

OFFICE OF THE
FIRST SELECTMAN

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Kimberley Healy
Selectwoman

Basam Nabulsi
Selectman

Ross H. Tartell
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN SPECIAL MEETING
Monday February 12, 2024
Comstock Room 31 & Via Zoom

PRESENT: First Selectman Toni Boucher, Joshua Cole, Kimberley Healy, Basam Nabulsi, Ross Tartell

GUESTS: Fire Chief Jim Blanchfield, Deputy Chief John Plofkin, Public Works Director/Town Engineer – Frank Smeriglio, Assistant Director/Facilities Manager Jeff Pardo, Director, Planning & Land Use Management-Michael Wrinn, CFO Dawn Norton, Town Administrator Matt Knickerbocker

A. Call to Order

Ms. Boucher called the meeting to order at 6:03pm.

B. Executive Session

- Property

Motion made by Mr. Cole, seconded by Ms. Healy to enter into Executive Session at 6:05pm to discuss property and invite Jeff Pardo, Frank Smeriglio. Michael Wrinn and Town Administrator Matt Knickerbocker. Motion carried 5-0

Out of Executive Session and back in Regular Session at 6:51pm

C. Public Comment

None

D. Discussion of FY2025 Proposed Department Budgets

- FY2025 Proposed Fire Department Budget – Chief Blanchfield

Police Chief Conlan presented the department's FY2025 proposed budget with Deputy Chief Plofkin providing additional input (see attached presentation). He addressed questions from the board.

- FY2025 Proposed DPW Budget – Frank Smeriglio

DPW Director/Town Engineer Frank Smeriglio presented the department's FY2024 proposed budget with Assistant Director/Facilities Manager Jeff Pardo providing additional input. He addressed questions from the board.

Further discussion amongst the board on the FY2025 budget. Ms. Boucher noted that the FY2025 Proposed Finance Budget has been tabled and will be presented at the next BOS meeting.

E. Public Comment
None

F. Adjournment
Having no further business, motion to adjourn moved by Mr. Cole at 8:42pm, seconded by Ms. Healy and carried 5-0.

Jacqueline Rochester
Recording Secretary
Taken from Video

Wilton Fire Department Budget Fiscal Year 25

➤ **Initiatives to Meet Budget Goals**

- ✓ Continued focus on the health and safety of all department employees.
- ✓ Continued management of overtime.
- ✓ Continued focus on training.
- ✓ Full staffing of administrative and firefighter positions.

➤ **Budget Risks**

- ✓ Retirement or resignation of a Firefighter, Lieutenant or Captain
 - Additional overtime
 - Recruitment costs/protective equipment costs
 - Lost time to Academy
- ✓ Overtime costs due to injury, illness, unforeseen major events.
- ✓ Apparatus Failures/Major Repairs

➤ **Operational Risks**

- ✓ Continued increase in calls for service
- ✓ Continued evolution of community profile

Wilton Fire Department FY 25 Budget Community Profile

Department staffing requirements are determined based on

- ***Community Attributes***

- 27 square miles, 125 miles of town-owned roads, 7.5 miles of state-owned roads and 86 private roads.
- 18,503 resident population (2020 census)
- workforce population – substantial increase/day
- 31,000 daily vehicles traveling on RT 7

- ***Community Activity and Needs***

- 2023 – 6% increase in calls for service from 2022, 18% increase over two years.
- Medical – all firefighters first responders at EMT level
- Increase in technical responses (confined space, hazardous materials, trench)
- Mandatory reporters - child/elder abuse
- Public Education efforts- emergency and general fire safety planning-public and private stakeholders.
- Plan reviews
- Fire Code enforcement

Wilton Fire Department FY 25 Budget

Department Structure

➤ Staffing Level for WFD

➤ Six (6) firefighters 24/7/365 staffed as follows:

- **Headquarters:** 1 Captain or Acting Captain and 3 Firefighters
- **Station 2:** 1 Lieutenant or Acting Lieutenant and 1 Firefighter

*A Firefighter's regular schedule is **one 24 hour on, followed by 72 hours off.**
This 4 day period is referred to as a "shift"*

➤ Administrative Staff – work a M-F schedule, hours vary by position.

- | | |
|----------------------------|----------------------|
| ◦ Chief / EMD | Deputy Chief |
| ◦ Fire Marshal | Deputy Fire Marshal |
| ◦ Administrative Assistant | Apparatus Supervisor |

Wilton Fire Department FY 25 Budget

Budgeted Fire Department Overtime

➤ *Budgeted Overtime is Required for*

- ☐ Shift coverage for vacancies (injury, vacation, sick, holiday, personal, and bereavement leave).
- ☐ Storm and weather related events.
- ☐ Fire Investigations – required by statute (includes investigations and fire watches)
- ☐ Meet mandated requirements - training & certifications. In 2023 the Department had 5,698 hours of training, for an average of 475 per month.
- ☐ Call back of personnel for significant and/or time consuming incidents
- ☐ Emergency services response - HazMat and mutual/automatic aid requests.
- ☐ Town events (Ambler Farm, Street Fairs, Chamber of Commerce events etc.)
- ☐ Public education events

Wilton Fire Department FY 25 Budget Notes

➤ Individual budget line notes

- ☐ Defined Benefit and Group Insurance increase.
- ☐ Training – Confined Space Program – standalone certification program accounts for increase
- ☐ Employee recruitment – change primarily due to consortium testing increase.
- ☐ Overtime – increase reflects contractual salary increase coupled with need for training OT and coverage requirements as well as expected vacancy/vacancies coverage
- ☐ 46 of 60 FD budget requests are less than 3% increase, of which 41 are no increase or reduction from previous year

Wilton Fire Department FY 25 Budget Current/Future Projects

➤ Wilton Fire Dept. – current/future projects

➤ Communications

- ☐ State Radio System – all agencies – 2024 implementation
- ☐ Record Management System – replacement (Cloud-based) 2024-25 implementation.

➤ Training

- ☐ Active Aggressor – (table top/field) – multi-agency 2024
- ☐ Building preplanning – ASML priority 2024 (has commenced)
- ☐ Rope/Confined Space disciplines 2024

➤ Equipment/Apparatus

- ☐ SCBA (air packs) 3 year plan – mandated
- ☐ Engine 4 (tanker) refurbishment

Wilton Emergency Management Budget Fiscal Year 25

➤ New Budget Account

Emergency Management

Budget will include revenues and expenses related to Emergency Management functions. This includes:

FY2025 Request

➤	CERT – Community Emergency Response Team	\$13,250.00
➤	Training <i>(new)</i>	\$5,000.00
➤	Supplies <i>(new)</i>	\$1,000.00