



BOARD OF FIRE COMMISSIONERS
TOWN OF NEWTOWN

June 22, 2020 at 7:00 pm
Sandy Hook Vol Fire Co.
18 Riverside Rd. Sandy Hook, CT. 06482

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

Commissioners Present: Patrick Reilly, Tim Whelan, Ron Bolmer, Bob Kick and Jeff Dugan

Marshals Present: Steve Murphy, Jamilynn Zapata and David Ober

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

Chairman's Comments: None

Approval of Minutes: May 18, 2020

A correction is needed- under Hydrants- It was written *"Other company quoted \$5,420 each just for inspection."* Should have read- "Other company quoted \$5,420 of the three tanks combined for inspection".

Motion Made with corrections by Ron Bolmer

Seconded By: Tim Whelan

Passed unanimously

Correspondence: Newtown Women's Club sent a check in the amount of 350.00 to the volunteer fire companies.

A thankyou was sent

Public Participation: None

Marshal's Report: See attached: reports read by DFM Murphy

Marshal's Remarks:

Purchasing Agent: Over all we have funds left in our accounts partly due many contributing factors one being the Coronavirus, Training significantly was stopped and spring is when the most training is conducted.

We have already done some transfers and will do a couple more.

A reminder to the Chiefs, please remember to get your next quarterly payroll in as soon as possible after the quarter ends.

Hook and Ladder would like to receive their insurance re-imbursement that they were going to forfeit to purchase a boat. They were able to secure a donated boat instead and would like to receive their Insurance funds.

Combined Chiefs: Will be meeting Wednesday 6/24/20 at Sandy Hook

Radio Sub-committee- They are in the process of checking tower sites- The consultant, NORCOM and the committee are meeting at Sandy Hook Substation 249 Berkshire Rd. on Friday 6/26/20.

Reports from Standing Committees:

Policy and Procedures: review in Old Business

Radio & Hydrant Committee: Ron Bolmer had nothing to add on the Radio update.

Hydrants- Ron is waiting for a call back from contractor as to when Jordan Hill will be cleaned up
Ron also reported that there are 3 new suppression tanks installed- 1 at Turkey Roost and 2 at the new subdivision off Scudder Rd.- will report when they are complete, filled and tested.

Truck Committee – Tim Whelan reported that truck services are almost complete. They saved H&L for last due to Tracy's having most of the parts for the new seats to be installed.

Budget Committee- No Report

NUSAR- No Report

Old Business- Policy and Procedures updates:

Infectious Disease Guideline was discussed and a motion was made to accept as a SOG

Motion made by Bob Kick

Seconded by Tim Whelan

Passed unanimously

CHARTER, Town of Newtown- Bob Kick went over the Charter and suggested that this too should be added to the Policy and Procedures Book as a reference. All agreed

SCBA Compliance was read over and Bob Kick made a motion that this be accepted as a SOG

Seconded by Tim Whelan

Motion Passed Unanimously

New Business –

Sandy Hook requested 23 sets of gear – to include Coats, Pants, Helmets, Hoods, Gloves, Boots in the amount of 72,709.50. This is to be paid from the non-reoccurring account.

Motion was made to purchase 23 complete sets of gear

By Tim Whelan

Seconded by Ron Bolmer

Passed unanimously

Hawleyville requested 6 Air Packs, bottles, harness and facemasks in the amount of \$50,520. from the non-reoccurring account-

They have 3 sets that expired last year (2019) and 3 expiring this year (2020).

A motion was made to purchase complete 6 Air packs

By Bob Kick

Seconded by Jeff Dugan

Passed unanimously

A motion was made to adjourn

By: Bob Kick

Seconded by: Tim Whelan

Passed unanimously

There being no further business the meeting adjourned at 7:53 PM.

