



Town of Seymour
BOARD OF FIRE CHIEFS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

COPY RECEIVED
DATE: 8/16/26
TIME: 8:00 am
TOWN CLERK'S OFFICE

Meeting Minutes
August 3, 2026
Great Hill Hose

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 July 2026. Vote: 4/0

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

- a) Discussion/possible action on four new SOG policies

SOG Water 1- Regarding the boats. Dave Van Wart/Andrew Satkowski made a motion to accept Water 1 Vote: 4/0

ADM 17 – Regarding the use of seatbelts John Oczkowski/Dave Van Wart made a motion to accept ADM 17 Vote: 4/0

Safety 18 Fireline tape – Dave Van Wart/Andrew Satkowski made a motion to accept Safety 18 Vote: 4/0

Safety 13 Accountability update Dave Van Wart/John Oczkowski made a motion to accept Safety 13 Vote: 4/0

- b) Chain of Command discussions- Tabled for one month
- c) Quartermaster changes- Discussion was had regarding quartermaster. Lt. Nick Russell will be in charge of the quartermasters for both houses. In the process of getting a laptop to help keep track of things coming in and out. Everything will be coming out of one room, including pagers and items will be assigned to users. The room needs to be audited to determine what is in there and what is needed.

Discussion was had regarding gear lists. Gear fitting will be 8/11 and 8/18 at 6:30. Will be getting sets to demo of Morning Pride and Globe.

Telephone: 203-888-1909



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8) Training: Everything is posted for training. Discussion was had regarding a boating class and if there was any interest.

Live burn 10/4/26 in New Haven. Please push that training to members.

8/29/26 there will be a water class

9/26/26 there will be a solar class at middle school

Free Hazmat class will be held in New Haven

Ansonia is holding leadership class at Hilltop.

9) Repairs and Maintenance – T14 is back and in service. DOT testing will start Monday at Tracy's. Nothing will be done during the week of hose testing (August 26 and 27). C2 will be first and then Great Hill.

Discussion was had regarding the issues with boats at water call. Will be taken down to beacon point. Issue with bracket sitting too high on back of the boat.

UTV was fixed.

Chief vehicles have been serviced. Utilities will be done next.

Flow testing at Citizens started today. There is an issue with cracked command board on packs.

There are 7 cracked, one costs over \$2000 to repair. Two are currently out of service and will cost \$5400 to fix. The other five passed. He believes they are getting bounced around and dropped.

One was already fixed that was under warranty.

10) Committees – Recruitment meeting will meet after officers meeting takes place. Please propose dates for officers meeting and let the chief date know when works.

11) Fire Police Commander Report – Discussion was had regarding radio batteries. An outside training agency was contacted. He was not contacted about it. Fire police have switched to state of CT training to become certified. He does not know where this outside training is coming from. Discussion was had regarding fire police leaving and keeping badges vs members going 65/25 and keeping badges.

Chief Edwards stated that the fire police report for the entire department and can go across town. If they do come across town they can't get in their cars and leave if their house gets cleared. If there is a problem they can go to Chief Edwards.

12) Junior's Report- see attached

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13) Quartermaster Report –

14) Company Events for August – Backpack scavenger hunt 8/8/26 at town hall

Pep rally bon fire 8/29/26

Discussion was had regarding the department going out of service and having Oxford provide coverage during the out of town picnic or having dedicated crews. If Oxford does provide coverage members will not run out for small calls.

15) Captain's Comments – Discussion was had regarding ropes and carabiners. Citizens Engine will go through their ropes. Dan Cooper will go through the inventory that was given to Quinn Levey.

