



17TH CHARTER REVISION  
 COMMISSION  
 Public Safety &  
 Health/Education/Ethics Committee  
[www.stamfordcharterrevision.org](http://www.stamfordcharterrevision.org)

C/O Office of the Board of Representatives, 4th Floor, Government Center,  
 888 Washington Blvd. P.O. Box 10152, Stamford, CT 06904  
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 ROBERT S. ROBINS

February 27, 2012

New Canaan Fire Department  
 60 Main Street  
 New Canaan, CT 06840

Dear Chief:

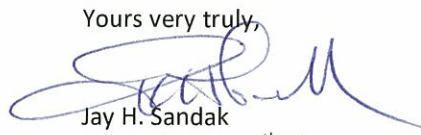
The City of Stamford is currently undergoing a Charter Revision. In this context it is reviewing the current language with regard to the delivery of fire and rescue services within the community. We would appreciate it if you could take a few minutes to answer the following questions as they relate to the delivery of fire services within your community and return this questionnaire for our consideration.

Thank you in advance for your cooperation.

1. Is the fire delivery service in your community a "combined service," i.e., comprised of career and volunteer firefighters? If your answer to the foregoing is "No", do not go any further.
2. Do you have multiple fire districts/houses within your community? If so,
  - a. How many districts/firehouses? \_\_\_\_\_ Districts \_\_\_\_\_ Firehouses
  - b. Are some districts/firehouses exclusively covered by career firefighters and some by volunteer firefighters? \_\_\_ YES \_\_\_ NO
  - c. Are some districts/firehouses covered by a combination of career and volunteer firefighters? \_\_\_ YES \_\_\_ NO
    - i. In districts/firehouses in which there are both career and volunteer firefighters, do they all answer to the same command structure and take direction from the same supervisor(s)? \_\_\_ YES \_\_\_ NO
    - ii. Who makes the decision with regard to staffing and allocation of resources for the individual fire districts/firehouses with career and volunteer firefighters?
3. How long have has your community had a combined fire delivery service? 50+ Yrs.
4. Are there any Charter provisions which address the combined fire delivery service within your community?  YES \_\_\_ NO

5. If so, please attach a copy of the pertinent provisions.
6. Do you have a single individual who has direct responsibility for BOTH the career and volunteer firefighters within your community? \_\_\_YES \_\_\_NO
7. Do you have a single set of standard operating procedures ("SOP") for both the career and volunteer firefighters? \_\_\_YES \_\_\_NO
8. Do you have a uniform training program for both the career and volunteer firefighters? \_\_\_YES \_\_\_NO
9. Do the volunteer fire companies have their own "chiefs"? If so, do they have command of both volunteer and career firefighters within their district/firehouse?  
\_\_\_\_\_
10. Please comment on how the combined fire service is working within your community. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. If you are willing to receive any follow-up inquires, please provide your name and contact information:  
NAME: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Thank you for assisting us as we review the Stamford Charter with regard to our combined fire service program in Stamford.

Yours very truly,  
  
 Jay H. Sandak  
 Co-Chairman, 17<sup>th</sup> Charter Revision Commission

Please return responses to:

17TH CHARTER REVISION  
 COMMISSION  
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 Health/Education/Ethics Committee  
 C/O Office of the Board of Representatives, 4t h Floor, Government Center,  
 888 Washington Blvd. P.O. Box 10152, Stamford, CT 06904

Or

E-Mail: [charterrevision@ci.stamford.ct.us](mailto:charterrevision@ci.stamford.ct.us)

Sirs

New Canaan Fire is a combination fire department that operates out of one station. Our district covers an area of approximately 22.5 square miles, and a population of about 19700 in 7200 residences. The incoming work force increases the daytime population.

The command structure is a single command structure, with the Fire Chief being accountable for both the career and volunteer staff. We have positions for a career Assistant Chief, who supervises day to day operations and a volunteer Assistant Chief, when this position is filled he supervises volunteer training and other assignments. Officer requirements are also similar between career and volunteer, for example a volunteer captain is required to have Fire Service Instructor I and earn Fire Officer I while in office. While the union contract requires a career captain to have Fire Officer I for promotion.

Training is being done on an annual plan with the career shift and volunteer drills covering the same subjects in any given month. When a group is scheduled to work on a volunteer drill night they either participate with the volunteers or assist the drill instructors. State and local classes are offered to all members so long as they have the prerequisites.

There is one set of SOP's and work rules that cover all members.

