

GLASTONBURY FIRE DEPARTMENT
BY-LAWS



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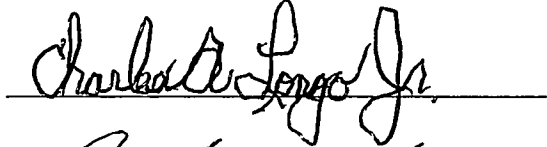
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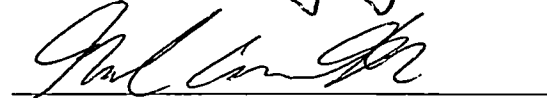
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FOREWORD

The Fire Commission of the Town of Glastonbury, Connecticut, having the direction and control of the Fire Department, has adopted the following regulations for the purpose of governing the Fire Department, which shall supersede all regulations previously adopted.

Therefore, it shall be the duty of every member of the Glastonbury Fire Department to familiarize himself/herself with all sections of this Manual and to have a copy available for reference at all times.

Commissioner Charles Longo – Chairman 

Commissioner Neal Cavanaugh - Vice Chairman 

Commissioner Steven Bemer – Secretary 

Commissioner John Cofield Jr. 

Commissioner Kevin Nursick 

GLASTONBURY FIRE DEPARTMENT BYLAWS

ARTICLE I – MISSION STATEMENT AND ORGANIZATION

A. Mission Statement

The mission statement of the Town of 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 agreements or on an as needed basis. We accomplish this through commitment, respect and integrity.

B. Organization

Pursuant to Section 904 of the Town Charter, 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 Town Council upon recommendation of the Fire Commission. The Town 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 officers and firefighters.

1. The Organization shall be known as the Glastonbury Fire Department (hereinafter the "Department").
2. The Department shall be under the day-to-day supervision of the Fire Chief who is directly responsible to the Board of Fire Commissioners hereinafter (The "Commission"). The Board of Fire Commissioners is responsible for providing, maintaining and regulating the Glastonbury Fire Department. The Board is bipartisan and consists of six members elected for six-year terms on a rotating basis. Decisions of the Board of Fire Commissioners are determined by the majority vote of the Commissioners present for the vote as provided by law.
3. The Executive Officers of the Glastonbury Fire Department shall consist of a Fire Chief, Assistant Chief(s) and Deputy Chief(s).
4. The Assistant Chief(s), Deputy Chief(s), Captains and Lieutenants shall be appointed by the Fire Chief upon approval of the Fire Commission.
5. The Town shall be divided into Four (4) areas, each to be equipped with a Fire Company. These Companies shall be known and recognized as follows:

Company 1, Company 2, Company 3 and Company 4

6. The Officers of each Company shall consist of a Captain and such number of Lieutenants and other officers as deemed appropriate.
7. The Department will have at least one (1) business meeting per year generally held on the first Monday in November. The Chief shall provide an overview of the meeting at the next regularly scheduled Commission meeting.

C. Intent of the By-Laws

These By-Laws are intended to establish a basic framework for the operation of the Department. This document is subject to change pursuant to the needs of the Town and may be periodically revised as necessary by the Fire Chief and/or Fire Commission.

1. Members shall be familiar with the By-Laws and Standard Operating Guidelines.
 - a. Each member of the Department shall be issued a current copy of the By-Laws and a copy when such By-Laws are amended.
 - b. A copy of the Department's Standard Operating Guidelines will be maintained in each fire station for review.
 - c. Any member failing to comply with these By-Laws or the Standard Operating Guidelines shall be subject to disciplinary action or other action as deemed appropriate by the Fire Chief and/or Commission.

ARTICLE II – ORGANIZATIONAL STRUCTURE

1. The Department will utilize the Incident Command System as outlined by Federal Emergency Management Agency (“FEMA”) and the Department's Standard Operating Guidelines.
2. The organizational structure of the Department is the following:
 - a. Fire Chief
 - b. Assistant Chief(s) — by seniority
 - c. Deputy Chief(s) — by seniority
 - d. Captains — by seniority
 - e. Lieutenants — by seniority
3. For purposes of this Article, Seniority shall be defined as the number of years of service in their current rank.
4. All Officers shall be extended the courtesy and respect of their rank regardless of their Company affiliation.

