



# POQUONNOCK BRIDGE FIRE DISTRICT

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## ORGANIZATIONAL STATEMENT

The Poquonnock Bridge Fire District was created at a Special Meeting of the Town of Groton held on June 30, 1943. The Fire District was established as a municipal corporation for the purpose of extinguishing fires pursuant to the statutory provisions of that time. The Fire District boundaries were established and District officers were elected at this meeting. On May 14, 2003, Poquonnock Bridge Fire District voters authorized an ordinance to reorganize and be governed by the provisions of Sections 7-324 to 7-329 inclusive, of the Connecticut General Statutes. In the years since its creation, the Poquonnock Bridge Fire District, has evolved into a multi-discipline emergency service organization. The entity of the Fire District, the Poquonnock Bridge Fire Department, in addition to suppression services, also provides fire prevention, emergency medical services, basic rescue techniques, and hazardous materials containment, mitigation planning, and decontamination.

### Mission Statement

The mission of the Poquonnock Bridge Fire Department, is to provide the services necessary to minimize the loss of life and/or property threatened by natural and manmade hazards of fire, explosions, medical, chemical, and rescue related emergencies, through fire suppression, and conscientious prevention and education.

The focus of the Mission Statement and a strategic planning effort shall be used to determine what services and the level of delivery that the Poquonnock Bridge Fire Department shall reasonably provide as a minimum to the residents and guests visiting the community. The potential services cover a wide range of hazards and delivery parameters. They include the following services:

#### **Fire Suppression**

Fire suppression operations are organized to effectively combat the types of fires that are likely to occur in the fire district response area. The priority goals of suppression activities are as follows:

- a.) Save lives
- b.) Limit the spread of fire
- c.) Extinguish the fire
- d.) Minimize the property damage from fire-related hazards

Poquonnock Bridge Firefighters are trained and equipped to perform an aggressive interior assault on structure fires in order to accomplish the goals. Fires in structures present the highest probable risk to life and property in our district. This includes fires involving occupancies such as single and multiple family dwellings, educational facilities, hotels, stores, office buildings, warehouses and various industries. There are various construction types common within the protection area ranging from wood frame detached buildings to sprawling strip malls constructed of concrete and steel trusses.

The district experiences a large risk of fire in non-structural locations and facilities. Outside fires involving brush, woods, propane, and electrical equipment are not uncommon. The community also contains major highways, railways and commuter airport. These transportation networks present the additional risk of fire in the respective vehicles and cargo.



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## **Emergency Medical Services**

The Poquonnock Bridge Fire Department provides First Responder basic life support (BLS) to the community's Emergency Medical Service plan. The Poquonnock Bridge Fire Department is dispatched to all life threatening incidents and situations where ambulance service may be required. All Poquonnock Bridge Fire Department members are trained as Emergency Medical Technicians (EMT) to provide BLS patient care. Examples of the functions performed include patient assessment; airway management; oxygen therapy; stabilization of spinal, musculo-skeletal, soft tissue and shock injuries; stabilization of bleeding; stabilization and intervention for sudden illness, poisoning, heat/cold injuries, childbirth; and CPR and defibrillator capability.

## **Rescue**

Multi-Discipline rescue services are provided to cover a number of technical situations. These types of rescues include but are not limited to: vehicle extrication, structure fire rescue, search and rescue in the wild land environment and cold water rescue.

## **Hazardous Materials**

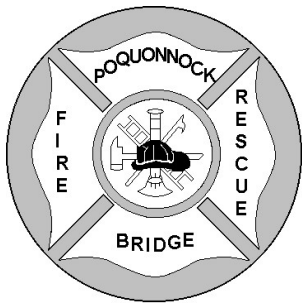
Personnel operate at the Operational level in accordance with the Town of Groton Emergency Plan. A defensive strategy is stressed for dealing with hazardous material incidents. The mitigation of such incidents involves an eight-step process: site management, product identification, risk assessment, personal protective equipment, information/resource coordination, product control, decontamination, and termination. Technician level mitigation is provided by other agencies. The Poquonnock Bridge Fire Department, when requested to assist in a large-scale Hazmat operation requiring decontamination, also provides decontamination services. Prevention of hazardous material emergencies is attempted through code enforcement and application of standard safety practices.

## **Fire Prevention**

Fire Prevention activities provided by the department are coordinated by the Fire Marshal's Office. The Poquonnock Bridge Fire Department provides support to the Fire Marshal's office for fire prevention in the form of apparatus driven to the educational facilities in town for student familiarization.

