

**BOARD OF FIRE CHIEFS**

**SEYMOUR FIRE DEPARTMENT**

**1 FIRST STREET  
SEYMOUR, CONNECTICUT**

Regular Meeting Minutes

July 6, 2015

7:30 p.m.

Citizens' engine Company

COPY RECEIVED  
DATE: 7/13/15  
TIME: 11:05 AM  
TOWN CLERK'S OFFICE

**Chief's attending:** Michael Lombardi, Thomas Tomasheski, John Cronin, and Doug Zaniwski.

Meeting called to order at 7:30 pm, followed by the Pledge of Allegiance.

**3. June Minutes:**

**Motion made to accept April Minutes made by Asst. Chief Lombardi, 2<sup>nd</sup> by Asst. Chief Tomasheski. Approved 4-0.**

**4. Correspondence:**

**-Letter from Town attorney concerning Board of Fire Chiefs.**

Chief Cronin stated this issue should be tabled until further discussion with the commissioners.

**5. Unfinished Business-**

**A. Ladder 14-**

Chief Cronin stated that Asst. Chief Lombardi received a quote from Gowans & Knight for approximately \$13,000 for all the repairs needed for Ladder 14 from aerial testing last year. This quote also includes DOT inspection and Asst. Chief Lombardi will be contacting Gowans to see if this also includes aerial testing for this year.

**Motion to add Ladder 14 repairs to requisition's made by Asst. Chief Tomasheski, 2<sup>nd</sup> by Asst. chief Lombardi. Approved 4-0.**

**B. Numbering of Trucks-**

Asst. Chief Lombardi would like to clarify exactly what needs to be done before gathering quotes for work.

**C. Salamander-**

-Asst. Chief Zaniewski stated he is close to 100% done. He is waiting on just a few more sheets and then will move on to printing of the salamander cards.

**D. Recruitment Drive-**

-The next recruitment drive will be 8/13/2015 from 7-9 at Citizens' Engine. Asst. Chief Zaniewski stated that the replacement tags for signs have been ordered from NuAge.

**6. New Business**

**-A. New Boat-**

Chief Cronin stated the original quote for the boat was \$21,000 due to eliminating the motor. He feels due to the problems that arouse with last purchase that the boat should be ordered with a motor. Estimated cost is approximately \$28,500. Asst. Chief Tomasheski agrees that the motor is significantly older and should be replaced.

**Motion to add aluminum boat with motor to requisition's made by Asst. Chief Tomasheski, 2<sup>nd</sup> by Asst. Chief Zaniewski. Approved 4-0.**

**-B-Haz-Mat Truck-**

Chief Cronin feel that being there is no significant equipment on the haz-mat truck at this time he would like to see this moved over to the dive team. He stated any equipment currently on the truck can be moved over the rescue trucks.

**-C-Dive Team-**

Dive Captain Childs submitted a dive report. Asst. Chief Tomasheksi stated that there is a mandatory dive meeting on 7/15 at 7 pm to discuss the future of the dive team. Asst. Chief Zaniewski stated he believes all decisions concerning the dive team should wait until the 7/15 meeting. Asst. Chief Lombardi stated that he agrees with the decision to wait until after the meeting.

**D- Engineer's Pay-**

Chief Cronin's recommendation is to eliminate the mechanic's salary of \$3,420 and increase the engineer's salary as they haven't had an increase in a long time.

**Motion to forward the recommendation to the commissioners made by Asst. Chief Lombardi, 2<sup>nd</sup> by Asst. Chief Zaniewski. Approved 4-0.**

**E-Job Description's-**

Chief Cronin stated he had tentative job descriptions for the chief, asst. chiefs, Engineers, Asst. Engineers, and clerk. See Attached. He would like to forward these to the commissioners for further discussion.

**F-Ordinance's-**

Chief Cronin handed out 2 ordinances he would like to see added concerning smoke detectors and fire alarms. See Attached.

**G. FF 1 class-**

Chief Cronin put together a simple schedule to try to run department run FF 1 program in house. Asst. Chief Zaniewski asked who would be taking the legal responsibility of this program. Chief Cronin would like to have a meeting with instructors. A meeting for instructors will be held on 7/28 at 7 pm at Great Hill.

**H.-Boughton-**

Asst. Chief Lombardi stated he wasn't happy with the constant rescheduling for service and pump testing.

**I.-Keys-**

Asst. chief Lombardi stated he would like to see spare keys made. Chief Cronin stated he would like to see codes or keys made for vendors for great Hill.

**7. Training-**

Asst. chief Lombardi stated that the last date for Mandatory training is 7/12.

Asst. Chief Lombardi stated he sent out an email about solar panel class in Ansonia on 6/10 at 6:30.

Asst. Chief Lombardi stated that on June 17<sup>th</sup>-reserving a house at Beacon Falls for RIT class. Asst. Chief Lombardi stated he will check into a second date of June 30<sup>th</sup>.

