

Town of Seymour

BOARD OF FIRE COMMISSIONERS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

COPY RECEIVED
DATE: 1/19/16
TIME: 9:00AM
TOWN CLERK'S OFFICE

Regular Meeting Minutes
January 11, 2015, 7:00 p.m.
Great Hill Hose Co.

Attendees: Clay Jurgens, Dan Zaniewski, Pat Lombardi, Peter Wols (7:52)
Others Present: Paul Wetowitz, Asst. Chief Mike Lombardi, Chief John Cronin, Asst. Chief Doug Zaniewski, Tom Eighmie, Office of Emergency Management, Asst. Chief Tom Tomasheski (7:17), Lt. Matt Calzone (7:30), Ehlayna Napolitano, Voices Newspaper

1) The meeting was called to order at 7:00 p.m.

2) All were led in the pledge to the flag.

3) Discussion and approval of Chief's Meeting Minutes from January 4, 2016. Questions were asked about the issue with the Chief cars. A/C Lombardi's vehicle has major engine issues. A/C Zaniewski's vehicle dies every other day and is frequently jumped. Once A/C Lombardi's truck is fixed and Truck 14 is fixed, A/C Zaniewski's truck will be taken care of.

Dan Zaniewski made a motion to approve Chief's Meeting Minutes with a second by Clay Jurgens. Vote: 3/0

4) Chief's Report.

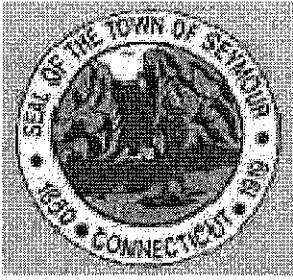
Chief Cronin met with a reporter from the Valley Independent Sentinel and sent out a press release on the new boat, Marine 3. The story will be forthcoming. While they were there they spoke about Utility 18.

Ladder 14 is believed to have some sort of electrical or hydraulic issue. It is unknown at this time what the cost to fix it will be.

There was confusion about the strategic planning workshop being combined with the budget meeting. Mr. Lombardi stated he will add the budget planning to the agenda but the first part of the meeting will be devoted to the strategic planning. An alternate date for a separate meeting just for the budget was attempted but an accommodating date for all parties was not able to be reached at the time.

The annual Fire Act Grant has been drafted and is due January 15th. The total is \$505,000.00 of equipment of which the town is liable for 5%. The first selectman agreed to cover that amount if the grant was awarded to the fire department. The application is completed and is ready to submit pending approval by the commission.

Dan Zaniewski made a motion to submit the Fire Act Grant with a second by Clay Jurgens. Vote: 3/0



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SOG3 Attendance at calls: Last year Great Hill has 14 members who have less than 30 alarms and 4 who have less than 12 drills. The numbers do include new members. Citizens has 18 members who have less than 30 alarms and 8 who have less than 12 drills. It will be up to the commissioners to determine what should be done with these members. Chief Cronin asked for the issue to be tabled for thirty days. Pat Lombardi agreed and asked for Chief Cronin to report back to him.

5) Public Comment: There was no public comment.

6) Discussion and approval of Commissioners Meeting Minutes dated 12/14/15. Clay Jurgens stated that transfer switch at citizens and ambulance core is finished. Only needs to adjust time for weekly run.

Dan Zaniewski asked what the exact problem with the phone system on 16 was. Chief Cronin stated the controller is shot and has a 7 month old quote of \$1,400-\$1,500 to fix. This will be a priority once the ladder truck and the Chief's truck are taken care of. A motion was made to approve Commissioners Meeting Minutes dated 12/14/15 by Clay Jurgens and seconded by Pat Lombardi. Vote: 2/1- abstention by Dan Zaniewski.

7) Correspondence: There was no correspondence.

8) Financial Report: Discussion and approval: Clay Jurgens stated the EAP bill has been paid. He stated that 70 percent of the budget has been used, not including the repairs of the ladder truck and the chief's trucks. Money may need to be transferred between accounts due to shortfalls in other areas. A motion was made by Dan Zaniewski to accept the Financial Report with a second by Pat Lombardi. Vote: 2/1- abstention by Clay Jurgens.

9) Fire Marshal Report- Discussion and Approval: Pat Lombardi asked Chief Cronin about a road closure of Columbus Street and whether there was a plan in place. Chief Cronin stated they will be rerouting apparatus out of Citizens. A motion was made by Clay Jurgens to accept the Fire Marshal Report with a second by Dan Zaniewski. Vote: 3/0

10) Unfinished Business: a) Engineers and Assistants Job description/timeline for implementation – Discussion and Approval: The job descriptions need to be approved by the Commission. The new wages will be effective January 1, 2015. Chiefs will inform the engineers of their new responsibilities. The job description will be loaded to the drive and also in the back of the SOG books. A motion was made by Clay Jurgens to implement the job description with a second by Dan Zaniewski. Vote: 3/0

b) Job Performance Evaluation Forms- Discussion and possible action: Dan Zaniewski presented two different forms for job performance evaluations. Pat Lombardi wants to



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look at the original form and the new form and combine the best parts into a custom form to report back in February. A motion was made by Dan Zaniewski to table this issue and report back in February, with a second by Clay Jurgens. Vote: 3/0

11) New Business- a) Discussion and approval on SOG OPS#11, SOG SFT#3, SOG Tec 3, and SFD Awards Program: Chief Cronin noted they will be reviewed at Super Sunday. Clay Jurgens asked for clarification on SOG OPS #11. A motion was made by Clay Jurgens to approve SOG OPS#11, SOG SFT#3 and SOG Tec 3 with a second by Dan Zaniewski. Vote 3/0

SFD Awards Program: Doug Zaniewski explained the intent of the program and answered various questions about it. After some discussion and debate it was decided to table the incident for 30 days. A motion was made by Clay Jurgens to table with a second by Pat Lombardi. Vote: 3/1- abstention

b) Discussion and approval: Annual Abatement Program needs to be in to the town by February 1. Motion to approve the abatement report was made by Peter Wols with a second by Clay Jurgens. Vote: 4/0

12) First Selectman's Round Table Discussion: No action needed.

13) Public Comment: There was no public comment.

14) Executive Session: Not required.

15) Fire Chief's Requisitions – Discussion and Approval:

Shipman's in the amount of \$500.00 for the nozzle repair.

Citizens Engine in the amount of \$125.00 for food at Super Sunday

Calvert Safe and Lock \$200.00 for a new lock at Citizens.

Jim Ehman will be called to check out the plumbing in the women's bathroom and check out the heating at Great Hill. There is already an open purchase order for him.

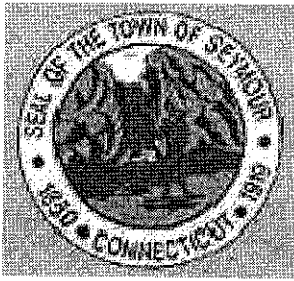
Purchase order to be opened for recording secretary.

Peter Wols made a motion to pay the above requisitions with a second by Dan Zaniewski. Vote: 4/0

16) Commissioners Comments: Pat Lombardi discussed the strategic planning questionnaire. He also added a copy of the meeting schedule for 2016. Fire Police comments will be added to the agenda for the Fire Chief's meeting.

Dan Zaniewski requested to receive paperwork in advance that needs to be reviewed prior to the meeting.

Peter Wols apologized for being late to the meeting.