16) Chief's Comments-

Chris Edwards- Fire Police badges have come in. They will be handed over to the quartermaster. The basic water surface class is a pass/fail swim test of 200 meters. If you cannot swim, you cannot pass the test and cannot take the class. Discussion was had regarding the budget. Chief Edwards will do his best, but it will be things needed vs things wanted. Budget will be tight. Officers need a town email to avoid a FOIA request on personnel devices. Regarding the river call – tell the guys to slow down when arriving on a call, there was a complaint. When a second call comes in, members need to stay committed to the call they are on. Get the white boat out first if there is a water call. Don't take all boat operators on one boat. If there are no operators, then call command and let them know. From Jan 1- July 1 there were 374 calls. There are 102 active members, minus Juniors. 56 members have exceeded the 30 call mark, 46 members have not. Keep this in mind come December- he will need to take gear and pagers back. He knows a few members just started in July and have no calls. Fixed running rules with northwest.

John Oczkowski- Rescue went pretty well. Looking at a basic water surface class soon. Determining where the class will be held.

Dave VanWart- Good job on water call. Check in with guys periodically to make sure they are okay as it is the second body recovery in a short amount of time. Push drivers to drive apparatus. Try to figure out a date for the officer meeting. Shoot dates out in email.

Andrew Satkowski- Has the Fire Police ID call sign by both firehouses. Bailey will work on putting an official list together and possibly reassigning portables to line up better with their IDs. Firetech is a work in progress. Push the members to use it. It is similar to Spotted Dog.

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Spoke to the officers about adding events. Working on dates for FIT testing. Will try for a Tuesday, Wednesday and Saturday. It has been busy good job getting trucks out. Push drivers to come out.

17) Executive Session

18) Chief's Requisitions: \$3500 PO opened for batteries, 10 for each house

19) Adjournment - Meeting adjourned at 8:06pm.

Respectfully Submitted,

Angela Chernesky

Telephone: 203-888-1909

Seymour (CT) Fire Department

Standard Operating Guideline No. ADM 17

S.O.G. Title: Seat Belt Use

Page 1 of 3

Issue date:

Revision date:

Authorized by *Chief C. Edwards*

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to establish mandatory seat belt requirements for all Seymour Fire Department personnel operating in or riding on department apparatus and vehicles. The use of seat belts is one of the most effective means of preventing injury and death during emergency and non-emergency vehicle operations.

Policy:

The Seymour Fire Department maintains a **zero-tolerance policy** regarding seat belt use. Every occupant of any department vehicle shall be properly seated and secured with an approved seat belt whenever the vehicle is in motion.

Scope:

This policy applies to:

- All members of the Seymour Fire Department.
- All department-owned vehicles and apparatus.
- Personally owned vehicles when being operated on official department business.

Responsibilities:

Driver/Operator

The driver/operator shall:

- Ensure all occupants are seated and wearing seat belts before placing the vehicle into motion.
- Not move the apparatus until receiving confirmation that everyone is seated and belted.
- Stop the apparatus as soon as safely possible if a seat belt is removed while the vehicle is moving, unless doing so would create a greater hazard.

- Maintain full control of the apparatus and avoid distractions while operating.

Officer in Charge:

The company officer shall:

- Verify all personnel are seated and restrained before acknowledging that the apparatus is ready to respond.
- Enforce compliance throughout the response.
- Correct any violations immediately.

All Members:

All personnel shall:

- Wear an approved seat belt whenever the apparatus is moving.
- Remain seated while the vehicle is in motion.
- Avoid donning SCBA, turnout coats, or other equipment while standing or moving about the apparatus.
- Wait until the vehicle has come to a complete stop before removing their seat belt.

Response Procedures:

Before apparatus movement:

- Personnel shall enter the apparatus promptly.
- All doors shall be closed.
- Seat belts shall be fastened.
- The officer shall confirm:
 - "All seated."
 - "All belted."
- The driver shall then begin the response.

Prohibited Practices:

The following are prohibited:

- Standing while the apparatus is moving.
- Riding on tailboards, steps, hose beds, running boards, or any exterior position.
- Removing a seat belt before the vehicle stops.
- Donning SCBA while standing or walking inside the apparatus.
- Riding in any position not equipped with an approved seating position and restraint system.

Enforcement:

Failure to comply with this policy places members at unnecessary risk and may result in disciplinary action in accordance with department policies.