**8. Physicals-none**

**9. Accountability-**

Asst. Chief Zaniewski asked that both Captains make sure that everyone is aware of the system.

## **10. July Events-**

Tunix Parade-July 11<sup>th</sup> – Citizens' attending with Rescue 12  
Annual Training Makeup's-7/12-Citizens'  
Dive mandatory meeting-7/15 Citizens'  
Instructor's Meeting-7/28 Great Hill

## **11. Numbering of apparatus-**

Asst. Chief Zaniewski stated that he would like to have all trucks numbered. He asked about reflective decaling to have this done. Asst. Chief Zaniewski stated he will look into the cost to having this done especially for the engines. Asst. Chief Lombardi also stated he would like to see the hose tarps replaced if need be.

## **12. Captain's Comments-**

Captain Edwards asked about the heat/AC in the watch station at Great Hill.  
Captain Edwards stated that Rescue 17's knox shorted out.

## **13. Public Comment-none**

## **14. Chief's Comments-**

- Chief Cronin stated that yesterday's fire went well.
- Chief Cronin gave Fire Police Captain Rossik accountability boards to be used for fire police accountability.
- Chief Cronin hand out a list of job assignments. See attached.
- Asst. Chief Lombardi asked about driver training and clearing people on pumps. Captain Nelson stated at least one person will be cleared in about 2 weeks.
- Asst. Chief Tomasheski asked about getting a list of brooms and squeegee's that are needed.
- Asst. Chief Tomasheski asked about 18 truck replacement. Chief Cronin stated truck should be in by the end of the month.

## **15. Repairs-**

- Engine 16 is out of service for foam system issue.

## **16. Requisition's-**

**Motion to approve requisition's made by Asst. Chief Tomasheski, 2<sup>nd</sup> by Asst. Chief Zaniewski. Approved 4-0.**

## **17. Adjournment-**

**Motion to adjourn at 9:25 pm by Asst. Chief Zaniwski, 2<sup>nd</sup> by Asst. Chief Tomasheski  
Approved 4-0.**

Respectfully Submitted,

Kathleen Pelletier  
Clerk



**BERCHEM, MOSES & DEVLIN, P.C.**

RICHARD J. BUTURLA  
rbururla@bmdlaw.com

PLEASE REPLY TO  
MILFORD OFFICE  
WWW.BMDLAW.COM

July 2, 2015

Hon. W. Kurt Miller  
Seymour Town Hall  
1 First Street  
Seymour, CT 06483

Re: Board of Fire Commissioners  
Board of Fire Chiefs  
Seymour Fire Department

Dear Kurt:

At your request, we have reviewed the Seymour Town Charter, the Seymour Town Code and state statutes and caselaw to better define the roles and scope of authority of the Seymour Board of Fire Commissioners, the Seymour Board of Fire Chiefs and the Seymour Fire Department.

We have also reviewed the requirements and application of the Connecticut Freedom of Information Act to the Board of Fire Chiefs.

Board of Fire Commissioners

Turning first to the Connecticut General Statutes, Section 7-301 provides in pertinent part as follows:

Any town may provide by ordinance for the protection of property within its limits from fire and for the establishment of a town fire department and for the management, discipline and control thereof by the board of selectmen or, if there is a town council, by the town council, or by a board of fire commissioners of such number chosen in such manner and for such terms as the ordinance provides. The board of selectmen, town council or board of fire commissioners may make regulations for the conduct of the fire department and may appoint, discipline and remove for cause shown all employees of the department and purchase supplies and equipment necessary for its operation; provided, if the ordinance so provides, the board of selectmen, town council or board of fire commissioners shall enter into an agreement with any volunteer fire company or companies within the town for the protection thereof from fire on such conditions as to

75 BROAD STREET  
MILFORD, CT 06460  
TELEPHONE (203) 783-1200  
FACSIMILE (203) 678-2235

9 MORGAN AVENUE  
NORWALK, CT 06851  
TELEPHONE (203) 803-2942  
FACSIMILE (203) 866-2818

1221 POST ROAD EAST  
WESTPORT, CT 06880  
TELEPHONE (203) 227-9545  
FACSIMILE (203) 225-1641

financial assistance and the observance of the regulations of the board of selectmen, town council or board of fire commissioners as such ordinance prescribes. . .

In Seymour, the Board of Fire Commissioners is expressly authorized by Section 10.7 of the Seymour Town Charter. Section 10.7 of the Seymour Town Charter provides in pertinent part as follows:

There shall be a Board of Fire Commissioners consisting of five (5) members who shall be Administrative Appointments of the First Selectman for a term of three (3) years. One (1) member shall be appointed to the commission who is not a member of either Fire Company. One (1) member shall be appointed from a list of two (2) nominees elected by majority vote at a meeting called for such purpose and submitted by the Great Hill Hose Company. One (1) member shall be appointed from a list of two (2) nominees elected by majority vote at a meeting called for such purpose and submitted by the Citizens Engine Company. If two names are not submitted for these positions by either company, the First Selectmen may appoint the company's nominee from any fireman in that company who is in good standing. One (1) member who is nominated by the Great Hill Hose Company shall be appointed. One (1) member who is nominated by the Citizens Engine Company shall be appointed.

