



BOARD OF FIRE COMMISSIONERS  
TOWN OF NEWTOWN

BOARD OF FIRE COMMISSION MINUTES  
Regular Meeting  
September 23, 2019 at 7:00 pm  
Botsford Fire  
315 South Main St. Newtown, CT. 06470

**Meeting Opened By:** Pat Reilly, Chairman at 7:00 pm

**Commissioners Present:** Pat Reilly, Tim Whelan, Bob Kick, Jay Nezvesky, Ron Bolmer, Jeff Dugan

**Marshal's Present:** Rich Frampton, Dave Ober, Jamilynn Zapata, and Steve Murphy

**Chiefs Present:** Chris Ward, Bill Halstead, Steve Murphy, Paul Basso, Andrew White

**Chairman's Comments:** None

**Approval of Minutes:** Regular Meeting August 26, 2019

Motion made to accept minutes made by: Jay Nezvesky

Seconded by: Ron Bolmer

Abstain: -

Motion passed unanimously

**Correspondence from the Board:** None

**Correspondence to the Board:** Just a reminder that Garner Corrections sent an invite for touring the facility

**Public Participation:**

- Rich Frampton spoke that the Newtown Community Center is offering FREE membership to First Responders, but would need to pay for family/spouse.
- Bill Halstead would like to add to the New Business- Cancer Screening

**Marshal's Report:** - Reported by FM Frampton -see attached #1 August 2019 reports

**Marshal's Remarks:** None

**Purchasing Agent:** None- But spent several hours researching Pay Per call.

**Combined Chiefs:** Bill Halstead reported that they met prior to this meeting tonight, to talk about the Pay Per Call with the Pay Per Call Sub Committee Policy and Procedures. See Policy and Procedures

## Reports from Standing Committees

- **Policy & Procedures Committee:**

- Bob Kick made a motion to replace SOG #2 dated 7/28/06 with the revised BOFC SOG #2 dated 10/15/18 and SOB #3 dated 7/24/06 with revised BOFC SOG #3 dated 7/24/19. After some discussion it BOFC SOG #3 (1) revised to read: "Blue Courtesy Light and /or Red Light and Siren privileges"  
And (2) change wording from should to shall **See attached #2**

Jay seconded the motion with the amended version of #3 and the motion passed unanimously.

- Bob Kick made a motion to delete the Mutual Aid Policy due to it being outdated and Dispatch has a policy that is updated yearly and approved by the Chiefs.  
2nded by Jeff Dugan and passed unanimously.
- Infectious Disease policy will be looked at next month.
- Day Time Driver- Met with the Chiefs tonight and was given a policy that has been in place, we will get it typed as to be in electronic form as it is now in place. Please see **attached #3**  
The suggested changes will be discussed next meeting and possible motion to be made on changes.
- Chairman Reilly suggested Chiefs to include planned increases in your 2020-2021 budgets.
- **Radio & Hydrant Committee:**
- **RADIOS:** Chief Halstead met with the Consultant last Tuesday and toured the current and proposed tower sites.  
He said the Norcom has capabilities to see how the digital paging system works and will set something up for the Chiefs and Radio Committee to see. I will send out the dates-  
They are meeting with the Consultant Friday Sept 27th at 9am at Sandy Hook Fire; He wants to discuss what was going to be presented to the First Selectman and Finance Director for the Radio Project.  
Right now he is being paid by Dispatch \$3000 but will talk to finance to arrange for more funding to keep him going.  
Not sure if the radio project will start December or July 2020, and looking about leasing equipment.  
They are being very thorough, they don't want to move dispatch and then need to update the equipment.  
**HYDRANTS:** Ron Bolmer reported that Suppression Tank located at Turkey Roost and Toddy Hill has been approved and accepted today.  
They are constructing another on Castle Meadow as well.  
Ron has been trying to gather information on the tanks. It seems after long periods of time the coating used on the inside is being damaged by the salt water coming into the drainage and into the tank.  
Wentworth leaks; there are still 2 tanks with silt issues- one in Hawleyville and one in Dodgingtown.  
Ron will continue to look into the issues and how to remedy.  
Ron has also been looking at different ponds (Currituck and Saw Mill) for usage.  
Chief Halstead also said that there is a problem with the tank(s) on Misty vale and Russet Road. Jordan Hill has been fixed but needs to be cleaned up around the strainer.  
There was much discussion about filling the tanks and alternatives.  
Chairman Reilly suggested that the department add funding into Hydrant account for more dry hydrants and tank New and Maintenance. FM Office did put money in 2020-2021 Budgets for Hydrants.

- **Truck Committee:**
- Tim Whelan reported that Tracy's done with annual DOT and Pump tests; they are going around to the FD to do the little things like light bulbs etc.
- H&L 144 has rear steer issue-has an appointment
- FM DOT's not needed
- **Budget Committee:** Just getting some budgets in, looking to get them all by Oct. 1<sup>st</sup>.
- **NUSAR** – None

#### **Old Business:**

**Hawleyville Tanker-** The spec has been sent to the Towns Purchasing Agent- Should have a bid opening date by next meeting.