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17) Adjournment. A motion was made by Peter Wols to adjourn at 8:10pm, with a second by Dan Zaniewski. Vote 4/0

Respectfully Submitted,

Angela Chernesky
Recording Secretary

closed

Fire Dept
Town of Seymour

1/11/2016 10:52:35 AM
Fiscal Year 2015 - 2016

PO #	Vendor #	Vendor Name	PO Date	Ref	Age	Batch	Line	Account Number	PO Description	Status	PO Amount	Amnt Spent	Encumbered
20039	07650	CITIZENS ENGINE COMPANY	07/02/15		193	FD July	1	1-001-420-2200-550-720	Steward Reimbursement C2	C	\$2,000.00	\$500.00	\$0.00
20040	18750	GREAT HILL HOSE COMPANY	07/02/15		193	FD July	1	1-031-420-2200-550-720	Steward Reimbursement GH	C	\$2,000.00	\$500.00	\$0.00
20041	11705	DADDIOS NEW AUTO PARTS	07/02/15		193	FD July	1	1-001-420-2200-550-430	Blanket PO 1st quarter	C	\$2,000.00	\$1,103.87	\$0.00
20042	31400	OXFORD LUMBER BLDG	07/02/15		193	FD July	1	1-001-420-2200-550-720	Blanket PO 1st quarter	C	\$600.00	\$102.65	\$0.00
20043	152209	Phoenix Propane, LLC	07/02/15		193	FD July	1	1-001-420-2200-550-626	Propane both house 1st	C	\$5,000.00	\$386.61	\$0.00
20045	42510	W B MASON COMPANY INC	07/02/15		193	FD July	1	1-001-420-2200-550-350	Blanket PO 1st quarter	C	\$2,000.00	\$874.51	\$0.00
20046	126010	Northeastern Communications Inc.	07/02/15		193	FD July	1	1-031-420-2200-550-430	Blanket PO for pager	C	\$3,000.00	\$2,108.50	\$0.00
20049	120366	Fail Safe Inc.	07/02/15		193	FD July	1	1-001-420-2200-550-743	Hose Testing-July	C	\$6,597.50	\$6,697.50	\$0.00
20051	06900	CHAFFIELD POWER EQUIPMENT	07/02/15		193	FD July	1	1-031-420-2200-550-720	Blanket PO 1st quarter	C	\$200.00	\$0.00	\$0.00
20052	08800	Communications Services of	07/02/15		193	FD July	1	1-001-420-2200-550-430	Blanket PO 1st quarter	C	\$500.00	\$146.34	\$0.00
20053	23860	KIRK PRODUCTS CO INC	07/02/15		193	FD July	1	1-001-420-2200-550-743	Blanket PO extinguisher	C	\$500.00	\$198.69	\$0.00
20054	41360	TRACY'S GARAGE	07/02/15		193	FD July	1	1-001-420-2200-550-743	Annual oil changes/DOT	C	\$7,515.00	\$7,411.95	\$0.00
20056	13550	EHMAN MECHANICAL SERV LLC	07/02/15		193	FD July	1	1-001-420-2200-550-720	Yearly furnace service both	C	\$1,000.00	\$850.00	\$0.00
20057	23860	KIRK PRODUCTS CO INC	07/02/15		193	FD July	1	1-001-420-2200-550-743	Extinguisher Maint. Annual	C	\$1,500.00	\$1,521.14	\$0.00
20060	120603	ESI	07/02/15		193	FD July	1	1-001-420-2200-550-350	EAP contract-Feb.	C	\$2,400.00	\$2,400.00	\$0.00
20064	15654	FIREMATIC SUPPLY CO INC	07/02/15		193	FD July	1	1-001-420-2200-550-743	Hurst tool annual service	C	\$2,000.00	\$1,907.78	\$0.00
20069	41360	TRACY'S GARAGE	07/02/15		193	FD July	1	1-001-420-2200-550-743	annual pump testing and	C	\$3,050.00	\$3,050.00	\$0.00
20070	18900	GRIFFIN HOSPITAL	07/02/15		193	FD July	1	1-001-420-2200-550-340	department physicals and	C	\$15,000.00	\$16,679.16	\$0.00
20071	13612	EAST RIVER ENERGY	07/02/15		193	FD July	1	1-001-420-2200-550-624	Heating oil both house 1st	C	\$10,000.00	\$1,126.73	\$0.00
20072		EAST RIVER ENERGY	07/02/15		193	FD July	1	1-001-420-2200-550-626	Diesel GH 1st quarter	C	\$5,000.00	\$545.07	\$0.00
20073	166167	EVERSOURCE ENERGY	07/02/15		193	FD July	1	1-001-420-2200-550-622	5178283033 1st quarter	C	\$5,000.00	\$4,145.04	\$0.00
20074		EVERSOURCE ENERGY	07/02/15		193	FD July	1	1-001-420-2200-550-622	51273583021 1st quarter	C	\$5,000.00	\$3,631.24	\$0.00
20075	52530	POSITIVE PROMOTIONS INC	07/02/15		193	FD July	1	1-001-420-2200-550-350	fire prevention/public	C	\$1,262.10	\$1,220.25	\$0.00
20078	131191	Siemens Industry, Inc.	07/02/15		193	FD July	1	1-001-420-2200-550-720	alarm testing/inspection	C	\$1,075.00	\$1,075.00	\$0.00
20187	136522	E.J. Boughton Co	07/04/15		181	FD July	1	1-001-420-2200-550-430	Repairs to Engine 16 foam	C	\$1,508.00	\$1,508.00	\$0.00
20188	08800	Communications Services of	07/04/15		181	FD July	1	1-001-420-2200-550-745	Lightbar for Car 2	C	\$4,350.00	\$4,350.00	\$0.00
20189	14695	FALCIONI PAINTING	07/04/15		181	FD July	1	1-001-420-2200-550-720	Painting at Great Hill	C	\$3,450.00	\$3,450.00	\$0.00
20190	18750	GREAT HILL HOSE COMPANY	07/04/15		181	FD July	1	1-001-420-2200-550-610	reimbursement for	C	\$42.71	\$0.00	\$0.00
20192	126030	Nu-Age Designs LLC	07/04/15		181	FD July	1	1-001-420-2200-550-350	replacement signage tags-	C	\$60.00	\$60.00	\$0.00
20193	38397	SHIPMAN'S FIRE EQUIPMENT	07/04/15		181	FD July	1	1-001-420-2200-550-745	TTC for Ladder 14	C	\$6,587.15	\$6,587.15	\$0.00
20197	18260	GOWANS-KNIGHT COMPANY INC	07/04/15		181	FD July	1	1-001-420-2200-550-743	Ladder 14 inspections and	C	\$7,000.00	\$7,000.00	\$0.00
20198	42755	GOWANS-KNIGHT COMPANY INC	07/04/15		181	FD July	2	1-001-420-2200-550-430	Ladder 14 repairs from	C	\$17,173.79	\$17,173.79	\$0.00
		VALLEY FIRE CHIEFS REGIONAL	07/04/15		181	FD July	1	1-001-420-2200-550-350	annual fire school dues	C	\$200.00	\$200.00	\$0.00