Respectfully submitted,

Nancy Schreiner, BOFC Clerk


TYPE OF CALL	HOW MANY	TYPE/DATE	DESCRIPTION	\$ LOSS	~
ALARMS	25	STRUCTURE			
ANIMAL RESCUE (ICE RESCUE)	0	5/9/2020	5 Beaver Dam Rd. Garage Recycling	2,000.00	
ELECTRICAL WIRES/ TREES ON WIRES	9	5/29/2020	9 Pootatuck Trail Shed		
BRUSH	3				
CONTROLLED/ILLEGAL BURNING	8				
C.O. DETECTOR	5				
FALSE CALLS	0				
HAZ-MAT	2				
MUTUAL AID	3	Vehicle			
STRUCTURES	2	5/26/2020	1-84- Currituck Bridge trail blazer	1,000.00	
RESCUE	1	APPLIANCE			
EMS/MEDICAL	16				
SERVICE/GOOD INTENT	0				
SMOKE/ODOR SCARE	8				
VEHICLES	1	OTHER			
EXTRICATION	1				
MVA	5				
WATER EVACUATION	2		TOTAL		
CHIMNEY	1				
OTHER-(lighting strike)	0				
PUBLIC SERVICE	37				
APPLIANCE	0				
TOTAL	129				
FIRE COMPANY RESPONSE TOTALS					YTD
	5130		NEWTOWN HOOK & LADDER	46	194
	5131		BOTSFORD FIRE RESCUE	33	125
	5132		DODGINGTOWN FIRE	9	48
	5133		HAWLEYVILLE FIRE	14	89
	5134		SANDY HOOK VOL. FIRE & RESCUE	65	220
			TOTALS	167	676

Fire Company's Calls 129

The Fire Marshals had 324 incidents and 323 Hours worked.

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

FIRE MARSHAL'S COMBINED MONTHLY TIME SUMMARY

CODE	CATEGORY	INCIDENTS	HOURS
A	FIRE CALLS	5	
B	FIRE INVESTIGATION	4	
C	FOLLOW UP INVEST.	1	
D	BUILDING & SITE		
	1. Building Inspections	28	
	2. Site Inspections	8	
	3. C.O. Inspections	2	
	4. Suppression & Dry Hyd	1	
	5. Tank Removals		
	6. Burn Permits		
E	FOLLOW UP INSPECTIONS		
F	OFFICE	187	
G	COURT APPEARANCE		
H	PLAN REVIEWS	33	
I	TRAINING	2	
J	PURCHASING	50	
O	OTHER-Rich	1	
O	OTHER-Steve	2	
O	OTHER- Dave		
O	OTHER-Jamillynn		
	TOTAL	324	
Rich	Knox Box Keys-101 SO. Main Clancy		
Steve	burn complaint- Blakeslee		
	Knox Box Keys- - Brookside Ct.		
Dave			
Jami			
MAY 2020		Reporting Month	
		Marshal's Signature	

CHARTER



2-235 Fire Commissioners, Board of

(a) Summary of General Responsibilities: Board of Fire Commissioners shall operate, supervise and manage the Newtown Fire Department. The Newtown Fire Department consists of all the volunteer fire companies located within the **Town** and under the supervision and management of a Board of Fire Commissioners.

(b) Membership and Terms:

(1) There shall be a Fire Department consisting of all the volunteer fire companies located within the **Town**, under the operation, supervision and management of a Board of Fire Commissioners. Said Board shall be composed of 7 members unless increased in accordance with Subsection 2-235(b)(1)(iii). Members shall be chosen in the following manner:

(i) Each volunteer fire company, in accordance with its by-laws and regulations, shall appoint one member of said Board.

(ii) The full membership of the Board shall meet and appoint civilian commissioners as may be necessary to constitute the full membership. Appointed civilian members shall not be members of any **Town** fire company.

(iii) Each new volunteer fire company admitted to the Fire Department shall be entitled to appoint one additional new member of said Board and said Board shall also appoint one additional new civilian member in the manner prescribed in Subsections 2-235(b)(1)(i) and (ii).

(iv) Should a volunteer fire company fail to appoint a member of said Board, the commissioners shall within 30 days appoint a civilian member to fill the vacancy who shall not be a member of any fire company.

(2) The term of office shall be for three years.

