



Town of Seymour

BOARD OF FIRE CHIEFS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

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**Board of Fire Chiefs
Meeting Minutes December 7, 2015**

Attendees: Chief John Cronin, A/C Michael Lombardi, A/C Tom Tomasheski, A/C Doug Zaniewski, Captain Chris Edwards, Lt. Joe Leonard, Lt Matt Calzone, Lt Gary Parkosewich, FF Jeff Cronin, FF Todd Fowler, FF Phil Fritz, FF Rich Krusewski.

1. Call to order: The meeting was called to order at 7:30 pm by Chief Cronin.
2. Pledge of allegiance: All were led in the pledge to the flag.
3. Minutes: The meeting minutes of November 2, 2015 were approved. Motion: A/C Zaniewski with a second by A/C Lombardi. Vote 3/0 with one abstention.
4. Public comment: None
5. Correspondence:
 - a. Letter from FF Ron Burgess requesting a return to active status from his leave of absence. Motion: A/C Zaniewski with a second by A/C Lombardi. Vote 4/0.
6. Unfinished business:
 - a. A/C Zaniewski presented a draft of the new awards program. Discussion followed.
 - b. A/C Zaniewski presented a draft of a member survey. Discussion followed.
 - c. A/C Zaniewski presented a draft of an exit interview. Discussion followed.
 - d. The 2016 Board of Fire Chiefs meeting schedule presented at the previous meeting was approved with the following changes. Meeting start time will be 7:00 pm. The July meeting will be Thursday July 7th due to the holiday. The September meeting will be Thursday September 8th due to the holiday. Motion: A/C Tomasheski with a second by A/C Lombardi. Vote 4/0.
7. New Business:
 - a. A/C Lombardi introduced discussion of using proper PPE on scenes. He requested that we remind all too properly wear the necessary gear.
 - b. A/C Tomasheski stated that the Board of Education is still making it difficult to use the high school pool for dive training. Chief Cronin will meet with the First Selectman and/or the Board of Education to resolve the issue.
 - c. A/C Tomasheski introduced discussion of the SOG's and procedures for acts of violence. Officers shall review with companies during drills.
 - d. Captain Edwards introduced discussion of a new SOG or Directive to have probationary members report to the stations for all calls. He stated often these members are first on

scene yet lack the necessary training to operate. This becomes a liability. Chief Cronin to draft SOG or Directive for next meeting.

- e. Chief Cronin stated that Shipman's will be at Great Hill on Tuesday December 8th at 6:30pm to fit members for new gear. Each company has provided a list of five firefighters to be fit. No quote was available for gear and all ten sets may not be purchased.
- f. Lt. Leonard requested two new Lieutenant helmet shields be purchased.
- g. Chief Cronin distributed "Fire Service Safety Culture Survey" from Drexel University. Seymour is one of 100 departments selected to participate in this research study. All members and officers are encouraged to complete one.

8. Training:

- a. 10 firefighters are enrolled in Oxford Firefighter 1 class beginning January 2016.
- b. 1 firefighter is enrolled in Shelton Firefighter 1 class beginning January 2016.
- c. All firefighter 1 students will meet at Citizens on Wednesday December 9th, 2015 at 7:00 for preparation of firefighter 1 training.
- d. Mandatory super Sunday training will be January 24th, 2016 at 9:00 am at Citizens. All members must attend. There will be limited opportunity to make this program up.
- e. A/C Zaniewski requested that we schedule an officer's development program for Thursday February 11th, 2016 at Great Hill. This is to help officers in managing the daily operations of the department and the companies.
- f. Captain Edwards has scheduled training for Tuesday January 19th, 2016, at 7:00 pm at Great Hill. The topic is cancer prevention. All members are encouraged to attend.
- g. Captain Edwards has scheduled training for Tuesday January 26th, 2016, at 7:00 pm at Great Hill. The topic is post-traumatic stress. All members are encouraged to attend.

9. Physicals: None

10. Repairs and Maintenance:

- a. Air compressor at Great Hill is out of service.
- b. Rescue 12 Hurst repairs are complete.
- c. Foam system on Engine 16 is out of service.
- d. Rescue 17 Amkus repairs and service is still pending.

11. Company Events: No January events scheduled.

12. Chiefs Comments:

- a. A/C Lombardi: None
- b. A/C Tomasheski: Stated that we need to improve the response to calls. We are not getting apparatus to respond in a timely fashion and manpower is limited. A discussion followed regarding unknown members that have complained outside of the chain of command that they will not respond to alarms because apparatus is always cancelled. Discussion followed and Chief Cronin stated that we will not let apparatus continue to incidents unnecessarily, the liability and risk is too great. Apparatus should be cancelled if there is no need for it or its manpower on a scene.
- c. A/C Zaniewski: Stated that he is still working to have all members with salamander ID cards. This is our accountability system and all members need to submit the paper work and be photographed.

13. Public Comment: None

14. Executive Session: None

15. Chief requisitions:

- a. Remove Rescue 17 Knox Box for repair. \$50.00
- b. Knox Box repair. \$100.00 (estimate)
- c. Utility 10 repair front strobes and remove old radio equipment in cab. \$380.00
- d. Tanker 19 repair light bar rotator. \$180.00
- e. Rescue 12 and Rescue 17 repair leaks in cascade systems. \$1040.00
- f. Turnout gear. \$20,000.00
- g. Fire Officer book, (Captain Edwards). \$78.47
- h. 2 Lieutenant helmet shields. Unknown price

16. Adjournment: The meeting was adjourned at 8:55 pm. Motion: A/C Zaniewski with a second by A/C Tomasheski. Vote 4/0.

Respectfully Submitted,

A handwritten signature in cursive script that reads "John Cronin".

