



Town of Seymour

BOARD OF FIRE CHIEFS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Meeting Minutes
July 6, 2026
Citizens Engine

Attendees: Chris Edwards, John Oczkowski, Dave Van Wart, Andrew Satkowski

- 1) The meeting was called to order at 7:00 p.m.
- 2) All were led in the pledge to the flag.
- 3) Public Comment- no public comment
- 4) Approval of Chief's meeting minutes

Dave VanWart/John Oczkowski made a motion to approve the Chief Meeting Minutes dated June 2026. Vote: 4/0

- 5) Correspondence: none
- 6) Unfinished Business:
- 7) New Business:

- a) Presentations of Firefighter 1 certificates

Derek Bank-Nettle, Noah Zupan, Keira Zupan, Connor White, Edward Sharkey, Emma Brower and Ava Tamburrino were presented Firefighter One Certificates.

Dave VanWart/Andrew Satkowski made a motion to add Chief Duties to the agenda. Vote: 4/0

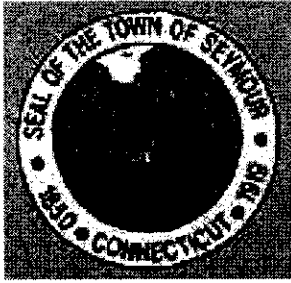
- b) Chief Duties- FD2- Training, FD3- Maintenance, FD4- IT, Firetech, NextGen
- c) SOG Discussions: Discussion was had on SOG SFT 16 Live Fire Training and SOG SFT 17 Fit for Duty. Dave VanWart/John Oczkowski made a motion to approve SOG SFT16 Life Fire Training and SOG SFT 17 Fit for Duty Vote: 4/0. They will be on the Fire Commissioners Agenda.

- 8) Training: Currently in the middle of officer class. Seymour will be hosting large tanker drill at the high school. Waiting to hear from a couple towns with tankers. Extrication or swift water class in September, Incident Safety officer class in December.

Fall 2q pump class will be in Seymour and will be weeknight and Sunday.

UTV class is being worked on. Looking at one night at Great Hill and one at Citizens for PowerPoint and then set up an offroad section.

Next year they are looking at aerial operator, pump operator with the state certs and a building construction class. Considering an indoor pump simulator for January.



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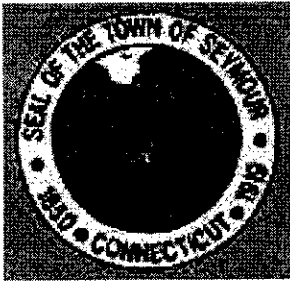
1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Chief VanWart complimented the class on Tuesday.

There will be an officers meeting on July 23.

Discussion was had on a extrication drill at Daddios as a department.

- 9) Repairs and Maintenance: \$20,000 increase in budget. The ladder truck damage will have \$10,000 covered by insurance after deductible. Most issues will be covered by DOT inspection. Bolt cutters to be replaced.
- Flow testing will be in a month. Hose testing Aug 26 and 27 at Gary Park.
- 10) Committees- Will send out dates for recruitment retention committee. Very good with recruitment. The issue is with retention.
- 11) Fire Police Commander Report - Four total members at Citizens. One of the new members is coming along very well and coming out to calls. A lot of people are walking around with no safety vests on. On Sunday 4 fire police will be doing a detail for the car show.
- Chief Edwards made a comment regarding fire cops distinguishing between Great Hill and Citizens. They are supposed to respond town wide. Please stress to fire cops that we are one department and can come to any call. He will be enforcing the 30 call rule.
- Discussion was had regarding the state statute requirement for badges.
- Please make a list of who has what portable has and give the list to Chief Satkowski.
- 12) Junior's Report- See attached Juniors Report. Discussion was had on advanced class.
- Dave Van Wart/John Oczkowski made a motion to accept Juniors Report. Vote: 4/0
- 13) Quartermaster Report – Will be posting for a new quartermaster. Current quartermaster has not attended a meeting in over a year.
- 14) Company Events for July – Tunxis parade on July 11.
- 15) Executive Session- none needed
- 16) Captain's Comments- Captain Iott commented on Firetech and First Due on iPads. Discussion was had regarding NextGen. Discussion was had on Knox boxes and keys.
- Captain Blood inquired on the second part of the officers class.
- 17) Chief's Comments-
- Chris Edwards- Thank you to everyone at the brush fire. UTF was utilized. Currently on track for 750 calls this year. Almost at 400. Keep up the good work. In need of daytime drivers. Firetech-



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officers please check who is not on Firetech and get their info to Chief Satkowski. On responses, now that 11 and 15 have been coming across town it seems to be working well. Don't be so quick to turn around the trucks. It has been beneficial. Ladder truck is ordered and still up in the air.

