



BOARD OF FIRE COMMISSIONERS
TOWN OF NEWTOWN

BOARD OF FIRE COMMISSION MINUTES
Regular Meeting of October 15, 2018 at 7:00 pm
Sandy Hook Vol. Fire Dept. 18-20 Riverside Rd. Sandy Hook, Ct. 06480

Open Meeting By: Pat Reilly, Chairman

Time: 7:00 pm

Commissioners Present: Pat Reilly, Bob Kick, Ron Bolmer, Bill Brunetti, Tim Whelan, Jay Nezvesky,
Absent: Tim Gies

Marshal's Present: Rich Frampton, David Ober, Jamilynn Zapata, Steve Murphy

Chiefs Present: Bill Halstead, Chris Ward, John Basso, Steve Murphy

Chairman's Comments: Reminder Annual Dinner meeting next Tuesday October 23, 2018 at 6:00 pm

Approval of Minutes: Minutes from September 24, 2018

Motion to accept minutes from the September 24, 2018 meeting: by Ron Bolmer

Seconded by: by: Bill Brunetti

Motion passed unanimously

Correspondence to the Board:

Hawleyville sent a letter indicating that Jeff Dugan was voted in as their new commissioner and need to get him sworn in. (Attachment #1)

Correspondence from the Board:

BOFC sent a letter to the Town Clerk regarding Greg Miller being sworn in as Fire Police for Botsford. (attachment #2)

BOFC sent a letter to the Town Clerk regarding Jeff Dugan being sworn in as the new Hawleyville Fire Commissioner. (attachment #3)

Public Participation: None

Marshal's Report: Fire Marshal Rich Frampton gave report (attachment #4)

*FM Frampton participated in Operation save a life- received smoke and CO detectors

*Rich also talked about the new phone App for hydrants, dry hydrants and suppression tanks. The app will send IT your location to the IT dept. to plot on the GIS mapping.

Marshal's Remarks: NFIRS- H&L, Botsford, Hawleyville Up to Date, Sandy Hook 3 months behind (Done but not submitted yet) Dodgingtown- 7 months behind.

Purchasing Agent- Everything paid up to date. Just process the payment for Tracy's on all the pump/ DOT/ Maintenance in the amount of \$22,372.23. One question about the work done to replace all the lights on 551 – Tim Whelan explained that the lights were out dated and finding it hard to get replacements parts-

Combined Chiefs: Meeting October 16, 2018

Reports from Standing Committees:

- Radio & Hydrant Committee: Nothing new on the radio committee.
Mike McCarthy sent out a list of the dry hydrants that have been checked and indicated the repairs that are needed. (Attachment #5)
*Radio Sub Committee: -
- Truck Committee:
 - *331 going to body shop
 - *441 came back from the same body shop
 - *Drop Chains for 111 will be done by Tracy's- only charge minimal charge for labor. It was recommended by the previous chairman that the BOFC would pay. Job Quoted at \$2525. Tim Whelan made a motion to have Tracy's do the drop down Chains on 111.
Bill Brunetti Seconded
Passed unanimously
 - *Dodgingtown – the chains on old 229 will not fit on new 229 or any other of their trucks and will go with the old 229. They Tim Whelan will get prices for new chains for the new truck.
 - * Tanker 229 was delivered-
 - * Discussion on the subject of tires- which budget will be budging them BOFC or Highway?
- Budget Committee: a couple of chiefs have submitted their budgets, waiting on the rest to start crunching numbers.

10 year CIP- nothing new, should be at the counsel.
- NUSAR : Did the inspections as stated in Hydrant Committee
- Tanker Sub Committee:
 - *Matt Dobson confirmed the 4 guys would reimburse each dept. for the mounting of the equipment etc. and that each dept. would take care getting the equipment mounted.
 - *229 has been delivered, there are few issues and the local service rep. is Bruce Taylor in Brookfield.
 - *Tim Whelan made a motion: to thank the Tanker Sub-Committee, the tankers have been delivered and their task has been completed and dissolve the committee.
Discussion: Should we wait until all the issues are resolved? Tim Whelan suggested letting the commissions truck committee take over and do the job. If any training is needed, the truck committee with contact them.
Chairman Pat Reilly would like to thank the Tanker Sub-Committee, we appreciate the time, knowledge and effort they put forth. Thanks to the Committee.
There is a motion of the floor to dissolve the Tanker Sub-Committee
Seconded Bill Brunetti
Motion passed unanimously

- Policy & Procedures Committee: Will vote on Committees recommendations under new business.

Old Business: Hose testing this week Wednesday –Sandy Hook, Thursday H&L & Dodgingtown, Friday Hawleyville & Botsford.

