BOARD OF FIRE CHIEFS

SEYMOUR FIRE DEPARTMENT

1 FIRST STREET
SEYMOUR, CONNECTICUT

COPY RECEIVED
DATE: 7/14/14
TIME: 10:10Am
TOWN CLERK'S OFFICE

Meeting Minutes
July 7, 2014
7:30 pm
Citizens' Engine Company

Chief's Attending: John Cronin, Mike Lombardi, Steve Childs, Doug Zaniewski (7:55)

Other's Attending: Joe Rivas, Ron Burgess, Phil Fritz, Wes Nelson, Quinn Levey, Chris Edwards, Mike Fritz, Ken Burns, Rich Rossick, Pat Lombardi, Jeff Cronin

Meeting called to order followed by Pledge of Allegiance at 7:30 pm.
Moment of silence for fallen New York Firefighter.

Reading of June Minutes:

-Captain Ron Burgess stated that Firefighters Derosa and Calzone aren't currently cleared on the engines.

Motion made to accept June minutes with correction made by Asst. Chief Lombardi, 2nd by Asst. Chief Childs. Approved 3-0.

Correspondence-

-Notice from State fire Academy regarding hosting classes.

Chief's Reports:

Health-

-Chief Cronin stated that he planned to keep the health duties.

-Chief Cronin stated that all the very outstanding members have been cleared up. He also asked that the Captains and Officers stay on top of members. Chief Cronin stated that the Directive will be strictly followed.

Maintenance:

Great Hill-See attached report.

Citizens-

-Engine 11 has an air leak

-Engine 13-Steering box and codes gone through
Both of these have been added to the requisitions to go out to Tracey's for repairs.

-Asst. Chief Lombardi stated that he talked to KME rep. from Albany. They discussed all of the problems that are occurring with the ladder truck. Being that the truck is no longer under warranty is was suggested to possibly use Gowans and Knights. Chief Cronin stated that we should have the aerial ladder tested first so that if any repairs are needed they can all be done at the same time. Asst. Chief Lombardi also stated that at the Silvermine Rd. call the ladder wouldn't level off. he also stated that they tested it on Saturday and they couldn't get the same thing to happen again. Chief Cronin stated that if there is an issue at any call not to hesitate to call for a mutual aid ladder.

-Chief Cronin stated that 8 lengths of 5 inch hose was attempted to be repaired. Out of those 8 only 1 passed pressure testing. He feels that the 7 lengths should be scrapped. He also stated that 4 lengths of 5 inch hose was purchase in June and we are just awaiting delivery.

Training:

-Full RIT class is being held August 14, 16, 23. At this time only 5 members have signed up for the class. Four from Citizens' and one from Great Hill.

-August 28th is Firehouse Software training everyone is encouraged to attend.

-September 6th-Live Burn at New Haven Fire School. Currently there are 17 members signed up. Asst. Chief Lombardi stated he would really like to see 25/30 members attend.

-September 17-Tactical Ventilation Class with PJ Norwood at Great Hill. This will be a department drill.

-Asst. Chief Lombardi stated there are 2 Firefighters enrolling in FF1 class in Wolcott which starts August 27th.

-Asst. Chief Lombardi stated that he is working with Lee (Training Director at SEMS). She is looking assistance for an extrication class this Saturday at Daddio's from about 8:15-10 am. Great Hill will be attending with a Rescue 17.

-Asst. Chief Lombardi stated he is still working with Jimmy Gies on dates for the Basic pump operator class.

-Asst. Chief Lombardi stated that he needs a list from both companies of all RIT certified members. He also stated to please let him know if either company is in need of any further RIT stickers for helmets.

Dive and Accountability:

- Asst. Chief Childs stated that the dive team has been through all their equipment. He also stated there was a training drill and turn out was a little low but divers are ready to go.

-Asst. Chief Childs stated that a list of tags and Salamander cards that are needed from both houses.

Old Business:

_____- Chief Cronin stressed that if classes that the department pays for are no finished or passed that members have to repay for those classes.

-Chief Cronin stated that last years requisitions are almost all completed and that currently we are awaiting a few more items.

-Asst. Chief Childs asked about changing the radio designations. Chief Cronin stated he was considering keeping the officers the same, Changing the Chiefs to car 1-4, Changing Fire Police Captains to Car 40 or 50 and the members then to 41-49 and 51-59 to less the confusion and allow drivers to use their members ID's to sign on. Asst. Chief Zaniewski stated a concern about using the "title" car for Fire Police. The suggestion of using "Fire Police" and number came up so there is no confusion.

Motion to approve changing of Radio Designations as attached list reads approved by Asst. Chief Zaniewski, 2nd by Asst. Chief Childs. Approved 4-0.

-**ADM 3 SOG/SOP** - Chief Cronin stated that this SOG/SOP is regarding active Membership. The wording was changed to include physicals and eligibility for tax abatements. He stated that there was an increase from 21 alarms to 30 alarms per year for membrs.

-**ADM 6-** Chief Cronin stated this SOG/SOP is regarding organizational Chart. He also stated that OSHA wanted this to be a single page document.

-**ADM 16-** Chief Cronin Stated this is a new policy regarding Leave of Absence. This entitles 18 month leave for personal matters. Equipment taken and member would be put on hold for the time being.

-**OPS 5- Traffic Safety Policy**

-**SFT 4- Apparatus Safety**-OSHA suggested policy.

-**SFT 12-Physical Expiration policy**-This was formerly a directive which expires every year.

-**SFT 14-Medical Leave of Absence**-Policy for injuries not involving fire department workmen's compensation related injuries.

Motion to accept SOG/SOP's ADM 3, 6, 16, SFT 4, 12, 14, and OPS 5 made by Asst. Chief Lombardi, 2nd by Asst. Chief Childs. Approved 4-0.

-Chief Cronin stated that copies of all the new SOG/SOP's will be given to both houses and are attached to minutes from this meeting.

-Captain Burgess asked about getting full version for newer members. Chief Cronin asked that a couple of copies be made by the Department clerk.

-Captain Burgess asked about the status of the conference room. Chief Cronin stated that some materials have come in and we are currently waiting on a quote from Jarvis Electric for wiring of outlets and cables. Chief Cronin also asked Captain Burgess if he could look into the cost for the countertop for the room.

-Chief Cronin stated that the WIFI has been set up at Citizens. The majority of the upstairs is covered downstairs is a lesser connection and the meeting room and old firehouse has a very low connection if any. We may have to purchase another router to cover the rest of the building.

-Chief Cronin stated that it has come to his attention that multiple members have been using the watch station computer at Citizens'. He stated that that computer has not been completed by the Town's IT person. Captain Burgess asked what was taking so long for this to be completed. Chief Cronin stated that they are waiting for Town IT to complete it is in process.

Motion to surplus 5" hose that failed pressure testing at Citizens' made by Asst. Chief Childs, 2nd by Asst. Chief Lombardi. Approved 5-0.

New Business-

-President of Citizens' Engine Pat Lombardi submitted a quote for power washing and painting at Citizens' President Lombardi also submitted 2 quotes for a new exhaust fan for the kitchen at Citizens'. He stated that the inside blades were cracked and that one actually had a hole in it.

-Fire Police Captain Rich Rossik stated that the Valley Fire Police have been meeting over the past month and have been working on SOP/SOG's and that as soon as they are finished he will bring them forward to the Board.

-Chief Cronin asked Asst. Chief Lombardi to file the paperwork concerning possibly hosting State classes. He also stated that this doesn't guarantee selection but it starts the process. If the department is selected it would provide 4 free spots for our own members. Ideas for possible classes were Tanker OPS, Instructor 1, Rescue core, and Officers 123. Chief Cronin stated that all forms have to be submitted by 8/1/14.

-Chief Cronin provided new forms for Department Events. He stated this would be beneficial for better communication purposes.

-Asst. Chief Lombardi asked about posting for new department Polo shirts as there are many members who don't have a shirt or don't have a correct ranking. It was also stated that these are only for new shirts not for multiples. Chief Cronin agreed this is something that should be done.

-Asst. Chief Lombardi talked about swearing in ceremony at Town Hall. All Chiefs and Officers to be sworn in at same time just prior to Selectman's meeting. He stated he will look into to dates and let everyone know.

-LT. Edwards stated that Great Hill is in need of new tags for Capt. Possenti and Lt. Levey. He also stated that they are also in need of 2 red helmets, a captain's shield, and 2 LT's shields. He also stated that the fire police are also in need of new Mag lites.

-Chief Cronin stated he would like to see a quarter master at a single location. He would like to have all inventory at one place so that it keeps better control of inventory. Asst. Chief Zaniewski stated that from his experience as Captain that it is very common that members would come to him every Tuesday for different items and that he feels this would make things difficult on Great Hill. Chief Cronin stated that there would still be some quantities at Great Hill but the overflow would be housed as Citizens'

Motion to make Ron Burgess Quarter Master made by Asst. Chief Lombardi, 2nd by Asst. Chief Childs. Approved 3-1.

