



Town of Seymour  
BOARD OF FIRE CHIEFS

COPY RECEIVED  
DATE: 3/16/26  
TIME: 8:00 AM  
TOWN CLERK'S OFFICE

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Special Meeting Minutes  
March 5, 2026  
Citizens Engine

Attendees: Chris Edwards, John Oczkowski, Dave Van Wart

- 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 February 2026. Vote: 3/0

5) Correspondence-

6) Unfinished Business:

- a) 2026/2027 Budget – It was requested that the budget be cut a little bit. The chiefs sat down and cut 3% of the budget. It will be presented to the commissioners.

7) New Business:

- a) SOG OPS 11 – see attached SOG.

John Oczkowski/Dave VanWart made a motion to accept SOG OPS 11 Vote: 3/0

Discussion was had regarding the divisions. Discussion was had regarding the changes that were made as requested. Discussion was had on mutual aid coverage.

- b) Running Rules- See attached Running Rules John Oczkowski/Dave VanWart made a motion to approve updated Running Rules. Vote: 3/0

Discussion was had regarding when to implement the running rules, before or after running rules. It will be sent to Northwest.

8) Training:

- a) Super Sunday – Super Sunday will be April 19. Second date will be May 3<sup>rd</sup>.

9) Repairs and Maintenance. – Discussion was had regarding repairs and maintenance. Pad sensor will be checked. Discussion was had on the work being done on Engine 16. Tires and alignment will have to wait. There is zero money and he still has \$7,000 on 15 and 16 outstanding. The little stuff will have to wait. Intakes are ordered. Stuff is on order, just waiting for it to come in so the work can be done. Discussion was had regarding the weld on the rear of the tanker.

Telephone: 203-888-1909



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Discussion was had on pagers.

10) Committees-

11) Fire Police Commander Report

12) Junior's Report-

13) Quartermaster Report –

14) Company Events for March: Banquet to be held on March 14<sup>th</sup>. April flower sale. Egg hunt March 29<sup>th</sup>.

15) Executive Session- none needed

16) Captain's Comments Ladder training, cross training, driver training, gear inspection forms from last year, drill sheets that weren't entered. Engineer computer issue. Printer toner.

17) Chief's Comments-

Chris Edwards- Sent out yearly updates on who needs a drivers license, who doesn't have a drivers license. Make sure blue light forms are done and emergency contacts are updated. Will be testifying for the state on bill number 5046 Support Firefighter and Police Officer recruitment and retention. It deals with the education of paid or volunteer, death benefits. Will be testifying in support of it next week. Check out bill number 5460 regarding changing the landscape of how the department does business. Continuing education for firefighters. There is a lot of administrative stuff. Started a committee with the three chiefs, commissioner Miller, captains and presidents of Great Hill and Citizens. The committee with be looking at the abatement process, recruitment and retention. Main focus will be on retention. Goal is to build it back up to what it was. Once a plan for the abatement is created, it has to go through the town ordinance committee. It will take some time. Let officers know if there are any ideas to please shoot them up the chain.

John Oczkowski- No comment

Dave VanWart- Good job getting trucks out for calls, especially during the snowstorm. Thank you to the guys who assisted with the Carbon Monoxide issue across the street.

18) Chief's Requisitions:

19) Adjournment - Meeting adjourned at 7:33pm.

Respectfully Submitted,

Angela Chernesky

Please see March Jrs report attached.

1. 12 members
2. 3 of the 12 are "Riders"
3. 3 in "Rider" training.
4. Have had 2 people stop by inquiring about joining.
5. As of now we have a Captain and an Lt. PB completed the program. We will be interviewing to fill his slot.
6. Working with FD 3 on SOP/SOG for the Juniors.
7. Will be sitting down with some of the advisors to see their status with the program.
8. All gear has now been returned from past members!

I will be at drill and am going to try to swing up for the meeting.

Thank you,

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**Michael Lombardi**

Past Chief FSI/FSO

SFD Lead Junior Advisor

FSI SFD Training Division

# Seymour (CT) Fire Department

## Standard Operating Guideline No. OPS 11

S.O.G. Title: Fire ground  
Incident Command – Divisions  
& Groups

Page 1 of 9

Issue date: 4 Jan 2016  
Revision date: 5 Mar 2026

Authorized by: *Chief Chris Edwards*

### **Purpose:**

The purpose of this guideline is to establish standardized procedures for the use of Divisions and Groups within the Incident Command System (ICS) at all emergency incidents. This SOG supplements and expands the existing Incident Command SOG to ensure clear command structure, enhanced accountability, and safe, coordinated fire ground operations

### **Procedure:**

The Seymour Fire Department will always operate under the Incident Command System (ICS) at emergency incidents. The use of Divisions and Groups supports the Incident Commander in controlling operations, managing span of control, and meeting the tactical objectives.