New Business: Policy and Procedure Committee submitted a packet (see attachment #6) at the last meeting to be reviewed.

Bob Kick made a motion to keep 1-9 unchanged (except to update the dates)

1. Newtown BOFC alcohol and substance abuse policy.
2. Tax abatement for volunteer fire, ambulance and NUSAR personnel.
3. DOT truck inspections
4. Factory visits.
5. Training Funds
6. SOG 1 Secure hose storage
7. SOG 2 Driver training
8. SOG 3 Response in privately owned vehicle
9. SOP 4 Emergency vehicle response guidelines.

And substantive changes to:

*Food Reimbursement policy Oct. 19, 2019 Suggest replacing with Town of Newtown Policy APPM 900.1 Travel Expenses.

*Request to delete- BOFC policy for Pick-up's/SUV's.

Discussion- Tax Abatement- (amount of calls, support membership /different departments)

Motion seconded: Pat Reilly

Motion passed unanimously

There being no further business the meeting adjourned at 7:38.

Respectfully submitted,



Nancy Schreiner, BOFC Clerk

Hawleyville Volunteer Fire Company

**P.O. Box 68
Hawleyville, CT. 06440**

Attachment #1

October 6, 2018

Patrick Reilly (Chairman)

Newtown Board of Fire Commissioner
3 Primrose Street
Newtown, CT 06470

Re: New Commissioner

Hawleyville Fire Company has elected Jeff Dugan at our annual meeting that was held on July 2, 2018 to service as our new representative on the board of Fire Commissioners effective on November 1, 2018. Jeff will be replacing our current representative Bill Brunetti Sr. as his term is set to expire on October 31, 2018.

On November 1st, 2018 Jeff will need a letter from the board to be sent to the Town Clark so he can get sworn in to service on the Board of Fire as our new representative.

Thanks

John Basso
Chief

Board of Fire Commissioners
C/O Fire Marshal Office
3 Primrose St.
Newtown, Ct. 06470



Patrick Reilly
Chairman

BOARD OF FIRE COMMISSIONERS
TOWN OF NEWTOWN

Attachment #2

September 26, 2018

Debbie Halstead, Town Clerk
Town of Newtown
3 Primrose St.
Newtown, CT. 06470

Re: Gregory Miller, Botsford Fire Dept. Fire Police

Dear Debbie,

This letter to inform you that Gregory Miller of the Botsford Fire Department has been certified as a Fire Policeman. I will contact Greg and advise him to contact you to make arrangements for swearing in.

Yours truly,

Patrick Reilly, Chairman
Board of Fire Commissioners

3 Primrose St.
Newtown, Ct. 06470

Patrick Reilly
Chairman



BOARD OF FIRE COMMISSIONERS
TOWN OF NEWTOWN

Attachment #3

October 9, 2018

Debbie Halstead, Town Clerk
Town of Newtown
3 Primrose St.
Newtown, CT. 06470

Re: Hawleyville Fire Commissioner

Dear Debbie,

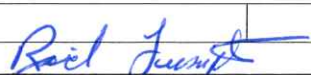
Hawleyville Fire Company has elected Jeff Dugan at their annual meeting that was held on July 2, 2018 to service as their new Commissioner effective on November 1, 2018. Jeff will be replacing current commissioner Bill Brunetti Sr. as his term is set to expire on October 31, 2018.

Yours truly

A handwritten signature in blue ink, appearing to read "Patrick Reilly", is written over a horizontal line.

Patrick Reilly, Chairman
Board of Fire Commissioners

FIRE MARSHAL'S COMBINED MONTHLY TIME SUMMARY

CODE	CATEGORY	INCIDENTS	HOURS
A	FIRE CALLS	15	
B	FIRE INVESTIGATION	0	
C	FOLLOW UP INVEST.	0	
D	BUILDING & SITE		
	1. Building Inspections	55	
	2. Site Inspections	19	
	3. C.O. Inspections	2	
	4. Suppression & Dry Hyd	0	
	5. Tank Removals	0	
	6. Burn Permits	0	
E	FOLLOW UP INSPECTIONS	1	
F	OFFICE	133	
G	COURT APPEARANCE	0	
H	PLAN REVIEWS	9	
I	TRAINING	6	
J	PURCHASING	17	
O	OTHER-Rich	8	
O	OTHER-Steve	2	
O	OTHER- Dave		
O	OTHER-Jamillynn	10	
	TOTAL	277	330
Rich	NHS Drill		
	Operation Save A Life - Reception		
	Fire Drill 3 Primrose St.		
	Op Save a Life Flyer- Food Pantry 3 Main St.		
	Op Save A Life Flyer- Senior Center		
	Op Save a Life Flyer- Food Pantry 46 Church Hill		
	Ethan Allen Knox Box Key		
	General Store Complaint		
Steve	Locate Hygdrants GIS (2)		
	CAC Drill		
Jami	Fire Preventions (10)		
Dave-			
September 2018		Reporting Month	
		Marshal's Signature	

