

TOWN OF SOUTHTON
BOARD OF FIRE COMMISSIONERS

Chairperson Wilson called the regular meeting of the Board of Fire Commissioners, held at Headquarters on August 20, 2020, to order at 6:00 p.m. Commissioners Wilson, Shanley-Buck, Bunko, Moise, and Kanute were present. Also, in attendance were Chief Butler and Assistant Chief Paul.

Roll Call

Pledge of Allegiance

A moment of silence was held for the passing of Company 2 member FF Eric Rathbun.

MOTION: by Moise, seconded by Kanute, to approve the July 23, 2020, special meeting minutes as circulated. Motion carried unanimously.

MOTION: by Moise, seconded by Kanute, to approve the July 28, 2020, special meeting minutes as circulated. Motion carried unanimously.

MOTION: by Bunko, seconded by Kanute, to approve the August 18, 2020, special meeting minutes as circulated. Motion carried unanimously.

MOTION: by Moise, seconded by Kanute, to approve payment of bills for July, in the amount of \$6,701.90. Motion carried unanimously.

Secretary's Report:

Memo from Chief Butler recommending requesting an appropriation to account Vehicle Maintenance - Loss/Damage

Memo from Chief Butler recommending requesting a special revenue account for the AFG Grant Award – Sprinkler System for Station 5

CHIEF'S REPORT:

Chief Butler discussed the following:

- The department continues to operate under the response directives that were established during the pandemic and will stay in place for the foreseeable future
- The moratorium on in person public meetings will expire on September 5, 2020 and Chief Butler expects it to be extended
- Work on the master plan continues and is focused on areas that can be completed that do not rely on information that would be gathered from a site visit
- The new tanker has arrived and is in service at Company 2
- R3 has been listed with a broker
- The department is looking into a new report management system
- The probationary class's Firefighter I class will be held in September

- Chief Butler and Assistant Chief Paul attended Monday night's training with Company 2 and 3
- The online training is completed except for two members who were terminated
- Rope rescue training was held last weekend with volunteer and career members
- FF Jeffrey Roy will assume the position of Inspector/Firefighter as of August 24, 2020
- Past member of Company 3, Kevin Salmeri, will begin his position as entry level firefighter on September 7, 2020
- The department was awarded an AFG grant to install a sprinkler system at Station 5
- The policy that prohibits the department from participating in motorcade events during COVID-19 affects both the Police and Fire Departments
- Information on Tropical Storm Isaias:
 - 91 calls from 1400 to 0600
 - On duty staff handled initial calls and the volunteer members responded after tones were sent out as the enormity of the event was realized
 - BC Heath did a good job managing the crews
 - All members responding did a great job
- Chief Butler is researching marketing firms to assist with recruitment and marketing the organization

Commissioner Bunko discussed his desire for the Board to meet with the company doing the master plan. Chief Butler reported that onsite visits will still be held once the COVID-19 restrictions are relaxed and that the committee is trying to complete other tasks that can be done remotely to reduce the delay in completion of the report.

Chairperson Wilson asked about how the marketing company will be chosen. Chief Butler reported that the Board will have presentations from the marketing companies that are being considered.

ASSISTANT CHIEF'S REPORT:

Activities of the Southington Fire Department for the month of July 2020:

1. Fire Marshal's Inspections – 79
2. CRRS – 6
3. Reports to the State Fire Marshal – 149
4. Damage to property involved in fire - \$7,000.00
5. Damage to motor vehicles involved in fire - \$21,406.00
6. Other losses - \$800.00
7. Total - \$29,206.00

General Information

- Two building fires; July 2, 2020, for a bathroom fire and July 29, 2020, for a stove fire
- Two vehicle fires during the month
- No injuries during the fires, both were minor in nature

- The department will once again support the motorcycle “Dream Ride” on August 23, 2020, along with the Police Department

