FIRE TRANSITION STUDY COMMITTEE MEETING
MINUTES
REGULAR MEETING May 14, 2020, 6:00 P.M.

CALL TO ORDER, ROLL CALL:
By: Pacholski                   Time: 6:04 p.m.                   Place: Virtual

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<tr>
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<th>PRESENT</th>
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<tr>
<td>Chuck Beecher</td>
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<td>Ken Boutin</td>
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<td>Craig Malan, Vice Chairperson</td>
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<td>James McLoughlin, Staff</td>
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<td>Steve Pacholski, Chairperson</td>
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<td>Josh Ziel, Secretary</td>
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This is a joint meeting between the Fire Transition Study Committee (Team) and the Board of Fire Officers (BFO).

Also present:
Bud Meyers
John Alosky
Ryan Boutin

AUDIENCE OF CITIZENS:
There was no one present.

ACCEPTANCE OF MINUTES:

Motion: The Fire Transition Study Committee approves the minutes of the April 9, 2020 meeting.

By: Malan                           Seconded: Ziel

Motion carried with the following vote:
For: Boutin, Malan, McLoughlin, Pacholski, Beecher, Ziel
Against: None
OLD BUSINESS:

a. Discussion of appointment of remaining officers

Congratulations were offered for the appointment and ratification of Meyers as the interim Fire Chief of Station 18 as of July 1, 2020.

Pacholski feels it is acceptable and desirable to provide Meyers with input of the remaining officer positions. Pacholski will forward the letters of interest and resumes to Meyers from those expressing interest in other positions. He specifically did not send these documents to everyone. Meyers will begin working with those and send email invitations.

The selection process for the interim positions is:
The Chief would be recommended by the Joint Board, with approval by the Town Manager, and ratification by the Town Council.
The process for interim Captains, Deputies, and Lieutenants was not specified to the Council. The intent would be selection by the Chief and ratification by the Town Manager. This group can provide advisement to the Chief during the process although it was not laid out to the Council that the Team would have a role.

Malan asked about the time table for the selections for the other officer positions? Pacholski reported according to the presentation to the Council the intent was to have the chief named in time to allow the remainder of the process be completed by July 1, 2020. That leaves one and one-half months to fill these roles.

Meyers reported he ideally wants to move forward as fast as possible to schedule interviews. Those interested parties will get an email with a block of time for their interview. Meyers and McLoughlin will do the interviewing of twelve people. Meyers hopes to get these done next week.

McLoughlin stated as a point of order the acceptance of the minutes from the prior month’s meeting and accepted earlier this evening states the process as - The Team and BFO will make a recommendation of interim Fire Chief to the Town Manager and he will bring the recommendation to the Town Council for approval. Then, the appointed interim chief will recommend three deputy chiefs to be approved by the Town Manager. After that the chief and deputies will appoint the captains and lieutenants with the final decision of the captains and lieutenants being made by the chief. Pacholski agrees that is the process for interim positions to get the structure up and running and that is still true. Pacholski feels it is allowable for members of this group to provide input to Meyers.

Meyers feels this will be between himself and the applicant because of the time constraints of getting through all the positions. Interviews will be conducted by Meyers and McLoughlin; this provides a perspective from the department’s view and the Town’s view. Then selections will be made and given to the Town Manager for ratification. As scheduling allows, Deputy Chiefs can attend interviews of positions under them and provide input. Meyers does not plan on cutting anyone out of the selection process.
within the time frame necessary to complete the process. Meyers intent is to have the slate filled out even if not yet ratified. The decision on his part will be set. Having the ratified slate hinges on the Town Manager approving of the selection. McLoughlin does not feel there will be any push back with the selections.