TYPE OF CALL	HOW MANY	TYPE/DATE	DESCRIPTION	\$ LOSS	~
ALARMS	47	STRUCTURE			
ANIMAL RESCUE	0	9/2/2018	14 Stonewall Ridge- Table clot	0.00	
ELECTRICAL WIRES/ TREES ON WIRES	9				
BRUSH	1				
CONTROLLED/ILLEGAL BURNING	3	VEHICLES			
C.O. DETECTOR	3				
FALSE CALLS	0				
HAZ-MAT	5				
MUTUAL AID	0				
STRUCTURES	1				
RESCUE	1	APPLIANCE			
EMS/MEDICAL	19				
SERVICE/GOOD INTENT	0				
SMOKE/ODOR SCARE	7				
VEHICLES	0	OTHER			
EXTRICATION	4				
MVA	17				
WATER EVACUATION/PUMP OUT	1				
CHIMNEY	1				
OTHER-(TREE ON HOUSE)	0				
PUBLIC SERVICE	9				
APPLIANCE	0				
TOTAL	128		TOTAL	\$	
			FIRE COMPANY RESPONSE TOTALS	MONTH	YTD
		5130	NEWTOWN HOOK & LADDER	58	538
		5131	BOTSFORD FIRE RESCUE	26	295
		5132	DODGINGTOWN FIRE	18	184
		5133	HAWLEYVILLE FIRE	24	235
		5134	SANDY HOOK VOL. FIRE & RESCUE	42	566
				168	1818

Fire Company's Calls 128

The Fire Marshals had 277 incidents and 330 Hours worked.

Permits: 0 blasting \$0.00., 0 tanks \$00.00, 0 burn\$ 0, 0 reports \$.00 Total \$0.00

Dry hydrant #	Location	Fire District	water over	water under	above ground	underwater	comments
DH-1	Beaver Dam Road	Botsford	3 feet	2 feet	good	good	Brush around pond at dry hydrant could use some cutting back needs painting
DH-2	Castle Meadow Road	Botsford	4 feet	1 foot	good	good	needs painting
DH-4	Marlin Road	Botsford	10 feet	NA	good	NA	needs paint, strainer under 3"-4" size rip-rap access way 450 foot long needs brush removal and tree limbs raised, needs sign at road access to identify location
DH 10	Oak Ridge Road	Dodgingt own	3 feet	2 feet	good	good	
DH-11	26 Hundred Acres Road	Dodgingt own	4 feet	1 foot	good	good	needs brush clearing by FD connection for access to pond
DH-12	Birch Hill at Scudder	Dodgingt own	3 feet	2 feet	good	good	
DH-14	Ox Hill Road	Dodgingt own	4 feet	2 feet	good	good	
DH-16a	Rockridge Country Club main road	Dodgingt own	4 feet	0 feet	good	good	Strainer sitting on bottom of pond not covered by silt
DH-16b	Rockridge Country Club back drive	Dodgingt own	4 feet	1/2 foot	good	good	
DH-17	Pond View Road	Hawleyville e	10 feet	1 1/2 feet	good	good	needs paint excessive lift from pond to FD connection
DH-18	North Ridge	Hawleyville e	8 feet	1 1/2 feet	good	good	
DH-21	Mt Pleasant (Paynes Nursery)	Hawleyville e	2 feet	1 1/2 feet	good	good	needs paint
DH-22	Georges Hill Road (Currituck end)	Hawleyville e	3 feet	2 1/2 feet	good	good	
DH-23	Currituck at Keanen	Hawleyville e	NA	NA	good	NA	12-16 inches of silt over strainer needs dredging and silt basket around strainer
DH-26	82 Castle Hill Road	NH&L	3 feet	1 foot	good	good	needs paint
DH-27	Taunton lake Road at boat launch	NH&L	2 feet	1 foot	good	good	
DH-44	43a Dodgingtown Road	Dodgingt own	3 feet	1 foot	good	good	120 foot long lateral pipe could be a priming issue
DH-3	14 High Bridge Road	Botsford	0 feet	0 feet	good	NA	Above ground needs painting, Strainer is covered in the mud out flow control for the pond boards have been removed lowering the pond level by