- (c) The Board of Fire Commissioners shall be responsible for the financial management of the Fire Department and for the supervision and care of **Town** apparatus and equipment used by the Fire Department. It may set specifications which shall be followed in the purchase of apparatus, equipment and supplies by the **Town** for the Fire Department.
- (d) The organization, government, membership and management of the Fire Department shall be in accordance with the by-laws and regulations of the departments in effect on the effective date of this Charter. Such by-laws and regulations may be amended by the Board of Fire Commissioners. Amendments to the by-laws, however, shall become effective only on approval by a majority of the volunteer fire companies which are members of the Fire Department.
- (e) The Board of Fire Commissioners shall appoint a fire marshal and may appoint deputy fire marshals and fire policemen, who shall have the powers and duties prescribed for their offices by the **General Statutes** or by ordinance.



NEWTOWN BOARD OF FIRE COMMISSIONERS

STANDARD OPERATING PROCEDURE

<i>Effective Date:</i>	<i>Number:</i>	<i>Revision/Review:</i>
June 22, 2020	BOFC- 12	6/22/2020 Bob Kick

<i>Title:</i> SCBA Compliance

<i>Approved By:</i>	<i>Reevaluation Date:</i>	<i>No. of pages:</i>
Pat Reilly	Annually	1

All air packs used by the Newtown Fire Departments SHALL be compliant with this policy.

1. As per NFPA 1852, 2019 edition, Section 4.4.1: SCBA that are currently in service SHALL be certified as compliant with at least one of the following standards:

NFPA 1981, editions 2002, 2007, 2013, 2018

2. As per NFPA 1852, 2019 edition, section 4.4.3: where currently in-service SCBA do not meet the above, such SCBA shall be retired and disposed of.



NEWTOWN BOARD OF FIRE COMMISSIONERS

STANDARD OPERATING PROCEDURE

<i>Effective Date:</i>	<i>Number:</i>	<i>Revision/Review:</i>
February 22, 2010	BOFC- 13	6/22/20 Bob Kick

<i>Title:</i>	INFECTIOUS DISEASE GUIDELINE
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<i>Approved By:</i>	<i>Reevaluation Date:</i>	<i>No. of pages:</i>
Pat Reilly	Annually	6

**INFECTIOUS DISEASE GUIDELINES
JULY 2019**

The infectious Disease Committee, in cooperation with appropriate committees (Board of Fire Commissioners, Joint Chiefs of all five (5) fire companies, has developed procedures and educated all fire personnel in how to monitor said procedures and to report any violations of policy to approved governing body. Records are kept with each house volunteers are assigned to.

The Exposure Control Plan will be reviewed & updated at least annually and whenever necessary to reflect new or modified procedures, the infectious Disease Committee will be responsible for the review and advise appropriate committees of needed changes. Personnel will be notified of any changes and appropriately trained.

There will be a yearly training meeting for all fire personnel to review the above. All personnel will be promptly updated & trained for any changes in that said year.

Each of the five fire services will be responsible for training & vaccinations of new members before any occupational exposure to infectious diseases.

(All administrative or honorary members are not at risk.)

Combined Fire Service
Exposure Control Plan for Bloodborne and Airborne Pathogens

The purpose of this plan is to identify and clarify for each fire personnel, the steps that have been taken and the procedures that will be followed to reduce or eliminate the potential for exposure to infectious diseases. Each personnel will receive training at least annually about the information contained in this plan. In turn each fire personnel will be expected to follow the procedures outlines and use the equipment provided. Any questions should be referred to the Infectious Control Officer (ICO) of your individual company.

WHO IS AT RISK?

All on scene EMT-I, EMT, EMR, Junior Member and first responder are considered at risk for occupational exposure to infectious diseases.

All firefighters functioning as an Emergency Medical Technician (EMT) or Medical Response Technician (EMR) as a first responder are at risk for exposure to infectious diseases.

All on scene firefighting personnel are at risk for occupational exposure to infectious diseases.

All accessory firefighting personnel are at occasional risk for exposure to infectious diseases but will be considered to have as much risk as on scene firefighters.

Any "Ride Along" is considered at risk for occupational exposure to infectious diseases.