Fire Dept
Town of Seymour

1/11/2016 10:52:35 AM
Fiscal Year 2015 - 2016

PO #	Vendor #	Vendor Name	PO Date	Ref	Age	Batch	Line	Account Number	PO Description	Status	PO Amount	Am't Spent	Encumbered
20260	173254	Yale -New Haven Hospital	07/20/15		175	FD July	1	1-001-420-2200-550-340	Payment for stress test	C	\$1,229.49	\$1,229.49	\$0.00
20324	168173	Mild Atlantic Rescue Systems, Inc.	07/29/15		166	FD July	1	1-001-420-2200-550-745	Aluminum boat with motor-	C	\$17,344.75	\$17,344.75	\$0.00
20376	41360	TRACY'S GARAGE	08/05/15		169	PO-AUG AP	1	1-001-420-2200-550-430	E15 towed for fuel leak	C	\$503.91	\$503.91	\$0.00
20412	136555	Clay Jurgens	08/10/15		154	AUG FD	1	1-001-420-2200-550-350	reimbursement for Gift Card	C	\$100.00	\$100.00	\$0.00
20454	07650	CITIZENS ENGINE COMPANY	08/17/15		147	AUG FD	1	1-001-420-2200-550-350	Refreshments for	C	\$118.57	\$118.57	\$0.00
20500	41360	TRACY'S GARAGE	08/24/15		140	AUG FD	1	1-001-420-2200-550-430	Emergency repairs to	C	\$559.73	\$559.73	\$0.00
20671	136555	Clay Jurgens	09/15/15		118	FD Sept	1	1-001-420-2200-550-430	materials for rescue 12	C	\$23.51	\$29.51	\$0.00
20672	30725	NEW ENGLAND DIVE	09/15/15		118	FD Sept	1	1-001-420-2200-550-430	3 orthonex Tec Torrent	C	\$165.00	\$165.00	\$0.00
20673	35570	SABO AUTO BODY INC	09/15/15		118	FD Sept	1	1-001-420-2200-550-430	repairs to car 1 vehicle	C	\$1,100.00	\$800.15	\$0.00
20675	18750	GREAT HILL HOSE COMPANY	09/15/15		118	FD Sept	1	1-001-420-2200-550-350	pizza for wind storm	C	\$100.00	\$100.00	\$0.00
20676	90230	FLASH SIGNS	09/15/15		118	FD Sept	1	1-001-420-2200-550-430	Lettering for Boat	C	\$250.00	\$250.00	\$0.00
20677	42755	VALLEY FIRE CHIEFS REGIONAL	09/15/15		118	FD Sept	1	1-001-420-2200-550-350	FF II Messaoudi, Best, Miller	C	\$1,950.00	\$1,950.00	\$0.00
20678		VALLEY FIRE CHIEFS REGIONAL	09/15/15		118	FD Sept	1	1-001-420-2200-550-350	FF I class for 16 members	C	\$20,000.00	\$9,450.00	\$0.00
20679	38397	SHIPMANS FIRE EQUIPMENT	09/15/15		118	FD Sept	1	1-001-420-2200-550-615	2 pairs of boots size 13	C	\$274.95	\$274.95	\$0.00
20690	37255	Seymour Janitorial Services	09/16/15		117	FD Sept	1	1-001-420-2200-550-720	Floors at C2	C	\$210.00	\$210.00	\$0.00
20701	08195	CDW GOVERNMENT INC	09/17/15		116	FD Sept	1	1-001-420-2200-550-350	USB Cable for C2, shipping	C	\$47.45	\$47.45	\$0.00
20882	168167	EVERSOURCE ENERGY	10/19/15	2ND	84	PO-OCT AP	1	1-001-420-2200-550-622	CITIZENS ELECTRIC -	C	\$5,000.00	\$2,770.88	\$0.00
2093	38397	SHIPMANS FIRE EQUIPMENT	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-745	TFT NOZZLES	C	\$637.00	\$0.00	\$0.00
20930		SHIPMANS FIRE EQUIPMENT	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-430	REBUILD NOZZLES	C	\$1,000.00	\$884.59	\$0.00
20931		SHIPMANS FIRE EQUIPMENT	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-430	HIGH RISE HOSE PACK	C	\$90.00	\$88.52	\$0.00
20932	141665	Firestore.com	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-430	SALVAGE COVERS	C	\$475.00	\$427.35	\$0.00
20933	08800	Communications Services of	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-430	REMOVAL OF	C	\$629.00	\$629.00	\$0.00
20934		Communications Services of	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-745	INSTALL SIREN AND	C	\$949.00	\$949.00	\$0.00
20935	15654	FIREMATIC SUPPLY CO INC	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-430	REPAIRS TO HURST	C	\$2,133.96	\$2,133.96	\$0.00
20936	08800	FIREMATIC SUPPLY CO INC	10/26/15		77	FO-OCT AP	2	1-001-420-2200-550-430	Repairs to Hurst Tool	C	\$1,584.80	\$1,584.80	\$0.00
20939	38397	Communications Services of	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-430	LIGHT REPAIRS ENGINE	C	\$1,121.44	\$1,121.44	\$0.00
20941	90443	SHIPMANS FIRE EQUIPMENT	10/26/15		77	FO-OCT AP	1	1-001-420-2200-550-745	TFT NOZZLES	C	\$637.00	\$637.00	\$0.00
20988	173400	HOUSATONIC PAPER & SUPPLY	10/26/15		77	PO-OCT AP	1	1-001-420-2200-550-610	FLOOR BUFFER	C	\$979.75	\$979.75	\$0.00
21031	157573	West Marine Products Inc.	11/05/15		67	PO-NOV AP	1	1-001-420-2200-550-745	MISC SUPPLIES FOR	C	\$1,500.00	\$1,094.11	\$0.00
21032	173410	Fire Equipment Headquarters Inc.	11/10/15		62	PO-NOV AP	1	1-001-420-2200-550-430	O2 sensors and cleaning kit	C	\$550.00	\$550.00	\$0.00
21034	173407	NEW CANAAN FIRE CO #1	11/10/15		62	PO-NOV AP	1	1-001-420-2200-550-350	Fire Officer Class	C	\$600.00	\$600.00	\$0.00
21034	VFPROX.COM		11/10/15		62	PO-NOV AP	1	1-001-420-2200-550-720	HID31346prox key 326 bit	C	\$87.60	\$87.60	\$0.00
21240	41360	TRACY'S GARAGE	12/17/15		25	AP-DEC	1	1-001-420-2200-550-430	Add 1 repairs from DOT	C	\$2,976.59	\$2,976.59	\$0.00

Fire Dept
Town of Seymour

1/11/2016 10:52:35 AM
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21241	08800	Communications Services of	12/17/15		25	AP-DEC	1	1-001-420-2200-550-430	Remove knox box rescue 17	C	\$50.00	\$50.00	\$0.00
21245	168218	KC Air Compressor, Inc.	12/17/15		25	AP-DEC	1	1-001-420-2200-550-430	Repair cascade system r12	C	\$1,040.00	\$1,040.00	\$0.00
21247	168099	EDWARDS, CHRIS	12/17/15		25	AP-DEC	1	1-001-420-2200-550-350	Reimb for Book for fire	C	\$78.47	\$78.47	\$0.00
21249	168218	KC Air Compressor, Inc.	12/17/15		25	AP-DEC	1	1-001-420-2200-550-430	compresser repair GH	C	\$2,222.00	\$2,222.00	\$0.00

Fund

001 General Fund

\$0.00

Grand Total for Report

\$0.00

Seymour Fire Department
Chief's Requisitions

Qty	Item Description	Vendor	Price ea.	Total	Acct. No.	P.O. No.
1	REBUILD NOZZLE - G.H.	SHIPMANS	500.-	500.-	743	21385
1	Food For Support Sunday	C. T. BROS	125.-	125.-	350	21387
1	LOCK SET - C2	CALVERT LBS	200.-	200.-	720	21384

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

Date:

3/11/13

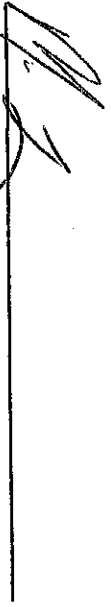
John Cronin, Chief



Thomas Tomasheski, Asst. Chief

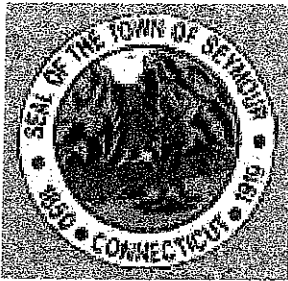


Michael Lombardi, Asst. Chief



Doug Zaniewski, Asst. Chief





Town of Seymour

COPY RECEIVED
DATE: 1/7/16
TIME: 11:35 AM
TOWN CLERK'S OFFICE

BOARD OF FIRE COMMISSIONERS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Meeting Agenda 01-11-2016

Great Hill Hose Co.