									about 1/2 feet	
DH-38	Housatonic Drive	Sandy Hook	5 feet	2 feet	good	FAIR			Strainer was totally encrusted in Zebra Muscles (ZM) scraped ZM from strainer dry Hydrant is in service	
DH-24	Echo Valley Road	NH&L	3 feet	0 feet	good	good			strainer sitting on bottom of pond not covered by silt, above ground needs pa	
DH-32	27 Glen Road	Sandy Hook	3 feet	1/2 foot	good	good				
DH-8	139 Toddy Hill Road	Botsford							in middle of construction site	
DH-6	Swamp Road	Botsford	2 feet	3 feet	good	good				
DH-7	Swamo Road	Botsford	2 feet	3 feet	good	good				
DH-15	39 Aunt Park lane	Dodgingt own	3 feet	1 foot	needs repair	good			abouve ground pipe joints need to be glued	
DH-36	Old Mill road	Sandy Hook	4 feet	1/2 foot	good	good				
DH-29	Great Ring Road	Sandy Hook	5 feet	2 feet	good	good				
DH-28	Grace Moore Road	Sandy Hook	3 feet	3 feet	good	good				
DH-28A	Grace Moore Road	Sandy Hook	3 feet	3 feet	good	good			excessive long lateral pipe	
DH-25	Hanover Road (boat launch)	NH&L	11 feet	4 feet	fair	FAIR			FD connection needs internal strainer in water strainer minor Zebra Muscles treated in 2013 needs flapper end	
DH-42	Riverside Road @ Lorenzo's	Sandy Hook	10 feet	5 feet	good	FAIR			Strainer was totally encrusted in Zebra Muscles (ZM) scraped ZM from strainer dry Hydrant is in service	
DH-41	Old Bridge Road	Sandy Hook	5 feet	4 feet	good	FAIR			Strainer was totally encrusted in Zebra Muscles (ZM) scraped ZM from strainer dry Hydrant is in service	

9/24/18

Chairman Reilly,

Commissioners Whelan, Geis and I met to review the BOFC SOP's and suggest the following for consideration by the full BOFC.

No substantive change, just dates.

1. Newtown BOFC alcohol and substance abuse policy.
2. Tax abatement for volunteer fire, ambulance and underwater rescue personnel. Note Newtown Ambulance must be contacted to budget for their portion of the premiums for their respective members.
3. DOT truck inspections.
4. Factory visits
5. Training funds
6. SOG 1 Secure hose storage
7. SOG 2 Driver training
8. SOG 3 Response in privately owned vehicle
9. SOP 4 Emergency vehicle response guidelines

Substantive change

1. Food reimbursement policy dated Oct 19 2009 - suggest replacing with Town of Newtown Policy APPM 900.1 Travel Expenses
2. BOFC policy for pick up's and/or SUV's - request to delete

With approval of the Chairman I would suggest that members review the attached procedures and their suggested changes and vote in the October meeting.

Bob Kick

Newtown Board of Fire Commissioners Alcohol and Substance Abuse Policy

Fire department members are not permitted to be on duty, to respond to emergency incidents, to drive or operate fire department vehicles, nor to perform any other duty-related functions while under the influence of alcohol or drugs. The fire department is defined as the Newtown Hook & Ladder Company #1; Dodgingtown Fire Company No. 1, Inc., Hawleyville Volunteer Fire and Rescue Department, Sandy Hook Fire & Rescue Company, Botsford Fire Rescue, Fire Marshals, and any future volunteer fire departments located in Newtown.

The driver and officer in charge of any fire department vehicle that is involved in an accident that cause measurable property damage, injury or death, the driver shall be tested for the presence of alcohol or drugs with the least possible delay.

Contact must be made to the Chairman of the Board of Fire Commissioners.



Robert Manna
Chairman, Board of Fire Commissioners

Adopted July 27, 2015

Article VI. Tax Abatement for Volunteer Fire, Ambulance and Underwater Rescue Personnel

[Adopted 5-2-2001 (Ord. No 79); amended in its entirety 11-16-2011]

§ 208-19. Purpose.

In recognition of the benefits provided to the Town of Newtown by the dedicated service of the Town's volunteer fire, ambulance and underwater search and rescue personnel, the Newtown Legislative Council hereby establishes an assessment exemption program pursuant to Connecticut General Statutes § 12-81w for volunteer fire, ambulance and underwater search and rescue personnel on the conditions outlined below.

§ 208-20. Eligibility.

Members of at least three years' good standing of the Newtown Volunteer Fire Departments, Ambulance Corps and Newtown Underwater Search and Rescue (NUSAR) who reside in and pay property tax to the Town of Newtown as of October 1 preceding their application shall be eligible for such exemption. A year's service in good standing is achieved when meeting at least one of the following criteria:

- A. The member must respond to a minimum of 25 calls in the calendar year preceding inclusion on any certified list; or
- B. The member must hold one of the following positions in the emergency services:
 - (1) Administrative/Executive board.
 - (2) Commissioner.
 - (3) Line officer/operational officer.
 - (4) Support member, per company or association bylaws.