-Captain Burgess stated that Citizens has 1 yellow and 1 black helmet Out of service due to being 10 years old. He also stated they have 2 coats and 5 pants of Suecuretex gear that is also 10 years old. Captain Burgess also stated that there is a broken regulator that needs to go out for service.

-Captain Burgess stated that Citizens is planning a bus trip to casino.

-Captain Burgess also requested Rescue 12 to go to Tunnix Parade.

-Captain Burgess stated he has a concern about EMS calls with codes. He would like to see a sooner notification for FD response.

-Captain Burgess requested some forcible entry materials 40- 2 1/1 carriage bolts and 5-8 ft. 2x3.

Public Comment: None

Motion to go into Executive Session at 9:30 made by Asst. Chief Lombardi, 2nd by Asst. Chief Childs. Approved 4-0.

Motion to come out of Executive Session at 9:34 made by Asst. Chief Childs, 2nd by Asst. Chief Lombardi. Approved 4-0.

No votes or Motions were taken in executive session.

Other Business:

-Chief Cronin stated that he is all about moving the department forward and all about empowering everyone. He also stated that he has a few ideas to move to department forward and would like input from all members, officers, and other chiefs. Some of his possible plans are:

A. Department patch

B. Shortening meetings by emails so that discussions can be held prior to meeting to make things run smoothly.

C. Would like to see notices up in bathrooms as is done at Great hill with them being updated every 30 days.

D. Hazmat officers

E. Dive Team

F. Changing Hazmat Truck to possible Dive truck.

G.Dive Van to Fire Police truck.

H. Conference room

I. Plastic sleeves in all trucks for drivers reports.

J. Dispatching issues about trucks responding

K. Books and DVD's in a central Location

L. Quarterly officer training

M. Formalized report from Chjiefs to Commissioners

N. Formalized trainging Facitily

O. Award Program

P. FF 1 certification

Q.-2Q classes

R. Super Sunday training-possibly changing format

Requisitions:

Motion to accept requisitions made by Asst. Chief Zaniewski, 2nd by Asst. Chief Lombardi. Approved 4-0.

Motion to adjourn at 9:50 made by Asst. Chief Lombardi, 2nd by Asst. Chief Childs. Approved 4-0.

Respectfully Submitted,

Kathleen Pelletier
Recording Secretary

Seymour Fire Department
Chief's Requisitions

Qty	Item Description	Vendor	Price ea.	Total	Acct. No.	P.O. No.
1	C2 Steward Reimbursement	Citizens Engine	$1,600.00	$1,600.00	720	
1	GH Steward Reimbursement	Great Hill Hose	$1,400.00	$1,400.00	720	
1	Blanket PO	Daddios	$2,000.00	$2,000.00	430	
1	Blanket PO	Oxford Paint Hardware	$500.00	$500.00	430	
1	Propane for both houses	Phoenix Propane	$4,000.00	$4,000.00	626	
1	Annual renewal for cloud software	Firehouse Software	$4,111.00	$4,111.00	350	
1	Blanket PO	WB Mason	$1,000.00	$1,000.00	350	
1	Blanket PO	Northeastern Communications	$1,000.00	$1,000.00	430	
1	Blanket PO	OnScene Tags	$200.00	$200.00	743	
1	yearly Internet GH	Comcast	$1,000.00	$1,000.00	530	
1	Hose Testing-July	Fail Safe Testing	$6,682.50	$6,682.50	743	
1	Business Cards-Chiefs	Ever Ready Press	$200.00	$200.00	610	
1	Blanket PO	Chatfield Power Equipment	$200.00	$200.00	720	
1	Blanket PO	Communication Services	$200.00	$200.00	430	
1	Blanket PO-extinguisher Maint. Both	Kirk Products	$200.00	$200.00	720	
1	Annual oil changes/DOT inspections-September	Tracey's Garage	$9,000.00	$9,000.00	743	
1	Blanket PO-for oil changes/dot inspections	Daddios	$600.00	$600.00	743	
1	Yearly service both houses-furnance	Ehman	$1,000.00	$1,000.00	720	
1	Fire Extinguisher annual Maint.	Kirk Products	$1,500.00	$1,500.00	720	
1	Amkus Tool Maint.	Five Star Fire	$2,000.00	$2,000.00	743	
1	Inspection Contract	Fire Protection Testing	$750.00	$750.00	720	
1	Public Safety ESI-Feb	ESI-EAP	$1,900.00	$1,900.00	350	

Seymour Fire Department
Chief's Requisitions

1	Flo Testing-March	Shipmans	$3,500.00	$3,500.00	743	
1	Ladder Testing-May	Century Ladder Testing	$1,200.00	$1,200.00	743	
1	Steward Supplies-C2/GH	Housatonic Paper	$800.00	$800.00	720	
1	Hurst Tool Maint.-Sept	Firematic	$1,800.00	$1,800.00	743	
1	Valley Fire School Dues	Valley Fire School	$350.00	$350.00	350	
1	Blanket PO for SCBA Pak Repairs	Shipmans	$600.00	$600.00	430	
1	Stress Tests	Heart Specialists	$1,000.00	$1,000.00	340	
1	Compressor Maint and Qrtly. Testing	Air Compressor Engineering	$7,500.00	$7,500.00	743	
1	Pump Testing-May	Boughton	$4,500.00	$4,500.00	743	
1	Department physicals and Drug testing	Griffin Hospital	$10,000.00	$10,000.00	340	
1	Heating Oil	East River Energy	$8,000.00	$8,000.00	624	
1	Diesel-GH	East River Energy	$5,000.00	$5,000.00	626	
1	Electric both houses	CLP	$5,000.00	$5,000.00	622	
1	10 Sets of Gear	Shipmans	$24,423.14	$24,423.14	615	
1	Phones and Ipads-	Verizon	$2,500.00	$2,500.00	530	
1	Fruit Basket	Edible Arrangements	$71.26	$71.26	580	
1	Repairs to FD 4 radio	Communication Services	$205.67	$205.67	430	
1	Misc equipment C2	Autozone	$120.87	$120.87	430	
1	10portables,10speaker mics,engraving,cases,straps	Communication Services	$5,260.00	$5,260.00	745	
1	UHF radio Tanker 19 install and remove all old bands	Communication Services	$1,321.00	$1,321.00	430	
1	2 Switches & 6 magnets for Rescue 17	Shipmans	$260.00	$260.00	430	
1	FF1 classes-Bowerman, Cowell Sr.	Wolcott State Fire Training	$650.00	$1,300.00	350	
1	Repairs to FD 1 Radio	Communication Services	$200.00	$200.00	430	

Seymour Fire Department
Chief's Requisitions

1	power wash and paint building C2	Falcioni	$1,955.00	$1,955.00	720	
1	Boat Glue-GH	Rex Marine	$100.00	$100.00	430	
1	Engine 11 Air Leak	Tracey's Garage	$300.00	$300.00	430	
1	Engine 13 Steering Box & Codes	Tracey's Garage	$300.00	$300.00	430	
1	AA, AAA, 9V-both houses, "D's	Interstate Batteries	$600.00	$600.00	743	
	Roof Mount	Global Equipment	711.00	711.00	720	
	~~Jeff Cronin~~ Reimbursement Summer clad	Jeff Cronin	750.00	750.00	350	
	Blanket PO	Family Sunoco	200.00	200.00	430	
	Repairs at GH Compressor	Air Compressor Eng	200.00	200.00	430	

$129,210.44

By our signatures below, we approve the requisitions indicated above:

Date: _____

_____
John Cronin, Chief

_____
Steve Childs Asst. Chief

_____
Michael Lombardi, Asst. Chief

_____
Doug Zaniewski, Asst.chief

Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 1

S.O.G. Title: S.O.G. Index

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin

Administration (ADM)

1.	SOG Index	7 July 2014
2.	SOG Procedure	1 Nov 2011
3.	Active Membership Requirements	7 July 2014
4.	Public Information/Media Release	1 Oct 2011
5.	Workplace Harassment	1 Oct 2011
6.	Organizational Chart	7 July 2014
7.	Member Duties	1 Oct 2011
8.	Organizational Statement	6 Jan 2014
9.	Disciplinary Procedures	1 Nov 2011
10.	Computer, Internet & E-Mail Use	1 Oct 2011
11.	Replacement of Personnel Property	1 Nov 2011
12.	New Member Procedure	1 Nov 2011
13.	*pending*	
14.	Exempt Membership	1 Aug 2012
15.	*pending*	
16.	Leave of Absence	7 July 2014

Communications (COM)

1.	Communications Manual	4 Nov 2013
2.	Emergency Communication Procedure	1 Oct 2011

Directives (DIR)

1.	*removed*	
2.	Dual Company Response	7 July 2014 15 April 2014

Hazardous Materials (HAZ)

