

**Resolution Adopting
Ordinance #262**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT, AMENDING THE TOWN OF COVENTRY CODE OF ORDINANCES, TO REPEAL SECTION 42-2. FINANCIAL ASSISTANCE TO THE TOWN'S VOLUNTEER FIRE ASSOCIATIONS; CONTRACTS FOR SERVICES; AMENDING SECTION 42-3. ESTABLISHMENT OF A TOWN FIRE AND EMS DEPARTMENT; PURPOSE; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Whereas, the Town of Coventry in 2020 unified both volunteer fire departments, creating a unified Coventry Fire/Emergency Medical Services Department under Ordinance #258; and

Whereas, this consolidation brought further changes in operations and the management structure of department over the last three years; and

Whereas, the Town Council and Town Manager have this year consolidated the management authority of the Fire/EMS Administrator and the Fire Chief into one fulltime position, and

Whereas, it is the desire of the Town of Coventry to amend the Code of Ordinance to reflect these changes in the management structure of the Fire/Emergency Medical Services Department and to clarify the responsibilities and authority of the position Fire Chief.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT THAT:

Section One – Ordinance #262

(a). The Town of Coventry Code of Ordinances, **Sec. 42-2. “Financial assistance to the town’s volunteer fire associations; contracts for services”**, be hereby repealed. This Section shall be marked “Reserved” for future use.

(b). The Town of Coventry Code of Ordinances **Sec. 42-3. "Establishment of a town fire and EMS department; purpose,** be hereby amended to read as follows:

A unified town-wide fire and emergency medical services department (Town of Coventry Fire/EMS Department) is established for the purpose of providing firefighting, rescue, and emergency medical services throughout the town.

- (1) *Structure; authority.* The department in its operations shall utilize the buildings currently known as Station 118 (1755 Main St.), Station 218 (3427 Main St), Station 318 (1645 South Street), and Station 418 (999 Merrow Road). Stations or substations may from time to time be established or consolidated. The fire chief, shall be responsible to the town manager and is hereby charged with managing the town fire department and directing all fire, rescue, and emergency medical services provided within the town.
- (2) *Powers and duties.*
 - a. The position of fire chief is hereby created and shall be subject to appointment by the town manager. The selection process shall be through an open and competitive process and require a full background check. The town council shall be directed to adopt comprehensive job descriptions for the whole department which shall include, but not be limited to, the duties and responsibilities outlined in this section. These job descriptions may be adopted or amended from time to time by the town council with recommendations from the town manager and fire chief.
 - b. The fire chief, with assistance from the fire officers, shall establish standard policies, rules, and procedures for providing fire-fighting, rescue, and other emergency and safety services throughout the town as from time to time is deemed appropriate. Such policies, rules, and procedures shall be consistent with policies and direction from the town manager and shall comply with the town Charter and any applicable town ordinance or personnel policy.
 - c. The fire chief, with assistance from the fire officers, shall coordinate the training and physical fitness programs of the department; take appropriate steps to improve efficiency, recruitment, and public relations; develop specifications for needed equipment and determine purchase requirements; evaluate risk management issues; develop annual budget recommendations; and develop strategic and tactical plans for future equipment and facilities.
 - d. The fire chief shall plan new programs and take necessary steps to have such programs implemented and represent the department before the town council, other town agencies, other state and local agencies, and the general public. The fire chief shall analyze the needs of the department and coordinate programs to meet those needs, keeping in mind the unique nature of volunteer emergency services.

- e. The fire chief shall through an open and competitive process interview candidates for any contracted or paid positions within the department and recommend candidates for such positions for ratification by the town manager. Such recommendations shall comply with the provisions of any applicable labor laws, ordinance, personnel policy, and with the town Charter.
 - f. The fire chief shall be the direct supervisor of the fire officers, firefighters , EMS personnel, and all other members or employees of the department. The fire chief is responsible for carrying out town policies and procedures and ensuring that they are followed by the firefighters and EMS personnel. The fire chief shall be responsible for the efficiency, discipline and good conduct of the department.
 - g. The fire chief shall make recommendations to the town manager regarding the direction, discipline, suspension, and relief from active duty of paid town employees only, subject to the provisions of standard operating procedure, applicable collective bargaining contracts (if any), and the town Charter. All direction from the fire chief to firefighters or EMS personnel shall be consistent with all appropriate town and department policies, rules, and procedures. The fire chief shall be responsible for supervisory responsibility over any contracted EMS services.
- (3) *Creation of a special revenue fund for EMS proceeds.* A town-controlled special revenue fund shall be created to deposit funds received for the provision of EMS services from various sources including insurance proceeds, direct receipt payments, and other revenue sources which shall be managed by the director of finance and town manager. The special revenue fund and uses of said funding must be compliant with state and federal regulations.

These funds shall be restricted for the following uses only:

- a. First responder and ambulance medical vehicle replacement (including payments into vehicle replacement fund), repair, and maintenance;
- b. Medical equipment and supplies;
- c. Working uniforms and required safety equipment;
- d. Medical training, travel, and certifications;
- e. Mileage reimbursement, stipends, and length of service award costs associated with EMS providers only;
- f. Contracted medical staffer EMS personnel;
- g. Contracted service providers including paramedic and other service providers;
- h. Pro-rated share of building utility expenses and repairs;
- i. Property, liability insurance, and workers compensation coverage;
- j. Legal, audit, and other professional services related to EMS operation;
- k. Printing and postage;
- l. Meals and food for meetings and extended emergencies.

Section Two

Severability: The provisions of this Ordinance #262 are severable. If any word, sentence, clause, phrase, or provision of this Resolution for any reason is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

Section Three

Conflicts: All provisions of Chapter 42 inconsistent herewith are hereby repealed.

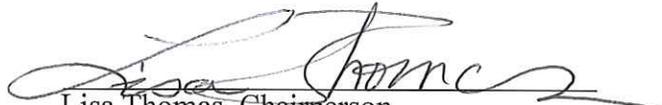
Section Four

Effective Date: Ordinance #262 shall become effective 21 days after publication of the legal notice of the adoption of this Ordinance.

Passed and Adopted by the Town Council of the Town of Coventry, Connecticut on this 6 day of November 2023.

TOWN OF COVENTRY

TOWN COUNCIL



Lisa Thomas, Chairperson

Attest:



Lori Tollmann, Town Clerk

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Adopted	11/6/2023
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