ARTICLE III - DUTIES, RESPONSIBILITIES, AND QUALIFICATION OF DEPARTMENT MEMBERS

- A. Job Descriptions:** The Fire Chief shall adopt and maintain job descriptions for all positions in the Department including but not limited to Assistant Chief, Deputy Chief, Captain, Lieutenant, Company Engineer, Radio Technician, Breathing Apparatus Technician/Senior Technician, Breathing Apparatus Technician/Company Technician, Computer Technician, Company Custodian, Engineer, Firefighter, Fire Police and any other positions that may be necessary or required from time to time. Such job descriptions shall set forth the duties and responsibilities of each position as well as the necessary qualifications, skills and training and other requirements of each position. Such job descriptions shall be submitted to the Commission for their review and comment prior to initially being adopted and/or when changes are proposed.
- B. Returning Members:**
1. Any member that has left the Department in good standing for greater than one year, and requests to return to the department.
 2. Must maintain all necessary certifications and training requirements including but not limited to Firefighter I certification, in order to be considered interior Firefighter.
 3. OSHA compliance – must be completed within 90 days of application:
 - a. Hazardous Materials
 - b. Blood Borne Pathogens
 - c. SCBA, if applicable
 - d. SCBA, fit test, if applicable
 4. Must pass any examinations required of active personnel including but not limited to an annual fit for duty physical. The Department, at its cost will have its own Physician examine the member's condition prior to being reinstated to full active membership.
 5. A member returning to the department who had not completed the requirements for active membership and were probationary members at the time they left the department may be accepted back under the following provisions at the discretion of the Fire Chief:
 - a. They must complete their requirements for active membership within one year.
 - b. Members returning to the department from probationary status will not be credited with previous service time.
 - c. Members returning from probationary status will have a probationary period of up to one additional year.

6. A member that has left the department for any reason will be required to serve for a period of five (5) continuous years before they will receive credit for their prior years of service. Upon completing a five-year period, the department will credit the member with the previous years of service and will adjust their personnel record to reflect the time previously served.

C. Life Member:

1. Must be an active member of the Department
2. Has had previous firefighting experience with the Glastonbury Fire Department or another Fire Department organization
3. Has reached the minimum age of 62 and provided 25 years of continuous service.
4. Training Obligations
OSHA Mandatory Training
 1. Blood Borne Pathogens and CPR
 2. Hazardous Materials
 3. Four training classes that relate to structural firefighting, one of which is Basic Ladders
- b. Training at Company Level
 1. Minimum of 12 Points
5. Must pass any examinations required of active personnel including but not limited to an annual fit for duty physical.
6. There is NO minimum number of incidents that the individual needs to respond on an annual basis.

ARTICLE IV– GENERAL GUIDELINES

A. Command

1. The Incident Command System shall be used by the Department as a Command Structure at Fire Incidents. When an Officer assumes command of an incident, that Officer shall exercise prudent and professional judgement in accordance to the Department's Standard Operating Guidelines.
2. It shall be the responsibility of each Officer to exercise due care in providing for the safety of the personnel under his/her charge at the scene of any incident and shall avoid exposing personnel to an imminent danger of injury or death and shall, at all times in his/her dealings with subordinates, be just, courteous, and impartial.

3. It shall be the responsibility of each Officer commanding the scene of an incident to make sure a thorough inspection of the area involved is deemed safe and secured.

B. Dismissal

1. After each incident and/or training evolution a member must return to their Company Quarters unless excused by a Company Officer.

C. Alarm Attendance

1. A member, in order to receive credit for attendance at an incident or training evolution, must be physically present and perform the assigned duties.

D. Attire

1. With the exception of the driver, while responding on apparatus, or at the scene of any incident, members shall attire themselves with all necessary protective clothing furnished by the Department, as determined by the Department's Standard Operating Guidelines.

E. Department Equipment

1. Department members entrusted with any equipment owned by the Glastonbury Fire Department shall be responsible for keeping it in efficient working condition, and shall report any unsatisfactory condition or need for repair to their Company Captain.

F. Leave of Absence

Member requesting a leave of absence must take the following steps:

1. Submit the request in writing to his/her Company Captain or designee.
2. State the length of time for which the leave of absence is requested.
3. Obtain approval by the Fire Chief.
 - a. A leave of absence shall not exceed a one-year period from the date the leave has been granted.
 - b. Any member requesting a leave of absence will have his/her seniority frozen.
 - c. Any member that is/was on a leave of absence during any portion of the year must continue to fulfill the mandatory

annual requirements in order to be eligible for a tax abatement.

G. Medical Leave of Absence

1. A member who is placed on a medical leave of absence as the result of an illness or injury sustained while operating within the Department will continue to be eligible for the following:
 - a. Seniority credit.
 - b. Tax abatement.
2. A member who is placed on a medical leave of absence as the result of an illness or injury that occurred outside of operating within the Department will not be eligible for the following:
 - a. Seniority credit until the member's return
 - b. Tax abatement.