Chief John Cronin

Board of Chiefs,

11/29/15

I am writing today to return from my leave of absence and return to active duty.

If there is any questions please contact me.

Ron Burgess Jr

**Seymour Fire Department
Organizational Diagnosis Questionnaire**

Instructions: do not put your name anywhere on this questionnaire. Please answer all the questions. Be open and honest. Circle only one response for each statement.

7-Disagree strongly

6-Disagree

5- Disagree slightly

4- Neutral

3- Agree slightly

2- Agree

1- Agree strongly

1. The goals of the department are clearly stated.

1 2 3 4 5 6 7

2. My immediate supervisor is supportive of my efforts.

1 2 3 4 5 6 7

3. The training I receive is current and keeps me interested.

1 2 3 4 5 6 7

4. There is a good mix of classroom and hands on training.

1 2 3 4 5 6 7

5. I am personally in agreement with the stated goals of the department.

1 2 3 4 5 6 7

6. I feel that I have a voice in the direction of the department.

1 2 3 4 5 6 7

7. I can always talk with someone at work if I have a work-related problem.

1 2 3 4 5 6 7

8. I have the information that I need to do an excellent job.

1 2 3 4 5 6 7

9. The department has clearly stated policies and procedures.

1 2 3 4 5 6 7

10. I understand the mission of the department.

1 2 3 4 5 6 7

Seymour Fire Department Member Retention Survey

Please do not write your name anywhere on this survey

1. What is your age group?
 - a. 18-25
 - b. 25-30
 - c. 30-40
 - d. 40-50
 - e. 50-60
 - f. 60-70
 - g. 70+

2. What sparked your interest in joining the Seymour Fire Department?
 - a. Community Service
 - b. Family Member
 - c. Junior Program
 - d. Career Step
 - e. Dive Team
 - f. Recruitment Drive
 - g. Other _____

3. What is the highest rank or title you have held in the SFD?
 - a. Fire Police
 - b. Exterior Firefighter
 - c. Interior Firefighter
 - d. Apparatus Driver
 - e. Line Officer
 - f. Chief Officer
 - g. Commissioner

4. What is your current occupation?

5. Years of service in the SFD?
 - a. 0-5
 - b. 5-10
 - c. 10-15
 - d. 15-20
 - e. 20-25
 - f. 25+

Seymour Fire Department Exit Interview

1. Specifically, why are you leaving the Seymour Fire Department? (if leaving voluntarily)
2. Do you believe that you were treated fairly at the Seymour Fire Department?
3. Did you feel valued as a volunteer?
4. What did you like most about being a Seymour Firefighter?
5. What did you like least about being a Seymour Firefighter?
6. Do you have suggestions for improving training, productivity, or morale?
7. Please comment on your working relationship with line officers and Chief officers.
8. Please comment on the benefits provided by Seymour Fire. Did the benefits meet your needs?
9. What drew you to join the Seymour Fire Department?
10. What does the Seymour Fire Department do well?
11. What can the Seymour Fire Department improve on?
12. What, if anything, could we do to convince you to stay?

Seymour Fire Department Awards Program

The Seymour Fire Department Awards Program is intended to recognize the extraordinary efforts made by members of the department, as well as life saving measures performed by ordinary citizens during the course of a given year. The awards will be given based on the specific criteria that are laid out in this document. The Seymour Fire Department will hold an awards ceremony in the month of November where members earning awards will be honored.

There shall be an awards committee made up of one (1) Chief Officer, two (2) line officers (one from each company), and two (2) firefighters (one from each company). The awards committee shall meet in the month of October and review all award nominations. Award nominations shall be submitted for the period of October-October by the end of September. Award submissions shall be delivered to the Chiefs office or submitted to awards.sfd@gmail.com.

Nominations may be submitted by any member but must contain the following:

- Written report of the incident and actions of nominee at said incident
- Incident Number, date, location
- Witnesses
- Contact info

The awards and criteria for receiving them are as follows:

Legion of Honor

The Legion of Honor may be awarded for permanent injury in the line of duty. It may also be awarded to a Firefighter who is hospitalized as a result of a line of duty injury or who is prevented from returning to active service.

Medal of Honor

The Medal of Honor shall be the highest award that may be presented to a member of the Seymour Fire Department. It shall be awarded in exceptional cases only, where a hazardous duty is performed and during which act he or she is exposed to bodily harm. It shall be an outstanding act in the line of duty and involve imminent personal hazard to life with full knowledge of the risk involved.

Medal of Honor (Posthumously)

The Medal of Honor (Posthumously) shall be presented to the family of a Firefighter killed in the performance of his or her duty.

Bravery Medal

The Bravery Medal may be awarded to a member of the department who performs a brave act, beyond the call of duty, exposing him or herself to bodily harm. This award applies to performance of a brave act in a sudden emergency that results in the saving of an endangered life, or performs extraordinary while confronted with apparent danger to his or her self.

Honorable Service Award

The Honorable Service Award may be awarded for a creditable act in the line of duty, which meets some but not necessarily all of the requirements for other awards. This act should be unusual in nature, showing initiative and accomplishment.

Unit Citation

The Unit Citation may be awarded to members of an individual operating group for exceptional performance at a cited or non-cited incident. This award may not include all groups or companies operating at the same incident.

Exceptional Duty Award

The Exceptional Duty Award may be awarded for a highly creditable accomplishment outside the line of duty bringing public acclaim to the individual or to the Fire Department. This may be the result of training, devotion of duty or service to the public.

Educational Achievement Award

The Educational Achievement Award shall be awarded for the completion of a degree in Fire Science or for the introduction of a new educational Method or device that is adopted by the Department. This will also include new or improved tactical procedures.