Sent email to designer asking for an update looking for an update. Will follow up again.

John Oczkowski- Good group of guys working together from the chief down. Looking forward to this year.

Dave VanWart- Congrats to Andrew Satkowski. Looking forward to running maintenance again. Please let him know if there are any issues.

Andrew Satkowski – Congrats to Mike Blood for moving up to captain. Looking forward to a new adventure at FD4.

18) Chief's Requisitions: Badge quoted in the amount of \$1542 to Badge and Wallet. Andrew Satkowski /Dave VanWart made a motion to purchase badges. Vote: 4/0

19) Adjournment - Meeting adjourned at 7:55

Respectfully Submitted,

Angela Chernesky

Seymour (CT) Fire Department Standard

Operating Guideline No. SFT 16

S.O.G. Title: Live Fire Training

Page 1 of 12

Issue date:

Revision date:

Authorized by *Chief C. Edwards*

Purpose:

The purpose of this guideline is to establish safe procedures and operational requirements for conducting live fire training exercises within the Seymour Fire Department. Live fire training is an essential component of firefighter development; however, it is also an inherently hazardous activity that presents significant risks to participants and instructors.

The Seymour Fire Department recognizes both the importance of realistic, hands-on training and the need to minimize risk through strict adherence to established safety standards and procedures. Therefore, all live fire training conducted by the department shall be planned, supervised, and executed in accordance with the current edition of **NFPA 1403, Standard on Live Fire Training Evolutions**.

This Standard Operating Guideline (SOG) shall apply to all live fire training exercises conducted, sponsored, or participated in by the Seymour Fire Department, regardless of location. All personnel involved in live fire training shall comply with the requirements of this guideline and NFPA 1403.

A current copy of NFPA 1403 shall be maintained at each fire station and be readily available with the department's SOG manual for reference by all members involved in training activities.

Procedure:

1. Pre-Burn Planning and Approval

Prior to any live fire training evolution, a burn plan shall be submitted to the Training Officer no less than seven (7) days prior to the scheduled date of the burn.

A. The burn plan shall include:

i. Lead Instructor / Incident Commander

1. Name of the Lead Instructor/Incident Commander.
2. The Lead Instructor shall possess, at a minimum, a Connecticut Fire Instructor I certification or equivalent certification recognized by the Connecticut Fire Academy.

ii. Training Information

1. Location of the burn.
2. Date and time of the burn.

iii. Training Objectives

1. A description of the training objectives and evolutions to be conducted.

iv. Staffing Assignments

1. Identification of all instructors, safety officers, ignition officers, EMS personnel, accountability officers, and Rapid Intervention Team (RIT) members.

v. Water Supply Plan

1. Identification of the primary and secondary water supply.
2. Apparatus assignments for fire attack and water supply operations.
3. Water supply shall be established and verified before ignition.

2. Pre-Burn Inspection

Prior to any live fire evolution, the Lead Instructor shall conduct a complete inspection of the structure and training area to ensure compliance with NFPA 1403 and department requirements.

3. Safety Briefing

A safety briefing shall be conducted before the start of training and shall include:

- Training objectives.
- Building layout.
- Water supply arrangements.
- Communications plan.
- Emergency procedures.
- Location of rehabilitation and EMS personnel.
- Evacuation signals and accountability procedures.

4. Personnel Accountability

All participants shall be accounted for prior to, during, and after each evolution utilizing the department accountability system.

5. Medical and Rehabilitation

Emergency Medical Services and a rehabilitation area shall be established and available throughout the duration of the training exercise.

6. Structure Preparation

The Lead Instructor shall ensure that the training structure is prepared for live fire operations and that all access and egress routes are clear and unobstructed.