H. Military Leave of Absence

1. Military leave of absence will be allowed in accordance with prevailing federal and state law.

I. Stipend Policy

1. The objective is to provide each member with an annual stipend that will offset any personal expenses one might incur while performing his/her duties as a firefighter with the Glastonbury Fire Department.
2. Stipend Policy
 - a. Stipends at the Company Level
 1. The Company Captain and/or his/her designee will record the points for each member assigned to that particular company as it pertains to fire/rescue incidents, scheduled monthly drill/training exercises or work detail assignments affiliated with department related matters only. On a quarterly basis, the Company Captain and /or designee will report to the Fire Chief or designee the total points achieved by each company member.

b. Work Detail

1. A work detail is classified as any activity that directly benefits the operation of the fire department and/or the Town of Glastonbury. Any member that participates in a work detail will be entitled to the appropriate points applicable to that particular assignment.

c. Stand-by Assignment for Inclement Weather

1. Any member that participates in a stand-by for the purpose of inclement weather will be entitled to receive points for the detail. Any inclement weather stand-by will be at the discretion of the Fire Chief or his/her designee.

d. Training Points

1. The Deputy Chief of training will be responsible for recording all training points, other than those imputed at the Company level, for all pre-approved training courses offered outside the department.
2. Training courses offered outside the department must be directly related to the daily operations of the Glastonbury Fire Department. Pre-approval of any outside training course will require that a Request for Training form be completed and must include the following:
 - a. A copy of the course description from the institution, including cost of registration, textbooks and total course hours.
 - b. Signed approval from the individual's Company Captain.
 - c. Signed approval from the Deputy Chief in charge of training
3. Upon successful completion of any pre-approved training course, the Deputy Chief in charge of training or his/her designee will record the training points
4. Specialized training, which is designated as training outside the scope of the department's normal operation, will be approved on a case-by-case basis. The total number of points for such training will be determined

prior to approval by the Deputy Chief in charge of training with a secondary approval from the Fire Chief.

e. Emergency Medical Responder – (EMR)

1. Any member enrolled in an EMR course must obtain the approvals of their Company Captain and Deputy Chief of Training. The Department will be responsible for any up-front cost associated with the course, as well as any textbook material. Upon successful completion, the member will receive the appropriate points associated with the classroom training.
2. The department will offer any member who is currently certified as EMR a refresher course. The department will be responsible for the up-front cost associated with the course and any textbook material. Upon successful re-certification, the member will receive the appropriate points associated with the classroom training.

f. Emergency Medical Technician — (EMT)

1. Glastonbury Fire Department does not reimburse any cost affiliated with a member obtaining certification as an EMT.
2. Any EMT that was a member of the Glastonbury Fire Department prior to April 15, 2011 will be reimbursed for his/her refresher course.
 - a. The department will be responsible for the up-front cost associated with the course and textbook material. Upon successful re-certification, the member will receive the appropriate points associated with the classroom training.

g. Instructor Stipend

1. Instructor stipend will consist of two categories: Exempt and Non-exempt
 - a. Exempt: An exempt member is classified as any officer within the department that received an additional stipend for his/her assigned responsibilities. Exempt members will be compensated based on the department's prevailing stipend schedule. Any instructor may request additional point(s) provided that the request is

attributed to lesson preparation and provided that he/she has obtained the approval of the Deputy Chief of Training.

- b. Non-exempt: A non-exempt member is classified as any department member that does not receive an additional annual stipend.
- c. A non-exempt member may request additional point(s) provided that the request is attributed to lesson preparation and provided that he/she has obtained the approval of the Deputy Chief of Training.

J. Tax Abatement

- 1. Tax abatement is an additional incentive for those members that, on an annual basis, have successfully met the mandatory requirements for membership in good standing (the Department's job descriptions) and certain other conditions.
- 2. The tax abatement that is available to eligible members is set forth in the Town of Glastonbury's Code of Ordinances, Chapter 18, Article IV as amended from time to time.
- 3. The Company Captain or his/her designee shall provide a list to the Fire Chief or his/her designee of those firefighters who have not met the mandatory requirements for membership in good standing as defined in the Department's job descriptions by March 15th of each year.

K. Mutual/Automatic Aid

- 1. Department will provide mutual and/or automatic aid to surrounding communities when requested.
- 2. Members that respond to a call for mutual and/or automatic aid will adhere to the By-Laws and Standard Operating Guidelines of the Glastonbury Fire Department.

L. General

- 1. The social organizations of each company shall be governed by their own By-Laws. In the event of conflict between the social organization and the Department's By-Laws, then the Department's By-Laws shall control. However, Town of Glastonbury Policy supersedes all By-Laws.