#### **New Business:**

**ELECTIONS:** Pat Reilly's term is up, so we will take nominations Civilian Commissioner  
 Tim Whelan made a motion to re-elect Pat Reilly as Civilian Commissioner and also as Chairman  
 Second by Bob Kick  
 Passed Unanimously  
 Asked for any other nominations- None  
 Floor closed Nominations  
 Vote at the annual meeting.

**Cancer Screening:** Bill Halstead suggested that maybe we should look into cancer screening at the Fire Fighter Physicals. Ask Urgent Care what that entails. There was much discussion and need to research more.

October Meeting will be one week earlier on October 21, 2019 at Newtown Hook & Ladder

Annual Dinner Meeting 10/28/19-

It was suggested to go back to the Newtown Country Club which would need to be changed to Tuesday October 29, 2019 (it will be decided and an email will be sent out of location & date)

-Election of Civilian Commissioner and Chairman 2020-2022

-Jay Nezvesky was re-appointed to Botsford. New term 2020-2022

A motion to adjourn made by: Tim Whelan

Seconded by: Ron Bolmer

Passed unanimously

There being no further business the meeting adjourned at 7:36pm.

Respectfully submitted,



Nancy Schreiner, BOFC Clerk




TYPE OF CALL	HOW MANY	TYPE/DATE	DESCRIPTION	\$ LOSS	
ALARMS	32	STRUCTURE			
ANIMAL RESCUE (ICE RESCUE)	0				
ELECTRICAL WIRES/ TREES ON WIRES	12				
BRUSH	3				
CONTROLLED/ILLEGAL BURNING	2	VEHICLE			
C.O. DETECTOR	3	8/12/2019	120 Walnut Tree Hill Rd. Car	2,000.00	
FALSE CALLS	0				
HAZ-MAT	1				
MUTUAL AID	0				
STRUCTURES	0				
RESCUE	2	APPLIANCE			
EMS/MEDICAL	16				
SERVICE/GOOD INTENT	0				
SMOKE/ODOR SCARE	19				
VEHICLES	1	OTHER			
EXTRICATION	3	8/19/2019	44 Swamp Rd.- Shed	0	
MVA	9				
WATER EVACUATION/PUMP OUT	1				
CHIMNEY	1				
OTHER-(lighting strike)	1				
PUBLIC SERVICE	9				
APPLIANCE	0				
<b>TOTAL</b>	<b>115</b>	<b>TOTAL</b>	<b>\$2,000</b>		
		<b>FIRE COMPANY RESPONSE TOTALS</b>	<b>MONTH</b>	<b>YTD</b>	
		5130	NEWTOWN HOOK & LADDER	51	436
		5131	BOTSFORD FIRE RESCUE	31	215
		5132	DODGINGTOWN FIRE	14	124
		5133	HAWLEYVILLE FIRE	24	171
		5134	SANDY HOOK VOL. FIRE & RESCUE	53	364
				173	1310

Fire Company's Calls 115

The Fire Marshals had 3388 incidents and 369.5 Hours worked.

Permits: 1 blasting \$60.00, tanks \$00.00, 0 burn\$0.00, 1 reports \$0.00 Total \$60.00

## FIRE MARSHAL'S COMBINED MONTHLY TIME SUMMARY

CODE	CATEGORY	INCIDENTS	HOURS
A	FIRE CALLS	13	
B	FIRE INVESTIGATION	0	
C	FOLLOW UP INVEST.	0	
D	BUILDING & SITE		
	1. Building Inspections	55	
	2. Site Inspections	15	
	3. C.O. Inspections	12	
	4. Suppression & Dry Hyd	1	
	5. Tank Removals	1	
	6. Burn Permits	0	
E	FOLLOW UP INSPECTIONS	5	
F	OFFICE	197	
G	COURT APPEARANCE	0	
H	PLAN REVIEWS	9	
I	TRAINING	0	
J	PURCHASING	71	
O	OTHER-Rich	5	
O	OTHER-Steve	4	
O	OTHER- Dave	0	
O	OTHER-Jamillynn	0	
	TOTAL	388	369.5
Rich			
	3 Primrose St- Disable alarm for HVAC		
	Fire Drills- HOM & NHS		
	Market Place- Blocked Exit		
Steve			
	Knox Box -Covered Bridge- Club House		
	Fire Drill- Middlegate & CAC		
	Knox Box- 6 Mile Hill Rd.		
Dave			
Jami			
August 2019 Reporting Month			
			Marshal's Signature



# 2

**NEWTOWN BOARD OF FIRE COMMISSIONERS****STANDARD OPERATING PROCEDURE**

<i>Effective Date:</i>	<i>Number:</i>	<i>Revision/Review:</i>
<b>July 27, 2006</b>	<b>BOFC- 02</b>	<b>7/24/19 Bob Kick</b>

<i>Title:</i>	<b>DRIVER TRAINING</b>
---------------	------------------------

<i>Approved By:</i>	<i>Reevaluation Date:</i>	<i>No. of pages:</i>
<b>Kevin Cragin, Chairman</b>	<b>Annually</b>	<b>1</b>

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 companies 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 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.