The Lead Instructor shall ensure that all doors and windows are functioning properly and can be opened and closed without restriction.

7. Backup Hose Line

There shall be a designated backup hose line in place for every live fire evolution.

Whenever possible, the backup line shall be supplied from a separate water source from the primary attack line.

8. Rapid Intervention Team (RIT)

A designated Rapid Intervention Team (RIT) shall be established and remain available throughout all live fire evolutions.

The RIT shall be equipped and staffed in accordance with Seymour Fire Department policies and NFPA 1403 requirements.

9. Personal Protective Equipment Inspection

Prior to each evolution, instructors shall inspect all participants' Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) for:

- Proper fit.
- Serviceability.
- Damage or defects.
- Compliance with department standards.

Any firefighter found to have defective or improperly worn PPE shall not participate until the deficiency is corrected.

10. Emergency Communications

At no point during a live fire training exercise shall a simulated "MAYDAY" drill be conducted.

Any MAYDAY, Emergency Traffic, or Evacuation signal transmitted during a live fire evolution shall be treated as an actual emergency.

Incident Command shall immediately implement the procedures outlined in **SOG COM-2 Emergency Communications and MAYDAY Operations**.

11. Go / No-Go Authority

The Training Chief shall have overall authority for approving live fire training evolutions.

In the absence of the Training Chief, the Fire Chief shall have final Go/No-Go authority regarding all live fire training conducted by the Seymour Fire Department.

No live fire training evolution shall commence unless the responsible authority determines that all personnel, equipment, water supply, safety measures, and NFPA 1403 requirements have been met.

12. NFPA 1403 requires a designated Ignition Officer.

Emergency Procedures

In the event of an injury or other emergency during a live fire training evolution, the Incident Commander shall immediately implement the following procedures:

A. Firefighter Injury

1. The injured firefighter shall receive immediate evaluation and treatment from on-site EMS personnel.
2. Based upon the severity of the injury, as determined by EMS personnel, the injured firefighter shall be transported or report to the nearest appropriate medical facility or Griffin Hospital
3. The Fire Chief shall be notified as soon as practical and provided with all available information regarding the incident, including:
 - o Name of injured member
 - o Nature of injury
 - o Location of treatment or transport
 - o Current condition of the member
4. The Incident Commander shall ensure that the following reports are completed within twenty-four (24) hours of the incident:
 - o First Report of Injury

- Supervisor's Injury Report
 - Any additional department or Town of Seymour reporting requirements
- 5. The training evolution shall be suspended or terminated if the Incident Commander determines that continuing operations would create an unsafe condition.

Additional Training Requirements

1. The burn plan submitted to the Training Officer shall include:
 - a. Expected weather conditions.
 - b. Designated Burn Safety Officer.
 - c. Detailed description of all training evolutions to be conducted.
 - d. Equipment required for the training exercise.
 - e. Burn Permit, when required for burns conducted within the Town of Seymour.
 - f. Instructor roster demonstrating a maximum student-to-instructor ratio of 5:1.
 - g. Rehabilitation and Medical Plan.
2. Along with the burn plan, a completed Town of Seymour Event Form shall be submitted whenever:
 - Department apparatus will be operating out of town; or
 - The training event is being conducted on Town-owned property.
3. On the day of the live fire training evolution, the Lead Instructor shall review the Heat Stress Index Chart contained within this guideline.
 - a. If conditions fall within the **Danger** or **Extreme Danger** categories, the live fire training exercise shall be canceled.
 - b. If conditions fall within the **Extreme Caution** category, additional rehabilitation periods, hydration measures, and personnel monitoring shall be implemented.
4. For any live fire training conducted within the Town of Seymour, Northwest Public Safety Dispatch shall be notified immediately prior to the start of the evolution at **(203) 881-5152**. The following information shall be provided:
 - Location of the training
 - Name of the Incident Commander
 - Expected duration of the exercise

5. No incident number shall be assigned for live fire training evolutions unless otherwise directed by the Fire Chief.
6. Prior to the start of any live fire training evolution, all instructors and participants shall conduct a walkthrough of the structure or training area. The walkthrough shall identify:
 - All exits and emergency egress routes
 - Building layout
 - Areas designated for fire attack
 - Rehabilitation area
 - Emergency evacuation procedures

Policy Review

This guideline is intended to meet or exceed the requirements established by NFPA 1403, Standard on Live Fire Training Evolutions.

