

*Robert J. Clark*

2021 JAN 25 A 9:41

TOWN CLERK  
EAST HARTFORD

VIA TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

JANUARY 26, 2021

Town Hall is closed due to the coronavirus outbreak. Pursuant to Governor Lamont's Executive Order No. 7B, this meeting is accessible through Microsoft "Teams" by dialing 1-929-235-8441 Conference ID: 952 964 834 #

TO: Connor Martin and John Morrison

FROM: Awet Tsegai, Chair

RE: Tuesday, January 26, 2021 5:30pm

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
  - A. December 9, 2020 Meeting
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS
  - A. Revised Job Description: Assistant Fire Chief
6. ADJOURNMENT

C: Town Council  
Mayor Leclerc  
John Oates, Chief of Police  
Theresa Buchanan, Human Resources Director

*Robert J. Pask*

2020 DEC 15 A 9:27

MICROSOFT "TEAMS"  
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK  
EAST HARTFORD

DECEMBER 9, 2020

- PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison
- ALSO Marcia Leclerc, Mayor
- PRESENT Scott Chadwick, Corporation Counsel
- Theresa Buchanan, Human Resources Director
- Linda Trzetzziak, Finance Director
- Scott Sansom, Chief of Police
- Rich Kehoe, Chair, East Hartford Town Council
- Esther Clarke, Minority Leader, East Hartford Town Council

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:32 pm.

APPROVAL OF MINUTES

December 2, 2020 Meeting

- MOTION By Connor Martin
- seconded by John Morrison
- to **approve** the minutes of the December 2, 2020 Personnel & Pensions Subcommittee meeting.
- Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

- Assistant Chief of Police: New Job Description
- Deputy Chief of Police: Revised Job Description

At the last meeting held December 2<sup>nd</sup>, the Committee members asked for the following information:

1. an updated organizational chart of the Police Department
2. an internal range of the salaries for the Deputy Chiefs, Assistant Chief & Lieutenants

3. an internal range of salaries for other administrative levels in the EHPD, comparing similar towns such as West Hartford, Manchester, Middletown, Enfield, Hamden and Bristol
4. Corporation Counsel to review the job descriptions
5. Corporation Counsel to review the transition of union employees to non-union positions.

Mayor Leclerc and Scott Sansom, Chief of Police, reviewed the information they provided to the Committee (attached to these minutes) and a lengthy discussion began.

Assistant Chief of Police

MOTION By Connor Martin  
seconded by John Morrison  
to **remove from the table** the following motion made at the December 2<sup>nd</sup> meeting:

To **table** action on the new job description, including salary, of "Assistant Chief of Police" until this Committee has reviewed an internal range of salaries for the Administrative positions within the East Hartford Police Department.

Motion carried 3/0.

MOTION By Connor Martin  
seconded by John Morrison  
to **recommend** that the Town Council approve the new job description (see below) entitled "Assistant Chief of Police" a non-bargaining position within the East Hartford Police Administration, as presented at the Personnel and Pensions Subcommittee meeting of December 9, 2020 from Human Resources Director Theresa Buchanan and Chief of Police Scott Sansom, with a pay grade of \$123,000 to \$140,000.

Motion carried 3/0.

TOWN OF EAST HARTFORD

Title: Assistant Police Chief  
Department: Police Department

Grade: Salary range \$123,000 - \$140,000  
Date: December 9, 2020

**POSITION DEFINITION:**

Supervision is received from the Police Chief who delegates the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief. Provides supervision and oversight of the Deputy Police Chiefs. This classification is distinguished from the Deputy Chief of Police rank by the considerably greater scope of managerial and administrative duties performed.

Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

**ESSENTIAL JOB FUNCTIONS:**

Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.

- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.

- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

**ADDITIONAL JOB FUNCTIONS:**

Facilitates the exchange of information throughout the organization through oral and written correspondence.

- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of municipal police practices and procedures.

- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

Works in office setting subject to continuous interruptions and background noise.

- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

*Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.*

Deputy Chief of Police

MOTION By Connor Martin  
seconded by John Morrison  
to **recommend** that the Town Council approve the revised job description (see below) entitled "Deputy Chief of Police" a non-bargaining position within the East Hartford Police Administration, that was unanimously approved at the December 2, 2020 Personnel & Pensions Subcommittee meeting with the following revision:

- Change existing pay grade from grade 12 to \$112,000 to \$135,000.

Motion carried 3/0.

**TOWN OF EAST HARTFORD**

Title: Deputy Chief  
Department: Police Department

Grade: \$112,000 to \$135,000  
Date: December 2, 2020

**POSITION DEFINITION:**

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

**ESSENTIAL JOB FUNCTIONS:**

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

*Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.*

**ADJOURNMENT**

MOTION      By Connor Martin  
                  seconded by John Morrison  
                  to **adjourn** (6:58 p.m.)  
                  Motion carried 3/0.