All administrative or honorary members are not at risk for occupational exposures.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

The Fire Services of the Town of Newtown will provide the following personal protective equipment at no cost for use by all fire personnel who may be at risk. The selection of PPE depends on the nature of the exposure.

EQUIPMENT:

- Latex free gloves
- Disposable face masks
- Disposable goggles
- Disposable gowns and or coveralls
- Antiseptic hand cleaner
- Full Turn Out gear
- Air Packs
- HEPA filter masks

The following procedures should be followed when coming in to contact with a patient or scene where there is an infectious disease:

Gloves should be worn whenever there is the possibility of coming in contact with the patient's blood, body fluids, mucous membranes, traumatic wounds, or sores. **Double Glove** whenever possible. If a glove is accidentally torn while in use, remove it as soon as possible, wash your hands and replace the glove with a new one. Gloves should be changed when going from one patient to another and from patient care to use of no-patient related equipment **Clean all surfaces that have been touched after patient care.**

A face mask or face shield should be worn to protect against blood splashing into the nose or mouth. Goggles should be worn to protect against blood and bodily fluid splashing in to the eyes.

If the patient has sustained heavy bleeding or there is the possibility of heavy bleeding, additional protective clothing such as **gowns, aprons or shoe coverings** should be worn as appropriate.

An approved **TB Mask** (HEPA) Filter Mask is required protective equipment when a question of TB infection is present.

If your clothing gets contaminated with blood or other body fluids during a call, change your clothing ASAP there are scrubs on the ambulance for you to change. Do not remain in your contaminated clothing, various sizes of scrubs and T- shirts are on all Newtown Ambulances.

Fire Gear as it provides a barrier from blood and body fluids it does not replace the need for gloves, masks or gowns.

All fire personnel are required to utilize this equipment in accordance with Universal Precautions. All contaminated personal protective equipment and medical waste should be discarded in the RED BIOHAZARD BAGS carried on the apparatus. The RED BIOHAZARD BAG should then be tied and secured until it can be disposed of in the biomedical waste containers at the destination medical facility. All firefighters should familiarize themselves with the location of the protective equipment prior to the need for use.

Fire personnel are required to attend an annual infection control training program, which will include the following topics:

- A review of this plan
- A review of infectious diseases
- A review of post exposure procedures
- Hepatitis B Vaccination information
- Tuberculosis testing information
- Hepa Filter test information
- A review of equipment provided and its use
- Disinfecting procedures and documentations
- Proper Handling of waste
- Documentation to be used for reporting

WORK PRACTICE CONTROLS

Every effort will be made by the Town of Newtown to make the working environment as safe as possible for all fire personnel. Safety and compliance with the information contained in this plan required an ongoing effort by all fire personnel. The most effective method that can be utilized to reduce the risk of potential exposure to fire personnel is the consistent use of the personal protective equipment that is provided, as well as annual education to prevent possible exposure. In any situation where fire personnel are unsure about which personal protective equipment to use, the highest level of protection is recommended.

Environmental Protection Agency (EPA) as "sterilants" may be used either for sterilization or for high-level disinfection.

You also can use a solution of household bleach diluted in water (Concentration is 1:10) to sterilize equipment before disinfecting. Follow manufactures instructions for disinfecting any equipment. Clean visible blood and fluids out of all cracks and crevices.

Any equipment left at Danbury Hospital will be cleaned and placed in the equipment room. Equipment should not leave Danbury Hospital unless cleaned.

Hand Washing

Immediately after removing soiled gloves, fire personnel should wash their hands. If no traditional hand washing facility is available, then antiseptic hand cleaner found in the vehicles should be used. Hands should be washed again using traditional methods as soon as possible.