This policy shall be reviewed every three (3) to five (5) years, or upon publication of a new edition of NFPA 1403, whichever occurs first.

The Training Officer shall be responsible for ensuring this guideline remains consistent with current NFPA standards and Seymour Fire Department operational practices.

Seymour (CT) Fire Department Standard

Operating Guideline No. SFT 17

S.O.G. Title: Operational Fitness for Duty and Personal Protective Equipment

Page 1 of 4

Issue date:

Revision date:

Authorized by *Chief C. Edwards*

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to establish minimum operational fitness-for-duty requirements for members assigned to emergency response duties. The Seymour Fire Department is committed to protecting the safety of its members and the public by ensuring all personnel can safely perform the essential functions of emergency operations while properly utilizing required personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).

Members assigned to emergency response duties shall be physically capable of performing the essential functions of their assigned position while wearing department-issued PPE and SCBA.

Operational restrictions shall be based solely upon the member's ability to safely perform essential job functions and shall not be based upon age, gender, body weight, or appearance.

Procedure:

1. ESSENTIAL OPERATIONAL REQUIREMENTS

Members expected to perform interior structural firefighting shall be capable of:

- Properly donning all department-issued PPE.
- Properly wearing and securing turnout gear.
- Properly donning and operating SCBA.
- Successfully obtaining and maintaining an SCBA face piece seal.
- Advancing charged hoselines.
- Climbing ladders and stairs while wearing PPE and SCBA.
- Operating in Immediately Dangerous to Life and Health (IDLH) atmospheres.
- Performing search and rescue operations.
- Removing or assisting victims.
- Operating safely during prolonged emergency incidents.

2. FITNESS FOR DUTY DETERMINATION

The Fire Chief, Deputy Chief, Assistant Chief, Safety Officer, or Incident Commander may initiate an Operational Fitness for Duty Review when a member demonstrates an inability to safely perform essential operational functions.

Examples include, but are not limited to:

- Inability to properly wear department-issued PPE.
- Inability to properly wear or secure SCBA.
- Failure to obtain an acceptable SCBA face piece seal.
- Inability to safely complete required operational tasks.
- Medical conditions affecting operational safety.
- Physical limitations creating an unreasonable risk to the member or others.

3. IMMEDIATE OPERATIONAL RESTRICTIONS

If it is determined that a member cannot safely perform interior firefighting duties, the Incident Commander or Fire Chief may immediately restrict the member from:

- Interior structural firefighting.
- IDLH operations.
- Rapid Intervention Team (RIT) assignments.
- Any assignment requiring SCBA use.

The restriction shall remain in effect until reviewed by the Fire Chief.

4. FITNESS-FOR-DUTY EVALUATION

When appropriate, the Fire Chief may require the member to undergo a fitness-for-duty evaluation by an occupational health provider designated by the Town of Seymour.

The evaluation shall determine whether the member can safely perform the essential functions of a firefighter.

5. TEMPORARY DUTY ASSIGNMENTS

Members who are temporarily restricted may continue serving in roles consistent with their abilities, including:

- Exterior firefighting operations
- Water supply operations
- Accountability Officer
- Staging Officer
- Rehabilitation Sector
- Traffic control
- Fire Police
- Logistics
- Incident support
- Public education and prevention activities

6. RETURN TO FULL DUTY

Members may return to unrestricted operational status upon:

- Demonstrating the ability to properly wear all required PPE.
- Successfully passing an SCBA face piece fit test, when applicable.
- Medical clearance, if required.
- Approval by the Fire Chief.

7. RESPONSIBILITIES

Fire Chief

- Ensure this SOG is administered consistently.
- Protect the health and safety of all members.
- Maintain documentation of operational restrictions.

Officers

Company officers shall immediately notify the Fire Chief whenever they observe a member who appears unable to safely perform essential operational duties.

Members

Members shall immediately notify an officer if a medical or physical condition prevents them from safely performing emergency operations.

Members shall not participate in duties beyond their physical capabilities.

