



GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES



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CATEGORY: ADMINISTRATION

SUB-CATEGORY: STANDARD OPERATING GUIDELINES

SUBJECT: ORGANIZATION AND STRUCTURE GUIDELINES

RELATED GUIDELINE:

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Section I – Introduction:

A. Objectives

To address the establishment of the fire department, its structure, response to incidents, apparatus and station location, mission statement, and Standard Operating Guidelines, to include training, and the chain of command.

B. Applicability

The organization and structure guidelines pertains to all personnel of the Glastonbury Fire Department.

C. Reference

Rocky Hill Fire Department, Rocky Hill, Connecticut

Section II – Organization:

The Glastonbury Fire Department was formally established in 1943, when the town's three independent fire department merged into one organization.

To support the fire department, SECTION 904 of the town charter reads as follows:

The Fire Commission shall be responsible for the protection of life and property in the town from fire and other casualties, and for the enforcement of the laws, ordinances and regulations relating to fire prevention and fire safety. The Fire Chief and Fire Marshal shall be appointed by the council upon recommendation of the fire commission. The council may remove the Fire Chief or the Fire Marshal for cause shown, subject to the applicable provisions of the general statutes. The Fire Commission shall make and enforce the rules and regulations for the conduct and duties of firemen and officers.

Section III – Mission Statement:

The mission statement of the Glastonbury Fire Department:

*Is to protect life and property within the community through the provision of professional fire service, including but not limited to fire prevention, suppression, rescue services, management of hazardous material situations and any other related public safety services. The Department will support other towns under mutual aid agreement or on an as needed basis.*

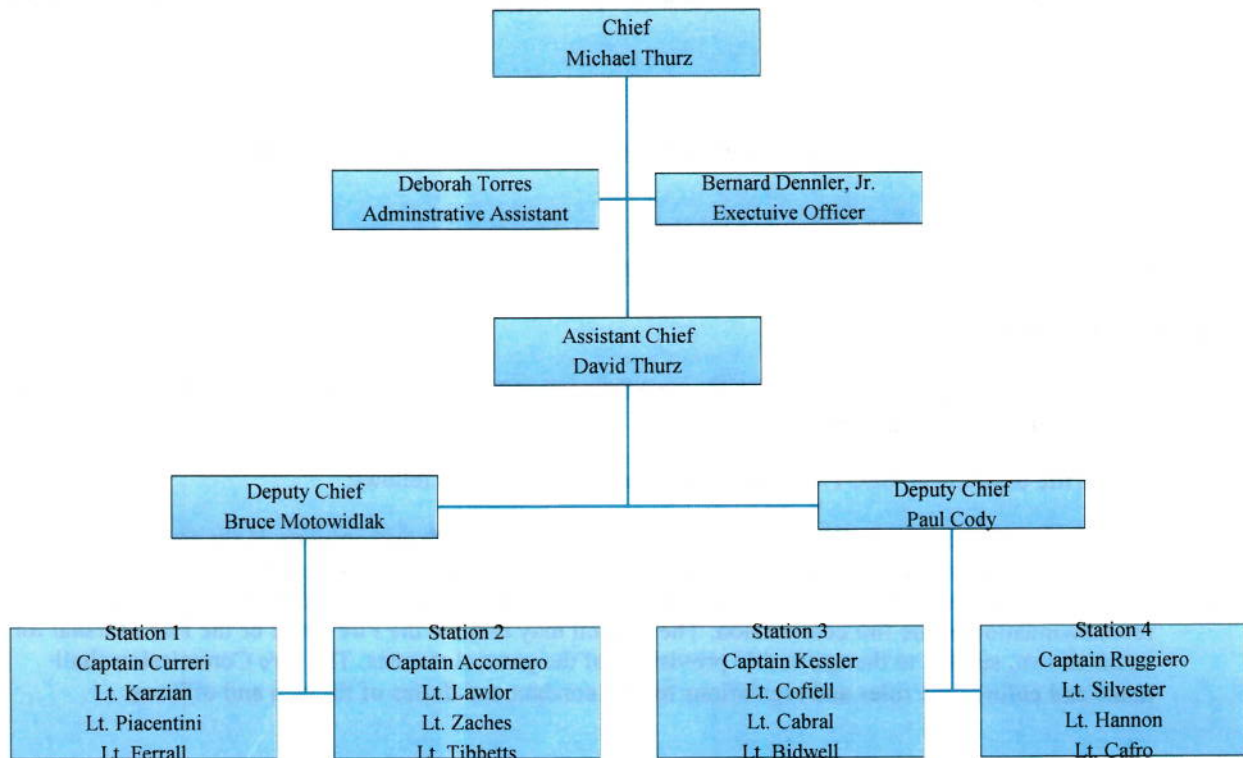
*We accomplish this through Commitment, Respect, and Integrity.*

Section IV – Organization and Structure:

- A. The organization chart below depicts the structure of the department. Each staff position has individual roles and responsibilities based on the rank’s job description, which can be found in the Department’s Standard Operating Guidelines.