Cleaning and Disinfecting Procedure

After a call where blood or body fluids could have been present, before the vehicle is placed back in service. The entire affected and surrounding areas will be cleaned by using a bleach and water solution, (1 part bleach to 10 parts water) or a commercial grade cleaner/disinfectant may also be utilized. All loose fluids shall be wiped up first, and then the cleaner/ disinfectant shall be sprayed on the area and left for no less than ten minutes. (Important to remember, think about all areas that may have become infected, for example, steering wheel, door handles. etc.) All materials used during cleaning up/ disinfecting operations should be discarded properly if any blood or body fluids are present. Regular cleaning materials can be placed in the trash bin if not contaminated with blood or body fluids. During all cleaning/disinfecting procedures, fire personnel are reminded to wear gloves, goggles and any other P.P.E.

Following a TB exposure the ambulance will need to be aired for at least 30 minutes with all doors open.

Disposing of Infectious Waste

Dispose of all needles and other sharp instruments (such as lancets and scalpels) in rigid, puncture-proof containers immediately after you use them. Never recap needles. EMS personnel should only use re-sheathing IV catheters. Keep a rigid, puncture-proof container next to the patient throughout treatment. DO NOT bring the sharps to the disposal; instead, bring the disposal unit to the sharp. On board sharp safes should be secured from becoming airborne in the event of hard breaking or turning in the ambulance. When starting IV's en-route to the hospital, bring the ambulance to a complete stop until the sharp has been disposed of.

Following treatment and transport of patient; gather all disposable equipment that has been soiled by blood or body fluids and place and seal in a hospital or firehouse provided "red" bag labels infectious disease waste. All bags must be disposed of at Danbury Hospital. No contaminated materials should be brought back to the ambulance garage.

Contaminated sheets and pillowcases should be placed in a special laundry bag for cleaning.

Preventing Infection Spread in CPR/Ventilator Assistance

Any Resuscitation equipment and devices known or suspected to be contaminated with airborne or blood borne or infectious disease should be used once and disposed of.

All personnel should not perform mouth to mouth resuscitation, Mouth pipetting, suction of blood or other potentially infectious material is prohibited.

OCCUPATIONAL EXPOSURE INCIDENT

In the event of an occupational exposure to possible infectious diseases you must:

- Report all exposures to the Chief or Incident commander immediately. To retain your rights under the Ryan White law, it must be reported within 24 hours.
- You must contact the Town of Newtown Human Resources the next business day and complete a workers compensation form.

You will:

Get first aid at once to minimize contact time with the potentially infectious material.

- a. Flush eyes with water
- b. Wash exposed skin with soap and water
- c. Rinse mouth/ nose with water.

If you have a needle stick, DO NOT attempt to suck out the wound using a snake bite kit or anything similar. DO NOT make incision to encourage bleeding.

DO allow any wound to bleed freely for a short time, in hopes of flushing out contaminants. However, for most punctures, once it's in there it's in there.

After First Aid:

- a. Go to medical facility as soon as possible for blood testing and possible Hepatitis B vaccinations, TB testing or other physician recommended treatment.
- b. If source patient is known inform the physician in charge of your care of call and source patient.
- c. Be provided any additional follow up medical care and counseling related to the exposure and recommended by a physician at no cost to you.
- d. Be provided a copy of all medical reports and test results to you at no cost to you, within 15 days of their receipt by the Town of Newtown.
- e. Fill out workers compensation paperwork with Town of Newtown
- f. Fill out an incident report form and submit to you I.C.O (Appendix)

PROCEDURES FOR NONCOMPLIANCE

Failure to follow the Standard Operating Guidelines listed above will result in disciplinary action.

The infectious Disease Committee will monitor personnel for compliance with S.O.G's

Personnel who witness a violation of the S.O.G's should report the incident to their Infectious Disease Control Officer.

Noncompliance must be documented and reported.

The Infectious Disease Committee will meet with personnel to discuss the violation. If a violation has occurred the Infectious Disease Committee will follow the procedures:

- Personnel will be retrained on the procedure in question.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact your exposure

contact_____ at the following number_____

An immediately available confidential medical evaluation and follow-up will be conducted by:

Monday – Friday (Day)
Dr. Peter Licht
172 Mount Pleasant Rd.
Newtown , CT. 06470

203-426-8442

Weekends and After Hours:

Danbury Hospital Emergency Room
24 Hospital Ave
Danbury Ct. 06810