I hope I have answered all of your questions, Please feel free to contact me at [ed.karl@newcanaanct.gov](mailto:ed.karl@newcanaanct.gov) if you have any other questions.

Edward Karl  
New Canaan Fire  
60 Main St.  
New Canaan, Ct. 06840

# Chain Of Command

From time to time, probationary members may have conflicts, questions or complaints. These can range from timing conflicts for training, questions regarding SOPs or other general issues or concerns. It is important for the probationary member to address these issues quickly and through the proper chain of command. Please note the listing below which should clarify the proper order for addressing these issues (Begin with #1 in each case).

## CONFLICTS

1. Probationary Training Instructors (First Lieutenant, 2 Second Lieutenants)
2. Engine or Ladder Captain
3. Assistant Chief or Company President

## QUESTIONS

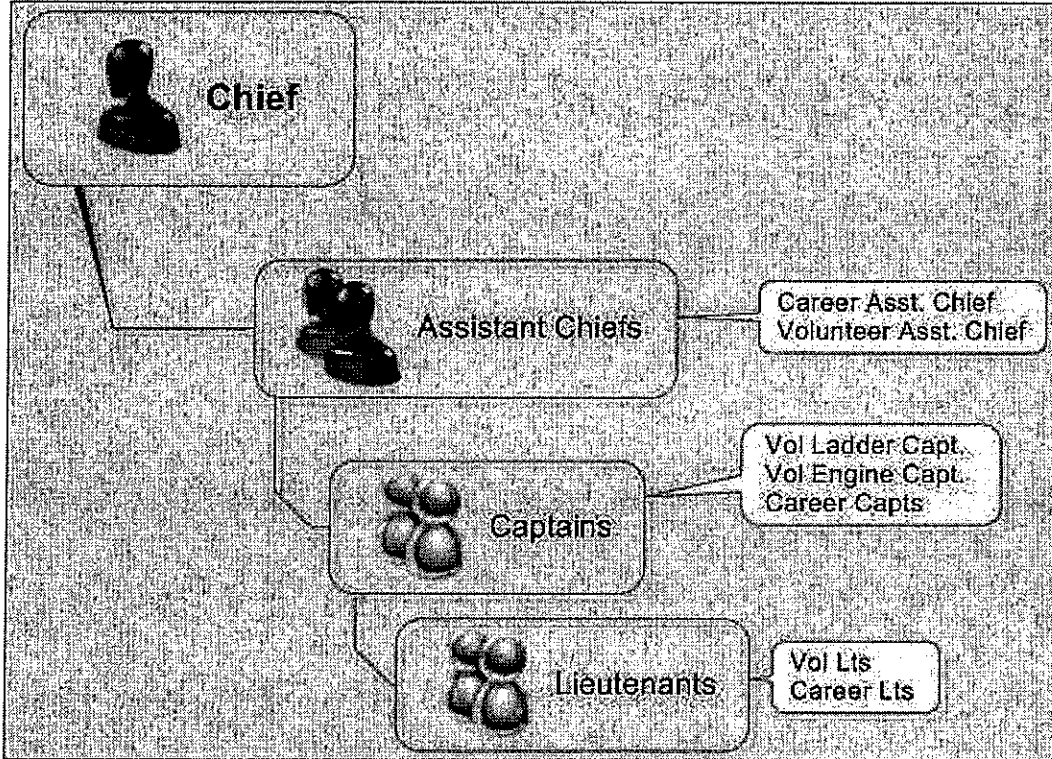
1. Probationary Training Instructors (First Lieutenant, 2 Second Lieutenants)
2. Other Company Line Officers or FD Personnel

## COMPLAINTS

1. Probationary Training Instructors (First Lieutenant, 2 Second Lieutenants)
2. Captains
3. Assistant Chief
4. Chief

### Organization Chart

Below is the organization chart for the New Canaan Fire Dept.



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CHAPTER 1 CHARTER

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## Article VIII. Fire Commission

### § C8-1. Establishment of Fire Commission.

There shall be a Fire Commission composed of three members, who shall be electors of the Town. The members shall serve without compensation and shall hold no other office of trust or emolument in the Town government. Service on committees of the Town government is not prohibited by this section, provided that such service does not create a conflict of interest as defined in the Town's Code of Ethics. *Editor's Note: See Ch. 17, Code of Ethics.*

### § C8-2. Appointment and terms of office.

The Selectmen shall annually on or promptly after the first day of December appoint one member of the Fire Commission who, after qualification, shall hold office for a term of three years from the first day of December until a successor has been appointed and shall have qualified. As long as there shall be a volunteer fire company in the Town of New Canaan receiving Town aid, one of the members of the Commission shall be an inactive member, in good standing, of such a volunteer fire company, in order to foster and recognize the volunteer component of the department. There shall be minority representation on the Commission in accordance with § 9-167a of the General Statutes.