1.	Hazardous Materials Mission Statement	1 Nov 2011
2.	Hazardous Materials Response Levels	1 Oct 2011
3.	Hazardous Materials Incident Levels	1 Oct 2011
4.	Hazardous Materials Control Zones	1 Oct 2011
5.	Hazardous Materials Incident Management	1 Oct 2011
6.	Hazardous Materials Metering	1 Oct 2011
7.	Hazardous Materials Decontamination	1 Oct 2011

8.	Hazardous Materials Notifications	1 Oct 2011
9.	Response to CO Emergencies	1 Nov 2011
10.	Lt. Hazardous Materials	1 Oct 2011
11.	Hydrogen Cyanide Metering	3 June 2013

Juniors (JUN)

1.	Junior Corp Organizational Statement	1 Nov 2011
2.	Junior Corp Riders	1 Nov 2011

Maintenance (MTN)

1.	Engineers	1 Nov 2011
2.	Apparatus Snow Chains	15 Dec 2011
3.	SCBA Maintenance	6 Jan 2014

Operations (OPS)

1.	Apparatus Response	5 May 2014
2.	Fire Police	1 Oct 2011
3.	Apparatus Operator Requirements	1 Oct 2011
4.	Apparatus Response Priority	1 Oct 2011
5.	Traffic Safety	7 July 2014
6.	Incident Rehabilitation	1 Oct 2011
7.	Tower Ladder Operations	1 Oct 2011
8.	Incident Notification	1 Nov 2011
9.	Knox Box System	1 Oct 2011
10.	Lock Out/Tag Out	15 Dec 2011

Safety (SFT)

1.	Personal Protective Clothing	1 Aug 2012
2.	Respiratory Protection	5 May 2014
3.	Personnel Accountability	4 Nov 2013
4.	Apparatus Safety	7 July 2014
5.	Medical Exposure Control Plan	1 Oct 2011
6.	Rapid Intervention Team	1 Nov 2011
7.	Air Management	1 Oct 2011
8.	Firefighter Physical Guidelines	6 Jan 2014
9.	Firefighter Injury/Return to Duty	15 Dec 2011
10.	*pending*	
11.	Vehicle Accident Report/Investigation	23 Jan 2012
12.	Physical Expirations	7 July 2014
13.	*pending*	
14.	Medical Leave of Absence/Return to Duty	7 July 2014

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 14

S.O.G. Title: Medical Leave of Absence/Return to Duty

Issue date: 7 July 2014
Revision date: None

Authorized by _ Chief John Cronin _

Purpose:

To maintain a safe working environment and to insure the health and safety of the members of the Seymour Fire Department, all member/employee that are injured or sustain an illness off duty are encouraged to ask for a medical leave of absence from the department.

Policy:

The Seymour Fire Department provides a comprehensive medical physical to all firefighters, drivers, fire police, divers and officers at no cost to the employee. It is a requirement that all member/employee are deemed "fit for duty" to their respective job descriptions as described by this policy.

Procedure:

Members who are unable to perform their assigned duties are to notify their respective company officers in writing at to their status, restrictions and anticipated date to return to full duty. At the time of request all department issued equipment including turnout gear and pager or portable radio shall be turned in. This equipment will be reissued upon the members return to full duty. This is suggested in order to exempt the member/employee from attendance and training requirements of the Seymour Fire Department. It is not intended to supersede the individual company by-laws or to provide for exemption to those requirements.

Prior to returning to duty with the Seymour Fire Department the injured member/employee may be required to be evaluated by the Seymour Fire Departments preferred provider and be cleared to return to duty in accordance with SOG SFT 8. This will be dependent on the nature of the illness or injury and handled on a case by case basis. Cardiac illness and back injuries are two examples of injury or illness that will typically require this clearance.

The preferred medical provider may be contacted and may request that the member/employee be evaluated. This shall be a focused exam based on the injury or illness and the member/employee is encouraged to provide any written

documentation declaring the member/employee is fit for duty from their private physician. Typically the preferred provider will review the illness/injury and documentation from the attending physician clearing the member for full duty. It will be a rare case that the preferred provider will require additional testing or disagree with the attending physician.

The Seymour Fire Department will utilize Griffin Hospital Occupational Health as its preferred medical provider. All member/employee must be examined and cleared fit for duty by the preferred provider. Member/employee are not allowed to substitute there private medical provider for the preferred provider. Any discrepancy in medical care or examinations between the preferred provider and a private medical provider can be handled on a case by case basis between the providers with a mutual resolve being agreed upon by both providers.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 12

S.O.G. Title: Physical Expirations

Issue date: 7 July 2014
Revision date: None

Authorized by _ Chief John Cronin _

All members of the Seymour Fire Department are required to have a physical according to standard operating guideline SFT 8 and shall adhere to the below regarding expiration of department medical clearance physicals.

1. All members will be notified by the department no less than sixty (60) days prior to the expiration date of their department physical.

2. At their expiration date members will be notified by registered mail that they are expired and have no more than thirty (30) days from notification to complete their physicals.

3. Members who have not completed their physicals after thirty (30) days past their notification date shall automatically be placed on suspension from the Seymour Fire Department.

4. Members that have their basic physical but require "further evaluation" will have sixty (60) days past their actual physical date to complete the additional evaluations.

5. Members suspended shall return all issued equipment and will not be able to respond to calls or participate in any training. Members will cease to earn tax abatement points during this time.

6. The Board of Chiefs will review unusual circumstances on a case by case base should a member be unable to meet the required time frame and if necessary grant additional time to complete the physical.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 4

S.O.G. Title: Apparatus Safety

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

Purpose: To ensure the safe operation of all apparatus and vehicles operated by the Seymour Fire Department.

Procedure:

1. Prior to moving apparatus drivers should perform a 360 degree check to ensure that no safety hazards exist. (The exception to this rule is when responding to alarms from the station).

2. All drivers and passengers in fire department apparatus will at all times be seated with a seatbelt in place prior to the vehicle moving.

3. Willfully disabling the seatbelts or vehicle safety alarms will be considered a serious violation and may face disciplinary procedures.

4. Drivers of apparatus shall at all times drive with due regard to other vehicles and pedestrians. Apparatus shall come to a complete stop at all traffic control devices such as red lights and stop signs and the operator shall verify that the intersection is clear prior to proceeding. This includes responding to emergencies with all warning devices in use.

5. No passenger shall exit the apparatus until the vehicle comes to a complete stop and is placed in park and/or the parking brake is applied.

6. All apparatus equipped with wheel chocks shall have them in place any time the vehicle is parked with no operator in the cab.

7. Adjunct devices such as back up cameras shall remain on and operable at all times.

8. When personnel are available the apparatus operator shall be directed by a spotter outside the vehicle when backing or maneuvering into difficult spaces.

a. When a department vehicle is to be backed, one member shall dismount the apparatus and act as a spotter. This member will be located off the left rear corner, visible to the driver in the side mirror.

b. The spotter shall not ride on the tailboard of the vehicle while it is in motion.

c. The spotter shall review the backing plan with the driver and agree to the communication process before proceeding. Both door windows shall be open to allow for proper communication and fire radio volumes reduced.

d. The vehicle shall not begin backing until the spotter is in position and communicates approval to begin. Anytime the driver losses sight of the spotter, the vehicle shall be immediately stopped.

e. The spotter shall be responsible to check clearances on all sides including overhead.

Seymour (CT) Fire Department

Standard Operating Guideline No. OPS 5

S.O.G. Title: Traffic Safety

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

Purpose

The Seymour Fire Department shall take all reasonable precautions to operate safely and efficiently at the scene of motor vehicle accidents. The scene of motor vehicle accidents can be one of the most dangerous emergency scene's that firefighters operate at.

Procedure

1. The Seymour Fire Department SHALL position apparatus and other emergency vehicles at vehicle-related incidents in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and motoring public from the hazards of working in or near moving traffic.

2. Class III high visibility reflective vests shall be worn during vehicle operations on all state highways.

3. **When practical, two pieces of fire department apparatus should be used to protect an emergency scene.**

4. When operating on a multi-lane road, use the apparatus to block at least one additional traffic lane beyond the ones already obstructed by the crashed vehicles.

5. Traffic cones, when safe to do so, shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning to approaching motorists and to identify the transition and tapering actions that are required.

6. When in the process of extrication a patient from a vehicle, full PPE shall be considered with special consideration to hand and eye protection.

7. If occupants are trapped in vehicle, a charged hose line and extinguisher shall be in place to protect the victims and rescuers while the extrication is taking place.

8. Disconnecting vehicle batteries and stabilizing the vehicle shall be a priority prior

to operating in or near a vehicle. This is to protect the emergency personnel from an air bag deploying. At any motor vehicle accident, consideration should be given to disconnecting batteries if the electrical system is compromised to minimize the possibility of a fire in the vehicle.

Training and Procedure Support Information

This guideline identifies emergency operating and parking practices for Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating at motor vehicle accidents. It also identifies several approaches for individual practices to keep firefighters safe while exposed to vehicle traffic.

All personnel should understand and appreciate the high risk that firefighters are exposed to when operating in or near moving vehicle traffic. We should always operate within a protected environment at any vehicle-related roadway incident.