7:00 P.M.

1. Call the meeting to order.
2. Pledge to the flag.
3. Discussion and approval of Chief's Meeting Minutes 01-04-2016.
4. Chiefs Report: Discussion
5. Public Comment
6. Discussion and approval of Commissioner's Meeting Minutes 12-14-2015.
7. Correspondence
8. Financial Report: Discussion and approval.
9. Fire Marshal's December 2015 Monthly Report: Discussion and approval.
10. Unfinished Business:
 - a. Engineers and Assistants Job Description/timeline for implementation: Discussion and approval
 - b. Job Performance Evaluation Forms: Discussion and possible action.
11. New Business
 - a. Discussion and approval on the following:
SOG OPS #11, SOG SFT #3, SOG Tec 3, and SFD Awards Program
 - b. Discussion and approval: Annual Abatement Program
12. First Selectman's Round Table Discussion
13. Public Comment
14. Executive Session
15. Fire Chief's Requisitions: Discussion and approval
16. Commissioner's Comments:
17. Adjournment

Respectfully Submitted,

P. Lombardi
Vice-Chairman

June 29, 2015

Board, Commission or Committee chairperson:

As you may be aware, the Town of Seymour began creating a strategic plan in 2013. For more information on the process and the results so far, please view the attached brochure or the plan's webpage: <http://www.seymourct.org/Strategic-Plan/>.

A very important part of this process is reaching out to stakeholders to receive input. This letter represents a request to start the strategic planning process with your Board, Commission or Committee. Accordingly, we request that you do the following:

- Discuss the numbered questions below with your Board, Commission or Committee
- Use the discussion generated to fill in the attached strategic template, with goals, measurable deliverables and a priority ranking in order to guide our discussion
- Place us on a meeting agenda to discuss your completed strategic template. The First Selectman's Assistant, Rory Burke, will reach out to you by Sept 15, 2015 to discuss a date to appear at your meeting.

If you have any questions or concerns, please do not hesitate to contact Rory at (203) 888-2511 or rburke@seymourct.org. We look forward to meeting with you and hearing your ideas for the betterment of our town.

Thank you,

The Strategic Planning Committee

Questions for Consideration

- 1) Please give us a summary of the duties and responsibilities of your board.
- 2) What are some challenges you regularly encounter in administering your duties?
- 3) Are there any internal or external policies or governmental factors that hinder you in administering your duties?
- 4) What do you see as the major issues facing the Town of Seymour within or outside of the purview of your board?

Seymour (CT) Fire Department

Standard Operating Guideline No. OPS 11

S.O.G. Title: Incident Command

Page 1 of 9

Issue date: 4 Jan 2016

Revision date: None

Authorized by Chief John Cronin

Purpose:

The Seymour Fire Department responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, we will always operate within the Incident Command System at the incident scene. This procedure identifies the Standard Operating Procedures to be employed in establishing the Command components of the Incident Command System (ICS) and the applicable components of the National Incident Management System (NIMS).

Procedure:

In order to provide for the safety of the members operating at emergency incidents, Command must be established and clearly communicated on arrival.

Responsibilities of Command

The Incident Commander is responsible for the completion of the tactical objectives. The Tactical Objectives (listed in order of priority) are:

- A. Remove endangered occupants.
- B. Stabilize the incident and provide for life safety.
- C. Conserve property.
- D. Provide for the safety, accountability, and welfare of personnel. This priority is ongoing throughout the incident.

The Incident Command System is used to facilitate the completion of the Tactical Objectives. The Incident Commander is the person who drives the command system towards that end. The Incident Commander is responsible for building a Command structure that matches the organizational needs of the incident to achieve the completion of the Tactical Objectives for the incident. The Functions of Command define standard activities that are performed by the Incident Commander to achieve the Tactical Objectives.

Functions of Command

The Functions of Command include:

1. Assume and announce Command and establish an effective initial command position (Command Post).
2. Rapidly evaluate the situation (size up).
3. Initiate, maintain, and control effective incident communications.
4. Provide and manage a steady, adequate, and timely stream of appropriate resources.
5. Identify the incident strategy, develop an Incident Action Plan (IAP), and assign companies and personnel consistent with plans and standard operating procedures.
6. Develop an effective incident organization using Sectors/Divisions/Groups to decentralize and delegate geographic and functional responsibility.
7. Review, and revise (as needed) the strategy to keep the IAP current.
8. Provide for the continuity, transfer, and termination of Command.

The Incident Commander is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions. The first six (6) functions must be addressed immediately from the initial assumption of Command.

Establishing Command

The first qualified firefighter with a radio to arrive at the scene of an emergency shall assume command of the incident. The initial Incident Commander shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated.

The first arriving fire department unit initiates the command process by giving an initial radio report. The standard Initial Radio Report includes:

On Scene Report:

1. Unit designation/on the scene
2. Building/area description (construction, occupancy type)
3. Occupancy Size (large, medium, small), Height (how many stories)
4. Obvious problem/conditions.
 - a. Nothing showing (indicated checking)
 - b. Smoke showing (amount and location)
 - c. Fire showing (amount and location)
5. Action taken
 - a. Assuming command
 - b. Laying a line
 - c. Attacking with etc...
6. Declaration of Strategy (offensive, defensive)

7. Command Confirmation with Name Command Options

The responsibility of the first arriving unit or member to assume Command of the incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities initiates Command; the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be a firefighter on the first arriving apparatus or Company Officer. The following Command options define the initial incident commanders options.

Investigative Mode: (Nothing Showing)

This is a mobile IC on a portable radio, moving around and evaluating conditions while looking for the incident problem. The company officer should go with the company to investigate while utilizing a portable radio to command the incident. Used at AFAs, investigations, possible fires with nothing showing.

Fast Attack: (Visible working fires in houses or commercial occupancies.)

IC #1 arrives and his/her direct participation in the attack will make a positive difference in the outcome (search and rescue, fire control, and crew safety). They give an initial radio report and quickly assign units coming in behind them. IC #1 goes inside (when in the offensive mode) with a portable radio supervising their crew in the attack. Examples of these situations include:

- Visible working fire in a house or small commercial occupancy.
- Critical life safety situations (i.e. rescue that must be achieved in a compressed time.
- Any incident where the safety and welfare of fire fighters is a major concern.
- Obvious working incidents that require further investigation by the Company Officer.
- Combined crew experience level

In fast attack mode, the IC must initiate and continue command until a command officer arrives and the transfer of command is completed. The entire team responding in behind the fast attackers must realize that the IC is in an attack position inside the hazard zone attempting to quickly solve the incident problem. Responding companies must critically listen to radio traffic, update, review and reinforce the initial size up, verify the safety, welfare, and accountability of the fast attackers, and back up the basic attack. Chief Officers shall not take this Command option.