Meyers asked if we have thought of what the swearing in process might be? Have we thought about an oath of office? Even if not for the interim it should be consider for the permanent selections. Pacholski no process has been developed so far, but agrees with having something in place for the permanent positions. Does the NCFD have an oath they use? Meyers indicated it does not; we would be starting a new process. This is a big deal for the people becoming officers. Ziel likes the idea of a swearing in of officers and of new members. As a whole, pledging an oath is something we should not take lightly. The oath should be reviewed with anyone before they make a commitment. Pacholski agrees. Meyers thinks the process and oath should be developed by the Joint Board and approved by the Council. He feels it would be initiated for the interim year. McLoughlin opined the swearing in ceremony could be held at a Town Council meeting with the press being invited to attend to announce the creation and opening of the new department. The Town Clerk can be brought to the Council meeting for the swearing in. McLoughlin will raise this possibility with the Town Manager. He can work on an oath of office and have it to the Joint Board for the member’s review prior to the next scheduled meeting. Meyers stated he likes this plan.

b. Station/Apparatus designations

Pacholski stated Beecher sent the suggested designations that follow the standards of Vernon and Tolland numbering the apparatus based on the station numbers.

Beecher’s list:
Sta 8. sta 118
Sta 11 sta 218
Sta 208 sta 318
Sta 211. Sta 418

Et 308 Et 118
Tanker 108. Tanker 118
Forestry 108 Forestry 118
Utv 108. Utv 118
Service 318. Service 118
Service 118. Service 218
Et. 211. Et 218
Rescue 111 rescue 218
Truck 111. Truck 218
Forestry 111 forestry 218
Engine 108. Engine 318
Service 208. Service 318
Marine 108 marine 118
Marine 208 marine 218
Et 311. Et 418
Rescue 211. Rescue 418
R. Boutin asked what happens if an apparatus changes station? Meyers commented if the move is permanent, the vehicle would be renumbered although there would be a cost to this. Beecher does not think there is an NFP requirement. Beecher does not feel the ambulances have to be renumbered.

**Motion:** The Fire Transition Study Committee recommends the renumbering and relettering of apparatus as suggested by Beecher.

By: Malan  
Seconded: McLoughlin

Discussion: If there is a vehicle 218 in Town is it implied there is a 118? Beecher suggests keeping the number the same way bigger departments are doing it. Malan added the numbering does not suggest there are four trucks in town. Pacholski indicated there was not an engine truck 108 in Town for years.

Motion carried with the following vote:  
For: Boutin, Malan, McLoughlin, Pacholski, Beecher, Ziel  
Against: None  
Abstain: None

The Board of Fire Officers did not disagree with this recommendation.

c. **Policy manual**

McLoughlin reported a draft manual was adopted by the FBO in June 2019. Policies and changes have since been adopted and added into the manual. It is divided into seven sections (see below). Some of these are currently in use and others are in draft form. McLoughlin feels this is a decent set of guidelines to go by. Policies and procedures used by the individual stations can be incorporated into the manual. This allows members to know what the policies and expectations are. This is where we are at in getting a unified department manual. The FBO has made strides to get the manual where it is today.

Pacholski agrees and stated a lot of work has gone into developing it. Pacholski asked if the FBO is looking for action from the Joint Board, such as acceptance, concurrence, or discussion? McLoughlin will distribute the latest version to the Joint Team electronically. McLoughlin feels the Joint Board should take this manual under consideration with the bulk of the manual being developed by the FBO. Pacholski stated the policy manual can be reviewed, discussed, and approved at the next Team meeting. The approved manual can be turned over to the unified department. Meyers has no problem with the Team moving forward with the manual even with changes. This is a work in process and it is being used. The FBO implemented the manual for Station 18. We can’t let a department run without policies. Malan will help with getting it uploaded to emergency reporting. Beecher stated an assignment is send out to members that require them to sign into McNeil for the training that includes a check box that they have read and understand the policies. Pacholski thinks this is a great idea. This can become a mandatory drill each year to agree and abide by the policies.

