



Town of Seymour

BOARD OF FIRE COMMISSIONERS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

COPY RECEIVED
DATE: 4/22/26
TIME: 8:00 Am
TOWN CLERK'S OFFICE

Regular Meeting
April 13, 2026
7:00 P.M.
Citizens Engine

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

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: Chief will be away for the rest of the week. The department is still struggling during the day for calls. There was a gas leak at Klarides village – the three chiefs had to drive the apparatus. Super Sunday is this Sunday. In the red in maintenance. E 16 came back, is in service and fixed. If something major breaks the board will be cc'd to Firs Selectwoman to decide to fund or keep OOS. Chief needs to add SOG to agenda for approval. OSHA did not visit either building. Will do a walkthrough in the next few weeks.
Discussion was had regarding the budget amount possibly not being enough for next year for maintenance as the trucks are getting older.
6. Commissioners' Meeting Minutes: March 2026 Pat Keough/Christian Miller made a motion to approve Commissioner Meeting Minutes dated March 2026. Vote: 4/0
Discussion was had regarding Recruitment Committee and possible reaching out to the state representatives for incentive ideas.
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: 3- yes, 0 – no, 1- abstain (Christian Miller)
9. Fire Marshal's Report: Pat Keough/Christian Miller made a motion to put the Fire Marshal report on file. Vote: 4/0
10. Building Maintenance - GH – Door being worked on with Tim Connors. Driveway will be repatched by public works. GH Hose is looking into replacing the sign with an emergency message board assuming it gets approved.

Telephone: 203-888-1909



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C2 – the concrete where bay doors come down is a tripping hazard and will be started mid June using grant money. Grant money to cover materials for Great Hill paving. Oil separator in C2 bay is starting to cave in and will be an issue soon.

11. Unfinished Business:

Pat Keough/Christian Miller made a motion to add SOG revision. Vote: 4/0

- a) SOG OPS 11 – Discussion was had regarding SOG No. OPS 11. Christian Miller/Pat Keough made a motion to approve SOG OPS 11 Vote: 4/0

12. New Business:

- a) Discussion/Possible Action Posting of Chiefs Positions
Positions to be posted.
- b) Eagle Scout Project at Great Hill- Was approached by local Eagle Scout who needs to complete an Eagle Scout project. They want to make a 20x20 patio with firepit. Eagle Scout has to take care of all material and labor and will be net zero to town. Great Hill will take care of any maintenance. Going through final approval with Scouts to make sure it meets their criteria. Tim conners and First Selectwoman know about the project. There is no opposition by members. Need final blessing by commissioners. Location TBD. Paul Wetowicz/Pat Keough made a motion to approve the concept of the eagle scout project. Vote: 4/0
- c) Paul Wetowicz/Pat Keough made a motion to add NFPA 1010 to the agenda Vote: 4/0
There is a new standard that rolls in 4-5 standards. Non-certified firefighters are being recognized. Will now have new training requirements that need to be met. Need to decide if this will be adopted in the future. Will send out an email to be discussed at next months meeting.

13. Executive Session: none

14. Chief Requisitions: none

15. Roundtable Discussion: none

16. Commissioner's Comments:

Pete Sampiere: No comment

Paul Wetowitz: No comment

Christian Miller: No comment



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17. Adjournment: Pat Keough/Christian Miller made a motion to adjourn at 7:30 Vote:
4/0 Respectfully Submitted,

Angela Chernesky

Seymour (CT) Fire Department

Standard Operating Guideline No. OPS 11

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

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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.

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

SEYMOUR FIRE MARSHAL'S OFFICE MONTHLY SUMMARY
March 2026

Building Inspections		
New: 12	Existing: 13	Re-inspections: 8

Investigations			
Structure Fires: 0	Vehicle Fires: 1	Other: 1	Follow up: 4

Training	
Attended: 4	Provided: 0

Miscellaneous:		
Propane Tanks: 1	Blasting Activities: 7	Burn Permits: 1
Plan Reviews: 4	Complaints: 4	Meetings: 8
Follow up: 18	Reports: 1	Oil Tank Removals: 12
Other: 6	Fire Prevention: 0	Fire Lanes: 0

<p>Major Activities: (Please note the DFM remains on limited hours with health issues)</p> <ol style="list-style-type: none"> 1. US Postal vehicle fire 2. Meetings and installation of UST (Propane tanks) at Ridgeview (former Bladen's Ridge) 3. Apartment inspections in full-swing 4. Re-inspections at schools

<p>On-going Projects:</p> <ol style="list-style-type: none"> 1. Blasting has resumed 2. 231-237 Pearl Street (sprinkler was installed this month) 3. Dunkin' at Henny Penny (CO has been issued) 4. Tu Marqueta at Auto Zone Plaza beginning to move forward 5. Willow Day-Care relocation plans have been received

Respectfully,

Timothy P. Willis

Seymour Fire Marshal Timothy P. Willis