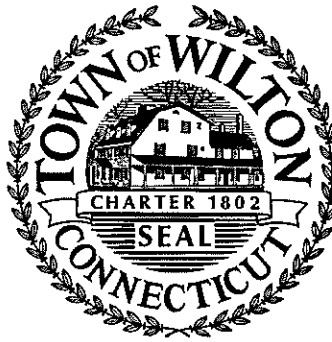
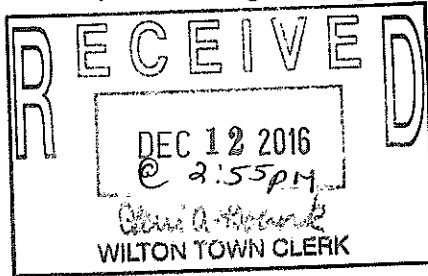


OFFICE OF THE
FIRST SELECTMAN

Telephone (203) 563-0100
Fax (203) 563-0299

Email to: lynne.vanderslice@wiltonct.org



Lynne A. Vanderslice
First Selectman

Michael P. Kaelin
Second Selectman

David K. Clune
Selectman

Lori A. Bufano
Selectman

Richard J. Dubow
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN
MONDAY DECEMBER 5, 2016
MEETING ROOM B, WILTON TOWN HALL ANNEX**

PRESENT: First Selectman Lynne Vanderslice, Michael Kaelin, David Clune, Lori Bufano, Richard Dubow

GUESTS: Chief Ron Kanterman, Deputy Chief Mark Amatrudo, Captain Kevin Czarnecki, Anne Kelly-Lenz

OTHERS: Members of the Press and Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:30PM.

B. Executive Session

Ms. Vanderslice called for a motion to go into Executive Session and invite Eileen Armstrong to interview for the Inland Wetlands Commission and/or Wilton Library Association

Motion moved by Mr. Clune, seconded by Mr. Dubow and unanimously carried.

Out of Executive session and back in regular session at 7:53PM.

C. Consent Agenda

Upon motion by Mr. Dubow, seconded by Mr. Clune, the consent agenda was approved unanimously as follows.

Minutes

- Board of Selectmen Meeting – November 7, 2016 as amended to reflect First Selectmen and Selectmen Reports
- Board of Selectmen Meeting – November 21, 2016

Refunds

- As per Tax Collectors Memo dated November 30, 2016

Gifts

- Anonymous – ATV Gift Fund Wilton Fire Dept - \$10,280.00
- CT PRO FF Emergency Relief Fund – CERT - \$750.00
- Horseshoe Pond Gift Fund

David Tatko&Heather Christopher - \$50.00	Fundraiser at Marleys - \$500.35
Paul Iffland - \$50.00	Virginia Miller - \$30.00
Gary & Stephanie Moore - \$100.00	Shefali & Nirag Patel - \$50.00
John & Therese Dicenzo - \$50.00	Steve & Sue Johnson – 100.00
John & Ann McDonald - \$30.00	Luisa & Robert Kelso - \$100.00

D. Public Comment

Alex Ruskewich of Calvin Road spoke on behalf of Sensible Wilton about issues which concern them.

E. Discussion and/or Actions

Before beginning, Ms. Vanderslice wanted to thank Kevin Czarnecki and acknowledge his daughter Cameron, who did the countdown for the tree lighting at the kickoff of Holiday festivities on December 2, 2016. She did a great job.

1. Fire Department Staffing – FY 2017

Ms. Vanderslice asked Chief Ron Kanterman and Deputy Chief Mark Amatrudo to review the Fire Department Staffing – FY 2017. Copy of presentation is attached.

Ms. Vanderslice asked Captain Kevin Czarnecki to review the vehicle fire that took place on November 23, 2016 on New Canaan Rd. and how the process worked.

Discussion continued regarding the Fire Department Staffing – FY 2017 presentation and Chief Kanterman continued to review.

Mr. Kaelin praised the heroism of the police officers who ran toward the fire to rescue person trapped in the vehicle. He also praised the heroism of the firefighters especially with regard to the propane tank fire that took place last year as firefighters ran toward the truck that was on fire to extinguish it. He noted true heroism is defined by putting one's own life at risk. Mr. Kaelin recognized and appreciated the work firefighters do for the Town.