Always consider moving traffic as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them.

Nighttime incidents requiring personnel to work in or near moving traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

Terminology

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.

1. **Advance Warning Area** – notification procedures that advises approaching motorists to transition from normal driving status to that required by the traffic control measures ahead of them.

2. **Block** – positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes block to the right' or 'block to the left'.

3. **Buffer Space** – the distance between the protected work zone and moving traffic at a vehicle-related highway incident scene.

4. **Downstream** – the direction that traffic is moving as it travels away from the incident scene.

5. **Flagger** – A fire department member assigned to monitor approaching traffic and

activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.

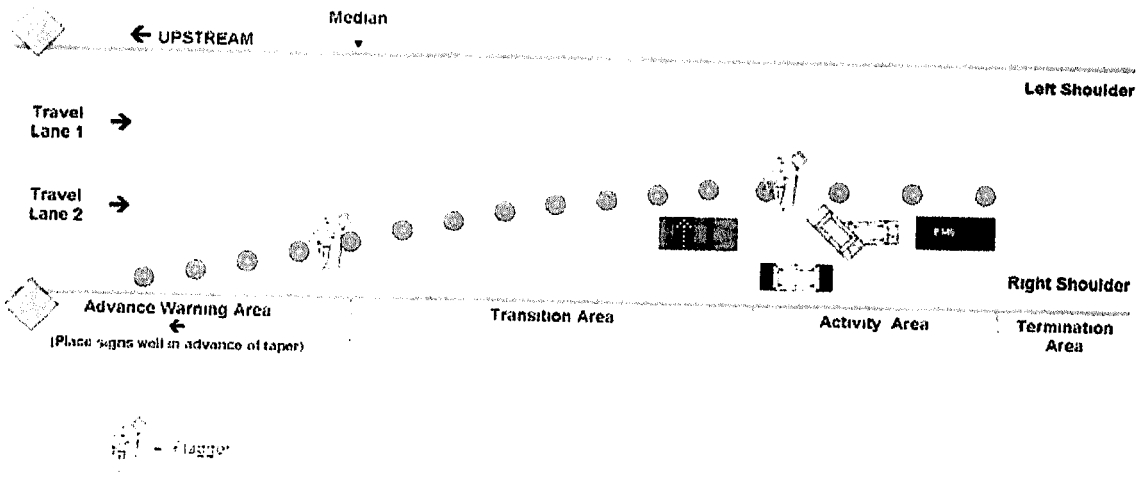
6. **Shadow** – the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.

7. **Taper** – the action of merging several traffic lanes of moving traffic into fewer moving lanes.

8. **Transition Zone** – the lanes of a roadway within which approaching motorists comply with traffic control measures established at an incident scene.

9. **Upstream** the direction that traffic is travelling from as the vehicles approach the incident scene.

10 **Work Space** – the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.



Safety Benchmarks

All emergency personnel are at great risk or injury or death while in or near moving traffic. There are several specific tactical operations that should be considered by the IC based on the specific incident to protect crewmembers and emergency service personnel at the incident scene including:

1. Never trust approaching traffic

2. Establish and initial block with the first arriving emergency vehicle or fire apparatus

3. Class III high visibility reflective vests shall be worn during vehicle operations on State Roadways

4. Full protective clothing plus the reflective vest shall be considered for operating personnel at all vehicle-related extrications. This can be altered by the IC do to special situations such as extreme climate conditions. Turn off all illuminated sources of vision impairment approaching motorists including vehicle headlights and spotlights

5. Use fire apparatus to initially redirect the flow of moving traffic

6. Establish adequate transition area traffic control measures to reduce travel speeds of approaching motorists

7. Always look before opening doors and stepping out of apparatus or emergency vehicles into any moving traffic areas. When walking around fire apparatus or emergency vehicles, be alert to your proximity to moving traffic.

a. Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.

b. Maintain a "reduced profile" when moving through any area where a minimum "buffer zone" condition exists.

8. Use traffic cones where appropriate for sustained highway incident traffic control and direction

9. Consider establishing a flagger to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene

Apparatus and Emergency Vehicle Benchmarks

The following are benchmarks for safe parking of Apparatus and Emergency Vehicles when operating in or near moving traffic.

1. Always position first-arriving apparatus to protect the scene, patients and emergency personnel.

a. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction

b. Angle apparatus on the roadway with a **"block to the left"** or a **"block to the right"** to create a physical barrier between the crash scene and approaching traffic

c. Allow apparatus placement to slow approaching motorists and redirect them around the scene

d. Use the fire apparatus to block at least one additional traffic lane than that

already obstructed by the crashed vehicles

e. When practical, position apparatus in such a manner to protect the apparatus operator from being exposed to approaching traffic fire vehicles. Operating personnel, equipment and patients should be kept within the "**shadow**" created by the blocking apparatus at all times.

3. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment, the extrication work area, personnel and tools staging area and the medic loading zone.

4. EMS units should be positioned within the protected area work area with the patient loading area angled away from the nearest moving traffic.

5. Command shall stage unneeded vehicles off the roadway or return these units to service whenever possible.

6. At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected,

a. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the **most critical** or **highest traffic volume flow** to the least critical traffic direction.

b. **For the first arriving engine where a charged hose line may be needed, block so that the pump panel is "downs tream", on the opposite side of on-coming traffic. This will help to protect the pump operator.**

7. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning to approaching motorists and to identify the transition and tapering actions that are required.

8. Personnel shall place cones and retrieve cones while **facing** the traffic.

9. Traffic cones should be deployed at **15-foot** intervals upstream of the blocking apparatus with the furthest traffic cones approximately **75-feet upstream** to allow adequate advance warning to drivers.

10. Additional traffic cones shall be retrieved from police department units or DOT units and used as necessary to extend the advance warning area for approaching motorists in areas where visibility is in question.

11. The DOT traffic control trucks can be called as a scene safety resource.

Incident Command Benchmarks

The initial-arriving company officer and/or the Incident Commander must complete critical benchmarks to assure that a safe and protected work environment for

emergency scene personnel is established and maintained including:

1. Assure that the first-arriving apparatus establishes an initial block to create an initial safe work area.

2. Assess the parking needs of the EMS units as well as later-arriving fire apparatus.

3. Assure that all EMS Units on-scene are placed within the protected work area ("Shadow") of the larger apparatus.

4. Assure that all patients loading in the medics is done within a protected work zone.

5. The initial company officer and/or the Incident Commander must operate as the Scene Safety Officer. An incident safety officer should be appointed if needed.

6. Consider the blinding effect of headlights. The blinding effect of headlights shining into the eyes of drivers approaching the emergency scene shall be considered. When practical, consider turning off headlights as to avoid blinding on-coming traffic.

7. Command shall assure the Opticom strobe lights are turned OFF and that other emergency lighting remains ON.

Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 16

S.O.G. Title: Leave of Absence

Issue date: 7 July 2014
Revision date: None

Authorized by _ Chief John Cronin _

Purpose:

To allow firefighters and members of the Seymour Fire Department to request a leave of absence from the department during a time of personal or family crisis.

Policy:

The Seymour Fire Department will allow any member in good standing to request a leave of absence not to exceed eighteen (18) months in duration. A second eighteen (18) month period may be granted consecutively by the Board of Chiefs on a case by case basis if requested.

Procedure:

Members who are unable to perform their assigned duties are to notify their respective company officers in writing as to their status requesting a leave of absence and their anticipated date to return to full duty. At the time of request all department issued equipment including turnout gear and pager or portable radio shall be turned in. This equipment will be reissued upon the members return to full duty. This leave is suggested in order to exempt the member/employee from attendance and training requirements of the Seymour Fire Department. It is not intended to supersede the individual company by-laws or to provide for exemption to those requirements.

Members who wish to return to full duty must request this in writing to their respective company officers. When reinstated all turnout gear and equipment will be reissued to the member/employee.

Prior to returning to duty with the Seymour Fire Department the member/employee may be required to be evaluated by the Seymour Fire Departments preferred medical provider and be cleared to return to duty in accordance with SOG SFT 8 if their current physical expiration date has passed during this leave .