**Plan Review** - The fire department has a responsibility to enforce many sections of Chapter 541 of the Connecticut General Statutes including numerous codes imposed by these statutes. Annual inspections of buildings and plan reviews of proposed buildings for compliance with State statutes and regulations are conducted to rectify conditions which may cause fires or situations that may allow a fire to spread uncontrolled. The primary goal of these inspections is to ensure the safe egress of occupants who may be endangered by the fire or its products. The Fire Marshal, Deputy Fire Marshals and certified Fire Inspectors carry out these inspections as assigned.

**Fire Investigation** - An investigation of all fires is conducted to determine the origin and cause of the ignition. This information is required in order to prevent the occurrence of future fires or at the very least reduce the severity. If the fire is determined to be incendiary, a thorough investigation is required to prosecute the guilty party. In this case, the investigation becomes a deterrent to the crime of arson. The investigations are performed by department personnel in conjunction with law enforcement agencies. The data obtained is useful in targeting the areas of the community, demographics, and occupancies, which are more likely to have fires. This information is then utilized in the strategic planning process to more effectively serve the community.



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**Public Education** - Fire safety awareness programs focus on early childhood education and self-preservation training methods. This program entails the delivery of fire safety education to all day care, Pre-K and Kindergarten classes in schools located within the fire department. Age appropriate programs are delivered to the middle school and high school students on a regular basis. Community wide fire safety issues are incorporated into the department's participation in neighborhood associations. Programs aimed toward senior citizen groups in an effort to address their particular needs are provided as well. The public education activities are coordinated by the Fire Marshal's office.

## Organizational Structure

### **Governing Body**

The governing body of the fire department is the Poquonnock Bridge Fire District Board of Directors. The Board consists of nine directors voted in at an election, open to all legal voters of the Fire District, to a three year staggered term basis. The Board of Directors then selects the following officers to serve the ensuing year: a president, vice president, clerk, and a treasurer. The Board of Directors establish the primary policies of the department such as determining the scope and level of service provided, the necessary level of funding, and the necessary level of personnel and resources to achieve the goals of the organization. It is the responsibility of the directors to monitor the achievement of these goals to ensure the efficient and adequate performance of the Department. The Clerk is the official recorder of all business transacted by the Board of Directors. The Treasurer receives all monies collected by the Tax Collector of the Town and from any other source, and disburses it upon approval of the Board of Directors. The voters annually adopt a budget, as presented by the Board of Directors, and levy a tax rate assessed against all real and personal property within the Poquonnock Bridge Fire District.

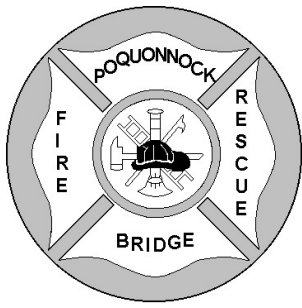
## **STAFF PERSONNEL**

### **Fire Chief**

The Fire Chief is a full-time position appointed on the basis of merit and ability by the Board of Directors. The position of Chief has tenure of office under the provision of State Statutes and can be removed only for cause. The Fire Chief is the administrative and technical head of the Fire Department, and is charged by law with the protection of life and property against "hazardous situations" that may occur due to fire, flood, wind, explosions, etc.

The Chief is responsible for all managerial functions and command of the fire suppression forces, including, but not limited to, financial management, personnel management, planning, maintenance, training, community relations, communications, and safety and health. The Fire Chief assigns various administrative and command functions to other officers or personnel in order to maintain efficiency and ensure execution of the duties.

Examples of duties include submitting an annual budget estimate to the Fire District Board of Directors for equipment, maintenance and overall operation of the fire department; the procurement of apparatus and equipment as provided by the budget; maintaining a complete record and inventory of apparatus and equipment procured, including parts, maintenance and operating expenses; organizing and maintaining accurate records of all business transacted by the Fire Department; recommend candidates for employment and promotion within the career staff; establishes and enforces regulations for staff and line personnel; establishment of standard operating procedures and firefighting techniques; exercises ultimate authority at all emergencies attended; motivates members to work productively to achieve the goals of the organization; submits monthly and annual reports to the District Board of Directors describing the department activities, accomplishments, and long range recommendations. The Fire Chief is responsible for ensuring a positive relationship with other resource groups in the community such as law enforcement, public works, water department, and other fire departments to facilitate useful cooperation, particularly during emergencies.



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## **Deputy Fire Chief**

The Deputy Fire Chief is a full-time position appointed on the basis of merit and ability by the Board of Directors, is second-in-command of the Fire Department and works under the direction of the Fire Chief. The Deputy Chief oversees the daily operations of the Fire Department. Duties include assisting in directing the activities of personnel; responding to fires and emergencies and taking command; evaluating training needs and coordinating training programs; serves as the Training Coordinator and Safety Officer of the Department; designs, implements, and enforces training/standards/guidelines related to fire service practices, emergency medical services, OSHA compliance; writes lesson plans, and maintains records. Further information regarding the responsibilities and duties of this position are explained in the Deputy Chief's job description.