2. NRVT Possible Grant

Ms. Vanderslice noted that there is an ongoing grant application process through WestCOG. Ms. Vanderslice wanted to alert the Board, as should the grant be accepted to move forward, the Town would again need to hold the grant for the NRVT

3. Town Counsel Discussion and Appointment

Ms. Vanderslice noted the Legal Search Committee would be meeting on December 6, 2016 to discuss and vote on their recommendation for Town Counsel. A Special Board of Selectmen meeting is scheduled to immediately follow.

4. Additions to Calendar Year 2017 Meeting Schedule

- December 4, 2017
- December 18, 2017

Motion made by Ms. Bufano to add the above December dates to the Board of Selectmen 2017 meeting schedule. Motion seconded by Mr. Clune and unanimously carried.

5. Board and Commission Appointments/Reappointments

- Announcement of Vacancies
 - o Energy Commission – Position can be filled by any party under minority representation rules
 - o Zoning Board of Appeals Alternate – Elected position, so position to be filled by Democrat (DTC has been notified)
- Schedule of Reappointments

Schedule of Reappointments were distributed last month. No requests were received to meet with any of the candidates. New schedule has been updated to indicate endorsements by RTC and DTC. Motion made by Mr. Kaelin to reappointment individuals (as listed in the attached). Motion seconded by Ms. Bufano and unanimously carried.
- Rachel Albanese – Building Inspectors Appeals Board

Ms. Albanese was a candidate interviewed over the summer and is eligible for consideration for another position. Ms. Vanderslice nominated Ms. Albanese for appointment on the Building Inspectors Appeals Board. Motion seconded by Mr. Clune and unanimously carried.
- Gil Hollander – Energy Commission

Motion made by Mr. Kaelin to appoint Gil Hollander to the Energy Commission, seconded by Mr. Clune and unanimously carried.
- Joint Committee Appointments
 - o Building Inspection Board of Appeals and Blight Hearing Officer:

Ms. Vanderslice noted the Building Inspection Board of Appeals does not meet regularly thus there is limited interest in holding the position. Suggested dual appointments with the Blight Hearing Officer position may increase interest. Motion made by Mr. Clune to appoint Rachel Albanese as the Blight Hearing Officer, seconded by Mr. Kaelin and unanimously carried.
 - o WPCA and Water Commission

For future – as WPCA meets regularly and the Water Commission does not, some thought for these two boards.

6. Miscellaneous Other Business

Ms. Vanderslice commented on the Motor Vehicle accident that occurred on November 23, 2016. She commended the Police Officers, Sargeant Phillipson and Sargeant Hartman, Sargeant Baker, Officer Harris, Officer Canepari and Officer Hayes. All in town are very proud of these officers.

F. Reports

First Selectman's Report

Ms. Vanderslice thanked all who participated in the events that took place on Friday December 2, 2016 – Chamber of Commerce, Santa and all downtown businesses that participated in the Holiday Stroll. The Fire Dept for delivering Santa and Ambler farm for providing the wagon that brought Santa to the Town Green, P&R grounds crew for decorating and the EDC for this year's new feature of the bonfire and marshmallow roast. Everyone had a good time.

Ms. Vanderslice thanked Mr. Clune for all the work he put in with regard to the Legal Search and serving as Chair of the Legal Search Committee.

Selectmen's Reports

Ms. Bufano

Ms. Bufano thanked the Legal Search Committee for all the time and effort they put in.

Mr. Clune

Mr. Clune noted that the enjoyed the Holiday Stroll and attended the Blessing of the Animals at Cannondale. He noted Ambler Farm has Christmas trees for those who are still in need of one.

Mr. Kaelin

Mr. Kaelin once again praised the individuals who worked for the police and fire departments and noted we are very fortunate to have those individuals work for our town.

Mr. Dubow

None.

G. Public Comment

Alex Ruskewich of Calvin Road urged for greater awareness by residents of their right to file a complaint with the police.

Sarah Curtis of Cannon Road commented on the Legal Search.

Mr. Kaelin and Ms. Vanderslice clarified the intent of the meetings on the Legal Search that will take place on December 6, 2016.

- H. Adjournment – Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Mr. Dubow to adjourn meeting at 9:12 PM. Motion was seconded by Ms. Bufano and unanimously carried.



