

AGENDA
Special Strategic Fire Plan Implementation Committee Meeting
February 10, 2015
7:00 PM
Town Hall Annex

1. Call To Order, Roll Call

2. Approval Of Minutes:

A. December 2014

Documents: [MINUTES DECEMBER 16 2014.PDF](#)

3. Consideration, Possible Adoption: Administrator Job Description (E)

Documents: [TOWN OF COVENTRY FIRE EMS ADMINISTRATOR 2014-1028.PDF](#)

4. Consideration: Draft Ordinance, United Fire Department (E)

Documents: [DRAFT ORDINANCE UNIFIED FIRE DEPARTMENT 9-2013.PDF](#)

5. Consideration, Possible Action Plan: CRCOG Report Recommendations (E)

Documents: [CRCOG FIRE STUDY WORKSHEET.PDF](#)

6. Correspondence

7. Other Business

8. Adjournment

STRATEGIC FIRE PLAN IMPLEMENTATION COMMITTEE MEETING
December 16, 2014

Meeting called to order at 7:04 PM by Julie Blanchard, Committee Chair

Members present: Julie Blanchard, Committee Chair, Mike Griswold, Town Council member, Ken Boutin, CVFA Chief (Arrived 7:49 PM), Ray Eldridge, NCFD Chief, Craig Ardel, CVFA Vice –President, Beth Mancini, NCFD member Dave Rappe, John Twerdy, and William Zenko.

Members absent: Wayne Post, Town Council member

Additional attendees: John Elsesser, Dennis Dittrich.

Approval of Minutes: Ray Eldridge moved to approve the minutes of November 18. Second by Beth Mancini.

Approved with abstentions from Julie Blanchard, John Twerdy and Mike Griswold.

- **Vote on Recommendation of Fire Administrator:**

William Zenko moved to recommend that the Town Council hire a Fire Administrator. Second by John Twerdy.

Discussion: William Zenko gave his reasons for the recommendation. Beth Mancini and Ray Eldridge brought forth their members concerns and thoughts about the position and the concept of “merger” and this was discussed. Craig Ardel spoke in favor.

Vote: The motion was approved unanimously.

William Zenko moved that the Fire Study Committee recommend to the Town Council that the Fire Administrator be a Full-time position. Second by Craig Ardel.

Discussion: William Zenko gave his reasons and spoke in favor. Craig Ardel spoke in favor. Dave Rappe voiced concerns.

Vote: The motion was approved. 3 Yes, 2 No, 3 Abstentions, 2 Absent.

- **Review of Fire Administrator Position Job Description:**

The Draft Job Descriptions were reviewed at length using the “CVFA” and original Draft. Committee input was obtained and a merged Final Draft Job Description should be available for our next meeting for review, discussion and possible recommendation to the Town Council.

- **Draft Ordinance:**

John Elsesser distributed and reviewed a draft ordinance. There was much discussion and suggested revisions. Some areas need rewrite. A new Final Draft should be available for our next meeting for review, discussion and possible recommendation to the Town Council.

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- **Review of the CROG Report recommendations pp 5-6:** John Elsesser distributed and briefly discussed two Implementation Worksheets, long and short versions. These will be taken up at our next meeting

Correspondence: A letter of appreciation from the Town Council to volunteers was received and read.

Other Business: None

Adjournment: John Twerdy moved to adjourn at 9:05 PM, seconded by Ken Boutin. Approved unanimously. Next meeting is scheduled for Tuesday January 27 at 7:00 PM, Town Hall Conference Room B.

Respectfully submitted,

William Zenko, Secretary

POSITION SUMMARY

This professional position oversees the administrative functions of the municipal volunteer Fire and EMS services for the Town of Coventry.

Position includes administrative work for fire and emergency medical services, including budgeting, record keeping, grant writing, purchasing, management analysis, policy development, maintenance, and repairs to facilities and apparatus.