Fire Marshal

- Lenny Chozick has been promoted to the Deputy Fire Marshal position and Assistant Chief Paul is looking forward to moving the division forward with him
- Inspector Roy begins Fire Investigation school on Sept. 2, 2020, and then will start Code Enforcement in Spring 2021
- Fire Marshal's Office continues to be busy with inspections, plan reviews and outdoor dining with tents
- School inspections were delayed until August 24, 2020 by Board of Education so they can continue to get ready to open the schools
- School Fire Alarm testing is underway
- Assistant Chief Paul and Deputy Fire Marshal Chozick are working on a large sprinkler project at Lake Compounce; the project may take 1-2 years
- DFM Chozick has a 41-unit apartment complex he is working on Eden Ave.
- Assistant Chief Paul is working on a large plan for Stop and Shop beginning in October that is a \$6-7 million-dollar project
- Inspector Hunt continues to work on open projects and multifamily properties
- Lisa Pknosh has been very busy confirming the inspectable properties list and updating Fire House software

Apparatus

- Tanker 2 is in service at Station 2 and members are currently conducting driver and pump training which will continue for several months
- Assistant Chief Paul thanked BC Heath, Capt. Glabau, Capt. Badgley, Lt. Badgley and consultant Jim Lyons for the great amount of work they did on the tanker project
- 2010 Ford Explorer will be serviced next week in prep for FF/FI Roy

COMMITTEE REPORT:

Recruitment and Retention Committee – Commissioner Moise discussed that a recruitment notice will be on the town green's sign next week and then one week a month through November. Commissioner Moise still plans to meet with Principal Pepe from Southington High School.

COMMISSIONS COMMENTS AND COMMUNICATIONS:

Chairperson Wilson thanked the members for all the hard work they did during Tropical Storm Isaias. He told of the Board planning something soon to express their appreciation.

Commissioner Moise told of him attending FF Rathbun's funeral with Chief Butler and Assistant Chief Paul and expressed the Board's condolences to the family.

COMMUNICATIONS FROM THE PUBLIC: None

UNFINISHED BUSINESS: None

OLD BUSINESS:

MOTION: by Moise, seconded by Shanley-Buck, to approve the proposed Rules and Regulations as presented.

Commissioner Bunko told of the just receiving the last draft at 8:47 p.m. last night and he recommended to table the motion until next meeting so the Board could have more time to review and research the proposed changes. Commissioner Kanute agreed and felt that the section that requires the volunteer companies to submit their financial records be looked at by legal counsel to ensure that it does not create a liability issue with the Board. Chairperson Wilson stated that he had been emailing back and forth to the Board members, about changes, since January, and felt that they can be adopted tonight, and changes can be made in the future.

Vote:

Bunko – No

Moise – Yes

Kanute – Abstention

Shanley-Buck – Yes

Wilson - Yes

NEW BUSINESS:

MOTION: by Bunko, seconded by Moise, to request for an appropriation to account Vehicle Maintenance - Loss/Damage. Motion carried unanimously.

MOTION: by Bunko, seconded by Moise, to request a special revenue account for an AFG Grant Award – Sprinkler System for Station 5. Motion carried unanimously.

The Board thanked BC Heath for his work on the grant.

MOTION: by Moise, seconded by Bunko, to adjourn at 6:45 p.m. Motion carried unanimously

Michael Bunko, Secretary
Board of Fire Commissioners



Southington Fire Department

Title: **ORGANIZATION**
Sub Title: **Rules and Regulations**

The Board of Fire Commissioners of the Town of Southington, acting under authority contained in the Town Charter, hereby establishes the following rules and regulations for the governing and discipline of the Fire Department of the Town of Southington.

No code of rules can be devised which will provide a specific formula for every circumstance and condition liable to confront the firefighter in the course of duty. Nevertheless, it is expected that these rules and regulations will be comprehensive enough to cover, either specifically or in a general way, the obligations of the members of the Fire Department. When confronted with a situation for which specific provisions have not been made, it must be dealt with in a manner credible to the department with approval by the Board of Fire Commissioners.

These rules shall govern career and volunteer forces except as abridged by a negotiated contract.