### § C8-3. Organization, officers, records and quorum.

On or promptly after the first day of December of each year, the Commission shall meet at the call of the First Selectman to choose one of its members to be Chairman and one of its members to be Secretary. The Chairman shall, when present, preside at all meetings of the Commission and shall have a vote as a member thereof. The Secretary shall file in the office of the Town Clerk a record of all proceedings, acts and resolutions of the Commission, including the votes of each member on all actions taken, and such record shall be a public record. Two members shall be a quorum for the transaction of business at any meeting.

### § C8-4. Powers and duties.

The Fire Commission shall supervise the management of the fire department of the Town to ensure adequate fire protection and rescue response, and shall exercise powers and perform duties with respect thereto as follows:

- A. Appoint a Fire Chief, whether paid or volunteer, subject to the approval of the Board of Selectmen. If a volunteer is fully qualified for the position and has been elected by the volunteer fire company, the Fire Commission shall appoint such person. In the event that the Selectmen do not approve a candidate appointed by the Fire Commission, then the matter shall be returned to the Fire Commission for

reconsideration and further consultation with the volunteer fire company. If a paid Chief is duly appointed and employed, the Commission shall supervise the Chief in all the duties and responsibilities of the office, including dismissal; and, in the case of a paid Chief, the Chief's salary, compensation, benefits, and increases shall be established with the consultation and approval of the Selectmen. In the event of a vacancy in the position of Chief, the Assistant Chief shall be Acting Chief in order to maintain the chain of command and leadership responsibilities of the department pending the appointment of a permanent Chief.

**B. As to volunteer fire companies established in the Town, the Commission shall:**

- (1) Consult with each such company and furnish annually to the Selectmen an itemized estimate of the operating and capital budgets that the Commission recommends be appropriated for the support and maintenance during the ensuing fiscal year of each such company, together with an itemized statement of the expenditures for similar purposes during the preceding fiscal year.
- (2) Recognize volunteers as members in accordance with the constitution and bylaws of the volunteer fire company.
- (3) Consult with the Chief of each such company regarding rules and regulations, approved by the companies, for the proper governance of all personnel serving with the companies and paid by the Town. The volunteer fire company shall be responsible for discipline of any volunteers who have violated its rules and regulations or for conduct found to be detrimental to the public welfare.
- (4) Consult with the Chief of each such company and thereafter adopt rules and regulations, approved by the companies, for governing their members so that the Town will be assured of adequate fire protection.
- (5) Provide that copies of all rules and regulations referred to in Subsections (3) and (4) hereof shall be delivered to all persons affected thereby.

**C. As to the paid Fire Department established in the Town, the Commission shall:**

- (1) Employ and appoint career officers and fire fighters and other paid personnel of the Fire Department as may be necessary for the adequate protection of the Town. Consult with the Chief to solicit names of qualified candidates for each paid position for service with the Fire Department. Persons so employed shall be paid by the Town.
- (2) Implement changes in the classification and compensation of employees of the Fire Department, in accordance with any collective bargaining agreements, after consultation with the Board of Selectmen.
- (3) Review and approve rules and regulations regarding career personnel, for the proper governance of the Fire Department, in accordance with contract and regulatory obligations, after consultation with the Selectmen.
- (4) Remove or suspend without payment of wages any employee of the Fire Department for violation of any such rules and regulations or for conduct found by the Commission to be detrimental to the public welfare but only after a hearing by the Commission upon written charges delivered to the accused person a reasonable time before such hearing, at which hearing such person may be represented by counsel; provided such actions may be taken only in accordance with collective bargaining agreements and regulatory obligations.

**D. As to general fire protection and prevention, the Commission shall:**

- (1) From time to time prepare and submit to the Selectmen proposed rules and regulations for governing and abating fire hazards in public and private buildings and in all other places in the Town and recommend their adoption by the Town Council as a bylaw or ordinance of the Town.

(2) Appoint, subject to the approval of the Board of Selectmen, a Fire Marshal, whether paid or volunteer, who shall possess the powers and perform the duties imposed upon such officer by law or by ordinance of the Town.

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