### **Responsibilities of Command**

The Incident Commander is responsible for the completion of the tactical objectives. The Tactical Objectives (listed in order of priority) are:

1. Removal of endangered occupants.
2. Stabilization of the incident and life-safety operations.
3. Conservation of property.
4. Provide for the safety, accountability, and welfare of personnel. This priority is ongoing throughout the incident.

The Incident Command System is used to facilitate the completion of the Tactical Objectives. The Incident Commander is the person who drives the command system towards that end. The Incident Commander is responsible for building a Command structure that matches the organizational needs of the incident to achieve the completion of the Tactical Objectives for the incident. The Functions of Command define standard activities that are performed by the Incident Commander to achieve the Tactical Objectives.

## **Functions of Command**

The Functions of Command include:

1. Assume and announce Command and establish an effective initial command position (Command Post).
2. Rapidly evaluate the situation (size up).
3. Initiate, maintain, and control effective incident communications.
4. Provide and manage a steady, adequate, and timely stream of appropriate resources.
5. Identify the incident strategy, develop an Incident Action Plan (IAP), and assign companies and personnel consistent with plans and standard operating procedures.
6. Develop an effective incident organization using Divisions/Groups to decentralize and delegate geographic and functional responsibility.
7. Review, and revise (as needed) the strategy to keep the IAP current.
8. Provide for the continuity, transfer, and termination of Command.

The Incident Commander is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions. The first six (6) functions must be addressed immediately from the initial assumption of Command.

## **Establishing Command**

The first certified firefighter with a radio to arrive at the scene of an emergency shall assume command of the incident. The initial Incident Commander shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated.

The first arriving fire department unit initiates the command process by giving an initial radio report. The standard Initial Radio Report includes:

### **On Scene Report:**

1. Unit designation/on the scene
2. Building/area description (construction, occupancy type)
3. Occupancy Size (large, medium, small), Height (how many stories)
4. Obvious problem/conditions.
  - a. Nothing showing (indicated checking)
  - b. Smoke showing (amount and location)
  - c. Fire showing (amount and location)
5. Action taken
  - a. Assuming command
  - b. Laying a line
  - c. Attacking with etc...

6. Declaration of Strategy (offensive, defensive)
7. Command Confirmation with Name

### **Establishing Divisions and Groups**

**Divisions and Groups are defined as follows:**

#### **1. When to Establish Divisions**

The IC shall establish Divisions when span of control exceeds 3–7 companies, the incident involves multiple operational areas, or the complexity/hazards require increased supervision.

#### **2. Types of Divisions**

##### **A. Exterior Divisions — Building Sides**

- Division A – Address/Front
- Division B – Left Side
- Division C – Rear
- Division D – Right Side

##### **B. Interior Divisions — Floors**

- Division 1 – First Floor
- Division 2 – Second Floor
- Division 3 – Third Floor
- Division 4 – Fourth Floor
- Basement Division – Basement Operations
- Roof Division – Roof Operations

#### **3. Groups — Functional Assignments**

- Search Group
- Ventilation Group
- RIT Group
- Exposure Group
- Water Supply Group
- Fire Attack Group

#### **Division/Group Supervisor Responsibilities**

1. Maintain control of all personnel in assigned area/function.
2. Provide CAN reports to Command.
3. Request resources through Command only.
4. Maintain accountability and monitor hazards.
5. Report tactical progress and completion.
6. Report emergencies or Mayday situations immediately.

## **Radio Designations**

- "Division 1 to Command..."
- "Basement Division to Command..."
- "Search Group to Command..."

## **Expanding the Incident Command System**

The Incident Commander shall assign Division or Group Chiefs when the span of control exceeds 3-7 "companies" For the purpose of the Seymour Fire Department a company shall consist of a group of 2-4 members operating in a specific function. (Example: Firefighters tagged onto and assigned per unit will be considered a company IE: Engin16) Division and Group Officers will report directly to the Incident Commander.

## **Personnel Accountability Reports (PAR)**

PAR shall be conducted at 20-minute benchmarks, Mayday events, flashover/backdraft indicators, search completion, strategy changes, or as deemed necessary by Command.

## **Span of Control**

The IC shall maintain a span of control of 3–7 companies. When exceeded, additional Divisions, Groups, or an Operations Chief shall be assigned.