The Fast-attack-mobile Command mode should not last more than a few minutes and will end with one of the following:

1. Situation is stabilized

2. Command is transferred from the fast attack IC to a later arriving command officer
3. If the situation is not stabilized, the fast attack company officer IC must move to an exterior (stationary) command position and is now in the Command mode. The company officer must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. No crew will remain in a hazardous area without radio communications.

Incident Command Mode - Stationary Command Post:

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, demand early, strong, stationary command from the outset. In these cases, the first arriving IC will assume command and, from the very beginning stay out of the hazard zone in a stationary exterior command position. The IC must remain there until the incident is terminated or command is transferred.

Transfer of Command

Command is transferred to improve the quality of the Command organization. When Command is transferred it should trigger upgrades in the Command structure. The following guidelines outline the transfer of Command. Using a standard routine for both establishing and transferring command creates the capability within the responding units for the IC to effectively and safely establish and continue command.

Transfer of Command process:

1. The first fire department member arriving on the scene will automatically assume Command.
2. The first arriving Company or Chief Officer will assume Command after procedures have been completed (assuming an equal or higher ranking officer has not already assumed Command). IC #1 is usually a firefighter or company officer.
3. Subsequent arriving Command Officers should report their location to the IC, and wait for an assignment.
4. When a Chief Officer arrives at the scene at the same time as the initial arriving Company, the Chief Officer should assume Command of the incident.

"Passing Command" to a unit that is not on the scene creates a gap in the Command process and compromises incident management. To prevent this "gap", COMMAND SHALL NOT BE TRANSFERRED TO AN OFFICER WHO IS NOT ON THE SCENE.

Within the chain of Command, the actual transfer of Command will be regulated by the following procedure:

1. The officer assuming Command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer Command.
2. The person being relieve will brief the officer assuming Command indicating at last the following:
 - a. General situation status:
 - i. Incident conditions (fire location and extent, Hazmat spill or release, number of patients, etc)
 - ii. Incident Management Plan
 - iii. Completion status of the Tactical Objectives
 - iv. Safety Considerations
 - b. Deployment and assignments of operating companies and personnel.
 - c. Appraisals of need for additional resources

The arrival of a ranking Officer on the incident scene does not mean that Command has been automatically transferred to that Officer. Command is only transferred when the Transfer of Command process has been completed. The person being relieved of Command will be assigned to the his or her next role by the Officer assuming Command.

A ranking Officer may elect to have a subordinate continue the role of Incident Commander. In cases where an individual is effectively commanding an incident, and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue in an active Command role. The ranking Officer must determine that the Incident Commander is completely aware of the position and function of operating companies and the general status of the situation. In these cases, the arriving ranking Officer may assume a supportive role in the overall Command organization

Expanding the Incident Command System

The Incident Commander shall assign Division or Group Chiefs when the span of control exceeds 5-7 "companies" For the purpose of the Seymour Fire Department a company shall consist of a group of 2-4 members operating in a specific function. (Example: Firefighters tagged into and assigned "Fire Attack" will be considered a company) Division and Group Chiefs would report directly to the Incident Commander. Divisions and Groups are defined as follows:

1. Divisions will be assigned by geographical location. Members placed in charge of specific divisions will be responsible for operations performed

within their division. Companies assigned to that division will report directly to that Division Chief.

- a. For defensive strategies, divisions will be based on sides of the building.
 - i. ie. Division A, B, C, D
- b. For offensive strategies working inside of a working fire, divisions will be based off of floor number.
 - i. ie. Division 1, 2, 3

2. Groups will be assigned by task. Members placed in charge of specific groups will be responsible for operations being performed by their group.
 - a. Example: While operating at an apartment building fire, several companies may be assigned to "Search". At this point it would be necessary to assign a Search Group Chief. Companies assigned to "Search" would report directly to their Group Chief.

Expansion to Large Scale Incidents:

Sections:

As a small incident escalates into a major incident, additional organizational support will be required. As additional ranking Officers arrive on the scene, the Command Post organization (Team) may be expanded through the involvement of Command Officers and staff personnel to fill section positions. Section Officers assist the Incident Command Staff with the long-term management of the incident and operate at the Strategic Level. The Incident Commander implements Sections as needed, depending on the situation, and priority of needs (One incident may only require a Logistics Section while another incident may require all the sections to be implemented.) Where the communications system permits, Section Officers should operate on separate radio channels and utilize the radio designation that identifies their section (Planning, Logistics, etc.). During the initial phases of the incident the initial Incident Commander and his/her staff normally carry

out these four section functions. The Fire Department's involvement and needs at the incident scene can be divided into four sections.

They are:

- LOGISTICS SECTION
- PLANNING SECTION
- OPERATIONS SECTION
- FINANCE SECTION

The Logistics Section is the support mechanism for the organization. Logistics provides services and support systems to all the organizational components involved in the incident. Command may assign the Logistics Section its own radio channel. The Logistic Section Officer may establish Sectors or branches for his/her section as needed.

Roles and Responsibilities:

- Provide rehab.
- Manage staging
- Provide and manage any needed supplies or equipment.
- Forecast and obtain future resource needs (coordinate with the Planning Section).
- Provide any needed communications equipment.
- Provide fuel and needed repairs for equipment.
- Obtain specialized equipment or expertise per Command.
- Provide food and associated supplies.
- Secure any needed fixed or portable facilities.
- Provide any other logistical needs as requested by Command.
- Collect and provide information for an After Action Review.
- Supervise assigned personnel

The Planning Section is responsible for gathering, assimilating, analyzing, and processing information needed for effective decision-making. Information management is a full-time task at large and complex incidents. The Planning Section serves as the Incident Commander's "clearing house" for information. This allows the Incident Commander to have a single person provide him/her with information instead of having to deal with dozens of information sources. Critical information should be immediately forwarded to Command (or whoever needs it). Information should also be used to make long-range plans. The Planning Section Chief's goal is to plan ahead of current events and to identify the need for resources before they are needed.

Roles and Responsibilities:

- Evaluate current strategy and plan with the Incident Commander.
- Refine and recommend any needed changes to plan.
- Evaluate Incident Organization and span of control.
- Forecast possible outcome(s).
- Evaluate future resource requirements.
- Utilize technical assistance as needed.
- Evaluate tactical priorities, specific critical factors, and safety.
- Gather, update, improve, and manage information with a standard systematic approach.
- Facilitate an After Action Review and After Action Report.

- Liaison with any needed outside agencies for planning needs.

The Operations Section is responsible for the tactical priorities, accountability, safety and welfare of the personnel working in the Operations Section. The Operations Section Officer uses the tactical radio channel to communicate strategic and specific objectives to Sector Officers and/or Branch Officers.

Roles and Responsibilities:

- Coordinate activities with the Incident Commander.
- Implement the Incident Management Plan.
- Assign units to Sectors/Branches based on Tactical Objectives and priorities.
- Build an effective organizational structure through the use of Branches and Sectors.
- Provide Branches and Sectors Tactical Objectives.
- Manage Operation Section activities.
- Personnel Accountability.
- Provide for life safety.
- Determine needs and request additional resources.
- Consult with and inform other sections and the Incident Command Staff as needed.
- Collect and provide information for an After Action Review.