8. CONFIDENTIALITY

All medical information shall remain confidential in accordance with applicable federal and state laws. Operational restrictions shall be communicated only as necessary to ensure safe emergency operations.

9. DISCIPLINE

Nothing within this SOG shall be construed as disciplinary action. Operational restrictions are administrative safety measures intended to protect the affected member, fellow firefighters, and the public.

Failure to comply with operational restrictions may result in disciplinary action in accordance with department policies.

REFERENCES

- Occupational Safety and Health Administration (OSHA)
- National Fire Protection Association NFPA 1580 – Standard for Emergency Responder Occupational Health and Wellness
- National Fire Protection Association NFPA 1500 – Standard on Fire Department Occupational Safety, Health, and Wellness Program
- National Fire Protection Association NFPA 1850 – Standard on Selection, Care, and Maintenance of Protective Ensembles
- Seymour Fire Department Standard Operating Guidelines

Seymour (CT) Fire Department

Standard Operating Guideline No. JUN 2

S.O.G. Title: Junior Corp Riders

Page 1 of 2

Issue date: 1 Oct 2011

Revision date

Authorized by *Chief C. Edwards*

Purpose: To allow the Junior Corp members who have been in the organization for a minimum of eight months and are between the ages of 16-18 to ride fire apparatus responding to/returning from alarms or special events. The juniors shall have written authorization ride forms signed by their parent/guardians and signed by the Chief of the Fire Department.

Scope: To assist the senior department members in various firefighting functions.

Procedure: Those juniors who are between the ages of 16-18 and have met the following criteria will be allowed to ride the apparatus to calls. Riders will be allowed to respond to calls 24 hours a day, On non-school nights only. School nights will have a Curfew of 10pm. No Junior rider will respond to any call after that curfew time on school nights. The curfew may be adjusted by the Incident commander if warranted.

1. Chief of Department and parent/guardian must sign permission slip.
2. Prior knowledge of equipment on apparatus must be proven to program advisors; skill sheets shall be provided.
3. The juniors cleared to ride will have a green reflective "R" placed on sides and rear of their orange helmets.
4. All juniors must be seated and always belted.
5. Must not take a seat on apparatus from a senior member.
6. May only respond to approved calls.

Special Exception:

1. Cannot respond to Mutual Aid calls.
2. Cannot respond to calls on Rt. 8.
3. Can respond to MVA/Rollover. (Riders only)
4. Can respond to MVA/Extractions. (Riders only)
5. Cannot respond to Haz-mat Incidents. (except CO alarms)
6. Cannot Respond to WMD calls (weapons of mass destruction)
7. Cannot Respond to Bomb Scares (sig104s)
8. Cannot respond to respond to 313 Roosevelt Dr. (Newport Academy)

Seymour Fire Department
Junior Corp
Emergency Vehicle Ride Form

Junior Firefighter _____

Your son/daughter has demonstrated to the Junior Corps Advisors and the Seymour Fire Department Chief Officers, through training, drills, and testing, a basic understanding of firefighter safety, skills, and operational practices.

With your permission, your son/daughter will be authorized to ride on fire apparatus responding to emergency incidents in accordance with the Seymour Fire Department Standard Operating Guidelines (SOGs).

Additionally, your son/daughter will be permitted to respond to emergency calls 24 hours a day on non-school nights. On school nights, participation and response activities will be limited in accordance with Junior Corps policies and department guidelines to ensure academic responsibilities remain a priority.

Parent/Guardian Name _____

Signature _____

Junior Corp Advisor _____

Signature _____

Seymour Fire Chief _____

Signature _____

Date ____/____/____

Would like to opt out of the 24 hour responses. _____

Seymour (CT) Fire Department

Standard Operating Guideline No. JUN 1

S.O.G. Title: Junior Corp Organizational Statement

Page 1 of 2

Issue date: 1 Oct 2011

Authorized by Chief Chris Edwards

Revision date:

Purpose: To educate members on the concept of the fire service; to further a possible career objective; to be an active supplement to the Seymour Fire Department; to build character and develop a sense of pride in themselves and the community.

Scope: To assist the senior department members in various firefighting and non-firefighting functions.