## **Transfer of Command**

Transfer of Command shall follow OPS 11, including face-to-face briefing, situation status, IAP review, completion of tactical objectives, safety issues, and current resource deployment.

"Passing Command" to a unit that is not on the scene creates a gap in the Command process and compromises incident management.

**To prevent this "gap", COMMAND SHALL NOT BE TRANSFERRED TO AN OFFICER WHO IS NOT ON THE SCENE.**

## **Incident Command Mode - Stationary Command Post:**

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, demand early, strong, stationary command from the outset. In these cases, the first arriving IC will assume command and, from the very beginning stay out of the hazard zone in a stationary exterior command position. The IC must remain there until the incident is terminated or command is transferred.

## **Termination of Divisions**

Divisions and Groups may be terminated when tactical objectives are complete, the operational footprint decreases, or strategy changes. Command shall announce all terminations clearly over the radio.

## **Expansion to Large Scale Incidents:**

Sections:

As a small incident escalates into a major incident, additional organizational support will be required. As additional ranking Officers arrive on the scene, the Command Post organization (Team) may be expanded through the involvement of Command Officers and staff personnel to fill section positions. Section Officers assist the Incident Command Staff with the long-term management of the incident and operate at the Strategic Level. The Incident Commander Implements Sections as needed, depending on the situation, and priority of needs (One incident may only require a Logistics Section while another incident may require all the sections to be implemented.) Where the communications system permits, Section Officers should operate on separate radio channels and utilize the radio designation that identifies their section (Planning, Logistics, etc.). During the initial phases of the incident the initial Incident Commander and his/her staff normally carry out these four section functions. The Fire Department's involvement and needs at the incident scene can be divided into four sections.

They are:

- LOGISTICS SECTION
- PLANNING SECTION
- OPERATIONS SECTION
- FINANCE SECTION

**The Logistics Section** is the support mechanism for the organization. Logistics provides services and support systems to all the organizational component

involved in the incident. Command may assign the Logistics Section its own radio channel. The Logistic Section Officer may establish Sectors or branches for his/her section as needed.

Roles and Responsibilities:

- Provide rehab.
- Manage staging
- Provide and manage any needed supplies or equipment.
- Forecast and obtain future resource needs (coordinate with the Planning Section).

- Provide any needed communications equipment.
- Provide fuel and needed repairs for equipment.
- Obtain specialized equipment or expertise per Command.
- Provide food and associated supplies.
- Secure any needed fixed or portable facilities.
- Provide any other logistical needs as requested by Command.
- Collect and provide information for an After Action Review.
- Supervise assigned personnel

**The Planning Section** is responsible for gathering, assimilating, analyzing, and processing information needed for effective decision-making. Information management is a full-time task at large and complex incidents. The Planning Section serves as the Incident Commander's "clearing house" for information. This allows the Incident Commander to have a single person provide him/her with information instead of having to deal with dozens of information sources. Critical information should be immediately forwarded to Command (or whoever needs it). Information should also be used to make long-range plans. The Planning Section Chief's goal is to plan ahead of current events and to identify the need for resources before they are needed.

**Roles and Responsibilities:**

- Evaluate current strategy and plan with the Incident Commander.
- Refine and recommend any needed changes to plan.
- Evaluate Incident Organization and span of control.
- Forecast possible outcome(s).
- Evaluate future resource requirements.
- Utilize technical assistance as needed.
- Evaluate tactical priorities, specific critical factors, and safety.
- Gather, update, improve, and manage information with a standard systematic approach.
- Facilitate an After Action Review and After Action Report.
- Liaison with any needed outside agencies for planning

**The Operations Section** is responsible for the tactical priorities, accountability, safety and welfare of the personnel working in the Operations Section. The Operations Section Officer uses the tactical radio channel to communicate strategic and specific objectives to Sector Officers and/or Branch Officers.

**Roles and Responsibilities:**

- Coordinate activities with the Incident Commander.
- Implement the Incident Management Plan.
- Assign units to Sectors/Branches based on Tactical Objectives and priorities.
- Build an effective organizational structure through the use of Branches and Sectors.
- Provide Branches and Sectors Tactical Objectives.
- Manage Operation Section activities.

- Personnel Accountability.
- Provide for life safety.
- Determine needs and request additional resources.
- Consult with and inform other sections and the Incident Command Staff as needed.
- Collect and provide information for an After Action Review.

If the Operations Officer is located at the Command Post, he/she should use the radio designation of "Command". The vast majority of incidents can be effectively managed without an Operations Officer, or with the Operations Officer located at the Command Post. If the Operations Officer is located out of the Command Post at a "forward" position (i.e. in a high-rise building), he/she should use the radio designation of "Operations".