If the Operations Officer is located at the Command Post, he/she should use the radio designation of "Command". The vast majority of incidents can be effectively managed without an Operations Officer, or with the Operations Officer located at the Command Post. If the Operations Officer is located out of the Command Post at a "forward" position (i.e. in a high-rise building), he/she should use the radio designation of "Operations".

Implementing an "Operations" radio designation in the middle of a major incident can create confusion with radio communications. It is absolutely essential that all personnel operating at the incident be made aware of the activation of "Operations". All Sector Officers and/or Branch Officers must then direct their communications to the "Operations" Officer. The Operations Officer will communicate with the Incident Commander to request additional resources, provide progress reports, etc.

Once implemented, "Operations" becomes a forward Command Post. As such the Operations Officer will need some personnel assigned to assist as staff members to help with radios, tactical worksheets, etc.

The Incident Commander - Role and Responsibilities after Activation of an Operations Officer.

Once the Operations Officer is in place and functioning, the Incident Commander's focus should be on the strategic issues, overall strategic planning and other components of the incident. This focus is to look at the "big picture" and the impact of the incident from a broad perspective.

The Incident Commander should provide direction, advice and guidance to the Operations Officer in directing the tactical aspects of the incident.

- Review and evaluate the plan, and initiate any needed changes.
- Provide on-going review of the overall incident (THE BIG PICTURE).
- Select priorities.
- Provide direction to the Operations Officer.
- Review the organizational structure, initiate change or expansion to meet incident needs.
- Initiate Section and Branch functions as required.
- Establish liaison with other city agencies and officials, outside agencies, property owners and/or tenants.
- Collect and provide information for an After Action Review.
- Other duties as necessary.

In order to maintain continuity and overall effectiveness, the Incident Commander and Operations Officer should normally be in the Command Post together.

The Finance Section evaluates and manages the risk and financial requirements for the Fire Department's involvement in the incident.

Roles and Responsibilities:

- Procurement of services and/or supplies from sources within and outside the Fire Department or City as requested by Command (coordinates with Logistics).
- Documenting all financial costs of the incident.
- Documenting for possible cost recovery for services and/or supplies.
- Analyzing and managing legal risk for incidents such as, hazardous materials clean up.
- Serves as the Incident Commander's liaison with: City officials, Litigators (and other lawyer types). Regulatory agencies (EPA, OSHA, DOT, FBI, etc.).
- Monitors and coordinates emergency service delivery to the rest of the community during major incidents to ensure adequate coverage.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 3

S.O.G. Title: Personnel Accountability

Page 1 of 4

Issue date: 1 Oct 2011

Revision date: 4 Jan 2016

Authorized by Chief John Cronin

Purpose:

The purpose of this guideline is to identify a system to provide accountability of all firefighters, officers and chiefs on the scene of an incident. Use of the system will provide enhanced personal safety for the individual and will provide the incident command organizational staff an improved means to track and account for all personnel.

The system will be used in situations, which require an SCBA (including any IDLH atmosphere) or in which a firefighter is at risk of becoming lost, trapped or injured by the environment or structure. This would include entering a structure reported to be on fire, operation in close proximity to the structure during exterior operations, confined space or trench rescue, large wild land fires, water emergencies, etc.

Procedure:

1. If the Incident Commander has chosen to take Fast Attack Command, arriving personnel shall report to that IC or in his/her absence shall locate the Accountability board at the front of the building.
2. If the Incident Commander has chosen to take full Command and has set up an Incident Command Post, report to that Command post.

Command is always responsible for accountability. Command can assign someone to be the Accountability officer at his/her discretion. All crews will work for Command. There will be no free-lancing. Free-lancing occurs when individuals or crews perform tasks without direction and the tactical objectives of the incident are not supported.

Crews arriving on the scene should remain intact for all incidents and purposes, unless reassigned by command. A minimum crew size will be considered two or more members, and one (1) portable radio will be required for each crew.

Upon entering a hazardous environment each crew shall advise the accountability officer via radio that they are entering the building, what side they are entering on, and how many people they are with? An example would be *"primary search to accountability, we are entering side Alpha with 3"*. The time will then be documented on the accountability Board.

All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness. Crews must maintain visual, voice, physical, or signal line contact at all times.

If a radio fails while in a hazard zone, the crew will exit unless there is another working radio within close proximity.

Any firefighter found in an IDLH atmosphere while still wearing an accountability tag will be considered to be freelancing and ordered to report to the staging area for assignment.

Levels of Accountability:

Level 1 Accountability – is implemented when the Incident Commander has taken **Investigation Mode**. (i.e. fire alarms, MVAs, general incidents)

1. Each firefighter removes his/her tag from their coat and attaches it to the ring on the first arriving apparatus.
2. Any firefighter who arrives in another vehicle will report to the first arriving apparatus and attach his/her tag to the ring in that apparatus.
3. The Incident Commander will maintain accountability for all personnel.

Level 2 Accountability – is implemented at incidents requiring a "point of entry", and the Incident Commander is in **Fast Attack Command Mode**.

1. The firefighter will place his/her tag on the accountability board next to his/her corresponding task. (i.e. Fire attack, search and rescue, vent)
2. The initial attack crew shall place the accountability board at the point of entry.
3. Upon leaving the hazard area the firefighter will report to the accountability board and retrieve his/her tag and report to the IC or the staging area.

Level 3 Accountability – is implemented when the Incident Commander has taken Command and set up an **Incident Command Post**.

1. The firefighter will report to the incident Command Post with his/her accountability tag and equipment for assignment.
2. At the Command Post firefighters will assemble into small companies of 2 to 4 firefighters.

3. The Officer or in his/her absence the senior firefighter will collect their tags and report to the IC for assignment.
4. The IC or his/her designee will collect tags once the company has been given a task.
5. Unless given a specific task firefighters shall stay by the command post in the staging area
6. Upon leaving the hazard area the firefighter will report back to the IC for re-assignment.

*****At structure fire incidents, the accountability board shall be deployed by the initial attack crew and the IC shall take it to the designated command post following his/her 360*****

Once the Incident Command Post has been established all firefighters shall only perform tasks assigned by the IC or his/her designee.

Tracking Tags/Equipment

The tracking tag equipment will be the firefighter's Salamander ID card. Each firefighter has been issued two (2) Salamander cards. One card is to be kept on their person and to be used to identify them as a Seymour Firefighter. The second tag with the whole punched in it shall be used as the accountability tag.

Tracking tags will be considered as safety equipment and will be inspected as such. This equipment will be repaired or replaced as soon as problems are noted. Replacement tags can be obtained through your respective company officer.

Accountability Benchmarks

The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For the company officer, a "PAR" is a confirmation that members assigned to his/her crew are accounted for. For the Accountability Officer, a "PAR" is an accounting of the members of all companies assigned to his/her sector. Reports of PAR's should be conducted face-to face whenever possible.

Example of a radio PAR: "Command from 501, I have a PAR 3". This includes accounting for everyone including the officer.

A personnel accountability report (PAR) will be required for the following situations:

- Any report of a missing or trapped firefighter
- Anytime an evacuation is called for
- After any call for a mayday
- After a change from offensive to defensive

- Any sudden hazardous event at the incident – flashover, back draft, collapse, etc.
- By all crew(s) reporting an “all clear” (Company Officers or crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report all clear)
- At 20 minute intervals throughout the incident.
- At a report of fire under control

Accountability Officer

Accountability shall remain the responsibility of Command and will be transferred in the same manner. This shall continue until an Accountability Sector is created.