## **Fire Marshal**

The Fire Marshal of the District shall be certified as such by the State of Connecticut, Office of Fire and Building Safety. Following a competitive examination, the Fire Chief recommends a candidate for the position of Fire Marshal for approval by the Fire District Board of Directors. The supervisor of the Fire Marshal is the Fire Chief.

The Fire Marshal is responsible for supervising the Fire Inspector and Deputy Fire Marshals, administering the fire prevention activities of the fire department, including code enforcement, fire investigation, and public education. Many duties and responsibilities of the Fire Marshal are imposed by Chapter 541 of the Connecticut General Statutes. The responsibilities include inspections of all buildings and facilities for public use and all occupancies regulated by the Connecticut Fire Safety Code. Additional duties include the investigation and reporting of the origin and cause of all fires within the district; enforcement of state regulations covering oil burning equipment and storage, use and transportation of explosives, flammable liquids and gases; enforcement of the manufacturing employer hazardous material notification law; inspection of fireworks and special effects displays for compliance with regulations; inspection of outdoor amusements; review of plans and specifications for proposed construction; establishing and administration of fire lanes; determination of the level and need for fire protection at exhibitions or amusements, and many other detailed duties.

## **Fire Inspector**

The Fire Inspector of the District shall be certified as such by the State of Connecticut, Office of Fire and Building Safety. Following a competitive examination, the Fire Chief recommends a candidate for the position of Fire Inspector for approval by the Fire District Board of Directors. The supervisor of the Fire Inspector is the Fire Marshal.

The Fire Inspector assists the Fire Marshal with his/her responsibilities as imposed by Chapter 541 of the Connecticut General Statutes. These responsibilities include inspections of all buildings and facilities for public use and all occupancies regulated by the Connecticut Fire Safety Code. Additional duties include the investigation and reporting of the origin and cause of all fires within the district; enforcement of state regulations covering oil burning equipment and storage, use and transportation of explosives, flammable liquids and gases; enforcement of the manufacturing employer hazardous material notification law; inspection of fireworks and special effects displays for compliance with regulations; inspection of outdoor amusements; review of plans and specifications for proposed construction; establishing and administration of fire lanes; determination of the level and need for fire protection at exhibitions or amusements, and many other detailed duties.



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## **Deputy Fire Marshal**

The Deputy Fire Marshal is an auxiliary duty performed by line personnel that are certified as such by the State of Connecticut, Office of Fire and Building Safety. Deputy Fire Marshals are utilized by the Fire Marshal to assist in inspections of all buildings and facilities for public use and all occupancies regulated by the Connecticut Fire Safety Code, the investigation and reporting of the origin and cause of all fires within the district; enforcement of state regulations covering oil burning equipment and storage, use and transportation of explosives, flammable liquids and gases; enforcement of the manufacturing employer hazardous material notification law; inspection of fireworks and special effects displays for compliance with regulations; inspection of outdoor amusements; review of plans and specifications for proposed construction; establishing and administration of fire lanes; determination of the level and need for fire protection at exhibitions or amusements, and many other detailed duties.

## **District Administrator**

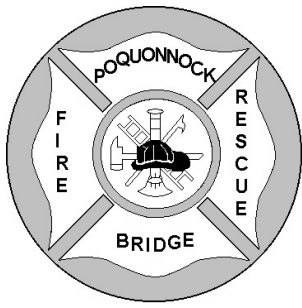
The District Administrator works under the general direction of the Fire Chief, supervises and assigns work to the Assistant District Administrator and is responsible for accounting duties including but not limited to payroll/accounts payable/general ledger, administrative and clerical tasks that support Department and District functions. The District Administrator also maintains records and reports and may serve as the department's initial contact with the public and employees regarding department functions. May prepare agendas and record minutes for staff, committee or District Board meetings. Attends evening monthly Board of Director meetings and annual budget workshop/preparation meetings

The District Administrator, in the absence of the Assistant District Administrator, answers telephone calls, greets visitors and ascertains nature of business and provides information or refers to appropriate individual or office.

## **Assistant District Administrator**

The Assistant District Administrator is responsible for answering telephone calls, greets visitors, ascertains nature of business and provides information or refers to appropriate individual or office. Attends evening monthly Board of Director meetings and annual budget workshop/preparation meetings in the absences of the District Administrator.

Relieves Chief, Deputy Chief and Fire Marshal of administrative details when required. Composes and types routine correspondence and reports. Performs special assignments, compiles and coordinates data for Chief or Board of Directors, conducts studies and routine administrative functions as directed. Develops and maintains confidential and complex records and files. Maintains financial, purchasing, personnel, budget or other administrative records. Acts as representative of the department in dealing with the public.