2. All members shall comply with the lawful orders of any Fire Department Officers.
3. Each member is responsible for his/her department equipment. When a member resigns or is separated from the Department, he/she shall immediately return all department equipment to the Company Captain.
4. Only members of the Department shall be allowed to ride on the apparatus or to handle any equipment, unless authorized by the Fire Chief.
5. Transfer of members from one Company to another may be made with the approval of the Fire Chief.
6. It is the member's responsibility to notify his/her Captain or designee if not physically fit to serve as an active member.

M. Membership

1. Any person, reaching his/her eighteenth (18th) birthday, but who is not more than sixty-five (65) years old shall be eligible for membership in the Department, subject to the passing of a Department interview, physical examination background check and any other legal requirements.
2. All members of the Department are required to have physical examinations as outlined in the Department Standard Operating Guideline for Physical Examinations and meet physical standards consistent with established Federal, State and Local Firefighter standards. Certification of such fitness for duty must be received by the Department from a Department designated medical authority.
3. Upon reaching age 66, a member will be reassigned to either:
 - a. A support member
 - b. A Fire Police member, subject to successful completion/passage of a training course in traffic control that is sponsored by the State of Connecticut Fire Academy or an affiliated agency and under the supervision of the Assistant Chief or his/her designee.
 - c. This reassignment is at the discretion of the Fire Chief.

ARTICLE V - PROMOTIONAL PROCESS

A. Application Procedure

1. Candidates must submit a letter of intent specifying the position for which they are applying by the due date indicated on the posting.
2. Candidates are encouraged to also submit a cover letter with a resume along with any certification(s) applicable to the position.

B. Examination

1. An examination process will be held for each officer position.
 - a. The examination process will begin with a screening of all applicants to determine eligibility based on meeting the minimum requirements set forth in the job description.
 - b. Applicants will be notified of their eligibility with a test date and time.
 - c. Assistant Chief candidates and candidates for other officer positions for which three or fewer eligible candidates will be tested as follows:
 1. Oral Exam - weighted 80%
 2. Experience, Training, Certifications, and Education — weighted 20%
 - d. Four or more eligible candidates will be tested by:
 1. Written Exam — weighted 35%
 2. Oral Exam — weighted 45%
 3. Experience, Training, Certifications and Education —weighted 20%
2. The oral examination panel will include the following:
 - a. Lieutenant:
 - i. Three (3) officers from other fire departments who hold the rank of Captain or higher.
 - ii. A member of the Fire Commission will serve as a moderator.

- b. Captain:
 - i. Three (3) officers from other fire departments who hold the rank of Deputy Chief or higher.
 - ii. A member of the Fire Commission will serve as a moderator
 - c. Deputy Chief:
 - i. Three (3) officers from other fire departments who hold the rank of Assistant Chief or higher.
 - ii. The Vice Chairman of the Fire Commission will serve as a moderator.
 - d. Assistant Chief
 - i. Three (3) members from the Board of Fire Commissioners.
 - ii. The Chairman of the Fire Commission will serve as a moderator.
3. The written exam will consist of questions pertaining to the rank the Department is filling.
4. Eligibility list
- a. An eligibility list will be created with the rank order of all candidates scoring at least a 70% final exam score, and will be certified by the Fire Chief with his/her signature and the date certified.
 - b. Candidates will be notified of their final scores and their placement on the list following the completion of the exam process.
 - c. The eligibility list will remain valid for one (1) year after certification. The Fire Chief reserves the right to retest during the time an eligibility test is valid.
 - d. Candidates may request feedback once notified of their scores.

C. Interview

1. The process will conclude with all passing candidates being interviewed, as follows:
 - a. A Lieutenant, Captain and/or Deputy Chief candidate will be interviewed by the Fire Chief and one (1) Fire Commissioner.
 - b. An Assistant Chief candidate will be interviewed by the Fire Chief and two (2) Fire Commissioners.
2. The Fire Chief will have the final decision on all candidates and will report the recommendations to the Board of Fire Commissioners for approval.
3. In the event that a vacancy for either a Lieutenant or Captain's position cannot be filled within a specific Fire Station the Fire Chief, at his/her discretion reserves the right to appoint a qualified applicant from another Station to fill the role based on the above-described testing procedure.