§ 208-21. Administration.

- A. Annually on or before December 5 of each year, the president of each Fire Department shall certify and submit to the Board of Fire Commissioners a list of the members of his/her organizations who are eligible as defined in § 208-20. This list shall contain addresses of such members and the exemption

amount for which each member is eligible. The Board of Fire Commissioners will review and certify said list, making corrections as necessary, before submitting it to the Office of the First Selectman (for forwarding to the Town Assessor) by December 15 of each year.

B. The Ambulance Association shall review and certify the Ambulance Corps list, and said list shall contain addresses of such members and the exemption amount for which each member is eligible as defined in § 208-20, and submit it directly to the Office of the First Selectman (for forwarding to the Town Assessor) by December 15 of each year.

C. Annually, on or before December 15 of each year, the President of NUSAR shall certify and submit to the Director of Newtown Emergency Management its own list of members who are eligible as defined in § 208-20. The Director will review and certify said list, making corrections as necessary, before submitting it directly to the Office of the First Selectman (for forwarding to the Town Assessor) by December 15 of each year.

§ 208-22. Exemption schedule.

Exemption against assessed values with respect to property taxes (which shall be applied first to any real property the recipient may own before being applied to personal property) shall be applied to the July 1 installment tax bill in accordance with the following:

A. Exemption schedule.

Years of Service in Good Standing (preceding date of list certification)	Amount of Exemption
3	\$250
4	\$440
5	\$675
6	\$860
7 or more	\$1,000

B. Assessed exemption amounts for two or more members can be applied to the same property if each member is a co-owner of that property.

C. A member who has a break in service may subsequently return to service and in such case shall be entitled to have former qualifying years counted towards benefits under this schedule.

§ 208-23. Maximum relief.

- A. In no event may any exemption amount equate to more than the maximum amount of relief permitted under state statute, and if so, the Assessor may cap the total relief afforded to any individual to the permitted maximum.
- B. Members are limited to only one exemption, regardless of the number of volunteer organizations to which they belong.

§ 208-24. Adjustments.

The Legislative Council may adjust the level of tax relief for qualified individuals, on or before May 1 of each year, by majority vote at a regular meeting of the Council, such adjustment to take effect for the current Grand List.

TOWN OF NEWTOWN
NEWTOWN, CONN.



**BOARD OF FIRE
COMMISSIONERS**

Newtown Board of Fire Commissioners
Policy – D.O.T. Truck Inspections
Effective – February 22, 2010

In an effort to insure the safety of Newtown's firefighters, and to protect the Town of Newtown and the Board of Fire Commissioners from the expenses associated with the operation of substandard fire apparatus, the following policy shall apply to the operation of any fire response vehicle in Newtown:

- If any fire apparatus owned by the Town of Newtown fails a State of Connecticut Department of Transportation annual inspection, the fire apparatus shall be taken out of service. The fire apparatus shall be out of service until all specified repairs are completed, and the fire apparatus passes re-inspection.
- If any fire apparatus owned by an individual fire department fails a State of Connecticut Department of Transportation annual inspection, the fire apparatus shall be taken out of service. The apparatus shall be out of service until all specified repairs are completed and the fire apparatus passes re-inspection. This shall be at the individual fire department's expense.


Kevin A. Cragin
Chairman

2/22/2010
Date

TOWN OF NEWTOWN
NEWTOWN, CONN.



**BOARD OF FIRE
COMMISSIONERS**

Newtown Board of Fire Commissioners
Policy – Factory Visits
Effective – February 22, 2010

- The purchase and/or refurbishment of any fire apparatus by the town of Newtown will be overseen by the Board of Fire Commissioners.
- All trips to factories that are covered by contract for preconstruction, progress, or final inspections must be accompanied by a member of the Board of Fire Commissioners Truck Committee.

In the event that a Board of Fire Commissioners Truck Committee member is unable to attend a scheduled meeting, the precedent will be that the Chairman of the Board will appoint an alternative Fire Commissioner to attend the meeting.

In the event that no Commissioner is able to attend, the trip will be rescheduled.


Kevin A. Cragin
Chairman

2/22/2010
Date

TOWN OF NEWTOWN
NEWTOWN, CONN.



**BOARD OF FIRE
COMMISSIONERS**

Newtown Board of Fire Commissioners
Policy – Training Funds
Effective – October 19, 2009

- Training funds shall not be used to purchase capital items.
- These items will need to be requested under the individual department's capital account.
- This shall not preclude the purchase of training aids such as books or videos with training funds, provided these items fall under the [current dollar cap for a capital item.]