Company officers are responsible for immediate enforcement.

Training:

All department members shall receive annual training on:

- Seat belt requirements
- Apparatus safety
- Emergency vehicle operations
- Injury and fatality case studies involving apparatus crashes

Seat belt compliance shall be reinforced during driver training and annual safety refreshers.

References:

- **NFPA 1500: Standard on Fire Department Occupational Safety, Health, and Wellness Program**
- **NFPA 1900: Standard for Automotive Fire Apparatus**
- **NFPA 1451: Standard for a Fire Service Vehicle Operations Training Program**
- **IAFC Rules of Engagement for Firefighter Survival**
- **National Fallen Firefighters Foundation – Everyone Goes Home® Program**
- **U.S. Fire Administration (USFA) Emergency Vehicle Safety Initiatives**

Review:

This Standard Operating Guideline shall be reviewed **every five (5) years**, or sooner if changes occur in applicable laws, NFPA standards, or departmental operational practices.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 18

S.O.G. Title: Fire Line Tape Identification
and Use

Page 1 of 4

Authorized by *Chief C. Edwards*

Issue date:
Revision date:

Purpose:

The purpose of this Standard Operating Guideline is to establish a standardized system for the use of fire line tape at emergency incidents. The proper use of colored fire line tape provides clear visual identification of hazards, enhances firefighter accountability, protects the public, and improves overall scene safety.

Scope:

This guideline applies to all Seymour Fire Department members operating at emergency incidents, training exercises, and other events where hazard areas require identification or restricted access.

Policy:

The Seymour Fire Department shall utilize two standardized colors of fire line tape to identify hazard levels at emergency scenes.

Members shall ensure that fire line tape is placed where it is highly visible and shall continuously evaluate whether additional tape or expansion of hazard zones is necessary as incident conditions change.

Only the Incident Commander or their designee may authorize placement or removal of fire line tape.

Fire Line Tape Designations

Yellow Fire Line Tape – Routine Warning / Controlled Area

Yellow fire line tape shall be used to identify areas that require caution but do not present an immediate life-threatening hazard.

Examples include:

- Traffic control areas
- Downed energized electrical wires on roadway
- General operational work zones
- Staging areas
- Public exclusion areas
- Utility work areas
- Equipment placement zones
- Areas with minor trip or slip hazards
- Incident perimeter where public access is prohibited

Personnel operating inside yellow tape shall remain aware of changing conditions and follow all directions from the Incident Commander.

Red Fire Line Tape – Immediate Danger

Red fire line tape shall designate an area presenting an immediate danger to life or health.

Examples include:

- Collapse zones around buildings or structures
- Areas at risk of secondary collapse
- Unsafe structural conditions
- Hazardous materials hot zones
- Explosion hazard areas
- Downed energized electrical wires on the fire ground
- Battery thermal runaway hazard zones
- Areas designated as "No Entry" by the Incident Commander

No personnel shall enter a red tape hazard zone without the explicit authorization of the Incident Commander and only when operationally necessary using appropriate protective measures.

Members shall never remove, cross, or relocate red fire line tape without authorization.

Responsibilities:

Incident Commander

The Incident Commander shall:

- Determine the need for fire line tape.
- Establish hazard zones.
- Assign personnel to place and maintain tape.
- Expand or reduce hazard zones as conditions change.
- Ensure all operating personnel understand the meaning of the designated tape.

All Personnel

All members shall:

- Recognize and respect the meaning of each tape color.
- Never alter or remove fire line tape without authorization.
- Immediately report any compromised hazard zones to Command.
- Assist in maintaining scene security when assigned.

Training:

All department members shall receive training on the identification and proper use of fire line tape during initial orientation and as part of annual department safety training.

Review:

This Standard Operating Guideline shall be reviewed **every five (5) years**, or sooner if changes in operational practices, applicable laws, NFPA standards, or department needs warrant revision. The Fire Chief or their designee shall be responsible for initiating the review process.