ARTICLE VI – DISCIPLINARY ACTION

A. Violations

1. Reason for Action – any member with a rank of Assistant Chief or lower shall be subject to verbal warning, written warning, suspension or expulsion from the Department for any of the following reasons including but not limited to:
 - a. Violations of any of the Operating Rules or Department Standard Operating Guidelines
 - b. Conduct unbecoming a firefighter or for an act detrimental to the morale of the department or to the public goodwill of the department
 - c. Misconduct in office or neglect of duty
 - d. Disregard for standing orders
 - e. Insubordination
 - f. Misuse of department equipment, facilities or funds

- g. Arrest or conviction for a misdemeanor or felony which poorly reflects on his/her service as a firefighter or which poses a potential public safety risk
- h. Reckless driving
- i. Drunken or disorderly conduct
- j. Failure to meet attendance requirements
- k. Inefficiency or incapacity in the fire service
- l. Failure to obtain an annual physical
- m. Rude or discourteous conduct
- n. Improper or unlawful treatment, including but not limited to harassing or discriminatory behavior, towards a Department member or one or more members of the public
- o. Possession of alcohol or illegal drugs within Department facilities or responding to either an incident or training exercise under the influence of alcohol or illegal drugs

B. Enforcement Duty and Authority

- 1. The Fire Chief is charged with enforcing compliance with these rules and with the authority to enforce discipline throughout the department.

C. Reports of Possible Rule Violations and/or Other Misconduct

- 1. Members shall report a possible rule violation or other misconduct to their company Captain, Deputy Chief, Assistant Chief or Fire Chief.
- 2. Members are encouraged to make notification as soon as practical upon discovering and/or becoming aware of a possible rule violation or other misconduct by another member.
- 3. A Captain, Deputy Chief or Assistant Chief is responsible for the following:
 - a. Documentation of the report of a possible rule violation or other misconduct
 - b. Notification of the Fire Chief

- c. Conducting or participating in a timely and thorough investigation
 - d. Recommending to the Fire Chief remedial action
 - e. Take timely remedial action as directed by the Fire Chief
4. Concerns regarding the Fire Chief shall be made to the Board of Fire Commissioners, the Human Resource Director or the Town Manager.

D. Disciplinary Procedures

1. General Provisions

- a. Department officers are encouraged to provide ongoing feedback to members concerning their work performance and to counsel members whose performance does not meet standards. In addition, the Fire Department may discipline members to ensure the maintenance of the high level of professional conduct, decorum and work performance expected of the members. The disciplinary actions may include the following, not necessarily in this order:
 - i. Warning, oral and/or written
 - ii. Written reprimand
 - iii. Suspension
 - iv. Termination
- b. A written report of any disciplinary action shall be included in the member's file and a copy shall be provided to the member.

Procedures for Suspension

- a. The Fire Chief or his/her designee may suspend a member when in the judgment of the Fire Chief or his/her designee, a member's work performance or conduct justifies such action. The period of suspension may not exceed thirty (30) calendar days.

Within 48 hours of such suspension, exclusive of Saturday, Sunday or holidays, the Fire Chief's designee

shall submit to the Fire Chief and to the member in writing a notice of the reasons for the suspension. If the suspension is imposed by the Fire Chief, the Fire Chief shall give such notice to the member with a copy to the Chairman of the Fire Commission.

3. Procedure for Demotion or Dismissal
 - a. A Chief Officer or Company Captain may recommend to the Fire Chief demotion of a member when in their judgment a member's work performance or conduct justifies such action. The final decision concerning demotion or dismissal shall be made by the Fire Chief.
 - b. Within 48 hours of demotion or dismissal, exclusive of demotion or dismissal, exclusive of Saturday, Sunday or holidays, the Fire Chief will notify the member in writing of the action taken and the reasons for the action.
4. Any member who is the subject to disciplinary action may appeal such disciplinary action in a meeting with the Fire Chief whose decision shall be final. The member may also file a written rebuttal to be attached to the disciplinary action in the applicable file.

ARTICLE VII – APPARATUS AND FIRE EQUIPMENT

1. Apparatus shall not be taken away from the stations or outside of town limits, except in case of fire, training or for any other purposes, without the consent of the Fire Chief and notification of the Company Captain.
2. No alterations to apparatus will be made without the approval of the Company Captain and the Fire Chief or his/her designee.
3. No alterations or additions shall be made to any protective clothing and equipment issued by the Department.
4. Only equipment and any protective clothing issued or approved by the Chiefs Office may be used or worn by members.

ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

1. In order to adopt an Amendment to these By-Laws, the following steps must be completed:

- a. The Amendment must be submitted by the Fire Chief or a member of the Board of Fire Commissioners to the Chairman of the Board of Fire Commissioners in writing.
- b. The Amendment and the date of the Commission meeting to consider this Amendment must be posted in each company for 30 days.