A. ORGANIZATION

1. The Board of Fire Commissioners (hereinafter referred to as "Board") consisting of five (5) members appointed by the Town Council, shall be responsible for department personnel and shall have control and maintenance of all fire companies' properties, buildings, apparatus and appliances belonging to the Town used for fire purposes.
2. The annual meeting of the Board and the election of commission officers shall be held on the 3rd Thursday of December in each year. The Chairperson shall appoint any committees deemed necessary to carry out the Board's functions.
3. Meetings of the Board shall be held regularly on the 3rd Thursday of each month. The order of business shall be as follows:
 - a) Roll Call
 - b) Pledge of Allegiance
 - c) Action on minutes
 - d) Approval of bills
 - e) Reports of Chief and committees
 - f) Communications
 - g) Communications from the Public
 - h) Old Business
 - i) New Business (at the direction of the chairperson)
4. The majority of the Board (three [3]) shall constitute a quorum.

5. No appointments or dismissals of personnel or officers shall be made without a majority vote of all members of the Board.
6. The Chairperson shall preside at all meetings of the Board. If absent, the vice-Chairperson shall preside. Special meetings shall be held only after proper notification to the Town Clerk and members of the Board and in accordance with Chapter 3 of the Connecticut General Statutes.
7. The Board shall appoint a recording secretary and a corresponding secretary. Duties shall be to keep a complete record of transactions of all meetings and carry on all correspondence. For the faithful performance of these duties, the recording secretary shall be remunerated by the Town at a rate recommended annually by the Board.
8. These rules and regulations, for the government of the Board of Southington Board of Fire Commissioners and the department, may be altered, amended, repealed or additional rules may be adopted at any regular meeting of the Board by affirmative vote of a majority of all the Board members (three [3]), providing that notice of such alterations, amendments, shall be given at a previous regular meeting, or they may be altered, amended or repealed by the affirmative vote of all the Board members (five [5]) without such previous notice.

B. COMPOSITION OF FIRE DEPARTMENT

1. The Fire Department of the Town of Southington shall consist of:
 - a) A firefighting force consisting of the Chief, Assistant Chief/s, and such other officers and members, as may from time to time, be required as the Board deems necessary.
 - b) As may be required, a Fire Marshal, Deputy Fire Marshal/s and Inspectors as designated and outlined by Connecticut General Statutes.

C. APPLICATIONS

1. All applications to the career shall be made on applications provided by the department.

D. METHOD OF APPOINTMENT

1. Regular force - as established and agreed to by contract between the Town of Southington and the Southington Professional Firefighters IAFF Local 2033.
2. Volunteer force:
 - a) Persons eligible for membership in the Southington Fire Department must meet the following requirements:
 - (1) Over eighteen (18) years of age
 - (2) High school diploma or equivalent
 - (3) Valid CT driver's license
 - (4) Town of Southington resident
 - (5) Non-resident with employment within the town and an agreement from employer to allow him/her to respond during working hour.

- (6) Primary residence within one (1) travel mile of town boundaries
 - (7) American citizen or properly documented alien
 - (8) Physically qualified
 - (9) Be of good moral character
- b) Applications shall be received by the Chief's office and send to the Southington Police Department for a background check. If applicant passes the background check they will be first interviewed by the Chief or his/her designee and then by the assigned company officers. Once accepted by the company officers the applicant will be subject to passing a physical examination and compliance with height/weight guidelines. All applicants must successfully complete the department sponsored Probationary Firefighter Recruit Training Program, and pass Firefighter I certification during their one (1) year probationary period.
 - c) Probationary firefighter recruit training will be held twice annually, beginning on the following dates: January 1, and July 1 (See Probationary Program Appendix A). If an application is received after these dates, the prospective member will be given a social membership to the assigned company and will start in the next available recruit class.
 - d) When a vacancy occurs in the volunteer officer's ranks, interested members will be required to submit a letter of intent and resume. An interview will be conducted by the Chief, Assistant Chief and Department Training Officer. After consideration of past experience and performance record, the Chief will select a qualified candidate and recommend him/her to the Board of Fire Commissioners for a final appointment. (See Officer Promotional Program).
 - e) Upon reaching the age of 65, a member shall automatically be retired from firefighting service. When retired, the member shall be placed on social or honorary list. Retired members may not hold office.