**Glastonbury Fire Department  
2023 Organizational Chart**



- B. The Glastonbury Fire Department is an ‘all-hazards’ organization that responds to any emergency as dispatched. The Department utilizes a computer aided dispatch system designed to provide the appropriately

- equipped apparatus to a variety of incidents.
- C. Members are trained and certified to a minimum level of Firefighter One and Hazardous Material Operations.
- D. The Department will not serve in the capacity as a designated confined space rescue team.
- E. Glastonbury Fire Department maintains a fleet of nine engines, two ladder trucks, two rescue trucks and a tanker. In addition, the Department maintains a fleet of utility and support vehicles, as well as three vessels.
- F. The apparatus allocation is as follows:

**Station 1**

Engine 11  
 Engine 12  
 Service 13  
 Rescue 14  
 Ladder 15  
 Marine 1

**Station 3**

Ladder 31  
 Engine 32  
 Rescue 33  
 Tanker 34  
 Forestry 35  
 Service 65

**Station 2**

Engine 21  
 Engine 22  
 Service 23  
 Forestry 24  
 UTV 25  
 Marine 2

**Station 4**

Engine 41  
 Engine 42  
 Service 43  
 Forestry 44  
 UTV 45  
 ATV 46  
 Marine 4  
 Engine 61

- G. The department operates four fire stations:

Station 1 – 2825 Main Street  
 Station 2 – 905 Main Street  
 Station 3 – 1089 Chestnut Hill Road  
 Station 4 – 1247 Manchester Road

**Section V – Training:**

- A. The Glastonbury Fire Department training program applies to all personnel and is designed to:
1. To provide a continuous and progressive education that will enable Glastonbury Fire Department personnel to furnish the highest level of service of the community.
  2. To facilitate the acquisition and development of knowledge and skills necessary for personnel to safely, effectively and efficiently fulfill their duty.
  3. To provide continuous reinforcement and monitoring of the skill and knowledge levels of department personnel.
  4. To ensure that all training is conducted in a safe manner.
- B. Authority and Responsibilities for Training:
1. The Fire Chief has the overall responsibility for the performance of the guideline.
  2. The Deputy Chiefs have the responsibilities for total management of the training program and will report at least monthly and/or upon request to the Fire Chief with a synopsis of the previous month's training.

- activities and accumulated hours.
3. The Station Captains are responsible for all aspects of the hands-on delivery of the firefighter's training.
  4. All fire personnel with line function shall participate in training activities and maintain a personal and professional competency level respective to their position within the department.
  5. Probationary Members shall attain Firefighter One certification within 18 months of their start date. Additional certifications including NIMS 100, 200, 700, 800 during their probationary membership.

C. CORE training topics:

1. Live Fire
2. SCBA
3. Ladders
4. Haz-Mat
5. Respiratory Fit Testing
6. CPR-AED.
7. Bloodborne Pathogen
8. Any topic or certification course deemed mandatory by the training staff.

Section VI - Health and Safety:

- A. The Glastonbury Fire Department has developed, and shall maintain Standard Operating Guidelines which are available to each member on the Department's website.
- B. It is the Fire Department's guideline to provide and operate with the highest possible levels of safety and health for all members.
- C. The prevention and reduction of accidents, injuries and occupational illnesses are goals of the Glastonbury Fire Department and shall be primary considerations at all times.
- D. Each member of the Glastonbury Fire Department shall cooperate, participate, and be responsible for compliance with the provisions as outline in the Occupational Safety and Health Administration's Code of Federal Reference 1910.156, and all guidelines implemented pursuant thereto.

Section VII – Code of Ethics:


- A. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct will be maintained at all times.
- B. The design of this guideline is to establish a criterion for department personnel to promote a culture of ethical integrity and high standards of professionalism.
- C. The Code of Ethics will mitigate and negate situations that may result in embarrassment and weakening of public support for what is a highly respected profession.
- D. As members of the department, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do.

Section VIII – Approval

Fire Chief

  
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Date of Approval

  
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