GENERAL DUTIES

Collaborates and assists fire and emergency medical services with recruitment, retention and recognition programs for volunteer members including verifying member's eligibility for pension plan credits and life insurance benefits. Monitors and reviews incentive plans such as point system, stipends, and reimbursements to assure proper payment.

Reviews and assists fire departments with annual budget and monitors department expenditures and receipt of payments to insure sound fiscal management and the efficient use of budgeted funds, personnel, materials, and time. Reviews financial statements and reports.

Responsible for purchasing oversight including: apparatus service contracts, annual vehicle inspections, ambulance billing contracts, equipment purchase orders, facilities upkeep and repair. Prepares and assists in preparing bid documents and RFP's. Seek vendors for hose, ladder, SCBA testing. Responsible for assuring proper billing practices of EMS revenue recovery program and the costs of the regional paramedic intercept program.

Maintains training records and assists with planning and scheduling of mandatory training and combined drills for fire departments. Ensures training complies with OSHA and safe work practices. Serves as custodian of various documents and records: maintains data on employees including training, certifications, rank and vital statistics.

Facilitates standardization between two fire departments to improve efficiency and effectiveness of operations. Develop and maintain written safety programs, policies, and procedures to comply with OSHA requirements

In accordance with membership guidelines, oversees the screening process of new volunteers including entrance physical exams, background checks, and probation training requirements.

Town of Coventry
Fire Department
Fire and EMS Administrator
Draft 1/27/2015

Monitors fire department administration of Junior Firefighting Program.

Reviews departmental disciplinary actions and provides guidance and recommendations for resolving grievances or concerns. Receives direct appeals for issues concern sexual harassment, ADA or discrimination.

Monitors timely completion of incident reports and patient care reports.

Compiles information and submits reports to state and federal agencies including NFIRS, ISO, MIC License renewal, and Ambulance Rate Applications

This position communicates regularly with Fire/EMS Officers to determine the needs of the Department.

Collaborates with the Town Manager and Fire Department leadership to establish, maintain, and fulfill fire department goals and objectives.

Participates on various local and regional task forces, agencies, and town committees.

Performs related work as required.

Additional duties as required

SUPERVISION RECEIVED:

Works under the general direction of the Town Manager.

SUPERVISION EXERCISED:

Provides non-emergency supervision to all Fire Department members on Town policies and regulation.

ADDITIONAL SKILLS:

Strong computer skills including proficiency with word processing, spreadsheets including Quickbooks, and presentation software.

Knowledge of fire radio equipment and communications

Thorough ability to work varied personalities to establish and maintain effective working relationships

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Considerable ability to effectively manage change

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential function. While performing the duties of this job, the employee is regularly required to use hands to handle, feel, and operate office equipment, or controls, and reach with hands and arms. The employee is regularly required to sit. The employee is occasionally required to walk, talk, hear, sit, and smell. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must pass physical examination and drug screen.

QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university required.
Plus a minimum of six years volunteer fire department and ambulance EMS experience
Connecticut Fire Service Instructor 1 Certification or higher preferred.
Connecticut Certified Fire Marshal preferred
Emergency Medical Technician certification preferred
Valid Connecticut Driver's license required, Class B or Q preferred
Additional appropriate experience may be allowed as a substitute for required qualifications.

Draft Ordinance: Town of Coventry, CT

Chapter 42 FIRE Protection and Protection

§ 42-3. Establishment of a Town of Coventry Fire and EMS department; purpose.

A unified Town-wide Fire and EMS Department (Town of Coventry Fire Department) consisting of the Coventry Volunteer Fire Association (CVFA) and the North Coventry Volunteer Fire Department (NCVFD) is established for the purpose of providing firefighting, rescue and emergency medical services throughout the Town. (Department added to Sec 2-22 (2) b of the Code of Ordinances)

§ (1) Structure; authority.