(Amend. of 11-6-90; Amend. of 11-8-94)

Significantly, Section 10.7 does not specify the duties and responsibilities of the Board of Fire Commissioners, nor does it limit in any way the powers conferred by Section 7-301 of the Connecticut General Statutes. Similarly, the Seymour Town Code is devoid of any ordinance setting forth the duties and responsibilities of the Board of Fire Commissioners. In sum, it is our opinion that the Board of Fire Commissioners has all of the lawful authority set forth in Section 7-301; however, as prescribed by Section 7-301 it would be prudent to enact an ordinance that specifies such unambiguous governing powers.

#### Board of Fire Chiefs

The Seymour Board of Fire Chiefs have not been established by state statute, town charter or town ordinances. The Board of Fire Chiefs apparently exists by custom and practice with the tacit approval of the Board of Fire Commissioners. In the absence of express enabling legislation, however, one can conclude that such a Board is not authorized. Therefore, if the Board of Selectmen, in fact, desires such a Board to exist, it should authorize the existence through an express legislation action.

Presently, the Board of Fire Chiefs is comprised of the following members:

Fire Chief John Cronin, a member of Great Hill Hose;  
First Assistant Chief, Michael Lombardi, a member of Citizens Hose Company;  
Second Assistant Chief, Thomas Tanasheski, a member of the Great Hill Hose; and  
Third Assistant Chief, Douglas Zaniewski, a member of Great Hill Hose.

All of these public officials have been appointed to their positions by the Board of Fire Commissioners pursuant to Section 6-21 of the Seymour Town Code. While the Seymour Town Code

provides that the First Assistant Chief, in the absence of the Chief, shall command those at a fire scene, the Code does not mention in any provision the title First Assistant, Second Assistant or Third Assistant.

We recommend adding a specific reference in the Code pertaining to the appointment of the respective assistant chief positions of First Assistant, Second Assistant and Third Assistant.

Turning next to the issues relating to the Connecticut Freedom of Information Act, it is absolutely clear that the defacto Board of Fire Chiefs must comply in all respects with the Connecticut Freedom of Information Act. See Connecticut General Statutes § 1-200. For example, even the volunteer fire companies must comply with the Freedom of Information Act for all but social interaction. See Connecticut General Statute § 7-314(b).

Section 7-314(b) of the Connecticut General Statutes provides in pertinent part as follows:

The records and meetings of a volunteer fire department which is established by municipal charter or constituted as a not-for-profit Connecticut corporation shall not be subject to the provisions of the Freedom of Information Act, as defined in section 1-200, if such records and meetings concern fraternal or social matters. Records and meetings concerning matters of public safety, expenditures of public funds or other public business shall be subject to disclosure under said sections. (emphasis added)

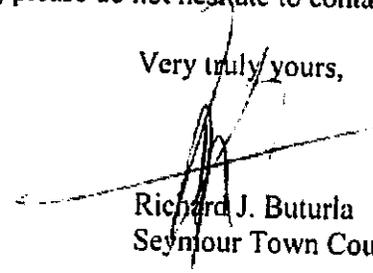
In *O'Connell v. Freedom of Information Commission*, 54 Conn. App. 373 (1999), the Connecticut Appellate Court affirmed the lower court decision in ruling that the fire chiefs of five volunteer fire departments were required to produce certain documents as public documents subject to disclosure. The court held that records and meetings concerning matters of public safety, expenditures of public funds or other public business shall be subject to full disclosure.

Against this backdrop, the Board of Fire Chiefs must comply with all of the provisions of the Connecticut Freedom of Information Act. See Connecticut General Statute § 1-200, et. seq.

In summary, the Seymour Town Code should be amended to include a specific provision creating the Board of Fire Chiefs and clearly setting forth its role in conjunction with an amendment discussing the full power and authority of the Board of Fire Commissioners. Additionally, the Board of Fire Chiefs has an obligation to fully comply with the Connecticut Freedom of Information Act.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

  
Richard J. Buturla  
Seymour Town Council

RJB:jlc

# Seymour Fire Department

## Dive Rescue and Water Recovery Team

6 July 2015

To the Board of Fire Chiefs:

Per your request, I am herein providing a list of the activities that have been ongoing with the team:

### **Equipment:**

A full inventory of the equipment located on Marine 20 is in process.

An inventory of the Chief's Vehicles, Rescues, and Engines is completed. Lt. Rollinson is compiling a list of additional equipment that will be needed to equip all vehicles similarly, per Chief Cronin's request.