Kevin A. Cragin
Chairman

10/19/09
Date

SECURE HOSE STORAGE

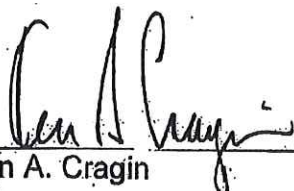
SOG 1

All Hose Storage areas shall be equipped with a positive means to prevent unintentional deployment of the hose from the top, sides, front and rear while the apparatus is underway in normal operations.

The following methods of securing hose, nozzles and appliances in place are recommended but not limited to:

- Fully enclosed & secured hose bed covers
- Buckled straps
- Fabric covers
- Webbing Mesh
- Wind Deflectors.

Accepted


Kevin A. Cragin
Chairman
Board of Fire Commissioners

7/27/06

DRIVER TRAINING SOG 2

All Emergency Vehicle Operators, Regardless of Age, Experience or Maturity, need to be trained to understand the laws and legal liabilities associated with operating an emergency vehicle. To meet this goal all new emergency vehicle operators will successfully complete an emergency vehicle driver-training program that includes the following:

1. Minimum of 4 hours of classroom training concentrating on defensive driving, legal aspects of emergency vehicle operations, physical dynamics and review of the Company's SOG for emergency response.
2. Minimum of 10 hours of documented behind the wheel training for each type of vehicle.
3. Each new driver will have a final road test with a qualified officer.

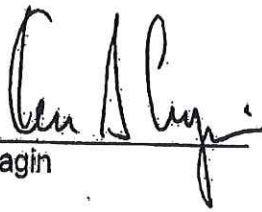
Re-training:

All qualified drivers will receive annual retraining that includes the following:

1. Annual classroom refresher that focuses on defensive driving, legal aspects of emergency vehicle operation, physical dynamics and review of company SOG's on emergency vehicle response.
2. Behind-the-wheel re-training and /or re-certification every 3 years.

Driver re-training from suspension of privileges and/or to active status for more than 6 months shall be required to re-certify on all apparatus previously qualified on.

Accepted _____

 7/24/06
Kevin A. Cragin
Chairman
Board of Fire Commissioners

RESPONSE IN PRIVATELY OWNED VEHICLES SOG 3

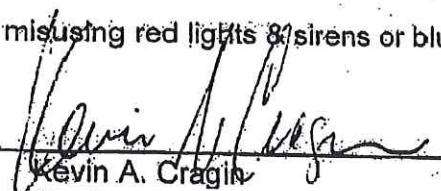
Volunteers who respond to Emergencies in their own vehicles must understand that, first and foremost, they must arrive at the scene or station in order to be of any help to the public.

Volunteers responding to emergencies in their privately owned vehicle must adhere to the following SOP:

1. Volunteers responding in personal vehicle must obey their state motor vehicle code with respect to courtesy light and siren privileges.
2. Courtesy lights must not be used by volunteers as a license to operate their personal vehicles as if they are emergency vehicles. All courtesy lights should be approved by their chief of the department and a written permit issued. The permit should include the "rules of the road" that apply.
3. Volunteers responding in personal vehicles should never exceed the posted speed limit.
4. Volunteers responding in personal vehicles should come to a complete stop at all stop signs and red traffic signals and must wait for normal right of way before proceeding.
5. Procedures for at the scene parking/staging should be included in all SOPs.
6. Individual volunteers must have personal liability limits that protect not only the volunteer but also your organization.
7. Annually all volunteers shall produce a valid drivers license and proof of insurance.
8. Annually a motor vehicle report on all volunteer drivers will be requested thru the Connecticut Motor Vehicle Department.

Volunteers misusing red lights & sirens or blue lights will have their permits revoked.

Accepted


Kevin A. Cragin
Chairman
Board of Fire Commissioners

7/24/06

The following Safety Guidelines will be adhere to by all firefighters operating Emergency Vehicles.

1. Circle of Safety:

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicles and visually inspect all 4 sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

2. Warning devices and true emergencies:

When responding to a true emergency (*The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.*), All audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle driver's must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not insure the right-of-way.

3. Vehicle control and right-of-way:

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should always be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fail to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

The emergency vehicle driver shall be aware of his/her rate of closure on other vehicles and pedestrians at all times to make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add 1 additional second for each 10 mph for speeds over 40mph.

4. Response speeds:

When responding to a true emergency only, drivers shall operate the vehicle they are driving at as close to the **posted speed limit** as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- Slippery road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions
- Sharp curves

5. Intersection Practices:

Extreme care should be taken when approaching any intersection as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organizations intersection operating guidelines during all emergency responses.

Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where traffic control signal is green upon approach of the emergency vehicle all emergency vehicle drivers should do the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast etc.). Observe traffic in all 4 directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the drivers foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible.

Emergency vehicle drivers should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way, nor can you not assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires **Prudent Action** by the emergency vehicle driver. The following steps should be taken:

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast etc.) as well as driver options
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers foot, continue to scan in 4 directions (left, right, front, back)
- Change the siren cadence not less than 200' from intersection
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible.
- If all visible traffic in all lanes can not be accounted for, the driver should bring the vehicle to a complete stop. If the driver proceeds past a control device with a negative right-of-way without coming to a complete stop, both the driver and officer should be required to complete an incident report providing an explanation of the circumstances that permitted them to do so
- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped
- Account for traffic one lane of traffic at a time treating each lane of traffic as a separate intersection

Railroad intersection

At any time an emergency vehicle driver approaches an unguarded crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding:

- Turn off all sirens and air horns
- Operate the motor at idle speed
- Turn off any other sound producing equipment or accessories
- Open the windows and listen for a train's horn

6. **Non-emergency response:**

When responding to a call in a non-emergency response mode or normal flow of traffic (non-code 3 or when not responding to a true emergency) the vehicle will be operated without any audible or

visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. At no time should any emergency vehicle be operated during response with only visual warning devices.

7. Ordinary travel procedures:

All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

8. Riding policy:

The department requires all persons riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts when ever the vehicle is in motion. The emergency vehicle driver and /or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personal.

The department prohibits the riding on tailsteps, sidesteps, running boards, or any other exposed position. Personnel who perform emergency medical care while is in motion should be secured to the vehicle by a seat belt or harness designed for occupant restraint.

9. Backing:

The department recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The department recommends that whenever possible drivers should avoid backing as the safest way to back up a vehicle is not to back up at all. When it is necessary to back up any departmental vehicle all drivers shall follow one of the following measures would be taken.

- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed that a spotter be put in place near the rear of the vehicle. The spotter should be safely positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle drover loses sight of the spotter, he/she shall stop immediately until the spotter makes himself/herself visible again.

TOWN OF NEWTOWN
NEWTOWN, CONN.



**BOARD OF FIRE
COMMISSIONERS**

Newtown Board of Fire Commissioners
Policy – Food Reimbursement
Effective – October 19, 2009

- Meals and food will not be a reimbursable expense for out of town training.
- This will not apply to fire companies that elect to feed their participants during drills at their respective stations.



Kevin A. Cragin
Chairman

10/19/2009

Date

Policy Number: APPM 900.1

Policy Name: Traveling Expenses

There is great value for the Town of Newtown when employees attend conferences, training seminars, and other events of interest. These events contribute to continuous learning and development, and better equip employees to deal with the wide range and in-depth issues facing municipalities. The purpose of this policy is to ensure that there are established procedures in place to provide for the payment or reimbursement of expenses incurred by those attending.

Each Department may allocate a part of their annual budget for attendance of said events. Allocations not used during the fiscal year, cannot be accumulated or carried over into subsequent budget years.

Authorization to Incur Expenses

All events, prior to planning should be pre-authorized by the Department Head. Events should be necessary, directly related to the employee's position, and a direct benefit to the Town of Newtown. To receive pre-authorization an employee should prepare a full detailed explanation of the event, why they would like to attend, a proposed budget, and any supporting documentation.

Funds for Traveling

Employees traveling on official business will provide themselves sufficient funds for all routine travel expenses or may request a Town of Newtown Purchasing Card (PCard). Advances of fund for travel shall be made only for extraordinary travel. When an employee uses a PCard for payment, they should not assume all payments are approved until receipts are received and reviewed by the Finance Department. In the event that a purchase is not approved, it is the expectation that the employee will reimburse the Town within 15 days of notification.

Transportation

Whether in-state or out-of-state, all employees should abide by the following to plan transportation arrangements:

When determining how to travel to your destination you may consider air, train, bus, town owned or personal automobile, taxi, ferry or subway. The most cost and time effective arrangements should be made.

Airline Travel – all airline tickets must be purchased as far in advance to the event as possible to ensure the lowest cost possible. Employees will only be reimbursed for coach/economy seats. The Town will not be responsible for excessive charges related to baggage, upgrades, in-flight entertainment purchases, and headsets. In-flight food and non-alcoholic drink may be purchased and reimbursed but will be applied towards the daily meal expense limits.

Town Owned Vehicle - When traveling within 100 miles of Town Hall, a Town owned vehicle should be considered prior to an employee's personal vehicle. Prior to departure the town owned vehicle should have a full overview and be approved for travel by the Highway department. For reimbursement of gasoline all original receipts must be submitted.