Jacqueline Rochester
Recording Secretary
Taken from Video

Wilton Fire Department FY 2017 Staffing Overview

December 2016

Final

Fire Department Staffing

Staff of 30 is comprised of:

- 24 Firefighting Personnel
 - 16 Firefighters
 - 4 Captains
 - 4 Lieutenants
- 6 Other Personnel
 - **Administrative**
 - Chief
 - Deputy Chief
 - Administrative Assistant
 - **Fire Marshal's Office**
 - Fire Marshal
 - Deputy Fire Marshal
 - **Apparatus Supervisor**

Fire Station Staffing

- **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 rotation"
- A Firefighter regular pay is for an average of **42 regular hours per week or 2,184 regular hours per year**
- At current staffing levels, a Firefighter averages:
 - **330 Hours of compensated time off per year**
 - **416 Hours of "Overtime" per year**

Firefighter Actual & Hours Worked (FY 2017 Budget)

	<u>Per FF</u>	<u>% of Total</u>
Annual Contracted Hours	2,184	100.0%
- Vacation (contractual)	(196)	-9.0%
- Holiday	0	0.0%
- Sick Time (contractual)	(71)	-3.2%
- Injury Time (contractual)	(4)	-0.2%
- Personal & Other Time Off (contractual)	(27)	-1.2%
- Time off for Dive & Haz-Mat Team & Training	<u>(32)</u>	<u>-1.5%</u>
Scheduled Shift Hours Worked	1,854	84.9%
-Overtime For Shift Coverage (Contractual)	336*	15.3%
-Overtime For Storms and Callbacks For Major Incidents (Non-Discretionary)	42	1.9%
-Overtime For Other Activities	<u>38</u>	<u>1.8%</u>
Average Hours Worked/Year Per FF	<u>2,270</u>	103.9%

Why is “Overtime” Required?

24 Firefighters provide the calculated requirement of

28.3 Firefighters for 24/7/365 coverage

• Total hours required (24 x 6 x 365)	52,560
• Regular time available hours (1,854 x 24)	<u>44,496</u>
• Total Required Shift Coverage “Overtime” Hours	8,064

Hours of Shift Coverage needed 8,064/24 Firefighters = 336 Hours Per Firefighter (agrees with prior page)

Current Staffing:

• Full Time Equivalent of “Overtime” (8,064/1,854)	24.0
• Equivalent Firefighters Needed	<u>4.3</u> 28.3

Is Overtime Versus Additional Staff More Cost Efficient?