Seymour (CT) Fire Department

Standard Operating Guideline No. WTR 1

S.O.G. Title: Marine unit operations

Page 1 of 9

Issue date:

Revision date:

Authorized by *Chief C. Edwards*

Purpose

The purpose of this Standard Operating Guideline (SOG) is to establish standardized procedures for the safe operation of the Seymour Fire Department Marine Unit during emergency and non-emergency operations. This guideline is intended to protect responders, provide effective emergency services on waterways, and ensure the safe deployment, operation, and maintenance of department-owned watercraft.

Scope

This SOG applies to all Seymour Fire Department personnel who operate, crew, supervise, or respond with any department-owned marine vessel or water rescue equipment.

Policy

The Seymour Fire Department Marine Unit shall be utilized only by members who have successfully completed department-approved training and have been authorized by the Fire Chief or their designee.

Marine operations shall always prioritize:

1. Life Safety
2. Rescuer Safety
3. Incident Stabilization
4. Environmental Protection
5. Property Conservation

All marine operations shall be conducted using the principles of risk versus benefit. No member shall be placed in unnecessary danger to recover property or conduct non-life-saving operations.

Authorized Uses

The Marine Unit may be utilized for, but is not limited to:

- Water rescue incidents
- Person in the water
- Swiftwater support
- Flood response
- Ice rescue support
- Boat fires
- Shoreline rescue
- Missing person searches
- Recovery operations when authorized
- Fire suppression support
- Evacuations
- Public safety standbys
- Mutual aid responses
- Environmental emergencies
- Fire investigation access
- Training exercises

Staffing

The **minimum staffing** for the Marine Unit shall consist of:

- **One (1) Qualified Boat Operator**
- **One (1) Qualified Crew Member**

The **maximum occupancy** of the Seymour Fire Department Marine Unit shall **not exceed four (4) persons**, including firefighters, patient(s), victim(s), or civilians.

Examples include:

- **Two (2) firefighters and two (2) patients**
- **Three (3) firefighters and one (1) patient**
- **Four (4) firefighters**

Under no circumstances shall the vessel exceed the manufacturer's rated passenger or weight capacity.

If additional patients or personnel require transportation, additional marine resources shall be requested or multiple trips shall be made when conditions safely permit.

The preferred rescue crew consists of:

- Boat Operator
- Crew Member
- Rescue Swimmer (when available)
- Patient or rescued victim

No vessel shall operate with fewer than two qualified department members unless specifically authorized by the Fire Chief.

Qualifications

Boat Operators

Boat Operators shall:

- Be at least 18 years of age.
- Possess a valid Connecticut Safe Boating Certificate or equivalent certification as required by state law.
- Successfully complete Seymour Fire Department Boat Operator training.
- Demonstrate annual proficiency.
- Be familiar with all navigable waterways within Seymour.
- Demonstrate competency in:
 - Trailering
 - Launching
 - Docking
 - Night operations
 - Low-visibility operations
 - Emergency maneuvers
 - Rescue techniques

Crew Members

Crew members shall:

- Complete department marine familiarization training.
- Demonstrate proficiency with rescue equipment.
- Understand emergency procedures.
- Participate in annual refresher training.

Personal Protective Equipment (PPE)

The following PPE shall be worn whenever operating aboard the Marine Unit:

Mandatory PPE:

- USCG-approved Personal Flotation Device (PFD)
- Helmet during rescue operations
- Appropriate footwear
- Gloves
- Eye protection
- Portable radio
- Personal lighting during nighttime operations

Additional PPE as required:

- Dry suit
- Exposure suit
- Cold-water survival clothing
- Ice rescue PPE
- Throw bag
- Thermal protection

Structural firefighting PPE shall not be worn aboard the vessel unless specifically required by the Incident Commander and operational conditions warrant its use.

Operational Readiness

Prior to placing the Marine Unit in service, the operator shall inspect:

- Fuel level
- Engine operation
- Steering
- Battery
- Bilge pump
- Navigation lights
- Warning devices
- Marine radio
- Portable radios
- Medical equipment
- Throw bags
- Anchor
- Tow rope
- Fire extinguisher
- Paddle

- Boat hook
- Mooring lines
- PFD inventory
- Rescue equipment

Any deficiencies shall immediately be reported to the Officer in Charge.