Procedure: Specific objectives after receiving proper training of the juniors include but may not be limited to:

Attend/Support Brush Fires

- a. Any assignment from the Incident Commander.
- b. Extinguish brush fires.

Attend/Support Car Fires

- a. Any assignment from the Incident Commander.
- b. SCBA refill/rehab documentation.
- c. Set-up lights, pull and pack hose (except on top of truck).
- d. Assist with water supply.
- e. Obtain/carry hand tools.
- f. Assist apparatus operator.

Attend/Support CO Calls

- a. Any assignment from the Incident Commander.
- b. SCBA refill/rehab documentation.
- c. Set-up lights, obtain/carry ventilation fans.
- d. Obtain/carry gas detection meters.
- e. Obtain/carry hand tools.
- f. Assist apparatus operator.

Attend/Support Structure Fires

- a. Any assignment from the Incident Commander.
- b. SCBA refill/rehab documentation.
- c. Set-up lights, pull and pack hose (except on top of truck). Remove
- d. Obtain/carry ventilation fans.
- e. Assist with water supply.
- f. Obtain/carry hand tools.
- g. Assist apparatus operator.

Attend/Support Search and Rescue Calls

- a. Any assignment from the Incident Commander.
- b. Documentation.
- c. Carry/obtain Hand Tools.
- d. Set-up lights.
- e. Assist apparatus operators.

Attend/Support Water Emergency Calls

- a. Any assignment from the Incident Commander.
- b. Documentation.
- c. Carry/obtain hand tools.
- d. Carry/obtain portable pumps.
- e. Pull/pack hose (except on top of truck). REMOVE
- f. Assist apparatus operator.

Attend/Support EOC Operations

- a. Any assignment from the Incident Commander.
- b. EOC setup.
- c. Answering Phones.
- d. Documentation.

Drill Nights:

- a. Juniors may stay past the curfew time (within reason) if there is a drill or a dept event going on.
- b. Once drill is over. Juniors are to leave fire house/drill grounds.

Special Exception:

- 1. Cannot respond to Mutual Aid calls.
- 2. Cannot respond to calls on Rt. 8.
- 3. Can respond to MVA/Rollover. (Riders Only)
- 4. Can respond to MVA/Extrications. (Riders Only)
- 5. Cannot respond to Haz-mat Incidents. (except CO alarms)
- 6. Cannot respond to WMD calls (weapons of mass destruction)
- 7. Cannot respond to Bomb threat calls (Sig 104s)
- 8. Cannot respond to respond to 313 Roosevelt Drive. (Newport Health Academy)

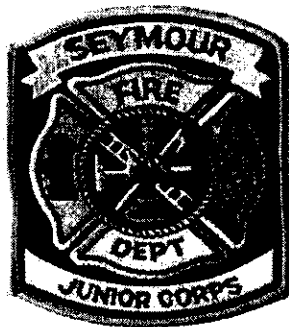


SEYMOUR FIRE DEPARTMENT

JUNIORS REPORT

July 2026

- 11 Juniors
- 5 Riders
- Events pending: None
- 2 Signed up for the CFA. Both the advance class.



SEYMOUR FIRE DEPARTMENT
JUNIOR CORPS ATTENDANCE SHEET

- ☐ 40057 BLOOD NOAH
- ☐ 40076 BLOOD MACKENZIE
- ☐ 40072 CROWDER. HEAVEN
- ☐ 40071 DAMKE MATT (RIDER)
- ☐ 40058 FAINER STEVEN (RIDER)
- ☐ 40066 KEOUGH JAMIE
- ☐ 40070 LOMBARDI GAVIN (RIDER)
- ☐ 40073 MATHESON ANSLEY (RIDER)
- ☐ 40067 NOOK ZACHARY
- ☐ 40069 SMOLINSKY SAM (RIDER)
- ☐ 40075 POPIELASZ ANTHONY

☐ DATE: ____/____/____

☐ GREAT HILL HOSE CO. NO. 1

☐ CITIZENS' ENGINE CO. NO. 2

☐ ALARM AND INCIDENT NUMBER _____

☐ DRILL OR MEETING _____

☐ EVENT _____

☐ ISSUES OR INJURIES _____

☐ PERSON MAKING REPORT OUT _____