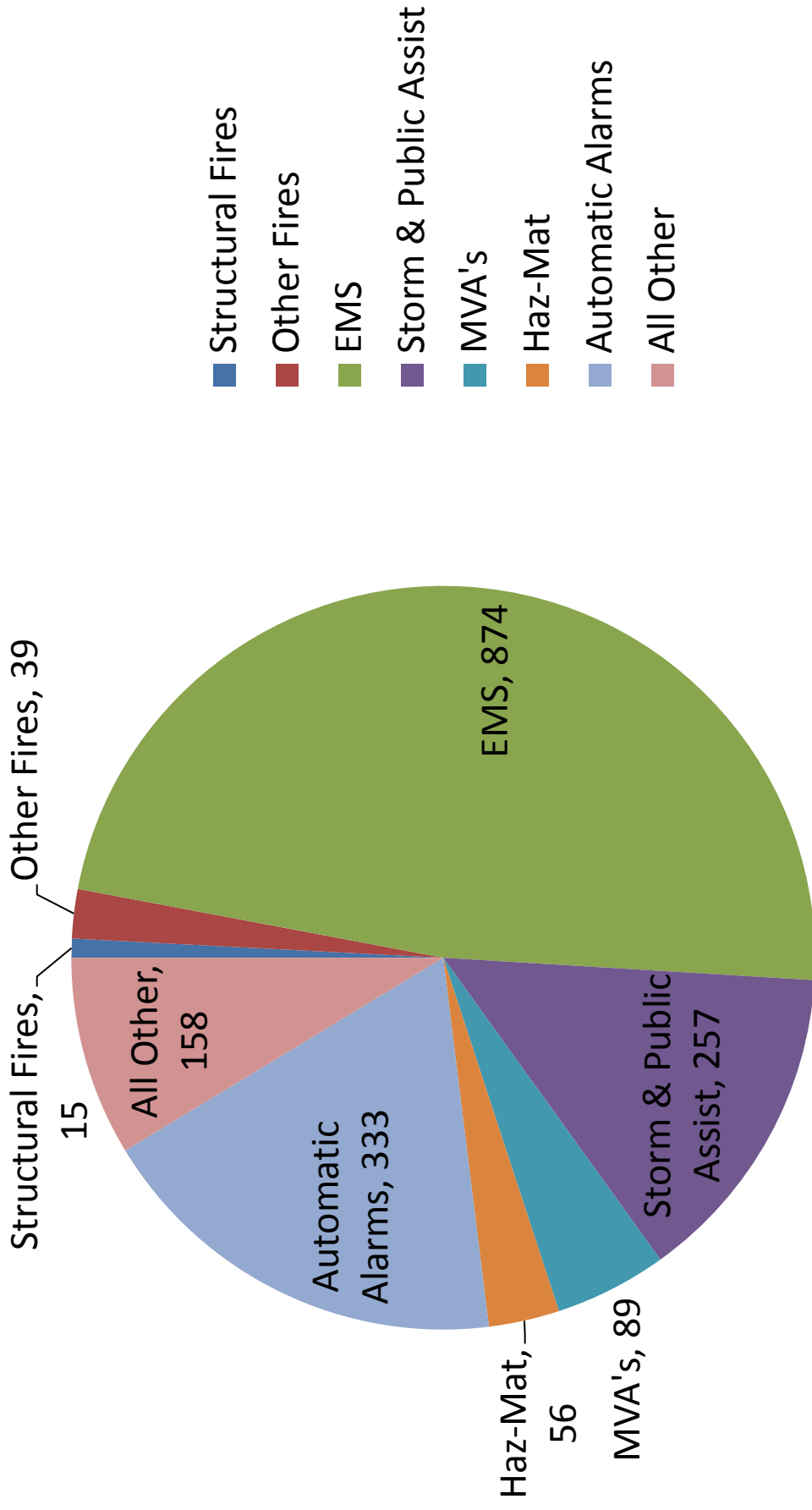
- **FY 2017 overtime budget is \$544,500*:**
 - 9,984 Total hours (416 hours X 24 firefighters)
 - 9,984 x \$54.53 (average rate per hour) = \$544,500
- **Historical thought** has been that overtime is less costly than an increase in staff.
- A **detailed financial analysis** will be performed as part of the **FY2018 budget presentation**

* based on FY2016 compensation rates

Incident Volume

- Total of **1,821 calls** for service/incidents in the past **12 months** as follows:
 - Structural Fires: 15
 - Other Fires: 39
 - Automatic Alarms: 333
 - Haz-Mat & Hazardous Conditions: 56
 - Motor Vehicle Accidents: 89
 - Storm Related & Public Assistance: 257
 - EMS: 874
- **2% to 3%** increase in calls per year:
 - EMS calls: 9% Increase
 - All other calls: 4% Decrease