K. Boutin stated a good master copy with editable Word documents must be maintained for any updates to policy. Malan can set up a meeting, making sure it is not a Team quorum, to hash out the contents of the manual.
Policy Manual:
1 Administration
1.1 Policy Manual
1.1.1 Mission & Vision Statements & Core Values
1.2 Organizational Structure
1.3 Application Policy
1.3.1 TCFD Application
1.3.1.2 Commitment Letter
1.3.2 Background Check
1.3.3 I-9
1.3.4 Direct Deposit authorization
1.3.4.1 Direct Deposit email notice
1.3.5 W4
1.3.6 CT W4
1.4 Medical and Physical Agility Requirements
1.5 Volunteer Incentives
1.6 Incident Command System
1.7 Vehicle Accident or Damage Report
1.8 Public Information
1.9 Department Safety Officer
1.10 Critical Incident Stress Management
1.11 Social Media
1.12 Discipline & Grievance Procedure
1.14 Officer Selection Process

2 Rules & Regulations
2.1 Badge Drapes
2.2 Seatbelts
2.3 Driver's License
2.4 Station Computers
2.5 Facial Hair
2.6 Photos & Videos
2.7 Cell Phone Use
2.8 Smoking Policy
2.8.1 Smoking CGS
2.9 Personal Protective Equipment
2.10 Waiver & Rules for Ride Along

3 Standard Operating Guidelines
3.1 Emergency Evacuation Procedures
3.2 Urgent Radio Transmission
3.3 County MAYDAY Procedure
3.4 Communications Policy
3.6 Cancer preven.ion policy

4 Emergency Medical
4.1 CT OEMS Protocols
4.2 Lucas Device
4.3 Tablet Use
4.4 Patient Confidentiality
4.5 Response Policy
4.6 Ambulance Crew Stipend
4.6 REVISED 2019 Ambulance Crew Stipend
4.7 Ambulance Familiarization
4.7a Ambulance Familiarization
4.8 Technician and Driver Training

5 Emergency Management
5.1 Emergency Operations Plan

6 Special Operations
6.1 Marine Operations
6.2 Cold Water Rescue
6.3 Confined Space Rescue
6.4 Dive Team Activation Procedure

7 Training
7.1 Training Policy
zNeed for a Training Policy
zTraining Policy Draft

In draft form only
1.2 Organizational Structure DRAFT UPDATE
1.13 Incentives Policy
7.1 Training Program
7.2 Fire Training Requirements
7.3 EMS Training Requirements
7.4 Driver Training Requirements
DRAFT_1.13 Incentives Policy KB
DRAFT_1.13 Incentives Policy
Rejected draft Officer selection
Response or Rules
Ryan CLEAN DRAFT_1.13 Incentives Policy
Ryan MARKUP DRAFT_1.13 Incentives Policy - Copy
TCFD Bloodborne Compliance Policy
TCFD medical evaluation policy Bud’s take
TN Response to Active Violence Incidents 08 26 2019 revised
TN Response to Active Violence Incidents aug 6 2019 generic fro county EOP
TN Response to Active Violence Incidents

d. Member MOU

McLoughlin stated the MOU is addressed under the application policy in the policy manual. This is for joining Department 18. A memo of understanding during the transition has been developed that McLoughlin read for the record. By default, this will put them on the roster for Department 18. The idea is to get the commitment of those willing to provide the same services under the new department to the Town as they do today. Some current volunteers may decide not to commit to Department 18. Pacholski stated this is no different than what we sign annually now. This will give the Town the
baseline charter members. Does the Town accept this as a way of joining the departments? Pacholski stated he volunteered before background checks were required.

Billy Wong, member of CVFA, joined the meeting at 7:07 p.m.

Pacholski stated something official has to be done to collect the roster of Station 18 and turned over to the newly elected interim officers. McLoughlin commented there is a commitment letter in Section 1 of the policy manual attached to the physical policy. We are looking for a two-year commitment before spending money on them for inclusion in the department. If a volunteer quits prior to one year of service the department will be looking for 100% return on investment from that person. This puts a commitment protection in place.