Cc:      Town Council  
            Mayor Leclerc  
            Theresa Buchanan, Human Resources Director  
            Scott Chadwick, Corporation Counsel  
            Scott Sansom, Chief of Police



**TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: January 15, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ma*  
RE: REFERRAL: Personnel and Pensions Committee

---

Please refer the Assistant Chief's updated job description to the Personnel and Pensions Committee.

Please place this item on the Town Council agenda for the January 19<sup>th</sup>, 2021 meeting.

Thank you.

C: T. Buchanan, HR Director  
J. Oates, Fire Chief

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
**31 School Street – Fire Headquarters**

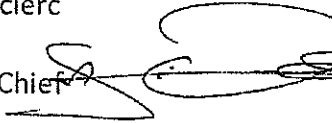
Telephone  
(860) 291-7400  
FAX (860) 282-9706

FIRE DEPARTMENT  
JOHN H. OATES  
FIRE CHIEF

East Hartford, Connecticut 06108

January 15, 2021

TO: Mayor Marcia A. Leclerc

FROM: John H. Oates, Fire Chief 

RE: Revised Job Description – Assistant Fire Chief

Mayor,

Included with this memo is the revised job description for Assistant Fire Chief. The changes more accurately reflect the position responsibilities and expectations in 2021.

If you also approve, I respectfully request the modified job description be sent to the Town Council for review and approval by the Personnel and Pension Sub-Committee.

Please let me know if you have any questions or require any additional information.

CC: T. Buchanan, Director of Human Resources



## TOWN OF EAST HARTFORD

**Title:** Assistant Chief

**Grade:**

**Salary Range:** \$112,000 - \$135,000

**Department:** Fire Department

**Adoption Date:** January XX, 2021

### POSITION DEFINITION:

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Fire Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Fire Chief. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief. Responds to all greater alarm fires and major emergency incidents.

### ESSENTIAL JOB FUNCTIONS:

- Receives oral or written direction from the Fire Chief. Formulates and prescribes work methods for the execution of the department's goals.
- Oversees, provides direction and supervision for assigned department divisions that include Fire Operations, Emergency Medical Services, Fire Apparatus Repair, Fire Marshal, Fire Alarm and Technology, Training, and Emergency Management.
- Responds to all greater alarm fires and emergency incidents.
- Participates in development of near term and long-range planning and strategies to meet fire service objectives, such as response to emergencies, community preparedness and community risk reduction.
- Plans and organizes work according to department procedures.
- Assigns staff work to Deputy Fire Chiefs, Division Heads, administrative staff, Fire Captains, and other ranks as required.
- Responsible for effective administration, utilization and assessment of assigned personnel.
- Reviews all written work products for completeness and accuracy.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Performs liaison work with other fire departments to obtain or give information and disseminate relevant information.
- Assists in labor contract negotiations and grievance administration for all bargaining units within the department.
- Coordinates research and reviews procedures to determine the efficiency and effectiveness of the department's operations.

- Proposes new policies to the Chief to meet department needs.
- Assists the Chief in budget development; responsible for budget administration for assigned department divisions.
- Inspects personnel, fire stations, equipment and operations to ensure compliance with department policy, Occupational Health and Safety Administration requirements and national consensus standards including the National Fire Protection Association (NFPA) and Insurance Services Office (ISO). Develops and discharges plan of correction where needed.

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May be assigned as department liaison to Police Department Communications and/or Information Technology Department.
- May act as official department representative at meetings and proceedings.
- Serves on regional and state fire professional organizations to promote and enhance services to the community.
- Prepares written materials and speaks to social groups, civic organizations and private citizens on matters of fire prevention, preparedness, and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of contemporary fire ground operations, apparatus, facilities, community risk reduction, emergency medical services, emergency management, NFPA standards, OSHA regulations, and State of Connecticut EMS regulation.
- Working knowledge of the Connecticut Fire Safety Code.
- Working knowledge of the ISO Grading Schedule
- Demonstrated ability in fire ground command and management of large scale emergencies.
- Administrative ability to initiate, organize and follow through on programs and projects.
- Working knowledge of all forms of technology as it relates to fire department operations.
- Ability to establish and maintain tactful and effective working relationship with the public, Town Officials, community members and groups, and other fire and EMS agencies, and employees.
- Ability to follow collective bargaining agreement(s) and personnel policies.
- Excellent skills in written and oral communication, research, problem solving, and budget development
- Ability to present ideas and policies to individual, groups and the media.
- Excellent skills in multi-tasking, project management, and time management.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Rely on senses of sight, hearing, smell and touch to help determine nature of emergency, maintain personal safety, and make critical decisions in confused, chaotic, and potentially life threatening environments.
- Make rapid transition from rest to near maximum exertion without warm-up periods.
- Work extended periods of time requiring sustained activity and intense concentration.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspections.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Successfully pass a medical physical consistent with the incumbent member requirements of NFPA 1582 (current version)
- Successfully complete respirator fit testing in accordance with OSHA 1910.134