The Department in its operations shall utilize the CVFA Main Fire Station, the NCVFD Main Fire Station, the South Street Fire Substation, the North Coventry Fire Substation, and any other station or substation as may from time to time be established. The existing volunteer fire companies shall continue as operating entities and shall function as constituent units of the Department. The Fire and EMS Administrator is hereby charged with managing the Department and with directing and being responsible to the Town Manager for all fire, rescue and emergency medical services provided within the Town; however on-scene fire ground operations shall be commanded by the Fire Chiefs as well as their officers. Each volunteer fire company and its officers shall be responsible for operating in conformance with unified procedures.

§ (2) Board of Fire/EMS Services: membership; vacancies.

The Board of Fire/EMS Services Chiefs shall consist of three members: the Fire Chief from each of the two existing volunteer fire companies and the Fire and EMS Administrator. The Fire Chiefs shall normally personally serve on the Board of Fire/Ems Services but written proxies will be allowed if they are unable to attend. If the Fire Chief is unable to fulfill his or her duties, takes a leave of absence, and appoints an Acting Fire Chief, the Acting Fire Chief shall be permitted to serve on the Board of Fire/EMS Services so long as he or she is serving in the capacity of Acting Fire Chief. The Fire and EMS Administrator shall serve as a Chairman of the Board.

§ (3) Powers and duties.

- A. The position of Fire and EMS Administrator is hereby created. The Town Council shall be directed to adopt a comprehensive job description which shall include but not be limited to the duties and responsibilities outlined in this ordinance. The Fire and EMS Administrator shall have all reasonable powers necessary to fulfill the obligations of managing and being responsible for all fire, rescue and emergency medical services excluding on-scene fire ground operations which shall be commanded by the Fire Chief(s) or duly authorized Incident commander, as well as their officers. The Fire and EMS Administrator is prohibited from serving in the role of Fire Chief.
- B. The Fire and EMS Administrator, with assistance from the Board of Fire/EMS Services, shall establish standard policies, rules and procedures for providing fire-fighting, rescue and other emergency and safety services throughout the Town as from time to time deemed appropriate. Such policies, rules and procedures shall be consistent with policies and direction from the Town

Manager and shall comply with the Town Charter and any applicable Town personnel policy.

- C. The Fire and EMS Administrator, with assistance from the Board of Fire/Ems Services, shall coordinate the training and physical fitness programs of the Department; take appropriate steps to improve efficiency, recruitment and public relations; develop specifications for needed equipment and determine purchase requirements; evaluate risk management issues; develop annual budget recommendations; and develop strategic and tactical plans for future equipment and facilities.
- D. The Fire and EMS Administrator, with assistance from the Board of Fire/Ems Services, shall plan new programs and take necessary steps to have such programs implemented and represent the Department before the Town Council, other Town agencies, other state and local agencies and the general public. The Fire and EMS Administrator, with assistance from the Board of Fire/Ems Services, shall analyze the needs of the Department and coordinate programs to meet those needs, keeping in mind the unique nature of volunteer emergency services being rendered by the volunteer fire companies.
- E. The Fire and EMS Administrator, with assistance from the Board of Fire/Ems Services, shall interview candidates for any contracted or paid positions within the Department and recommend candidates for such positions for appointment by the Town Manager. Such recommendations shall comply with the provisions of any applicable labor laws, purchasing policies and with the Town Charter.
- F. The Fire and EMS Administrator shall make recommendations to the Town Manager regarding the direction, discipline, suspension and relief from active duty of any paid Town employee or voluntary member in the Town Department, subject to the provisions of standard operating procedure, applicable collective bargaining contracts (if any) and the Town Charter. The Fire Chiefs shall be the direct supervisors of the firefighters that are assigned to their fire companies. All direction from the Fire Chiefs to the firefighters shall be consistent with all policies, rules and procedures set forth by the Fire and EMS Administrator.
- G. The Fire Chiefs shall be the supervisors of the volunteer firefighters assigned to their Companies. The Fire Chiefs are responsible for carrying out the Town policies and procedures and ensuring that they are followed by the volunteer firefighters assigned to their stations.