Personal Vehicle - Reimbursement for the use of a personal vehicle is based on the most current IRS Standard Mileage Rate as determined by the Finance Department.

Regardless of town owned or personal vehicle usage the following incidentals are reimbursable with the proper original receipts or ezpass documentation; parking (excluding valet services) and toll fees.

The Town of Newtown will not be responsible for the cost of any police violations obtained while traveling in either a town or personal vehicle. Furthermore, the town will not be responsible for any costs incurred due to an accident while operating a personal vehicle.

Automobile Rental – Reimbursement for an economy size rental vehicle is permissible considering it is the most cost and time effective mode of transportation and pre-approved by the Department Head prior to rental.

For proper reimbursement the employee must submit the rental agreement, clearly showing the employees name as primary and only driver of said vehicle, the date, and the points of departure/arrival, as well as the total cost. Employees must adhere to the rental requirements, and restrictions must be followed.

The Town of Newtown encourages employees to purchase collision damage waivers (CDW) and loss damage waiver (LDW) coverage. The cost of CDW and LDW coverages are reimbursable; all other insurance reimbursements will be denied. Employees should be aware of the extent of a coverage (if any) provided by his or her automobile insurance.

Employees are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Train, Bus, Taxi, Ferry, Subway – All incidental travel by train, bus, taxi, ferry or subway will be considered with the appropriate receipts and documentation and provided it is the most cost and time effective transportation.

Accommodations

The cost of overnight lodging will be reimbursed if the employee must travel 45 miles or more from their primary residence or primary worksite.

Accommodation will be reimbursed at a rate in accordance with a single room rate charged for the function, or the hotel's rate for a standard single room whichever is less. If the standard single room

rate is more than \$200 per day, further approval from the Department Head should be obtained prior to the confirmation of any reservations.

Incidental hotel expenses, such as (but not limited to) laundry, dry cleaning, service tips, and pay-per-view movies will not be reimbursed.

If a meal is included in the room rate, further reimbursement through the meal policy will be denied.

Food and Beverage

Employees will be reimbursed for meals according to the following schedule:

Breakfast – When travel begins at or before 6:00 a.m. on the first day of travel or extends beyond 9:00 a.m. on the last day of travel and for any intervening day.

Lunch – When travel extends over at least one night or if the employee is eligible for both the breakfast and dinner meals. If travel extends overnight, lunch may be reimbursed for those days where travel begins at or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.

Dinner – When travel begins at or before 4:00 p.m. on the first day of travel or extends beyond 8:00 p.m. on the last day of travel and for any intervening days.

Meal expenses will be reimbursed at actual costs upon submission of appropriate receipts. Meal expenses should not exceed \$55 per day, at the following rates:

\$10.00 Breakfast

\$15.00 Lunch

\$30.00 Dinner

*Individual meal limits may be exceeded, as long as the \$55 daily total limit is not.

Under no circumstances will alcoholic beverages be reimbursed.

Conference Meals – Business related meals that are considered part of an event or conference can be paid with the registration fees; however, such meals must be deducted from the employee's daily allowance.

Vacation in Conjunction with Business Travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified with the original travel request. Not submitting with the original request prior to traveling may result in the denial of all expenses incurred.

Travel Companions

The town will not be responsible any fees associated with travel companions and all receipts should be kept separate for proper reimbursement.

Non-Reimbursable Travel Expenses

1. Cell phone chargers of any type
2. Visa, Passport or Immunization Fees
3. Airline Club Memberships
4. Child care, babysitting, pet-sitting
5. Costs incurred by the employee for failure to cancel travel or hotel reservations in a timely manner.
6. Evening or formal wear
7. Haircuts or grooming
8. Personal entertainment expenses (unless otherwise stated as a part of the events agenda)
9. Health club facilities
10. Travel accident insurance premiums or purchase of additional travel insurance.

The Town of Newtown reserves the right to add or change any part of this policy without notice. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action will be taken, which may constitute denial of reimbursement or payment.

LAND PURCHASED FROM
THE INDIANS 1705

INCORPORATED AS
TOWNSHIP 1711

TOWN OF NEWTOWN
NEWTOWN, CONN.



BOARD OF FIRE
COMMISSIONERS

November 27, 2006

BOARD OF FIRE COMMISSIONERS POLICY FOR PICK UP'S AND/OR SUV'S

Town owned OIC vehicles

1. Trucks will only be used by Fire Department Personnel.
2. Trucks will be housed and used in Newtown only.
(Exceptions are training, service or pick up fire truck and/or equipment)

Kevin Cragin
Chairman BOFC

Bill McCarthy
Truck Committee BOFC