**NEWTOWN BOARD OF FIRE COMMISSIONERS**  
**STANDARD OPERATING PROCEDURE**

<i>Effective Date:</i>	<i>Number:</i>	<i>Revision/Review:</i>
<b>July 24, 2006</b>	<b>BOFC- 03</b>	<b>7/24/19    Bob Kick</b>

<i>Title:</i>	<b><i>RESPONSE IN PRIVATELY OWNED VEHICLES</i></b>
---------------	--

<i>Approved By:</i>	<i>Reevaluation Date:</i>	<i>No. of pages:</i>
<b>Kevin Cragin, Chairman</b>	<b>Annually</b>	<b>1</b>

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 the 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.

**REVISED: Volunteers responding in personal vehicle must obey their state motor vehicle code with respect to blue courtesy light and/ or red lights 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.

**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 shall be approved by their chief of the department and a written permit issued. The permit shall 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. Annually all volunteers shall produce a valid drivers license and proof of insurance.

\*Volunteers misusing red lights and sirens and blue lights will have their permits revoked.



#3

BOARD OF FIRE COMMISSIONERS  
TOWN OF NEWTOWN

**FIRE DEPARTMENT RESPONSE IMPROVEMENT PROGRAM**

**OBJECTIVES:**

Improve fire department personnel call response frequency, increase compliance of department members with town and department guidelines, and provide a small compensation for firefighter's time and increasing expenses associated with attending calls and necessary fire department functions.

**Participation:**

Participation in program shall be limited to individuals who meet the following conditions.

1. Must be a member in good standing of the individual department.
2. Must be successfully completed the department's probation period.
3. Must meet the town criteria regarding calls. Drills. Etc. for any 3 month period.  
This includes 10% of department calls, 25% of work sessions, and 50% of drills.  
Compensation will be given to actual attendance only; excused absence will not be counted.
4. Current physical form and necessary certifications on file.
5. Compensation will be for both daytime and nighttime calls; however, town employees will only be compensated for calls during off duty hours.
6. To receive credit for a call, members must be at the station when the apparatus returns, or must have been duly excused by an officer at the scene.

**Administration:**

The program will be administered by a payroll company to be chosen by the Board of Fire Commissioners (BOFC), who will deposit monies directly to the payroll company as needed. Departments will be required to submit requests for payment to the BOFC Purchasing Agent (PA) by the 10<sup>th</sup> of the month following the end of the pay period. The PA will submit the information, along with a check to the payroll company. The departments will then be responsible to pick up their checks at the payroll office. Eligible department members will receive checks on a quarterly basis, provided the participation criteria are met. If a member resigns or is terminated during the six months period, he/she is entitled to be compensated for the calls made for that period. The payroll company will be responsible for printing individual paychecks. Preparation of 1099's and preparing reports for the BOFC.



## Amount of Compensation:

Compensation amounts will be as follows:

### Per Call:

1. Support member/ Fire Police	\$3.00
2. Firefighter	\$5.00
3. Engineers (including 1 <sup>st</sup> & 2 <sup>nd</sup> )	\$6.00
4. Lieutenant, Captain	\$7.00
5. Ass't Chief/ Chief	\$8.00

Drills: (max 6 per quarter) \$4.00

Work Sessions (max 12 per quarter) \$4.00

This section maybe modified by the individual departments to coincide with their types of membership.

### Daytime Driver Stipend:

In an effort to improve daytime apparatus response, all 5 companies if members are available will staff with a daytime driver, Monday- Friday, 7am to 5pm, by a member of the respective department. The work schedule will be on a voluntary, rotating basis to allow as may qualified personnel to participate as possible. The individual must be Firefighter #1 and air pack qualified, CPR and AED trained, CDL or "Q" licensed, have a pump operator certificate and be proficient in driving and operating all of his/ her departments trucks (Previously qualified drivers who have not achieved FF1 and began staffing in the first year of this program will be grandfathered from this requirement). He/She will also perform light duty tasks around the firehouse as assigned by the department Chief.

The driver will receive a stipend of \$10/hr. for a max of 10 hrs. /day, which will be in addition to any other compensation allowed in this program. The individual department will have latitude as to how this segment of the program is implemented.

### Funding:

The program will be funded annually through the BOFC budget. If the program is short of money in the last pay period, the BOFC will attempt to transfer monies from other accounts to cover the shortfall. If there is extra money at the end of the year, the money will remain in the account to make up for possible shortcomings the following year.

### Program Oversight:

The BOFC will have the authority of the implementation and oversight of this program. Individual departments will have the burden of proof of compliance with the rules set forth, and the BOFC shall rule on any discrepancies that may arise. It is understood that this will be a town funded program and there is no guarantee of its continuance in future years. The value to the town in this program will be an increase in response of the volunteer fire service in the town, thereby eliminating the need for paid personnel.