§ (4) Organization.

The Board of Fire/Ems Services shall meet with the Fire and EMS Administrator as necessary to manage and conduct the operations of the Fire Department.

§ (5) Creation of a Special Revenue fund for EMS proceeds.

A Town controlled special revenue fund shall be created to deposit funds received by the provision of EMS services from various sources including insurance proceeds, and payments and other revenues under the control of the Director of Finance and Town Manager. These funds shall be restricted for the following uses only:

First responder and ambulance medical vehicle replacement (including payments into vehicle replacement fund), repair and maintenance
Medical equipment and supplies
Medical training, travel and certifications

Mileage reimbursement, stipends and length of service award costs associated with EMS providers only
Contracted medical staff or EMS personnel
Contracted service providers including Paramedic and other service providers.
Pro-rated share of building utility expenses and repairs.
Property, liability insurance and workers compensation coverage
Legal, Audit and other professional services related to EMS operation
Printing and Postage
Meals and food for meetings and extended emergencies

CRCOG FIRE STRATEGIC PLAN – IMPLEMENTATION WORKSHEET

RECOMMENDATION	ACCEPT	GENERALLY ACCEPT WITH CLARIFICATIONS	NOT FAVORABLE (REASONS WHY)
1. When assessing the recommendations of the "CRCOG Report," re-examine the Matrix and Patrizz reports for elements either not acted upon or only partially addressed.		X: some information is no longer relevant	
2. Establish a paid Town position for the management of the Fire-Rescue Services in Coventry.	X		
3. Implement a single or unified Fire Department command structure; Abandon Officer Selection by Popular Vote; Establish a Fire Officer Development Program		X: Already have established incident command. Will not change voting procedure but will create common job descriptions with qualifications. Will need to establish training Development program	
4. Establish a Singular or Unified Training Program		X: will establish training standards but have each department run own program with openings for other members. Certain training to be joint to assure familiarity with equipment.	
5. Establish clear rules for management of Town funds appropriated for Fire Department operations to include: <ul style="list-style-type: none"> o Single budget for Fire Department operations o Single contract for apparatus and facility maintenance o Approved purchase requisitions prior to issuance of purchase order 	X		

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<p>6. Enhance a discipline and grievance process which includes internal Fire Department review as well as Town review, either through a Town Fire Administrator or the Town's Human Resource personnel/Town Manager.</p>		<p>Will develop common policy on expected behavior and discipline procedure starting first with each department with direct Appeal to Administrator for ADA, Harassment and discrimination claims</p>	
<p>7. Consolidate the two Junior Fire Fighter Program into a single town wide program</p>		<p>Allow different programs to continue with a jointly developed curriculum and standards and join training opportunities</p>	
<p>8. The Town adopts a fixed flat rate per "event" stipend and develops a standard policy on how the stipend is applied used town wide.</p>		<p>Equity is important and a policy will need to developed by Administrator in conjunction with departments and funded by the town.</p>	
<p>9. The Town of Coventry mandates the development of an occupational safety and health program for the CVFA and NCVFD; Town conducts a comprehensive risk management, or uses previously supplied material from Patrizz and Matrix addressing service needs.</p>	X		
<p>10. Implement a single "All Call" town wide dispatch/ tone system for fire response; Implement a single town wide EMS dispatch/ tone system.</p>		<p>All call for Fires. Modified for EMS during certain hours.</p>	
<p>11. Fire Department personnel work with the Town to develop or strengthen current policies dealing with fire personnel Code of Conduct and Ethics.</p>	X		
<p>12. The CVFA, Inc., relinquishes its control and management of the patient billing process, and management of those associated funds.</p>		<p>If dedicated special revenue fund is created to assure funds be used only for EMS purposes with an ordinance adopted to create a special revenue fund.</p>	

CRCOG FIRE STRATEGIC PLAN – IMPLEMENTATION WORKSHEET