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## LINE PERSONNEL

The Poquonnock Bridge Fire Department provides emergency services through the use of career personnel divided into four platoons working 24-hour shifts. Each platoon consists of one captain and four firefighters. Every captain and firefighter are qualified to operate all of the Poquonnock Bridge Fire Department fire apparatus and equipment to respond with the appropriate apparatus for the emergency providing a rapid initial response to fire and medical emergencies. Mutual aid from neighboring fire departments is routinely requested to assist with the mitigation of incidents, which are anticipated to exceed the resources or capabilities of this department.

### **Captain**

Also known as the duty officer is a working supervisor. Captain's duties include completing reports, logging daily activities, scheduling overtime, directing the scene of emergencies until relieved by a superior officer, supervising and participating in fire suppression, rescue and other emergency activities, directs and participates in maintaining the quarters, equipment, and apparatus, inspects personnel and maintains discipline. The immediate supervisor of the Captain is the Deputy Fire Chief. In the absence of the Captain, an Acting Captain assumes the role of duty officer. Acting Captains must pass a periodic competitive examination.

### **Firefighter**

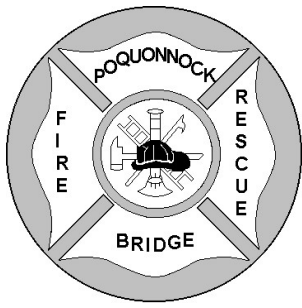
The duties of a firefighter include operation, inspection and minor maintenance of fire apparatus and equipment; fire suppression activities, such as search and rescue, directing hose streams, ventilation, and working from ladders, applying foam; administering first aid, performing various rescue techniques involving hydraulic tools, cold water rescue equipment, and ropes; identifies hazardous materials, participates in defensive product control and decontamination; cleaning and light maintenance of the stations. The immediate supervisor of the firefighter is the captain.

## **Training**

Training shall take place on a regular basis for all personnel. The Deputy Fire Chief controls training for the line personnel that are related to job functions and requirements. The Fire Marshal is responsible to ensure that all personnel assigned to his/her office maintain their CT Fire Marshal certification continuing educational credits from the CT Office of Fire and Building Safety. Every member is strongly encouraged to attend additional training and educational programs offered by outside agencies and institutions. Programs typically attended by department members include those sponsored by the Connecticut State Fire Academy. At the Fire Chief's discretion, State Fire Academy instructors are utilized for specialized in-house training.

The Deputy Fire Chief assigns the subjects and captains deliver the training. All apparatus drivers are required to maintain a CDL or valid State of Connecticut driver's license with a "Q" restriction for all apparatus without any motor vehicle infractions. All firefighters must be certified as Firefighter II, Hazardous Material Operational Level and Emergency Medical Technician -Basic.

Training topics for all members include breathing apparatus, hose, ladders, hazardous materials, and rescue techniques. New firefighters complete a department probationary firefighter training prior to being utilized on emergency scenes. This program includes instruction on department procedures and guidelines, safety, personal protective equipment, hose, ladders, driver training, apparatus qualifications and department rules and regulations.



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The following is a list of quarterly training topics:

Water Supply  
SCBA  
Live Hose, Stream  
Forcible Entry  
Ventilation  
Ground Ladders  
Vehicle Extrication  
Building Construction  
Standpipe Operation  
EMS training  
Scene Size up  
Pump Operation  
Power Distribution  
Foam Fire Streams

Fire Behavior  
Fire Hose and Appliances (feed/advance)  
Ropes and Knots  
Portable Extinguishers  
Accountability  
Aerial Ladders  
Salvage/Overhaul  
Search and Rescue  
Bloodborne Pathogens  
HAZMAT  
Cold Water Rescue  
Car Fires  
ICS

Additional training shall include:

Department Rules and Regulations  
Chemical Hazard Communication  
Annual Infectious Control  
Sexual Harassment

Workplace Violence  
Substance Abuse  
Lock Out Tag Out

Fire officers shall receive more comprehensive training and education in:

Strategy and tactics  
Fire suppression  
Prevention techniques

Leadership principles  
Pre-fire planning  
Safety practices



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## Standing Orders

The Poquonnock Bridge Fire Department responds to a number of incidents varying by type of call and level of service. All responses are directed by Standard Operating Guidelines concerning response assignments and Standard Operating Procedures, which offer direction to operating forces. SOP's are generated and reviewed on a regular basis to guide personnel as circumstances are foreseen and evaluated. These documents are maintained at all stations and are available for review by personnel at all times. New procedures and orders are posted and reviewed before application. These procedures and orders will address personnel assignments and the safe use of those people.

August 30, 2021