The vessel shall not be placed into service if a deficiency compromises safety.

Response

The Marine Unit shall respond to:

- Water rescue incidents
- Persons in distress
- Boat emergencies
- Flooding
- Search operations
- Fire suppression support
- Mutual aid requests
- Other incidents as directed by Command

Upon arrival:

- Establish Incident Command.
- Complete a risk assessment.
- Determine launch location.
- Identify hazards.
- Assign operational objectives.
- Establish communications.
- Coordinate with assisting agencies.

Launching Procedures

Prior to launching:

- Conduct a crew briefing.
- Assign responsibilities.
- Verify PPE.
- Confirm communications.
- Check weather.
- Evaluate water conditions.
- Verify mission objectives.

- Confirm rescue equipment.

Whenever practical, a spotter shall assist during launching and recovery.

Boat Operations

The Boat Operator shall:

- Operate at safe speeds.
- Maintain situational awareness.
- Follow Connecticut boating regulations.
- Maintain safe distance from hazards.
- Avoid excessive wake.
- Continuously evaluate weather.
- Maintain communications with Command.
- Monitor fuel levels.
- Stop operations when conditions become unsafe.

No reckless operation shall be tolerated.

Rescue Operations

Rescue priorities shall be:

1. Self
2. Crew
3. Victim
4. Property

Whenever practical utilize:

- Reach
- Throw
- Row
- Go (only by properly trained personnel)

Personnel entering the water shall be appropriately trained and equipped.

Boat-based rescues should minimize firefighters entering the water whenever possible.

Communications

Marine operations shall maintain continuous communications with:

- Incident Command
- Dispatch
- Shore personnel
- Mutual aid agencies

A secondary communication method shall be established whenever practical.

Severe Weather

Operations shall be suspended when conditions present an unreasonable risk including:

- Lightning
- High winds
- Heavy fog
- Flood debris
- Unsafe currents
- Mechanical failure

The Boat Operator has the authority to suspend operations for safety concerns.

Training Requirements

Qualified operators shall complete annual training in:

- Boat operations
- Trailing
- Launching and recovery
- Night operations
- Low visibility operations
- Emergency maneuvering
- Rescue techniques
- Navigation rules
- Radio communications
- Man-overboard procedures

The department shall conduct a minimum of **two (2) marine training exercises annually**, including one-night operation whenever practical.

Safety Considerations

Members shall not:

- Operate beyond their level of training.
- Exceed vessel capacity.
- Operate while impaired.
- Remove PFDs while underway.
- Perform unnecessary high-speed operations.
- Ignore weather conditions.
- Stand while the vessel is underway unless operationally necessary.

Crew members shall remain seated whenever practical while the vessel is underway.

Incident Command

All marine incidents shall utilize the National Incident Management System (NIMS) and the Incident Command System (ICS).

Unified Command shall be established whenever incidents involve:

- Police
- EMS
- DEEP
- U.S. Coast Guard
- Mutual aid agencies
- Other governmental agencies

Post-Incident Procedures

Upon completion of operations:

- Recover all personnel.
- Conduct personnel accountability.
- Recover all equipment.
- Clean and disinfect equipment.
- Inspect the vessel.
- Refuel the vessel.
- Recharge batteries as needed.
- Report deficiencies.

- Complete required maintenance.
- Return the vessel to service.

References

This guideline is based upon nationally recognized fire service standards and best practices, including:

- **NFPA 1006** – *Standard for Technical Rescue Personnel Professional Qualifications*
- **NFPA 1670** – *Standard on Operations and Training for Technical Search and Rescue Incidents*
- **NFPA 1500** – *Standard on Fire Department Occupational Safety, Health, and Wellness Program*
- **NFPA 1405** – *Guide for Land-Based Fire Departments that Respond to Marine Vessel Fires*
- **Connecticut General Statutes** regarding boating safety and vessel operation
- **United States Coast Guard Navigation Rules**
- **FEMA Incident Command System (ICS)**
- **NIMS (National Incident Management System)**

Policy Review

This Standard Operating Guideline shall be reviewed by the Seymour Fire Department **every five (5) years**, or sooner if changes in equipment, operations, state or federal law, NFPA standards, or departmental needs warrant revision.