A plan is being developed and is almost completed for the conversion of Haz-Mat 7 into Marine 20.

The communications ports on the full face masks have been plugged and the comm units removed. The masks remain in service and the comm units are being evaluated in-house for repair.

### **Training:**

Ice rescue classes were held and completed for both fire companies.

Quotations for swift water classes are being solicited and will be brought to the Board of Chiefs shortly for evaluation.

There have been ongoing issues with the High School with regard to our use of the pool there. Other avenues have been investigated, but were rejected because of fees involved. A new proposal has been made to use the Oxford High School pool and Chief Pelletier will be contacted regarding this.

### **Other:**

A mandatory team meeting has been scheduled for Wednesday, July 15<sup>th</sup> at 19:00 in the C2 conference room. All members are being asked to attend and the meeting is open to all department members who wish to learn more about the team.

Open water dive training will be scheduled after the meeting on the 15<sup>th</sup>.

Respectfully submitted,

Stephen M. Childs

Captain

Jon Rollinson

Lieutenant

Chris Derosa

Lieutenant

Current

Per Month Per Year

Engineer-Citizen's Engine Co.	Kenneth Burns	182.00	2184.00
Asst. Engineer-Citizens' Engine Co.	Michael Gardella	156.00	1872.00
Asst. Engineer-Citizens Engine Co.	Joseph Rivas	156.00	1872.00
Engineer-Great Hill Hose Co.	Philip Fritz	182.00	2184.00
Asst. Engineer-Great Hill Hose Co.	Michael Fritz	156.00	1872.00
Asst. Engineer-Great Hill Hose Co.	Todd Fowler	156.00	1872.00

Recommend

Engineer-Citizen's Engine Co.	Kenneth Burns	225.00	2700.00
Asst. Engineer-Citizens' Engine Co.	Michael Gardella	200.00	2400.00
Asst. Engineer-Citizens Engine Co.	Joseph Rivas	200.00	2400.00
Engineer-Great Hill Hose Co.	Philip Fritz	225.00	2700.00
Asst. Engineer-Great Hill Hose Co.	Michael Fritz	200.00	2400.00
Asst. Engineer-Great Hill Hose Co.	Todd Fowler	200.00	2400.00

\$11,856.00 current salary account

\$3420.00 from mechanics account to salary account

\$15,276.00 total

\$ 15,000.00



**Town of Seymour  
Position Description**

**POSITION TITLE: Fire Department Engineer**

---

DATE PREPARED: July, 2015

DEPARTMENT: Fire Department  
SUPERVISOR: Fire Chief

---

**SUMMARY**

The incumbent is responsible to keep all emergency vehicles and equipment in proper operating condition. The incumbent is responsible to perform general maintenance and special repairs to fire department vehicles and equipment as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Review the work request list and schedule work as indicated.
2. Report to the Chief and Assistant Chiefs as to the status of repairs and maintenance both needed and completed.
3. Recommend repair or replacement of equipment and apparatus and obtain quotes for any needed repairs or replacements.
4. Check to see what equipment needs repair or maintenance and document such work using the department's record management system.
5. Ensure adequate stock of parts to keep equipment in good working orders and stock parts accordingly.
6. Clean work areas as necessary.
7. Perform key maintenance of all types, service calls and repairs to emergency vehicles.
8. Schedule all repairs with outside contractors and deliver and retrieve any equipment and apparatus sent out for repair or maintenance.

9. Check stock of maintenance products, purchase supplies and parts as needed.
10. Track vehicle operating cost and service ability using the department's record management system.
11. Maintain all fluid levels including fuel in all apparatus and equipment.
12. Perform other duties as required or assigned.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED. Additional college courses or related experience and/or training; or equivalent combination of education and experience in vehicle mechanics and operations is desirable.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Connecticut Driver's License with a CDL or 2Q endorsement.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed using both telephone, Email, text messaging and other forms of electronic media.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with vendors and outside representatives as needed using both telephone, Email, text messaging and other forms of electronic media.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, word, power point, excel, email and the departments record management system.

## **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.



**Town of Seymour  
Position Description**

**POSITION TITLE: Fire Department Assistant Engineer**

---

DATE PREPARED: July, 2015

DEPARTMENT: Fire Department  
SUPERVISOR: Engineer

---

**SUMMARY**

The incumbent is responsible to keep all emergency vehicles and equipment in proper operating condition. The incumbent is responsible to perform general maintenance and special repairs to fire department vehicles and equipment as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Assist the Engineer with all duties and act as Engineer in their absence.
2. Review the work request list and schedule work as indicated.
3. Report to the Engineer, Chief and Assistant Chiefs as to the status of repairs and maintenance both needed and completed.
4. Recommend repair or replacement of equipment and apparatus and obtain quotes for any needed repairs or replacements.
5. Check to see what equipment needs repair or maintenance and document such work using the department's record management system.
6. Ensure adequate stock of parts to keep equipment in good working orders and stock parts accordingly.
7. Clean work areas as necessary.
8. Perform key maintenance of all types, service calls and repairs to emergency vehicles.