E. DUTIES OF OFFICERS

CHIEF:

The Chief shall:

1. Have sole and absolute command over all personnel connected with the department, and all apparatus and appurtenances belonging to the same, make all assignments, transfers, and details as may seem to be for the best interest of the service, and report it to the Board.
2. Devote whole time to the performance of the duties of the office, visit the stations of the Department at least once per quarter, per calendar year, and report to the Board of Fire Commissioners such suggestions or recommendations, as may be deemed necessary.
3. Cause all repairs and other work on account of the Fire Department to be done.
4. Report promptly to the Board any officer or member of the department who by reason of physical condition, disease, accident, or other incompetence, does not or cannot

fully, promptly and properly, perform their full duty.

5. During firefighting or emergency situations, summarily suspend from duty any officer or member of the department for insubordination, disorderly conduct, neglect of duty, or violation of department rules and regulations and report each suspension immediately to the Chairperson of the Board.
6. Issue such orders for the governing of the department as may be deemed necessary and transmit all reports and communications of the department with endorsements to the Board.
7. On all occasions see that the Charter and Ordinances of the Town, applicable to the Department, are faithfully observed, and promulgate and enforce all regulations and orders of the Board.
8. See that all apparatus is in proper condition.
9. In case of emergency, have authority to employ such additional firefighters as may be deemed necessary.
10. See that complete records are kept of the Fire Department, of the firefighters in the Fire Department, or alarms answered by the Fire Department, as well as all other records called for in these rules and regulations.
11. Receive a performance evaluation covering the period of July 1 through June 30 with a final evaluation due to the Fire Chief by August 1 of each year. The performance evaluation shall be determined and finalized collaboratively between the Board of Fire Commissioners and the Chairperson.
12. Implement Standard Operating Procedures for the operations of the Fire Department that will require final approval by the Board of Fire Commissioners.

ASSISTANT CHIEF/S:

1. The Assistant Chief/s shall perform such duties as may be assigned by the Chief. The Assistant Chief/s shall act as Chief and shall exercise the same power and authority as the Chief whenever the Chief is absent.

OFFICERS:

1. Officers of all companies shall meet the qualifications as described in department policy or committed by contract.
2. Each officer shall preserve the discipline of assigned personnel and instruct the members in their duties on scenes, in training, and in station. Each officer shall direct the operation of assigned personnel at fires and carry out the orders of the IC, while following department SOPs. Officers shall report to the IC the conditions in the position to which assigned and make recommendations where needed to more effectively control the fire. Officers shall supervise the relief of firefighters during severe fires to keep them in the most effective condition possible.
3. Each officer shall keep or cause to be kept, a chronological record of all activities of assigned personnel, and also a record of the fire and drill service of each member of assigned personnel.

4. Officers shall require that all drivers be cognizant of all applicable federal, state, local and departmental regulations or directives in operation of a vehicle.
5. Officers shall promptly report in writing to the Chief any error, incapacity, inefficiency, neglect of duty, disobedience of orders, or the violation of any rules, regulations or orders of the Board or Chief, in which report the officer shall state the name of the offender, time, place, and nature of the offence, together with the names of persons by whom the facts may be proven.
6. Officers shall be responsible for the cleanliness and order of company quarters.
7. Officers shall be responsible for the above duties and any others that the Chief has duly assigned to them.

F. CHARGES

1. Any member of the Fire Department may be disciplined with an oral or written reprimand, or after the opportunity for a hearing, be suspended, reduced in rank or grade or dismissed from the Fire Department, for any of the following offenses committed while on duty:
 - a) Any violation of the rules, regulations, orders and bylaws governing the Department.
 - b) Conviction of a felony.
2. The hearing opportunity provided in paragraph F.1 above, shall be before the Chief or Assistant Chief and shall provide the member with:
 - a) The right to representation by a representative of his/her choice
 - b) The charges alleged against the member expressed either orally or in writing at the member's request.
 - c) An explanation of the evidence compiled by the department's administration supporting such charges and receive copies of all documentation of this type
 - d) An opportunity for the member to respond, either verbally or in writing, to the charges alleged and the supporting evidence within three (3) working days from the hearing date; If member does not respond within the specified time, he/she forfeits the opportunity to respond
 - e) Within three (3) working days from the member's response, the Chief or Assistant Chief will deliver their final decision in writing.
3. Any member aggrieved by a decision of the department administration under paragraphs F.1 or 2, may, within fourteen (14) calendar days of the notification of that decision, appeal such decision to the Board of Fire Commissioners in writing. Within thirty-five (35) calendar days of receiving this appeal, the Board of Fire Commissioners will arrange a date for a hearing with the aggrieved party.