Incidents – 12 Months Ended November 30, 2016

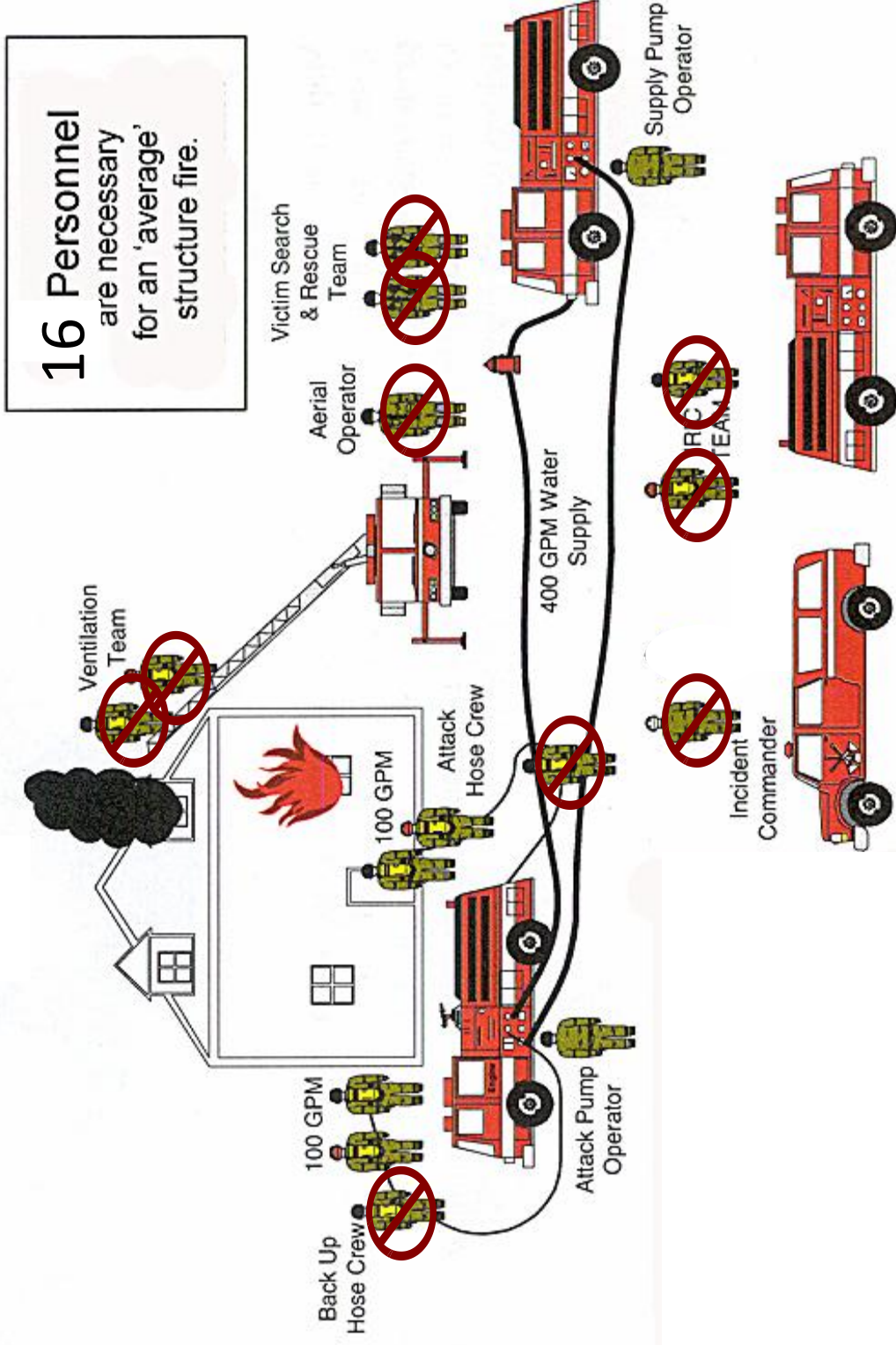


Personnel Required By Type of Incident (Non-EMS)

	<u>Personnel Required</u>	<u>Wilton Fire Dept</u>	<u>Mutual Aid</u>
Structure Fire – Residential	16	6	10
Structure Fire – Commercial	22	6	16
Automatic Fire Alarm	6	6	Station Coverage
Carbon Monoxide Incident	4	4	0
Hazardous Materials Incident - Simple	6	6	Station Coverage
Hazardous Materials Incident - Complex	24	6	18
Motor Vehicle Fire	6	6	Station Coverage
Dumpster or Other Outdoor Fire	4	4	0
Motor Vehicle Accident – 1 or 2 Vehicles and No Extrication or Fire	4	4	0
Motor Vehicle Accident – More than 2 Vehicles and/or With Extrication and/or Fire	6	6	Station Coverage

NFPA STANDARD 1710

Wilton's Initial Alarm Response



To achieve the additional 10 personnel needed, mutual aid assistance from at least 3 communities is required. In addition, at least 1 other mutual aid partner is needed to protect the rest of Wilton unless or until Wilton Firefighters come back into work.