9. Schedule all repairs with outside contractors and deliver and retrieve any equipment and apparatus sent out for repair or maintenance.
10. Check stock of maintenance products, purchase supplies and parts as needed.
11. Track vehicle operating cost and service ability using the department's record management system.
12. Maintain all fluid levels including fuel in all apparatus and equipment.
13. Perform other duties as required or assigned.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED. Additional college courses or related experience and/or training; or equivalent combination of education and experience in vehicle mechanics and operations is desirable.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Should possess a valid Connecticut Driver's License with a CDL or 2Q endorsement. Shall not operate or move vehicles without proper license classification.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed using both telephone, Email, text messaging and other forms of electronic media.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with vendors and outside representatives as needed using both telephone, Email, text messaging and other forms of electronic media.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, word, power point, excel, email and the departments record management system.

### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.



**Town of Seymour  
Position Description**

**POSITION TITLE: Fire Chief**

---

DATE PREPARED: July, 2015

DEPARTMENT: Fire  
SUPERVISOR: Fire Commission

---

**SUMMARY**

The incumbent is responsible for the overall direction and management of the fire department. In conjunction with the leadership team of the fire department, is responsible for the readiness and staffing for department personnel and enforcement of town and department policies and procedures, under the direction of the Fire Commission. This position is responsible for the administration of the department's budget, facilities, equipment and personnel and ensures that the department is operated in such a manner in order to protect the health and safety of the citizens of the Town of Seymour.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Supervise the officers and members of the fire department during operations, training and other department functions.
2. Develop the department's proposed annual operating budget and capital expenditures budget for submission to the town.
3. Hold regularly scheduled management meeting with leadership personnel.
4. Ensure that all functions of the department are managed in an efficient and effective manner, while at the same time, maintain high quality service delivery. Make regular operation and/or departmental reports as requested by the Fire Commission.
5. In conjunction with the management team, develop, administer and enforce the policies and standard operating guidelines that assist with the smooth operation of the department.
6. Develop and present staffing level recommendations to the Fire Commission to ensure adequate fire coverage throughout the Town of Seymour.

7. Provide direction to the clerical personnel on a regular basis.
8. Meet with the Fire Commission and/or the rest of the towns leadership team on a regular basis to maintain effective communications and to receive guidance and direction on Fire Department operations.
9. Perform other duties as required or assigned.

**Budget Responsibility:** \$ 400,000.00 Annual dollars  
**Facilities and Equipment Responsibility:** \$ 20 MM Total value

### **SUPERVISION RESPONSIBILITIES**

Directly supervises three subordinate supervisors (Assistant Chiefs) who supervise approximately 100 volunteers or employees in the department and one civilian staff personnel. Carries out supervisory responsibilities in accordance with the town's policies and applicable laws. Responsibilities include: planning, assigning, and directing work; appraising performance, rewarding and disciplining volunteers and employees; addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree (B.A.) from a four year university or college in fire science or other closely related field is desired; or the equivalent combination of education and experience with a strong background of fire or emergency service management experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of Fire Commissioners.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain knowledge and abilities to direct all fire personnel based on certificates, licenses and training required of a Chief and on-going Executive Officer's training.

### **INTERNAL COMMUNICATIONS**

Regular contacts with the First Selectman, Board of Selectmen, Fire Commission, Board of Finance, fire department personnel and with other department heads as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with outside government agencies, fire academy, vendors, citizens, and media.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment and the departments records management system. Proficiency in the use of all firefighting equipment is required.

### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

### **PHYSICAL DEMANDS**

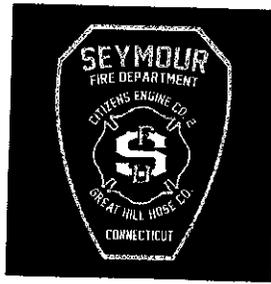
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally outside weather conditions and the noise level in the work environment is usually moderate.



**Town of Seymour  
Position Description**

**POSITION TITLE: Assistant Fire Chief**

---

DATE PREPARED: July, 2015

DEPARTMENT: Fire  
SUPERVISOR: Fire Chief

---

**SUMMARY**

The incumbent is responsible for the overall direction and management of the fire department. In conjunction with the leadership team of the fire department, is responsible for the readiness and staffing for department personnel and enforcement of town and department policies and procedures, under the direction of the Fire Chief. This position is responsible to assist in the administration of the department's budget, facilities, equipment and personnel and ensures that the department is operated in such a manner in order to protect the health and safety of the citizens of the Town of Seymour.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Supervise the officers and members of the fire department during operations, training and other department functions.
2. Act as Fire Chief in the Fire Chief's absence.
3. Assist in development the department's proposed annual operating budget and capital expenditures budget for submission to the town.
4. Attend regularly scheduled management meeting with leadership personnel.
5. Ensure that all functions of the department are managed in an efficient and effective manner, while at the same time, maintain high quality service delivery. Make regular operation and/or departmental reports as requested by the Fire Chief.
6. In conjunction with the management team, develop, administer and enforce the policies and standard operating guidelines that assist with the smooth operation of the department.