Seymour (CT) Fire Department

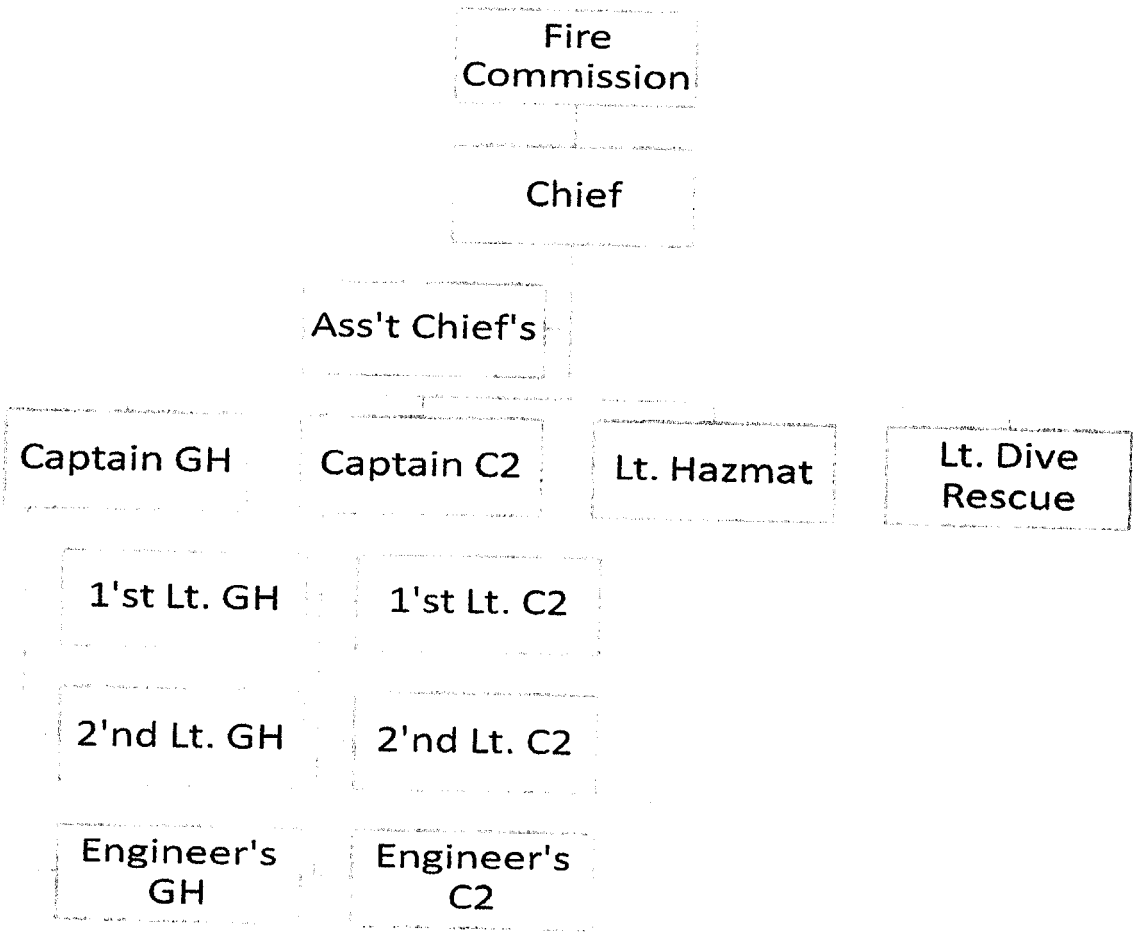
Standard Operating Guideline No. ADM 6

S.O.G. Title: Organizational Chart

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

The organizational chart of the Seymour Fire Department exists to guide the flow of information and operational orders both up and down the chain of command. Members and officers are expected to work within this chain of command as appropriate. It is understood that not all positions in the organizational chart have operational responsibilities on the fire ground and information should be transferred to the next appropriate level. Those members without a specific title or job function will report through the company officers.



Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 3

S.O.G. Title: Active Membership Qualifications

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

Active Membership Qualifications

The Seymour Fire Department is required to insure that active firefighters, drivers and fire police are current in minimum annual training qualifications as prescribed by OSHA, NFPA and the Seymour Fire Department. In addition to the following minimum yearly qualifications Active membership requires a valid in date physical, attendance at no less than twelve (12) company level drills and no less than thirty (30) alarms per calendar year. Interior firefighters must also be certified to Firefighter 1 prior to becoming classified as an interior firefighter and receiving a black helmet (current members are grandfathered). This SOG shall be used in part to determine eligibility in the town's tax abatement awards program.

Failure to meet any of these requirements may result in suspension of active status with the Seymour Fire Department.

	Infectious Control	**ICS NIMS**	**SCBA**	**Mask Fit Testing**	**Live Burn Training**	**Hazmat Ops**	**Lockout Tag out**	**Department Policies**
Interior Firefighters	X	X	X	X	X	X	X	X
Exterior Firefighters, Drivers	X	X	n/a	n/a	X	X	X	X
Fire Police	X	X	n/a	n/a	n/a	n/a	n/a	X

X=Required Annual Refresher Training (Initial Certification Training May Be Required)

Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 1

S.O.G. Title: S.O.G. Index

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin

Administration (ADM)

1.	SOG Index	7 July 2014
2.	SOG Procedure	1 Nov 2011
3.	Active Membership Requirements	7 July 2014
4.	Public Information/Media Release	1 Oct 2011
5.	Workplace Harassment	1 Oct 2011
6.	Organizational Chart	7 July 2014
7.	Member Duties	1 Oct 2011
8.	Organizational Statement	6 Jan 2014
9.	Disciplinary Procedures	1 Nov 2011
10.	Computer, Internet & E-Mail Use	1 Oct 2011
11.	Replacement of Personnel Property	1 Nov 2011
12.	New Member Procedure	1 Nov 2011
13.	*pending*	
14.	Exempt Membership	1 Aug 2012
15.	*pending*	
16.	Leave of Absence	7 July 2014

Communications (COM)

1.	Communications Manual	4 Nov 2013
2.	Emergency Communication Procedure	1 Oct 2011

Directives (DIR)

1.	*removed*	7 July 2014
2.	Dual Company Response	15 April 2014

Hazardous Materials (HAZ)

1.	Hazardous Materials Mission Statement	1 Nov 2011
2.	Hazardous Materials Response Levels	1 Oct 2011
3.	Hazardous Materials Incident Levels	1 Oct 2011
4.	Hazardous Materials Control Zones	1 Oct 2011
5.	Hazardous Materials Incident Management	1 Oct 2011
6.	Hazardous Materials Metering	1 Oct 2011
7.	Hazardous Materials Decontamination	1 Oct 2011

8.	Hazardous Materials Notifications	1 Oct 2011
9.	Response to CO Emergencies	1 Nov 2011
10.	Lt. Hazardous Materials	1 Oct 2011
11.	Hydrogen Cyanide Metering	3 June 2013

Juniors (JUN)

1.	Junior Corp Organizational Statement	1 Nov 2011
2.	Junior Corp Riders	1 Nov 2011

Maintenance (MTN)

1.	Engineers	1 Nov 2011
2.	Apparatus Snow Chains	15 Dec 2011
3.	SCBA Maintenance	6 Jan 2014

Operations (OPS)

1.	Apparatus Response	5 May 2014
2.	Fire Police	1 Oct 2011
3.	Apparatus Operator Requirements	1 Oct 2011
4.	Apparatus Response Priority	1 Oct 2011
5.	Traffic Safety	7 July 2014
6.	Incident Rehabilitation	1 Oct 2011
7.	Tower Ladder Operations	1 Oct 2011
8.	Incident Notification	1 Nov 2011
9.	Knox Box System	1 Oct 2011
10.	Lock Out/Tag Out	15 Dec 2011

Safety (SFT)

1.	Personal Protective Clothing	1 Aug 2012
2.	Respiratory Protection	5 May 2014
3.	Personnel Accountability	4 Nov 2013
4.	Apparatus Safety	7 July 2014
5.	Medical Exposure Control Plan	1 Oct 2011
6.	Rapid Intervention Team	1 Nov 2011
7.	Air Management	1 Oct 2011
8.	Firefighter Physical Guidelines	6 Jan 2014
9.	Firefighter Injury/Return to Duty	15 Dec 2011
10.	*pending*	
11.	Vehicle Accident Report/Investigation	23 Jan 2012
12.	Physical Expirations	7 July 2014
13.	*pending*	
14.	Medical Leave of Absence/Return to Duty	7 July 2014

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 14

S.O.G. Title: Medical Leave of Absence/Return to Duty

Issue date: 7 July 2014
Revision date: None

Authorized by _ Chief John Cronin _

Purpose:

To maintain a safe working environment and to insure the health and safety of the members of the Seymour Fire Department, all member/employee that are injured or sustain an illness off duty are encouraged to ask for a medical leave of absence from the department.

Policy:

The Seymour Fire Department provides a comprehensive medical physical to all firefighters, drivers, fire police, divers and officers at no cost to the employee. It is a requirement that all member/employee are deemed "fit for duty" to their respective job descriptions as described by this policy.

Procedure:

Members who are unable to perform their assigned duties are to notify their respective company officers in writing at to their status, restrictions and anticipated date to return to full duty. At the time of request all department issued equipment including turnout gear and pager or portable radio shall be turned in. This equipment will be reissued upon the members return to full duty. This is suggested in order to exempt the member/employee from attendance and training requirements of the Seymour Fire Department. It is not intended to supersede the individual company by-laws or to provide for exemption to those requirements.

Prior to returning to duty with the Seymour Fire Department the injured member/employee may be required to be evaluated by the Seymour Fire Departments preferred provider and be cleared to return to duty in accordance with SOG SFT 8. This will be dependent on the nature of the illness or injury and handled on a case by case basis. Cardiac illness and back injuries are two examples of injury or illness that will typically require this clearance.