Incident Types - Fires

- **Structure Fires:**
 - Low frequency, high consequence events
 - Primary emphasis is life safety, then property protection
 - 6 Firefighters initially attempt to do the work of 16 stipulated in the NFPA National Standards
 - Initial decide whether to focus on fire suppression or rescue upon arrival
- **Fireground Duties:**
 - Incident Commander
 - Search & rescue
 - Pump operator
 - Safety officer/RIT
 - Fire attack & back up hose lines
 - Water supply (tanker or hydrant operations)
 - Ventilation
- **Apparatus Decision:**
 - Structure fire response is 2 engines, and either the ladder truck or water tanker
 - If necessary, rely on mutual aid and/or callbacks for other resources
- ***Mutual aid is critical for fire scene staffing*** and to protect the Town while our primary response resources are engaged at the fire

Response By Type of Emergency Medical Service Call

	<u>Police Dept.</u>	<u>Fire Dept.</u>	<u>WVAC</u>	<u>Paramedic</u>
Basic Life Support – Low Priority (back pain) – <i>South Wilton</i>	Yes	No	Transport	No
Basic Life Support – Low Priority (back pain) – <i>North Wilton</i>	Yes	Yes	Transport	No
Advanced Life Support (stroke)	Yes	Yes	Transport	Yes
Advanced Life Support (cardiac or CPR)	Yes	Yes	Transport	Yes

Notes

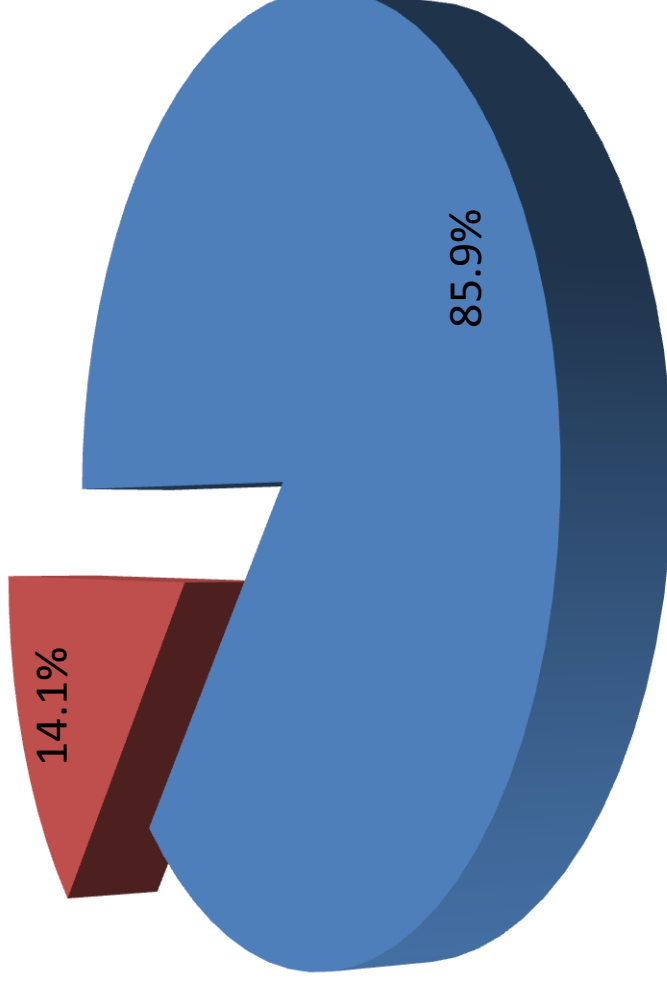
1. Police Dept. holds first responder license with FD as the supplemental responder
2. Police officers may or may not become involved in patient care, depending on the situation
3. All EMS calls are triaged using nationally recognized algorithm to determine which agencies should respond and whether they respond in emergency mode or not
4. Because of Station 2's location, the FD responds to substantially all EMS calls in North Wilton

Motor Vehicle Accidents

- **Fire Department functions** at a motor vehicle accident include:
 - **EMS/Patient** care and treatment
 - **Occupant extrication** including use of hydraulic spreaders and cutters
 - **Environmental** containment/clean up
 - **Fire** suppression
- **Motor Vehicle Accident frequency:**
 - One vehicle: 22%
 - Two vehicles: 65%
 - Three or more: 13%
- **3 or more vehicle accident** requires:
 - 6 Firefighters and 3 pieces of apparatus
 - Mutual aid for fire station coverage
 - Above can also be required for 2 vehicle accidents

Simultaneous Incidents

- In 1 out of every 7 incidents, at least 1 more incident takes place while the original incident is still in progress.
- This results in a dilution of firefighters that can operate at a scene, even if more are needed.
- Generally, the duplicated incidents are EMS calls or fire alarm activations, however, that is not always the case