7. Develop and present staffing level recommendations to the Fire Chief to ensure adequate fire coverage throughout the Town of Seymour.
8. Provide direction to the clerical personnel on a regular basis.
9. Meet with the Fire Chief and/or the rest of the town's leadership team on a regular basis to maintain effective communications and to receive guidance and direction on Fire Department operations.
10. Perform other duties as required or assigned.

**Budget Responsibility:** \$ 400,000.00 Annual dollars  
**Facilities and Equipment Responsibility:** \$ 20 MM Total value

### **SUPERVISION RESPONSIBILITIES**

Directly supervises company officers who supervise approximately 100 volunteers or employees in the department and one civilian staff personnel. Carries out supervisory responsibilities in accordance with the town's policies and applicable laws. Responsibilities include: planning, assigning, and directing work; appraising performance, rewarding and disciplining volunteers and employees; addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

Associates degree (A.A.) from a two year university or college in fire science or other closely related field is desired; or the equivalent combination of education and experience with a strong background of fire or emergency service management experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of Fire Commissioners.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain knowledge and abilities to direct all fire personnel based on certificates, licenses and training required of a Assistant Chief and on-going Executive Officer's training.

### **INTERNAL COMMUNICATIONS**

Regular contacts with the Fire Chief, First Selectman, Board of Selectmen, Fire Commission, Board of Finance, fire department personnel and with other department heads as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with outside government agencies, fire academy, vendors, citizens, and media.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment and the department's records management system. Proficiency in the use of all firefighting equipment is required.

### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

### **PHYSICAL DEMANDS**

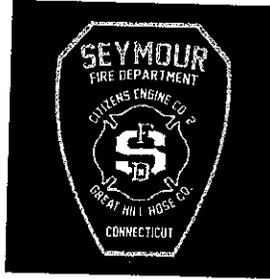
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally outside weather conditions and the noise level in the work environment is usually moderate.



Town of Seymour  
Position Description

*clerk*

**POSITION TITLE: ~~Administrative Assistant-Fire~~**

---

DATE PREPARED: July, 2015

DEPARTMENT: Fire  
SUPERVISOR: Fire Chief

---

**SUMMARY**

The incumbent is responsible to perform a wide variety of secretarial and administrative duties in keeping official records, providing administrative support to the department and ensuring that the office is running efficiently.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Keep secure and update employees personnel, health and evaluation files. Secures previous employees files.
2. Perform secretarial duties for the Chief, Assistant Chiefs and Commissioners.
3. Enters data to the fire department records management software to include call data, staff information and other data as necessary.
4. Compile, organize and verify accounts payable for the department.
5. Respond to inquiries from personnel, within the department, regarding various departmental issues.
6. Receive and distribute incoming mail from the post office and town hall.
7. Record and transcribe minutes from official meetings as necessary.
8. File meeting agenda's and other legal notices with town hall.
9. Maintain office supply inventory and order supplies necessary to keep stock on-hand.

10. Perform other duties as required or assigned.

**EDUCATION AND EXPERIENCE**

High school diploma or GED or equivalent combination of education and experience in secretarial duties and responsibilities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

**EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, collection agencies, citizens and outside representatives.

**USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment along with the fire departments record management system.

**OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually moderate.

# Smoke Detector Ordinance

## A. REQUIREMENT:

- a. It shall be the responsibility of the owner of each new and existing occupied dwelling unit to install and have operating smoke detectors in each such dwelling unit. Said smoke detectors shall be capable of sensing visible and invisible particles of combustion using either the ionization or photo-electric principal. Detectors shall provide a suitable audible alarm, thereof; further, they shall be installed by July 1, 2016 in a manner hereinafter provide unless any other provisions of State or Federal law shall require instillation before that date. Failure to install smoke detectors as and where required by said date will subject the property owner to the penalties set forth in Article ??? of the Ordinance of the Town of Seymour.