The preferred medical provider may be contacted and may request that the member/employee be evaluated. This shall be a focused exam based on the injury or illness and the member/employee is encouraged to provide any written

documentation declaring the member/employee is fit for duty from their private physician. Typically the preferred provider will review the illness/injury and documentation from the attending physician clearing the member for full duty. It will be a rare case that the preferred provider will require additional testing or disagree with the attending physician.

The Seymour Fire Department will utilize Griffin Hospital Occupational Health as its preferred medical provider. All member/employee must be examined and cleared fit for duty by the preferred provider. Member/employee are not allowed to substitute there private medical provider for the preferred provider. Any discrepancy in medical care or examinations between the preferred provider and a private medical provider can be handled on a case by case basis between the providers with a mutual resolve being agreed upon by both providers.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 12

S.O.G. Title: Physical Expirations

Issue date: 7 July 2014
Revision date: None

Authorized by _ Chief John Cronin _

All members of the Seymour Fire Department are required to have a physical according to standard operating guideline SFT 8 and shall adhere to the below regarding expiration of department medical clearance physicals.

1. All members will be notified by the department no less than sixty (60) days prior to the expiration date of their department physical.

2. At their expiration date members will be notified by registered mail that they are expired and have no more than thirty (30) days from notification to complete their physicals.

3. Members who have not completed their physicals after thirty (30) days past their notification date shall automatically be placed on suspension from the Seymour Fire Department.

4. Members that have their basic physical but require "further evaluation" will have sixty (60) days past their actual physical date to complete the additional evaluations.

5. Members suspended shall return all issued equipment and will not be able to respond to calls or participate in any training. Members will cease to earn tax abatement points during this time.

6. The Board of Chiefs will review unusual circumstances on a case by case base should a member be unable to meet the required time frame and if necessary grant additional time to complete the physical.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 4

S.O.G. Title: Apparatus Safety

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

Purpose: To ensure the safe operation of all apparatus and vehicles operated by the Seymour Fire Department.

Procedure:

1. Prior to moving apparatus drivers should perform a 360 degree check to ensure that no safety hazards exist. (The exception to this rule is when responding to alarms from the station).

2. All drivers and passengers in fire department apparatus will at all times be seated with a seatbelt in place prior to the vehicle moving.

3. Willfully disabling the seatbelts or vehicle safety alarms will be considered a serious violation and may face disciplinary procedures.

4. Drivers of apparatus shall at all times drive with due regard to other vehicles and pedestrians. Apparatus shall come to a complete stop at all traffic control devices such as red lights and stop signs and the operator shall verify that the intersection is clear prior to proceeding. This includes responding to emergencies with all warning devices in use.

5. No passenger shall exit the apparatus until the vehicle comes to a complete stop and is placed in park and/or the parking brake is applied.

6. All apparatus equipped with wheel chocks shall have them in place any time the vehicle is parked with no operator in the cab.

7. Adjunct devices such as back up cameras shall remain on and operable at all times.

8. When personnel are available the apparatus operator shall be directed by a spotter outside the vehicle when backing or maneuvering into difficult spaces.

a. When a department vehicle is to be backed, one member shall dismount the apparatus and act as a spotter. This member will be located off the left rear corner, visible to the driver in the side mirror.

b. The spotter shall not ride on the tailboard of the vehicle while it is in motion.

c. The spotter shall review the backing plan with the driver and agree to the communication process before proceeding. Both door windows shall be open to allow for proper communication and fire radio volumes reduced.

d. The vehicle shall not begin backing until the spotter is in position and communicates approval to begin. Anytime the driver losses sight of the spotter, the vehicle shall be immediately stopped.

e. The spotter shall be responsible to check clearances on all sides including overhead.

Seymour (CT) Fire Department

Standard Operating Guideline No. OPS 5

S.O.G. Title: Traffic Safety

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

Purpose

The Seymour Fire Department shall take all reasonable precautions to operate safely and efficiently at the scene of motor vehicle accidents. The scene of motor vehicle accidents can be one of the most dangerous emergency scene's that firefighters operate at.

Procedure

1. The Seymour Fire Department SHALL position apparatus and other emergency vehicles at vehicle-related incidents in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and motoring public from the hazards of working in or near moving traffic.

2. Class III high visibility reflective vests shall be worn during vehicle operations on all state highways.

3. **When practical, two pieces of fire department apparatus should be used to protect an emergency scene.**

4. When operating on a multi-lane road, use the apparatus to block at least one additional traffic lane beyond the ones already obstructed by the crashed vehicles.

5. Traffic cones, when safe to do so, shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning to approaching motorists and to identify the transition and tapering actions that are required.

6. When in the process of extrication a patient from a vehicle, full PPE shall be considered with special consideration to hand and eye protection.

7. If occupants are trapped in vehicle, a charged hose line and extinguisher shall be in place to protect the victims and rescuers while the extrication is taking place.

8. Disconnecting vehicle batteries and stabilizing the vehicle shall be a priority prior

to operating in or near a vehicle. This is to protect the emergency personnel from an air bag deploying. At any motor vehicle accident, consideration should be given to disconnecting batteries if the electrical system is compromised to minimize the possibility of a fire in the vehicle.

Training and Procedure Support Information

This guideline identifies emergency operating and parking practices for Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating at motor vehicle accidents. It also identifies several approaches for individual practices to keep firefighters safe while exposed to vehicle traffic.

All personnel should understand and appreciate the high risk that firefighters are exposed to when operating in or near moving vehicle traffic. We should always operate within a protected environment at any vehicle-related roadway incident.

Always consider moving traffic as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them.

Nighttime incidents requiring personnel to work in or near moving traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

Terminology

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.

1. **Advance Warning Area** – notification procedures that advises approaching motorists to transition from normal driving status to that required by the traffic control measures ahead of them.

2. **Block** – positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes block to the right' or 'block to the left'.

3. **Buffer Space** – the distance between the protected work zone and moving traffic at a vehicle-related highway incident scene.

4. **Downstream** – the direction that traffic is moving as it travels away from the incident scene.

5. **Flagger** – A fire department member assigned to monitor approaching traffic and

activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.

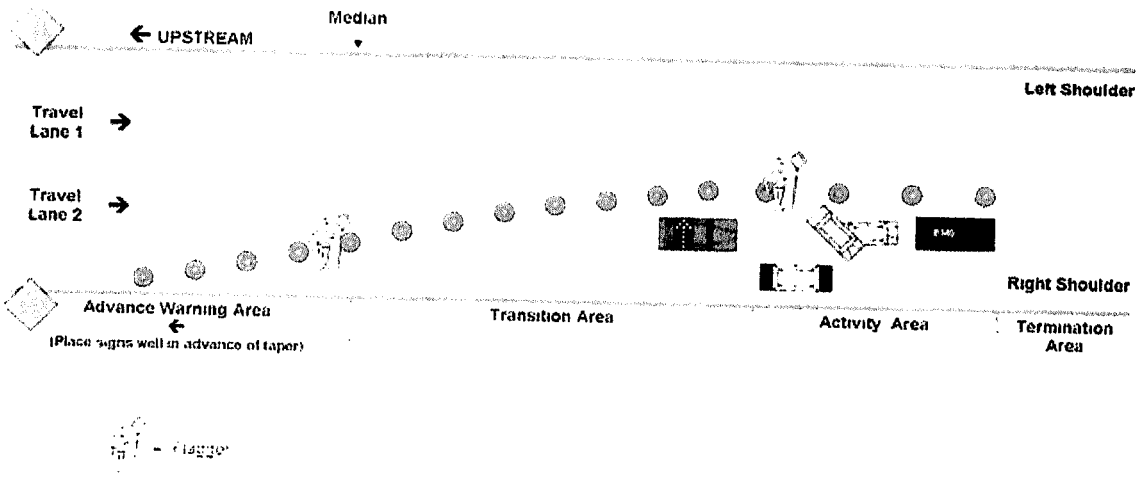
6. **Shadow** – the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.

7. **Taper** – the action of merging several traffic lanes of moving traffic into fewer moving lanes.

8. **Transition Zone** – the lanes of a roadway within which approaching motorists comply with traffic control measures established at an incident scene.

9. **Upstream** the direction that traffic is travelling from as the vehicles approach the incident scene.

10 **Work Space** – the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.



Safety Benchmarks

All emergency personnel are at great risk or injury or death while in or near moving traffic. There are several specific tactical operations that should be considered by the IC based on the specific incident to protect crewmembers and emergency service personnel at the incident scene including:

1. Never trust approaching traffic

2. Establish and initial block with the first arriving emergency vehicle or fire apparatus

3. Class III high visibility reflective vests shall be worn during vehicle operations on State Roadways

4. Full protective clothing plus the reflective vest shall be considered for operating personnel at all vehicle-related extrications. This can be altered by the IC do to special situations such as extreme climate conditions. Turn off all illuminated sources of vision impairment approaching motorists including vehicle headlights and spotlights

5. Use fire apparatus to initially redirect the flow of moving traffic

6. Establish adequate transition area traffic control measures to reduce travel speeds of approaching motorists

7. Always look before opening doors and stepping out of apparatus or emergency vehicles into any moving traffic areas. When walking around fire apparatus or emergency vehicles, be alert to your proximity to moving traffic.

a. Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.

b. Maintain a "reduced profile" when moving through any area where a minimum "buffer zone" condition exists.