Accountability Sector

As the incident escalates to the level that an Accountability Officer is required, Command should implement an Accountability Sector. The Accountability Officer will operate on the assigned radio channel, and shall be located at a highly visible location designated by Command. This will be announced by command when assigned.

The Accountability Officers responsibilities include:

1. Collect accountability tags as personnel are assigned by the IC
2. Track and account for all personnel
3. Maintain companies in staging area
4. Provide progress reports to command
5. Initiate PAR's upon benchmarks or as needed
6. Return tags to personnel prior to their leaving the scene of an incident

Seymour (CT) Fire Department

Standard Operating Guideline No.TEC 3

S.O.G. Title: Active Violence

Page 1 of 7

Issue date: 4 Jan 2016

Revision date: None

Authorized by Chief John Cronin

Purpose:

To establish guidelines for actions to be taken at Active Violence/ Active Shooter/ Explosive Device /Mass Casualty Incidents.

Background:

Active violence incidents are occurring with more frequency, and both initial and ongoing actions will have a great impact on the potential lives that are saved balanced with the safety of our first responders. Coordinated efforts on the part of police, fire, medical, and other first responders is required during response to these events in order to rapidly effect rescue, save lives, and facilitate operations with minimal risk to personnel. Note: As the primary responsibility for these incidents in law enforcement based (secure, neutralize and investigate), it is important for fire and EMS personnel to understand police terminology and operational concepts.

Objective:

The primary objective of the Fire Department at Active Shooter/Active Violence/ Explosive Device/ Mass Casualty Incidents is life safety and patient care. The fire department's role will assume additional responsibilities should there be a fire or if hazardous materials are present at these types of incidents.

Purpose:

This procedure is designed to ensure that the actions of the Seymour Fire Department are predictable and effective at the scene of an Active Violence Incident, provide a clear understanding of the actions that police and fire department may perform throughout the incident, and offer tools to assure that all savable lives are saved in the most expeditious manner possible without undue risk to first responders. The fire department's role will assume additional responsibilities should there be a fire or hazardous materials at these types of incidents.

Scope:

All members of the fire department shall abide by the standards contained in this policy.

Terms:

Active Violence (Shooter) Incident: A violent incident, not limited to a threat of firearm, wherein an armed assailant(s) has remained on or near the scene and continues to present a threat to the safety of citizens that requires rapid deployment as opposed to containment and negotiation.

Active shooter / Dangerous Assailant: Suspect(s) who participate in activity that is immediately causing death and/or serious bodily injury to others. His/her activity is not contained and there is immediate risk of death or serious injury to potential victims.

Barricaded Suspect: This is defined as a suspect who is in a position of advantage, usually barricaded in a room or a building, and is armed and has displayed violence that may or may not be holding hostages. There is no indication that the suspect's activity is immediately causing death or serious bodily harm.

Casualty Collection Point: An area determined by operating units and Unified Command to provide sufficient cover and concealment for safe patient transfer between the Hot/Kill Zone and Cold Zone Triage (like the Decontamination Corridor at a HazMat Incident).

Cold/Safe Zone: Areas where there is no known threat. These areas are considered to be secured. Unified Command, Triage, and all other support functions will be located here.

Direct Force Protection: Police personnel that will be working directly with fire or EMS personnel to provide protection in the event of an unforeseen event or additional threat.

Dispatch Assignment: Active shooter/mass casualty incidents will receive a full fire assignment on the initial dispatch.

Emergency/Duress Phrase: FD "Mayday"

Explosive Device/Suspicious Package: A known or possible explosive device identified through direct or indirect threat or a package of unknown origin that may present a threat to the public.

Fire Rescue Task Force/Fire Entry Team: A group of fire, police and medical personnel assigned (like Entry and Backup at a HazMat Incident) to remove patients and victims from the Casualty Collection Point(s).

Hot/Kill Zone: Area where there is a known hazard or life threat that is direct and immediate. An example of this would be an uncontrolled area where the active shooter could endanger rescue teams.

Mass Casualty: Any active shooter incident where it is anticipated to have more than 4 victims may be declared a Mass Casualty.

Perimeter Inner: Law enforcement term for the first area of containment. Usually coincides with the line between the Hot and Warm zones.

Perimeter Outer: Law enforcement term for the second area of containment. Usually coincides with the line between the Warm and Cold zones.

Police Rescue Team: A squad of officers (usually 2-4) that works to locate and remove injured victims and direct uninjured persons to safety. This team may combine with fire/medical personnel to form a squad for same purpose. In cases where fire/medical personnel accompany police officers, the police shall provide security for the team.

Protected Lane: An access/egress pathway used for rescue team personnel to access patients during an active incident. The pathway is established and secured by law enforcement personnel using cover, geography and protective positions to maintain control.

Unified Command: A location and function where lead personnel from all agencies with responsibility for an incident will coordinate its management without giving up each individual agency's authority, responsibility, or accountability by establishing a common set of incident objectives and strategies and communicating directly until termination.

Warm/Collection Zone: Areas that law enforcement have cleared where there is minimal immediate threat. This area has been cleared but not yet secured. Casualty Collection Points are typically located in the warm zone and established by Unified Command.

Primary Response Objectives for the Fire Department

In the event that units are dispatched to a report of an active violence incident or information is received during a regular response for a fire or medical alarm that indicates that an active shooting is in progress, the following actions should be taken:

Upon dispatch:

1. While Responding:

Obtain the maximum amount of information/intelligence available while responding and minimize communications on the radio as the Communications Center will be overwhelmed. Audible emergency warning devices should be shut down at least two blocks from the incident.

Unless directed otherwise, the first arriving unit should stage a safe distance away from the incident

Upon Arrival:

1. Establish Command for the Fire Department.

When selecting the location, consider the possibility of IEDs or other secondary devices. This speaks to the need for secondary staging, level II, for the balance of responding resources until they are needed and can be assigned.

2. Establish Fire and EMS Staging location

Establish command and direct all responders to a Staging Area determined by the Incident Commander and based on the needs of the incident.. Level I Staging shall be in a location out of the line of sight and potential Hot/Kill Zone of the incident. The initial staging area may be in a closer location than typically used in order to be prepared to rapidly treat victims who have self-extricated.

3. Request Additional Resources if not already completed

These may include:

- Multiple ambulances and an EMS supervisors
- Mutual Aid Chief Officers for Command Post Functions

4. Determine the Level II staging area.

This will be where you would want any additional ambulances or mutual aid companies to report to. The goal is not to congest the scene or to block access or egress.

4. Establish Triage system and Medical Branch

- This will be done to collect and manage patients
- SMART Tag system may be used to assist with tracking and prioritizing patients
- The location shall be announced and clearly marked.
- The area needs to be secure from spectators and the media
- This is for all patients that need medical attention, walking wounded or otherwise, or patients that will be rescued by emergency responders
- Fire personnel must provide law enforcement with any intelligence/information obtained during patient/casualty contact or treatment.

5. Establish Fire Department Rescue Teams

The Fire Department shall establish Fire Department Rescue Teams made up of Entry Team(s) and a Backup Entry Team (like a Hazardous Materials incident). Multiple Entry Teams may be required, and police personnel may be part of each Entry Team. These teams will rescue viable patients from the warm zone of the shooting. They will not enter the building or area until directed to do so by unified command which will receive guidance from police operations. The concept of fire department rescue teams will be further defined below.