## B. LOCATION:

- a. At least one smoke detector shall be installed to protect each sleeping area. A sleeping area is defined as the area or areas of the family living unit in which the bedrooms for (or sleeping rooms) are located. Where bedrooms or rooms ordinarily used for sleeping are separated by other-use areas, such as kitchens or living rooms, but not bathrooms or closets, they shall be considered as separate sleeping areas.
- b. At least one operating smoke detector shall be installed in or near each stairway leading to an occupied area in such a manner as to assure that rising smoke is not obstructed in reaching the detector and that rising smoke can no effectively bypass the detector before it reaches the occupied areas.
- c. The Fire Marshal of the Town of Seymour, or the Deputy Fire Marshal or their duly appointed designees, may grant exceptions to subsections (a) and (b) including, but not limited to, installation of smoke detectors on every level of the home.
- d. Smoke detectors installed or in the process of installation in compliance with this section prior to the effective date of this ordinance shall be deemed to have complied with the law.

## C. ALTERNATIVE:

- a. Where smoke detectors are installed as part of an approved fire detection system, the requirements for single station smoke detectors may be set aside. An approved system shall be defined as a combination of devices that meets the requirements of this section and is installed in accordance the NFPA 72 or approved by the Authority Having Jurisdiction.

D. EQUIPMENT:

- a. All devices, combination of devices and equipment required herein are to be installed in conformance with the Building Code and this section, and approved by the Building Official of the Town of Seymour. Such approval shall be permanent unless the Building Official subsequently finds that the equipment is hazardous, unreliable or otherwise detrimental to public safety in which case the Building Official may suspend or revoke approval. The Building Official may in any such case determine whether replacement of existing installation shall be required.

E. INSTALLATION:

- a. In new residential dwellings, single station smoke detectors shall be wired directly (hard-wired) to the building's power supply. In existing (pre-1987) dwellings it is preferred that single station smoke detectors be wired directly to the power supply, however, said detectors may be operated by self-monitored battery or operated in a plug-in outlet which is fitted with a plug restrainer device, provided that outlet is not controlled by any switch other than the main power supply.

F. CHANGE IN OCCUPANCY:

- a. After July 1, 2016 at every change of occupancy of every dwelling unit occasioned by, or incidental to a sale, lease or sublease of said unit, it shall be the duty of the grantor thereof (i.e.) the seller, lessor or sub lessor, as the case may be, to provide before occupancy all smoke detectors as required by this section (or other applicable laws) in proper working condition. Failure to comply with this subsection shall be punishable as set forth herein, provided however, that this subsection shall not be construed to violate or render void any contract, lease or sublease subject hereto.

G. FAILURE TO COMPLY:

- a. After July 1, 2016 the minimum penalty for non-compliance with this law shall be a fine of ninety (\$90.00) dollars per day. The fining authority shall be limited to the Fire Chief, Assistant Fire Chiefs, Fire Marshal, Deputy Fire Marshals, Building Officials and Sworn Law Enforcement Officers of the Town of Seymour.
- b. All fines shall be paid to the Fire Department Clerks office in person or by mail within thirty (30) days.

H. SUPPLEMENTAL STANDARDS:

- a. This section is intended to be used with and supplemented by the applicable provisions of the NFPA Standards 82-E and 72 latest editions, which are hereby

incorporated herein; however if there shall be any conflict between this statute and the said supplement standards, this statute and any rules and regulations adopted pursuant thereto shall prevail.

# Fire Alarm Ordinance

## *PURPOSE and DEFINATIONS*

1. The purpose of this section is to provide minimum standards and regulations applicable to burglar, holdup and fire alarm users as defined in this section. And to encourage the installation of protective alarm systems in all dwellings, commercial, industrial and agricultural structures.
2. For the purpose of this section, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number and words in the singular include the plural number. The word shall is always mandatory and not merely directory.
  - i. *Alarm agent* means any person employed by an alarm business whose duties include the altering, installing, maintaining, moving, repairing, selling, servicing, responding to or causing others to respond to an alarm device.
  - ii. *Alarm business* means any business operated by a person for a profit which engages in the activity of altering, installing, leasing, maintaining, moving, repairing, replacing, selling, servicing or responding to a burglar, holdup or fire alarm system, or which causes any of these activities to take place.
  - iii. *Alarm system* means an assembly of equipment and devices arranged to signal the presence of a hazard requiring urgent attention and to which police or fire are expected to respond. In this section, the term "alarm system" shall include the terms "automatic holdup alarm system," "burglar alarm systems," "holdup alarm systems" and "manual holdup alarm systems," "alarm systems" which monitor temperature, humidity or any other condition not directly related to the detection of an unauthorized intrusion into a premises or an attempted robbery or a fire or smoke condition at a premises is to be included in this section.
  - iv. *Alarm user* means any person on whose premises, or property, an alarm system is maintained within the town.
  - v. *Annunciator* means the instrumentation on an alarm console at the receiving terminal of a signal line which through visual and/or audible signals announces when an alarm device at a particular location has been activated or it may also indicate line trouble.
  - vi. *Automatic dialing device* refers to an alarm system which automatically sends, over regular telephone lines, by direct connection or otherwise, a pre-recorded voice message or coded signal indicating the existence of the emergency situation that the alarm system is designed to detect.
  - vii. *Burglar alarm system* refers to an alarm system signaling an entry or attempted entry into the area protected by the system.