G. VACANCIES

1. Vacancies in career ranks shall be filled at a meeting of the Board of Fire Commissioners with a majority of (3).

H. DUTIES OF VOLUNTEER FORCE

1. The volunteer force shall respond to alarms of fire or other calls as may be assigned.

I. DUTIES OF FIREFIGHTERS

1. As outlined in Department Job Description.

J. WORKWEEK

1. As established by contract between the Town of Southington and the Southington Professional Firefighters IAFF Local 2033.
2. The Chief of the Department shall make all assignments, transfers, and details as may seem to be for the best interest of the service.

K. GENERAL RULES

1. No member on duty shall be allowed to leave the premises, quarters, fire station, or any of their duties for any purpose without permission of the commanding officer. All requests for prolonged leave of absence must be made through the Officer to the Chief or Assistant Chief.
2. It shall be the duty of volunteer officers and volunteer members to attend all fires and alarms to which they are assigned or may be called. All members shall attend a minimum of 12.5% yearly from January 1st to December 30th of available calls and all mandatory drills unless a due case is registered with the captain of the company or a designee and emailed to the Chief of the department. Failure to attend the minimum 12.5% annually, without a due case, could result in an automatic dismissal of any volunteer officer or member. Officers and members will be granted an opportunity to appeal the dismissal to the Board of Fire Commissioners within thirty-five (35) days of the issued dismissal.
3. Any member or personnel of Fire Department shall avoid expressing their opinion publicly regarding any incident or Fire Department matters.
4. Firefighters shall read and become familiar with the laws, ordinances, rules and regulations and orders relating to the fireservice.
5. Firefighters shall not be guilty of deception or evasion of any laws, ordinances, rules, regulations or orders of the Fire Department.
6. Firefighters shall not use obscene, immoral or disrespectful language.
7. Firefighters shall not be guilty of conduct unbecoming a firefighter nor of conduct in any manner prejudicial to the good name and reputation of the Department.
8. Firefighters shall not use intoxicating beverages or controlling substances while on duty.
9. Officers shall be just, dignified and firm in their relations with subordinates.
10. No member shall spread gossip or reports injurious to the character of another member or tending to be injurious to the welfare of the Department.
11. All officers shall be addressed by their proper title.
12. Errors in responding to an alarm or emergency with apparatus shall be deemed a serious offense.

13. The administrative officers (president, vice president, secretary, and treasurer) of each company shall be elected at the annual meeting of the Company, which shall be held on the respective company's scheduled monthly business meeting in November. Elected officers shall take office on January 1.
14. Each company shall make by-laws governing the affairs of their respective company, that are subject to the approval of the Board of Fire Commissioners. If any changes are proposed to the bylaws, they must be submitted for approval by Board of Fire Commissioners before enacted. If by-laws are non-existent then a document must be provided to the Board of Fire Commissioners stating no bylaws exist.
15. Each Southington Fire Department engine company, including headquarters, shall provide a financial document that establishes financial controls for any and all accounts, to the Board of Fire Commissioners, annually by December 1st.
16. The Chief will assign company line officers such as captains, lieutenants, while taking into consideration recommendations of the company and qualifications of the candidate. The chief will also dismiss company line officers such as captains, lieutenants when necessary. The Chief will make final recommendations for approval by the Board of Fire Commissioners.
17. All department emergency vehicles shall be so marked as Town of Southington fire emergency vehicles per established standards unless marking changes are approved by the Board. Approved magnetic decals can be used, with Board permission. They must be displayed on the vehicle during all official activities.

SUMMARY

All organization Rules, Regulations and By-laws formerly adopted which are contrary to these By-laws, Rules and Regulations, are hereby repealed and declared to be no longer effective.

Adopted this 20th day of August, 2020, by the Southington Board of Fire Commissioners.

Board of Fire Commissioners

Nathan Wilson, Chairperson

Christine Shanley-Buck, Vice Chairperson

Michael Bunko, Secretary

John Moise

David Kanute