Fire Department Rescue Teams

- The **Fire Department Rescue Teams** will be supervised by an officer and may be provided with law enforcement protection before entering the Warm Zone.
- Fire Department Entry Teams will consist of at least two firefighters, one of which shall be an officer, EMS providers (either FD or EMT/Paramedics may fulfill this), and law enforcement
- The primary goal of the rescue operation is to rapidly remove viable patients from the Casualty Collection Point(s) that are established by law enforcement and bring them to Triage. SMART Triage of patients in the field is critical
- The ultimate goal of Rescue is to Triage, Treat, and Transport all victims. The initial interior operations will focus on triage and extracting the wounded patients
- Fire Department Entry Teams shall be prepared to enter the Warm Zone of an Active Shooter Incident to rescue injured patients. The Warm Zone may be embedded into areas of the Hot Zone in order to facilitate rapid patient access.
- Fire Department Entry Teams will move in and out of the Warm Zone only through entrances and corridors cleared and approved by police personnel or with direct force protection in areas not cleared.
- **Fire Department Entry Teams shall not enter the warm zone until directed to do so by command who will have received clearance from law enforcement.**
- Entry team will enter either through a protected lane, which means the area has been reasonably cleared and is under police protection, or with direct force protection which means police personal will be operating will be providing protection to the rescue team and operating with them.
- Patients should be assembled in a Casualty Collection Point in the Warm Zone. Unified Command will identify the location of the casualty collection point.
- Time operating in the Warm Zone should be minimized and only for the purpose of patient care for viable patients.

Important Incident Considerations

Command:

Establish a complete Incident Command System for the Fire Department and assure that a Unified Command is established.

Roles that should be filled ASAP are:

- Command (keeping the span of control manageable)
- Safety
- Operations
 - Staging Officer
 - Medical Officer
 - Accountability Officer
 - Rescue Task Force Leader
- Public Information for the Fire Department
- Planning

Mutual Aid Coverage

General Incident and Safety Considerations:

Fire or Hazardous Materials Release at Active Shooter Mass Casualty Incidents-

It is imperative that fire personnel establish clear response objectives from command prior to mitigating the fire or hazardous materials situation. Fire personnel must resist the initial desire to mitigate the fire without clear direction.

Scene Security- These types of incidents will draw a large number of first responders, civilians and media. Scene security is one of the primary operating objectives of law enforcement. They may request assistance with this task. At a minimum all areas the FD is operating in shall be secure.

Responder Safety- It is extremely important that you consider:

- The line of fire (stay out of the Hot/kill Zone)
- Secondary devices
- Multiple shooters

Medical Branch - Establish a medical branch with fire department supervision. EMS will most likely handle the medical sector, but initially it is imperative that the fire department have a liaison to that sector.

Declare a Mass Casualty Incident as appropriate.

Bystanders and Family Reunification Point- A family reunification point is where all uninjured bystanders will report to. This location will be established by law enforcement. Fire personnel may initially be required to establish an on scene area for all bystanders to report to while the family re-unification is being established by law enforcement.

Termination/Critical Incident Stress Debriefing/Post Incident Analysis

The termination plan will include information about press briefings, what the public knows, and stress management resources. Any intelligence or pertinent criminal aspects of the incident required by first responders for their personal safety will be provided.

There will be a Critical Incident Stress Debriefing provided prior to any employee that operated on the scene being cleared to go home. A Post Incident Analysis involving all principal participating personnel and agencies will be scheduled as soon as possible.

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 September – the end of August by 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. This award does not necessarily require an act of bravery but may be awarded for instances such as a difficult technical extrication.

Exceptional Duty Award

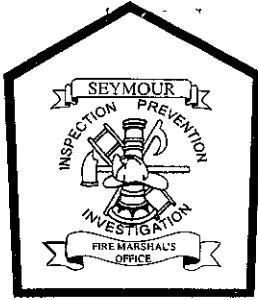
The Exceptional Duty Award may be awarded for a highly creditable accomplishment outside the line of duty bringing public acclaim to the individual or to the Fire Department. This may be the result of training, devotion of duty or service to the public.

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. This award can also be given to members who achieve the certification level of Fire Officer as this is a significant step in a firefighters career and requires hours of classroom and work throughout ones career.

Top Responder

This award will be given to each, the top responder for each category for both companies. (Driver, Interior Firefighter, Fire Cop, Fire Officer.)



Office Of The Fire Marshal
Town of Seymour
1 First Street
Seymour, Connecticut 06483

SEYMOUR FIRE MARSHAL'S REPORT
SUMMARY OF OFFICE ACTIVITIES FOR DECEMBER 2015

Below is a brief summary of the major work activities that the Seymour Fire Marshal's Office conducted during the month December 2015.

Building Inspections – The Office conducted 5 inspections on new construction, 3 inspections on existing buildings and 3 re-inspections.

Blasting Permit – 2 Blasting Site Inspections – 4 Blasting Complaints – 0 Other Complaints – 4

Meetings – 8 Code Modification request – 0 Detail Code Reviews – 0 Detail follow- up activities – 2

Burning Permits – 1 Underground propane tank inspections - 0

Major Activities

Outside Training Conducted – None

Training activities attended – DFM Willis attended a class in East Harford on “Building an Arson Case” and did an online class on “Accreditation.”

45 Broad St. Congregational Church – This project is complete.

29 Maple St. apartment building, old Anna Lopresti School – This construction of this project is picking up with periodic construction inspections occurring. The sprinkler system continues to be shut down.

38 Columbus Street apartment building – The Office completed a plan review for this project and signed off on the construction permit. They plan on starting on Monday January 18 2016.

50 Cogwheel Lane, Basement Systems – This project is proceeding. Construction activities are ongoing. This will be a warehouse with high rack storage, fire pump and sprinkler system and part of it will be a 3 story office building. Total square footage is about 32,000.

Intern – The intern from Masuk High School continues to do 2 hours a week in the Office. This is part of his curriculum for graduation.

Fire Prevention Poster Contest – The Office reviewed hundreds of posters from both elementary schools from 4th and 5th grades. The winners were selected and notified. The town 2 winners had their posters driven up to the Waterbury Fire Marshal's Office for the County selection. I anticipate the winners being given a fire truck ride from their home to school sometime in January.

Telephone: 203-881-5010 • Fax: 203-881-5005

20 Pine Street, Community Center – After approved upgrade to the fire wall from the old kitchen in the basement to the old cafeteria area, the Seymour – Oxford Food Bank has moved into the old cafeteria kitchen space.

Fire Works at Seymour Land Trust – I conducted an inspection and standby for the annual fireworks demonstration at the Land Trust on Chatfield Park. The standby was about 7 hours long.

Miscellaneous Items – The Office dealt with a juvenile fire setter, sprinkler corrections at Shady Knoll, propane issue at 117 Bank Street and a potential illegal unit at 1-3 Garden Street.

Significant Fire Investigations: 30 Progress Avenue, Haynes Construction Trailer– This investigation is completed at this time. If new information becomes known, it will be reevaluated.

Past Clinton Road car fire – (Remains an ongoing investigation) we are working with the ATF and Seymour Police on this investigation.

32 Buckingham Road – Car fire next to the house. This was an accidental pickup truck fire. The cause appears to be the use of a metal cutting torch igniting combustibles.

Each fire and follow-up requires a detailed report.

Submitted by,

A handwritten signature in black ink, appearing to read "Paul Wetowitz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Paul Wetowitz
Seymour Fire Marshal

January 4 2016

Cc. File