8. Use traffic cones where appropriate for sustained highway incident traffic control and direction

9. Consider establishing a flagger to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene

Apparatus and Emergency Vehicle Benchmarks

The following are benchmarks for safe parking of Apparatus and Emergency Vehicles when operating in or near moving traffic.

1. Always position first-arriving apparatus to protect the scene, patients and emergency personnel.

a. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction

b. Angle apparatus on the roadway with a **"block to the left"** or a **"block to the right"** to create a physical barrier between the crash scene and approaching traffic

c. Allow apparatus placement to slow approaching motorists and redirect them around the scene

d. Use the fire apparatus to block at least one additional traffic lane than that

already obstructed by the crashed vehicles

e. When practical, position apparatus in such a manner to protect the apparatus operator from being exposed to approaching traffic fire vehicles. Operating personnel, equipment and patients should be kept within the "**shadow**" created by the blocking apparatus at all times.

3. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment, the extrication work area, personnel and tools staging area and the medic loading zone.

4. EMS units should be positioned within the protected area work area with the patient loading area angled away from the nearest moving traffic.

5. Command shall stage unneeded vehicles off the roadway or return these units to service whenever possible.

6. At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected,

a. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the **most critical** or **highest traffic volume flow** to the least critical traffic direction.

b. **For the first arriving engine where a charged hose line may be needed, block so that the pump panel is "downs tream", on the opposite side of on-coming traffic. This will help to protect the pump operator.**

7. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning to approaching motorists and to identify the transition and tapering actions that are required.

8. Personnel shall place cones and retrieve cones while **facing** the traffic.

9. Traffic cones should be deployed at **15-foot** intervals upstream of the blocking apparatus with the furthest traffic cones approximately **75-feet upstream** to allow adequate advance warning to drivers.

10. Additional traffic cones shall be retrieved from police department units or DOT units and used as necessary to extend the advance warning area for approaching motorists in areas where visibility is in question.

11. The DOT traffic control trucks can be called as a scene safety resource.

Incident Command Benchmarks

The initial-arriving company officer and/or the Incident Commander must complete critical benchmarks to assure that a safe and protected work environment for

emergency scene personnel is established and maintained including:

1. Assure that the first-arriving apparatus establishes an initial block to create an initial safe work area.

2. Assess the parking needs of the EMS units as well as later-arriving fire apparatus.

3. Assure that all EMS Units on-scene are placed within the protected work area ("Shadow") of the larger apparatus.

4. Assure that all patients loading in the medics is done within a protected work zone.

5. The initial company officer and/or the Incident Commander must operate as the Scene Safety Officer. An incident safety officer should be appointed if needed.

6. Consider the blinding effect of headlights. The blinding effect of headlights shining into the eyes of drivers approaching the emergency scene shall be considered. When practical, consider turning off headlights as to avoid blinding on-coming traffic.

7. Command shall assure the Opticom strobe lights are turned OFF and that other emergency lighting remains ON.

Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 16

S.O.G. Title: Leave of Absence

Issue date: 7 July 2014
Revision date: None

Authorized by _ Chief John Cronin _

Purpose:

To allow firefighters and members of the Seymour Fire Department to request a leave of absence from the department during a time of personal or family crisis.

Policy:

The Seymour Fire Department will allow any member in good standing to request a leave of absence not to exceed eighteen (18) months in duration. A second eighteen (18) month period may be granted consecutively by the Board of Chiefs on a case by case basis if requested.

Procedure:

Members who are unable to perform their assigned duties are to notify their respective company officers in writing as to their status requesting a leave of absence and their anticipated date to return to full duty. At the time of request all department issued equipment including turnout gear and pager or portable radio shall be turned in. This equipment will be reissued upon the members return to full duty. This leave is suggested in order to exempt the member/employee from attendance and training requirements of the Seymour Fire Department. It is not intended to supersede the individual company by-laws or to provide for exemption to those requirements.

Members who wish to return to full duty must request this in writing to their respective company officers. When reinstated all turnout gear and equipment will be reissued to the member/employee.

Prior to returning to duty with the Seymour Fire Department the member/employee may be required to be evaluated by the Seymour Fire Departments preferred medical provider and be cleared to return to duty in accordance with SOG SFT 8 if their current physical expiration date has passed during this leave .

Seymour (CT) Fire Department

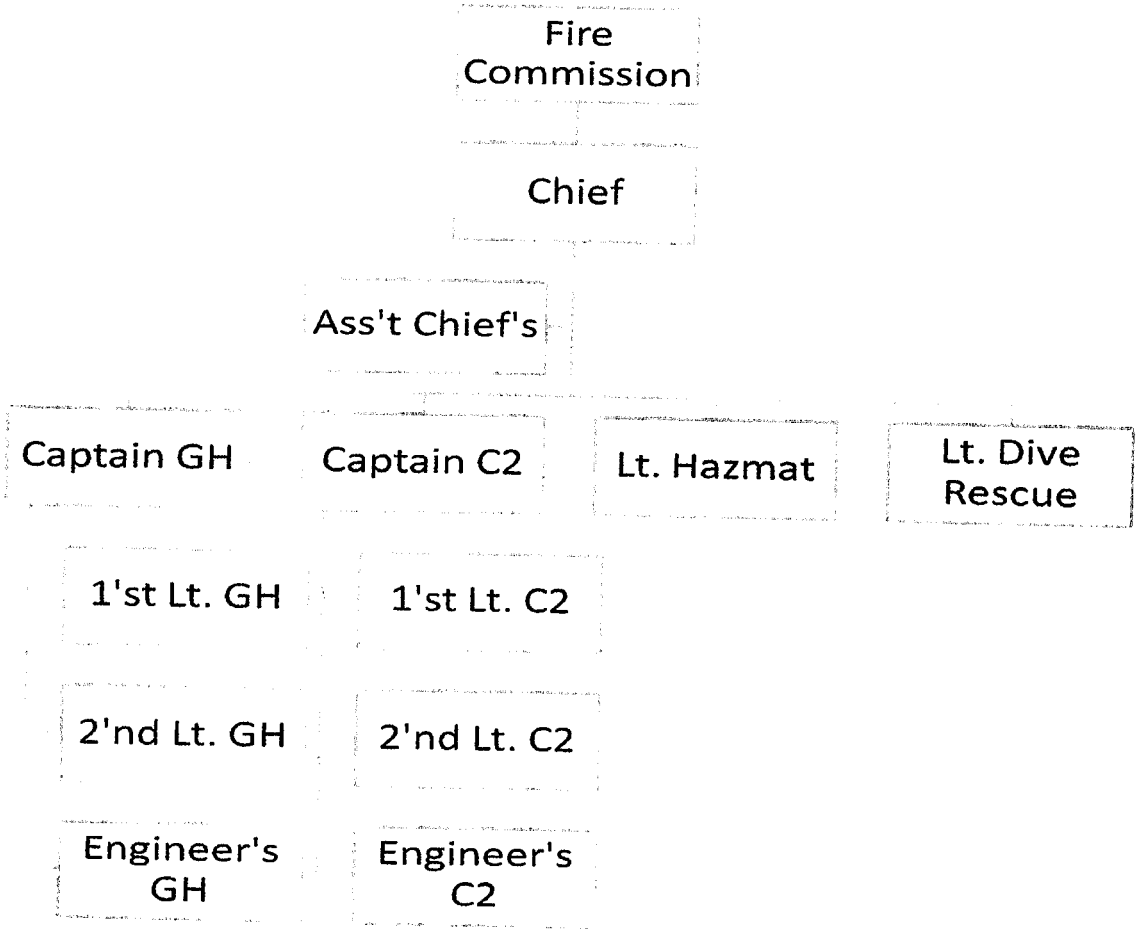
Standard Operating Guideline No. ADM 6

S.O.G. Title: Organizational Chart

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

The organizational chart of the Seymour Fire Department exists to guide the flow of information and operational orders both up and down the chain of command. Members and officers are expected to work within this chain of command as appropriate. It is understood that not all positions in the organizational chart have operational responsibilities on the fire ground and information should be transferred to the next appropriate level. Those members without a specific title or job function will report through the company officers.



Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 3

S.O.G. Title: Active Membership Qualifications

Issue date: 1 Oct 2011
Revision date: 7 July 2014

Authorized by _ Chief John Cronin _

Active Membership Qualifications

The Seymour Fire Department is required to insure that active firefighters, drivers and fire police are current in minimum annual training qualifications as prescribed by OSHA, NFPA and the Seymour Fire Department. In addition to the following minimum yearly qualifications Active membership requires a valid in date physical, attendance at no less than twelve (12) company level drills and no less than thirty (30) alarms per calendar year. Interior firefighters must also be certified to Firefighter 1 prior to becoming classified as an interior firefighter and receiving a black helmet (current members are grandfathered). This SOG shall be used in part to determine eligibility in the town's tax abatement awards program.