Malan asked if we have a standardized definition of an active member? Or can someone be added in at the Chief’s discretion? K. Boutin stated part of the incentive policy requires an inactive member to meet a minimum number of criteria to participate which has increased some from the previous requirements. We are looking to increase the participation requirement as the Town is spending money on the incentive program. Meyers stated it is about responding to calls. If a member is around for the social aspects, they would be part of the associations. Malan agreed. McLoughlin is in favor of some level consistency in the requirements. Pick one or the other from the current departments to use as the active status requirement.

Language will have to be developed on how the Town will interact with the Associations.

e. Phase 2 deliverables

Pacholski stated the following are still to be worked on:
• Development of final job descriptions. These are 90-95% there. They have been tweaked for the interim period.
• Development of policy manual.
• Dispatch protocols. Chris Bellentone is working on the process. Chris will be invited to next month’s meeting.
• Scheduling system to ensure coverage.
• Fine tune recommendations that are being worked on.

Malan has a possible solution for a scheduling system that he has discussed with D.J. With Vintac providing 24 x 7 coverage it does not make sense right now. Malan has been waiting for the interim officers to be appointed and then discuss the system he has been researching with them. That is an app called When to Volunteer. Pacholski stated the system has to be reviewed and approved by the Committee. The app can be used to create roles and see certain restrictions and is free to use. There are other options available with a cost. So far it seems like a good system. But it does not talk to I Am Responding.

McLoughlin reported job descriptions are needed for fire fighter, driver, and engineer. We need all of the staff positions and non-officers roles to fold the descriptions into the policy manual. Dispatch protocols are being worked on with fine tuning for phase one. The future role of the associations is needed to provide what their future looks like and
what the Town can do to help with that. The associations will need space to operate in the fire houses as they always have. Recruitment and retentions – development of the onboarding process needs to be developed. A membership committee might be considered. If someone gets wind of a possible new member that person can be directed to the membership committee. The onboarding process can begin and the membership committee can follow them through the process beginning with orientation and indoctrination.

Alosky has had some questions from NCoV and of two applicants. What are the next steps? Will they be joining NCoV or do they apply to Station 18? Who do we talk to, what is the guidance? McLoughlin will send electronic copies of the policy manual and the application process. The manual gives the step-by-step process. Once a membership committee is established there would be someone to talk to and walk applicants through the process. The committee can explain the expectations the station has of a member and what the fire expects of them. This helps to determine if someone will be a match for the organization.

Meyers added the membership committee can also lay out what each of the associations offer should a recruit want to include social aspects to joining and then they would not have to go through another process to join an association. Malan feels the membership application will be specific to Station 18 with operational response, rather than social aspects. Meyers stated both entities have expressed the desire to continue offering social membership and need to develop a contract with the Town for the use of the buildings.

Pacholski continued the requirements needed to continue as associations was discussed during his recent presentation. There will be administrative requirements to be considered, such as by-law changes, the legal parties, filings with the Department of State, and determination of tax-exempt status. There is much work there. Pacholski is willing to meet with the groups individually or together. They have to determine their future.

f. Station 18 replacement Committee member

Malan reported there is no one suggested or volunteered currently. One question is how much longer this Team is going to last? Malan has suggested to plan for the Team to continue through the interim year. Pacholski feels that is correct; the Committee is likely to continue to exist for most of the interim year. Pacholski will send a list to Malan of who was previously approached when there was an opening. The previous recommendation came from the FBO.

NEW BUSINESS:

None

CORRESPONDENCE:

None
ADJOURNMENT:

Motion: I move to adjourn the meeting at 7:35 p.m.

By: Malan  Seconded: Beecher

Motion carried with the following vote:
For: Malan, Pacholski, Boutin, McLoughlin, Beecher, Ziel
Against: None
Abstain: None

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Recording Secretary

PLEASE NOTE: These minutes are not official until approved by the Fire Transition Study Committee at the next Committee meeting. Please see the next Committee meeting minutes for approval or changes to these minutes.