■ 1 Incident In Progress

■ 2 or More Incidents In Progress At A Time

Training Requirements

- **Department wide training** during past 12 months: **6,300 hours** or 263 hours per firefighter:
 - **Initial** Connecticut Fire Academy recruit firefighter **training and in house orientation:**
3½ months
 - **On duty, daily training:** **2 hours** or more, depending on the subject (4,380 plus total hours)
 - **Recertification and Refresher training:** **Ranges from 10 to 50 hours/year per Firefighter**
 - **Weekly EMS training:** **3 hours**
 - **Haz-Mat training:** **24 hours/year per Firefighter** and up to 100 hours/year for Team members
 - **Dive Team training:** **Approximately 40 hours/year per Team Member**

Training Requirements, continued

- **OSHA requires** officers receive higher levels of training than those they supervise
- **Promotional processes** include advanced training and professional development requirements
- **County Haz-Mat training** is generally conducted outside of Town, while almost all **Dive/Water Rescue Team training** is done in Town

Other Routine Activities

- Daily protective equipment and operations related **equipment checks and routine maintenance**
- Apparatus **testing and readiness**
- **Cleaning** all areas of stations and offices
- **Public education**
- **Station tours**
- **Safety checks** of radios, evacuation tones, mayday procedures, etc.
- **Life safety inspections**
- **Building preplanning**
- **Fire investigation**
- **Permit processing**

Summary

- Fire Department coverage is provided daily by **24 Firefighters** compensated for an average of **2,600 hours**:
 - 1,854 hours of regular hours on shift
 - **330 Hours of compensated time off per year**
 - **416 Hours of “Overtime” per year**
- **Training and equipment/apparatus readiness** are a significant component of the **typical workday**

Candidates for Reappointment as of:

1-Dec-16

<u>Board or Commission</u>	<u>Candidate</u>	<u>Political Affiliation</u>	<u>Term Start Date</u>	<u>Length</u>	<u>Start Date</u>	<u>Attendance Record</u>	<u>Party Support</u>
Commission on Social Services	Kelley	D	12/1/2016	2 Years	11/18/2014	79%	Y
Commission on Social Services	Low (Chair)	D	12/1/2016	2 Years	9/21/2015	93%	Y
Conservation Commission	DiLoreto	R	12/1/2016	3 Years	12/20/2011	82%	Y
Council on Ethics	Kammermann	R	12/1/2016	3 Years	3/2/2015	100%	Y
Council on Ethics	Mais (Chair)	D	12/1/2016	3 Years - 2 term limit	11/19/2013	100%	Y
Fire Commission	Healy (Chair)	R	12/1/2016	2 Years	9/22/2014	100%	
Fire Commission	Tartell	D	12/1/2016	2 Years	12/15/2014	100%	Y
Historic Properties and Historic District Comm	Nee (Fawcett) (Chair)	D	12/1/2016	5 Years	12/6/2011	91%	Y
Inland Wetlands Commission	Craig	D	12/1/2016	3 Years	12/8/2010	97%	Y
Police Commission	Waters	D	12/1/2016	2 Years	3/1/2011	100%	Y
Security Task Force	DeSimone	R	12/31/2016	2 Years	2/28/2013	90%	na
Security Task Force	Logan	R	12/31/2016	2 Years	2/28/2013	100%	na
Security Task Force	Schwartz	D	12/31/2016	2 Years	2/28/2013	100%	na
Security Task Force	Suchy	D	12/31/2016	2 Years	2/28/2013	70%	na
Wilton Employees Retirement Plan Comm	Rutishauser	R	12/1/2016	2 Years	1/4/2011	100%	na
Wilton Employees Retirement Plan Comm	Shultz	R	12/1/2016	2 Years	11/17/2009	67%	Y
Wilton Energy Commission	Bray	U	12/1/2015	2 Years	2/20/2013	69%	na
Wilton Energy Commission	Gillespie	D	12/1/2016	2 Years	4/7/2009	100%	Y
Wilton Energy Commission	Hampson	D	12/1/2016	2 Years	9/5/2007	85%	Y
Wilton Energy Commission	Thompson-Van (co-ch)	R	12/1/2016	2 Years	2/20/2013	85%	
Wilton Energy Commission	Wrampe	R	12/1/2016	2 Years	8/7/2012	100%	Y
Wilton Library Board of Trustees	Sanders	D	7/1/2016	3 Years - 2 term limit	9/22/2014	na	Y

Wanda
12/5/16