Failure to meet any of these requirements may result in suspension of active status with the Seymour Fire Department.

	Infectious Control	ICS NIMS	SCBA	Mask Fit Testing	Live Burn Training	Hazmat Ops	Lockout Tag out	Department Policies
Interior Firefighters	X	X	X	X	X	X	X	X
Exterior Firefighters, Drivers	X	X	n/a	n/a	X	X	X	X
Fire Police	X	X	n/a	n/a	n/a	n/a	n/a	X

X=Required Annual Refresher Training (Initial Certification Training May Be Required)

GREAT HILL ENGINEER'S REPORT

July 2014 Meeting

ENGINE 15:

- Head light assembly's cracked and need to be replaced
  (Quote: $448.00 each light + labor $135.00 per hr.-approx. 1-2 hrs- Peterbilt truck center North Haven
- Damaged front bumper deflector needs to be replaced
  (Quote: $746.13 + labor $135.00 per hr - approx. 2-3 hrs - Peterbilt truck center North Haven)

ENGINE 16:

- Foam tank gauge not accurate

RESCUE 17:

- Drivers side rear compartment sensor bad. Sensors ordered.
- Meter out for repair

ENGINE 18:

- NONE

TANKER 19:

- NONE

MARINE 20:

- NONE

BOATS/TRAILERS:

- Marine 1 leak in the underside of the boat along right side pontoon –send out or repair in house ? *(Quote for glue $35.00 Rex Marine Norwalk)*

OTHER EQUIPMENT:

- Need to order class A foam [National Foam "Knockdown"(0.1- 1.0%)
- Need cases of drinking water
- House air compressor pressure regulator valve broken and needs repair – can't be used to fill rescue truck at this time.
- Need to order batteries (9V, AA) 50+ of each ,(AAA,C,D) small amount of each

SEYMOUR

All Equipment RFR

BOAT 1 Boat 1 **Class:** APPR

Leaks water into boat from lower rib area.

06/19/2014 06/19/2014 19:53:31 john.cronin

BOAT 2 Boat 2 **Class:** APPR

leak in lower bladder

06/11/2014 06/11/2014 18:13:51 ken.burns

COMP 001 Breathing Air Compressor **Class:** SCBA

Regulator for truck cascade system fill is not adjusting, valve appears stripped out. Unable to fill apparatus, other part of compressor is functioning and can fill SCBA's.

07/02/2014 07/02/2014 12:19:41 john.cronin

COMP 002 Breathing Air Compressor **Class:** SCBA

leak in bank 3

06/23/2014 06/23/2014 20:08:17 ken.burns

runs on and off constantly

06/23/2014 06/23/2014 20:09:22 ken.burns

ENGINE 10 Engine 10 **Class:** APPF

Oil leaking from transfer case.

10/18/2013 10/18/2013 11:09:00 john.cronin

Water leak from tank or piping, will loose 1/4 tank.

10/18/2013 10/18/2013 11:09:30 john.cronin

Needs portable radio charger.

10/18/2013 10/18/2013 11:10:35 john.cronin

Taken out of service by T. Jensen due to major brake problems.

12/15/2013 12/18/2013 08:32:10 john.cronin

SEYMOUR

All Equipment RFR

ENGINE 11 Engine 11 **Class:** APPF

	Air still leaking from system, Kussmaul compressor runs constantly. 03/24/2014 18:28:45 john.cronin
	Appears to be leak in brake system in front drivers wheel area.
03/24/2014	07/01/2014 09:38:18 john.cronin
	windshield washer motor not working
06/08/2014	06/08/2014 09:56:26 ken.burns

ENGINE 13 Engine 13 **Class:** APPF

	steering wanders, with increased wheel lash
06/09/2014	06/09/2014 19:13:02 ken.burns
	portable charger behind driver not working
06/23/2014	06/23/2014 20:06:49 ken.burns
06/18/2014	aux. fan not running engine temp went to 210 trans temp to 240
05/05/2014	generator exhaust pipe is broken and needs replacement
	Wiper washer motor broken.
10/18/2013	10/18/2013 11:00:00 john.cronin
	Wiper delay switch broken.
10/18/2013	10/18/2013 11:02:38 john.cronin
	2 more complaints about steering wander during use.
06/30/2014	06/30/2014 18:06:26 ken.burns
	Loss of power, second time we are told the first was not reported, need to have Tracy's check the codes
07/06/2014	07/06/2014 10:56:55 ken.burns

SEYMOUR

All Equipment RFR

ENGINE 16 Engine 16 **Class:** APPF

	Foam tank gauge not reading accurately.
06/03/2014	06/03/2014 10:39:09 john.cronin

HOSE 5042 5 **Class:** HOSE

09/14/2013	Holes	Scrap

HOSE 5052 5 **Class:** HOSE

09/14/2013	Holes	Scrap

HOSE 5057 5 **Class:** HOSE

09/14/2013	Holes	Scrap

HOSE 5067 5 **Class:** HOSE

09/14/2013	Leak behind coupling	Scrap

HOSE 5114 5 **Class:** HOSE

09/14/2013	Leak behind coupling	Scrap

HOSE 5120 5 **Class:** HOSE

09/14/2013	Unknown failure	Scrap

HOSE 5121 5 **Class:** HOSE

09/14/2013	Unknown failure	Scrap

LADDER 14 Ladder 14 **Class:** APPF

	Truck settles on pins on stabilizers randomly, unable to reproduce at will.
06/03/2014	06/03/2014 10:40:53 john.cronin
	Joystick for rotational controls in bucket accelerates when moving left but not right.
06/03/2014	06/03/2014 10:41:55 john.cronin
	Windshield washer not working
06/07/2014	06/07/2014 22:17:40 ken.burns
	1 hand light needs new battery.
10/18/2013	10/18/2013 11:06:42 john.cronin
03/03/2014	bucket sagging Clay and Tommy notified 2/24
	Air leak at air dryer on truck.
06/17/2014	06/17/2014 17:55:17 john.cronin
	air horns work intermittently lose air as you drive

SEYMOUR

All Equipment RFR

LADDER 14 Ladder 14 **Class:** APPF

06/11/2014 06/11/2014 18:03:37 ken.burns

air tanks under truck need to be flushed and dump valves replaced

06/11/2014 06/11/2014 18:05:07 ken.burns

need air drier for hook up to house air

06/11/2014 06/11/2014 18:08:37 ken.burns

At incident truck was being set up, would not level or lower back to ground, computer reset several times, truck was able to be set back to ground and jacks retracted, unit was checked again and appeared to work properly.

07/04/2014 07/04/2014 12:22:10 john.cronin

MTR 008 BW Gas Alert Micro 5 **Class:** MTR

Intermittently wont start up, has pixliating screen and error message.

06/17/2014 06/17/2014 17:57:17 john.cronin

PAGE 1039 Motorola Pager **Class:** PAGE

06/18/2014 only works on D and no VIB

PAGE 2009 Motorola Pager **Class:** PAGE

Not working

05/30/2014 05/30/2014 13:53:00 john.cronin

PAGE 2022 Motorola Pager **Class:** PAGE

Not working

05/30/2014 05/30/2014 13:51:29 john.cronin

PAGE 2024 Motorola Pager **Class:** PAGE

Not working

05/30/2014 05/30/2014 13:54:26 john.cronin

PAGE JR06 Motorola Pager **Class:** PAGE

06/18/2014 doesn't tone out

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All Equipment RFR

RESCUE 12 Rescue 12 **Class:** APPR

need air line from house air and drier installed

06/11/2014 06/11/2014 18:10:22 ken.burns

A/C not working still under warr.?

07/06/2014 07/06/2014 10:54:41 ken.burns

RESCUE 17 Rescue 17 **Class:** APPR

01/06/2014 drivers rear compartment door sensor not working

SCBA 14-5 Scott Air Pack 14-5 **Class:** SCBA

06/09/2014 heads up display not working.

Seymour Fire Radio designations

Car 1	Chief
Car 2	Asst Chief
Car 3	Asst Chief
Car 4	Asst Chief
401	Captain Gh
402	1st Lt Gh
403	2nd Lt Gh
501	Captain C2
502	1st Lt C2
503	2nd Lt C2
Dive 20	1st Lt Dive
Dive 21	2nd Lt Dive
Hazmat 10	1st LT Hazmat
Hazmat 11	2nd Lt Hazmat
Fire Police	40 Capt GH Fire Police
Fire Police	41-49 GH Fire Police
Fire Police	50 Capt C2 Fire Police
Fire Police	51-59 C2 Fire Police

Drivers use ID numbers with station number in front, Ex “440” or “5114”

Firefighters use ID numbers if necessary with station number in front, Ex “440” or “5114”

Fire Marshals use FM 1-6