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be obtained with a Bachelor's Degree, preferably a Master's Degree, in Fire Administration, Public Administration, or some closely related field in addition to more than seven (7) years of increasingly responsible fire and EMS command experience in a department of similar size and scope of operations.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

State of Connecticut or National Registry of EMT (NR-EMT) certification as an EMT or Paramedic

Fire Officer II certification from an agency accredited by NPQB or IFSAC.

*Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.*

## Attenello, Angela

---

**From:** Oates, John  
**Sent:** Thursday, January 21, 2021 10:36 AM  
**To:** Attenello, Angela; Leclerc, Marcia  
**Subject:** RE: Asst Fire Chief

I have that data and will send it to the Mayor.

Prior to submission, I want to share that many of the communities used by the police department have a volunteer fire department. Because of that status, it is not possible to use them for a comparative. We did use eleven (11) different communities. If anyone wishes to have more for comparison, I can search further.

jho

---

**From:** Attenello, Angela  
**Sent:** Thursday, January 21, 2021 9:56 AM  
**To:** Leclerc, Marcia <MLEclerc@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Subject:** Asst Fire Chief

From Councillor Martin:

Good Morning Mayor -

Would you please provide the Personnel & Pensions Committee with the following information:

1. Fire Chiefs current salary
2. Fire department organizational chart
3. Salary Range comparison for fire chiefs and their second in command by town (see attached document used for assistant police chief comparison).

Thanks. Connor

*Angela*

Angela Attenello  
Town Council Clerk  
Town of East Hartford  
740 Main Street  
East Hartford CT 06108

Office 860-291-7208  
Fax 860-291-7389

## **Attenello, Angela**

---

**From:** Oates, John  
**Sent:** Monday, January 25, 2021 8:47 AM  
**To:** Attenello, Angela; Leclerc, Marcia  
**Subject:** RE: Asst Fire Chief  
**Attachments:** Duties and Responsibilities of the Chief and Assistant Chiefs 2020.pdf

In addition to the documents submitted last week, the attached is offered to provide additional detail.

Please let me know if additional detail is needed.

jho

---

**From:** Attenello, Angela  
**Sent:** Thursday, January 21, 2021 9:56 AM  
**To:** Leclerc, Marcia <MLEclerc@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>  
**Subject:** Asst Fire Chief

From Councillor Martin:

Good Morning Mayor -

Would you please provide the Personnel & Pensions Committee with the following information:

1. Fire Chiefs current salary
2. Fire department organizational chart
3. Salary Range comparison for fire chiefs and their second in command by town (see attached document used for assistant police chief comparison).

Thanks. Connor

*Angela*

Angela Attenello  
Town Council Clerk  
Town of East Hartford  
740 Main Street  
East Hartford CT 06108

Office 860-291-7208  
Fax 860-291-7389

# **EAST HARTFORD FIRE DEPARTMENT ADMINISTRATIVE RESPONSIBILITIES 2020-2021**

## **Chief Oates**

- Responsible for the Fire Marshal's Division
- Responsible for Emergency Management Division
- Responsible for Planning & Specifications for Capital Purchases
- Responsible for external activities/state and federal agency liaison
- Responsible for the Department Budget
- Responsible for Public Information
- Responds to emergency incidents as required and assumes command if necessary

## **Assistant Chief Munson (Assistant Chief of Operations)**

- Responsible for the Suppression Division
- Responsible for the Training Division
- Responsible for the Apparatus Maintenance Division
- Responsible for the Department's Hazardous Materials Activities
- Responsible for Public Information
- Responsible for Personnel Protective Equipment
- Responsible for the Purchasing of Firefighting Supplies and Equipment
- Responsible for the Department's Facilities.
- Responds to emergency incidents as required and assumes command if necessary

## **Assistant Chief Alsup (Assistant Chief of EMS and Technical Services)**

- Responsible for the EMS Division
- Responsible for Information Technology
- Responsible for Special Events & Permits
- Responsible for Bike Team
- Responsible for Marine Operations
- Responsible for Uniforms
- Responsible for the Alarm and Communication Technology Division
- Responsible for Liaison with Dispatch
- Responsible for Public Information
- Responds to emergency incidents as required and assumes command if necessary