Seymour (CT) Fire Department

Standard Operating Guideline No. SFT 13

S.O.G. Title: Initial Accountability and Crew Responsibility

Page 1 of 2

Issue date: 12 May 2015

Revision date: 28 May 2026

Authorized by Chief C. Edwards

General:

The intent of this procedure is to establish consistency, establish minimum and maximum crew sizes, as well as strengthen accountability at working structure fires. Those who do not follow this procedure will be held accountable as they place all others in direct harm.

The tasks listed are not in order of importance. The tasks should be filled based on the following incident priorities:

- 1. Life Safety**
- 2. Incident Stabilization**
- 3. Property Conservation**

Command and First Report:

The 1st arriving certified unit Firefighter with a radio **shall** assume command and announce it via radio. The IC **shall** complete a 360 of the structure if possible and give a first report of the scene size-up that includes:
(Radio designation will be "COMMAND")

1. Building construction and number of stories
2. Visual signs of smoke or fire
3. Any initial hazards noted
4. Water supply status (DO YOU HAVE A HYDRANT?)
5. Initial plan of attack (Offensive, transitional, defensive)

This unit **shall** maintain command until it is properly transferred to a ~~superior~~ senior certified firefighter, Company Officer or Chief Officer.

It is understood in the Seymour Fire Department that the 1st due Engine will establish their own water supply **and** operate as the attack pumper. Any deviation from this standard shall be announced over the radio and acknowledged by dispatch. In non-hydrant areas the 1st due engine should consider laying a supply line from an

intersection or driveway suitable for tanker operations or relay pumping. This shall also be announced over the radio and acknowledged by dispatch.

Initial Attack Line:

The initial attack line will be placed in operation by crew of at least 2 but no more than 4. ~~The accountability board shall be placed in the front of the building near the point of entry of the 1st line.~~ Firefighters will tag in as "FIRE ATTACK" on the command board. (Radio designation will be "FIRE ATTACK")

Search and Rescue:

Search and rescue will be performed by crew of at least 2 but no more than 4. Firefighters will tag in as "SEARCH AND RESCUE" on the command board. (Radio designation will be location + search. (i.e. "1st FLOOR SEARCH")

Back up line:

The backup attack line will be placed in operation by crew of at least 2 but no more than 4. Firefighters will tag in as "BACKUP LINE" on the command board. (Radio designation will be "BACKUP LINE")

Ventilation crew:

A ventilation crew will be assembled and begin to ladder the roof and prepare for both vertical and/or horizontal ventilation. The vent crew will be at least 2 but no more than 4. Firefighters will tag in as "VENT" on the command board. (Radio designation will be "VENT")

Staging:

When initial positions are staffed completely or already in operation, any additional firefighters will stage at the command post or command board designated staging area and await assignment.

When a Chief or Company Officer arrives on scene and command is transferred, they must then repeat the 360, note changing conditions, and collect ALL accountability tags at the command board and establish a formal command post location, and staging area.



SEYMOUR FIRE DEPARTMENT

JUNIORS REPORT

AUGUST 2026

- 14 Juniors *3 new Juniors this month! *
- 5 Riders
- 2 of the Riders issued vests. The remaining 3 this Thursday.
- New SOGs/SOPs reviewed by FD3.
- Events pending: Helped with steak and lobster dinner.
- 2 Signed up for the CFA. Both the advanced class and leaving next week.
- Would like the boards permission to remove some advisors that are not participating.
- Added the Jr's to quarterly attendance for alarms.
- Run form question in regard to training hours.
- Attached a new updated list.