



Town of Seymour

COPY RECEIVED  
DATE: 1/21/26  
TIME: 8:00 AM  
TOWN CLERK'S OFFICE

**BOARD OF FIRE COMMISSIONERS**

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Regular Meeting  
January 12, 2026  
7:00 P.M.  
Great Hill Hose

Attendance: Pete Sampiere, Pat Keough, Christian Miller, Matt Calzone, Paul Wetowicz

1. Call the meeting to order- meeting was called to order at 7:00pm
2. Pledge to the flag – All were led in the pledge to the flag
3. Public Comment – No comment
4. Chief's meeting minutes – No meeting
5. Chief's Report: Discussion – see attached Chief's report  
Boot drive Sunday 1/18/26. Question asked about cards for people who drive through more than once.  
Chief Edwards is working on tax abatement. Utility 18 out of service due to plowing incident. Christian Miller/Pat Keough made a motion to accept the Chief's Report Vote: 5/0
6. Commissioners' Meeting Minutes: November 2025 meeting minutes  
Pat Keough/Christian Miller made a motion to approve Commissioner Meeting Minutes dated November 2025 Vote: 4 yes, 0 no, 1 abstain (Paul Wetowicz)
7. Correspondence - none
8. Financial Report: discussion and approval  
Discussion was had on the Financial Report. Pat Keough/ Paul Wetowicz made a motion to accept the Financial Report. Vote: 4- yes, 0 – no, 1- abstain (Christian Miller)
9. Fire Marshal's Report: Matt Calzone/Pat Keough made a motion to put the Fire Marshal report on file. Vote: 5/0
10. Building Maintenance – Door was fixed at Great Hill. Question regarding cleaning gutters at Great Hill.  
Citizens Engine will be replacing heavy duty hose reels (3)
11. Unfinished Business:
12. New Business:  
Paul Wetowicz/Pat Keough made a motion to add discussion on FD1 Ordinances to the agenda. Vote: 5/0
  - a) Discussion/possible action on Revised SOG MTN 01

Telephone: 203-888-1909



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Question regarding the approval of engineers prior to starting.

Christian Miller/Pat Keough made a motion to approve SOG MTN 01 Vote: 5/0

- b) 26/27 Budget – Discussion on 26/27 Budget

Christian Miller/Pat Kough made a motion to approve the Chiefs budget Vote: 5/0

- c) Board Elections

Matt Calzone/Christian Miller nominate Pete Sampiere as Chairman Vote: 5/0

Christian Miller/Pete Sampiere nominate Matt Calzone as Vice Chairman Vote: 5/0

Matt Calzone/Pat Keough nominate Christian Miller as Finance Chairman. Vote: 5/0

- d) FD1 Ordinances -Paul Wetowicz would like some input on the FD1 Ordinances. He would like a special meeting in late January to make suggestions for the BOS Meeting.

Through the chair Chief Levey asked if it has been discussed as a company on any of the ordinance changes. He recommends making the members totally aware about what is going on. Commissioner Calzone confirmed that the majority of members know and if anyone has questions they came forward.

Great Hill will have a meeting tomorrow and they will discuss a potential special meeting after that.

13. Executive Session: none

14. Chief Requisitions: none

15. Roundtable Discussion: none

16. Commissioner's Comments:

Pat Keough: No comment

Matt Calzone: No comment

Pete Sampiere: No comment

Paul Wetowitz: Honored to be here and that the fire company wanted him to do this and the BOS approved him. He is here to help.

Christian Miller: Welcome Paul to the board. Let's have a successful year

17. Adjournment: Pat Keough/Christian Miller made a motion to adjourn at 7:28pm Vote: 5/0

Respectfully Submitted,

Angela Chemesky

Telephone: 203-888-1909

# **Seymour (CT) Fire Department**

## **Standard Operating Guideline No. MTN 1**

**S.O.G. Title:** Mechanic and Engineers

**Page 1 of 2**

**Issue date:** 1 Oct 2011  
**Revision date:**

**Authorized by** *Chief C*

*Edwards*

### **Purpose:**

~~The purpose of this guideline is to establish performance standards and a basic job description for the mechanic, engineers and assistant engineers of the Seymour Fire Department.~~

The purpose of this guideline is to clearly define the expectations, responsibilities, and professional standards required of the engineers, and assistant engineers within the Seymour Fire Department. This document ensures consistency in how these critical roles are selected, trained, supervised, and evaluated.

### **Policy:**

The following policy sets qualifications and procedure for appointment to the position and establishes a basic job description.

- Engineers and assistant engineers are elected positions in each company
- Engineers and assistant engineers, once elected by their company, must be approved by the Board of Fire Chiefs before assuming their duties.
- Engineers and assistant engineers are elected positions in each company. All engineers and assistant engineers must possess and maintain a valid CDL or a Connecticut 2Q driver's license as a condition of holding the position.
- Engineers and Assistant Engineers must be in and remain in good standings with the company and department
- Engineers and assistant engineers report both to the company officers and the Board of Fire Chiefs as needed.
- Engineers and assistant engineers are responsible, but not limited to

the following:

- a. Maintains cleanliness of all apparatus and equipment.
- b. Maintains readiness of all apparatus and equipment.
- c. Maintains records of all maintenance performed or needed.
- d. The ~~mechanic~~ Maintenance Chief plans, schedules and coordinates maintenance and may direct the engineers.
- e. Performs maintenance up to their individual abilities.
- f. Researches and obtain quotes for equipment and maintenance.
- g. Reports ~~as needed~~ to the Board of Fire Chiefs on matters of equipment and apparatus maintenance and fuel consumption.
- h. Ensures the operation of all small motors, engines, power tools and battery operated devices including portable radios.



**Seymour Fire Marshal's Office**  
**One First Street**  
**Seymour, CT 06483**  
**(203) 881-5010**

**SEYMOUR FIRE MARSHAL'S OFFICE MONTHLY SUMMARY**  
**December 2025**

<b>Building Inspections</b>		
New: 0	Existing: 13	Re-inspections: 7

<b>Investigations</b>			
Structure Fires: 1	Vehicle Fires: 1	Other: 1	Follow up: 3

<b>Training</b>	
Attended: 2	Provided: 0

<b>Miscellaneous:</b>		
Propane Tanks: 0	Blasting Activities: 3	Burn Permits: 1
Plan Reviews: 0	Complaints: 4	Meetings: 17
Follow up: 16	Reports: 4	Oil Tank Removals: 14
Other: 6	Fire Prevention: 0	Fire Lanes: 1

**Major Activities:** (Please note the DFM remains on limited hours with health issues)

1. Vehicle fire at 111 Mountain Road
2. Assisted Ansonia with fire at 106 S. Cliff Street (witness statements)
3. Small unreported fire at 117 Balance Rock Road
4. Working on possible AED upgrades for the Town
5. Apartment and Nursing Homes/Senior Housing Inspections
6. Meeting and review of LPG UST at Spring Street project

**On-going Projects:**

1. Blasting is On-going
2. 231-237 Pearl Street (no movement)
3. Dunkin' at Henny Penny (nearing completion)
4. Tu Marqueta at Auto Zone Plaza awaiting hood plans

Respectfully,

*Timothy P. Willis*

Seymour Fire Marshal Timothy P. Willis