- viii. *Fire alarm system* refers to a signal or message from a person or device indicating the existence of a fire or other emergency which requires fire department action.
- ix. *Town* means the Town of Seymour, Connecticut.
- x. *Direct connect* means an alarm system which has the capability of transmitting system signals to and receiving them at an agency maintained by the local government: for example, a police communication center.
- xi. *Direct line* means a telephone line leading directly to the communication center of an agency maintained by the local government that is only to report emergency signals.
- xii. *False alarm* means the activation of an alarm system through mechanical failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm system or of his employees or agents. Such terminology does not include, for example, alarms caused by hurricanes, tornadoes, earthquakes, violent weather conditions or other acts of God. False fire alarms shall not mean alarms transmitted because of a water main break or similar causes that occur outside of the protected property. False alarms, as defined in this section, also do not include those alarms that are transmitted with a criminal, malicious or mischievous intent.
- xiii. *Holdup alarm system* refers to an alarm signaling a robbery or attempted robbery, in which the signal transmission is initiated by the direct action of the person attacked or by an observer of the attack.
- xiv. *Person* means any person, firm, partnership, association, corporation, company or organization of any kind.
- xv. *Police chief* means the chief of the police department of the Town of Seymour.
- xvi. *Police or police department* means the police department of the Town of Seymour.
- xvii. *Fire marshal* means the certified person designated as fire marshal by the Town of Seymour, or his designated representative.
- xviii. *Fire department* means those volunteer companies authorized by the Town of Seymour to provide fire protection services.
- xix. *Subscriber* means a person who buys and/or leases, or otherwise obtains an alarm signaling system and thereafter contracts with or hires an alarm business to monitor and/or service the alarm device.
- xx. *Telephone company* means the utility that furnishes telephone services to the Town of Seymour.
- xxi. *Direct connections to the Seymour Police Department.* Any direct line or automatic dialing device that terminates in the Seymour Police Department communications center is prohibited.
- xxii. *Equipment maintenance.* Each alarm user, at his expense, is required to maintain all components of the alarm system in good working order at all times to insure that the sensory mechanisms used in connection with such device be adjusted so as to suppress false indications of holdups or intrusions or fire or smoke conditions so that the device will not be activated by impulses due to short flashes of light, wind, rain, noises, vehicular noises or other forces unrelated to genuine alarms.

A. REQUIREMENT:

- a. It shall be the responsibility of the Fire Department to monitor and keep records of the fire alarms received. In order to discourage false alarms, the following schedule shall be set forth: after three false alarms in the course of a fiscal year, a letter will be sent to said alarm owner/user informing the alarm owner/user that any further issuance of false alarms will incur a penalty and warning the alarm owner/user that the alarm system should be inspected and the Fire Department notified of corrective action taken.
- b. An alarm system is defined as a system to monitor a property and notify the fire department directly or through a 3<sup>rd</sup> party alarm monitoring company of activation.
- c. This does not include non-monitored systems or battery operated smoke detectors.

B. PENALTY:

- a. The Seymour Fire Department alarm report copy will be issued after the third response to alarmed premises and will suffice as notification of alarm activations. A property owner may request a copy or alarm history at any time.
- b. For the fourth false alarm in the course of a fiscal year, the alarm owner/user shall be fined \$35.
- c. For the fifth through the seventh false alarms in the course of a fiscal year, the alarm owner/user shall be fined \$50 per false alarm.
- d. If the alarm owner/user causes more than seven false alarms in the course of a fiscal year, each further false alarm shall warrant a fine of \$99 for each false alarm.
- e. All fines shall be paid to the Fire Department Clerks office in person or by mail within thirty (30) days.

C. FAILURE TO PAY PENALTY:

- a. Failure to pay any such charges within 30 days shall constitute a violation of this chapter, and the alarm owner/user is subject to an additional fine of \$99 per day.

D. GRACE PERIOD:

- a. A thirty-day grace period will be granted for all newly installed burglary alarm systems. During that time, no penalty shall be assessed and this shall not count to annual total alarms. Additional time may be granted by the Fire Chief (or designee). The grace period begins on the date the newly installed alarm is

inspected and approved by the Town of Seymour Fire Marshal's office or Building Department.

John

Budget

Physicals

Apparatus/Equipment Maintenance

Mike

Department Level Training

Regional and State Fire School Programs

Annual Recertification Training

BBP

SCBA

RIT

SOG's

Hazmat

Internal Department Wide Programs

FF1 and 2

Functional Drills

Seminars

Doug

Company Level Training

Coordinate Company Level Drills

Knox Box System

Salamander System

Mask Fit Testing

Tom

Dive Operations

Truck

Equipment

Boats

