	1		1
<b>Total</b>	<b>649</b>		

<u>Year to date:</u>	
Plans Review	47
Re-inspections	145
Job Site Visits	71
Meetings	46
Blasting Permits	2
Complaint investigations	5
Fire Investigations	5
Public Education Activities	27
Training classes	55.5 hrs
Other	20.5 hrs
<b>Total activities for the month</b>	

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David Kohn, Fire Marshal, WFD