Implementing an "Operations" radio designation in the middle of a major incident can create confusion with radio communications. It is absolutely essential that all personnel operating at the incident be made aware of the activation of "Operations". All Sector Officers and/or Branch Officers must then direct their communications to the "Operations" Officer. The Operations Officer will communicate with the Incident Commander to request additional resources, provide progress reports, etc.

Once implemented, "Operations" becomes a forward Command Post. As such the Operations Officer will need some personnel assigned to assist as staff members to help with radios, tactical worksheets, etc.

#### **The Incident Commander - Role and Responsibilities after Activation of an Operations Officer.**

Once the Operations Officer is in place and functioning, the Incident Commander's focus should be on the strategic issues, overall strategic planning and other components of the incident. This focus is to look at the "big picture" and the impact of the incident from a broad perspective.

#### **The Incident Commander - Role and Responsibilities after Activation of an Operations Officer.**

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The Incident Commander should provide direction, advice and guidance to the Operations Officer in directing the tactical aspects of the incident.

- Review and evaluate the plan, and initiate any needed changes.
- Provide on-going review of the overall incident (THE BIG PICTURE).
- Select priorities.
- Provide direction to the Operations Officer.
- Review the organizational structure, initiate change or expansion to meet incident needs.
- Initiate Section and Branch functions as required.
- Establish liaison with other city agencies and officials, outside agencies, property owners and/or tenants.
- Collect and provide information for an After Action Review.
- Other duties as necessary.

In order to maintain continuity and overall effectiveness, the Incident Commander and Operations Officer should normally be in the Command Post together.

**The Finance Section** evaluates and manages the risk and financial requirements for the Fire Department's involvement in the incident.

#### **Roles and Responsibilities:**

- Procurement of services and/or supplies from sources within and outside the Fire Department or City as requested by Command (coordinates with Logistics).
- Documenting all financial costs of the incident.
- Documenting for possible cost recovery for services and/or supplies.
- Analyzing and managing legal risk for incidents such as, hazardous materials clean up.
- Serves as the Incident Commander's liaison with: City officials, Litigators (and other lawyer types). Regulatory agencies (EPA, OSHA, DOT, FBI, etc.).
- Monitors and coordinates emergency service delivery to the rest of the community during major incidents to ensure adequate coverage.

#### **Training**

All personnel shall receive annual training on ICS, Divisions/Groups, radio discipline, and accountability.

#### **Review & Revision**

This guideline shall be reviewed every two years or following a major incident, NIOSH report, or operational policy change.

## Seymour Running Rules March 2026

Automatic Fire Alarms	Citizens' District E13,R12,T14,E15		Great Hill District E16,R17,T14,E11
Brush Fires	U10,E11,UTV1, E15		U18,E16,E11,UTV1
Vehicle Fires	E13,R12,E15		E16,R17,E11
Carbon Monoxide	R12,E13,E15		E16,R17,E11
Natural/Propane Gas	R12,E13,T14,E15		E16,R17,E11,T14
Dumpster Fires	E11,R12,E15		E16,R17,E11
Motor Vehicle Accident	R12,E13,E15		R17,E16,E11
Trees/Wires Down	E11,U10,E15		E15,U18,E11
Water/Ice Rescue	R12,R17,E11,E15,U10,U18,M1,M3		R17,R12,E16,E11,U18,U20,U10,M1,M3
Rope Rescues	R12,R17,E11,E15,U10		R17,R12,E16,E11,U18
Public Service	R12,U10,E15		R17,U18,E11
Structure Fires	All Units Respond		All Units Respond
Rapid Intervention	R12,U18		R12,U18
Hazard Materials	R12,E13,R17,E15,U10,U18		R12,E13,R17,E15,U10,U18
Rt 8 Calls for any call	E11,E15	Blocking	E15,E11
Mutal Aid Engines	E13		E16
Confrimed Seymour Fire	Beacon to Cover	Station	Ansonia to Cover
Seymour Second Alarm	Beacon Engine, Oxford Truck	Scene	Ansonia Engine, Oxford Truck
Seymour Third Alarm	Oxford Engine, Beacon Truck	Scene	Oxford Engine, Beacon Truck
Seymour Fourth Alarm	Derby Engine, Ansonia Truck	Scene	Derby Engine, Ansonia Truck
24/7 Townwide Response	E11		E15
M/A Station Coverage			
Oxford Center District	E13		
Oxford Qauker/Riverside			E16
Ansonia	E13		
Derby			E16