

Walter J. Cook

2021 JAN 29 A 8:41

TOWN COUNCIL AGENDA
MICROSOFT "TEAMS"
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
FEBRUARY 2, 2021

TOWN CLERK
EAST HARTFORD

6:45 P.M. Executive Session

=====

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the February 2nd Town Council meeting is accessible through "Microsoft Teams" + 1-929-235-8441 Conference ID: 956 364 203#

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. January 19, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Metropolitan District Commission: Overview of 2021 Budget
 - B. OPEB Contribution for FY2020 re: §10-52 of the East Hartford Code of Ordinances
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Public Health Emergency Preparedness Grant
 - B. Setting a Public Hearing Date of Tuesday, February 16th @ 7:15PM re: Revisions to the Following Ordinances:
 1. Chapter 11. Fire Protection
 2. Section 13-1 ATV Nuisance Ordinance
 3. Section 20-1, 20-2 through 20-4 Tree Warden Powers & Duties
 - C. Recommendation from Personnel & Pensions Subcommittee re: Revised Job Description for Assistant Fire Chief
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. The pending assessment appeal known as ONS Investments, LLC v. Town of East Hartford, Docket No. CV-20-6061745-S, 1140-1162 Burnside Avenue.
 - B. The pending assessment appeal known as ONS Investments, LLC v. Town of East Hartford, Docket No. CV-20-6061744-S, 1156 Burnside Avenue

- C. The pending assessment appeal known as 51 Applegate Partners, LLC v. Town of East Hartford, Docket No. CV-20-6061048-S, 51 Applegate Lane
- D. The pending assessment appeal known as FGE Enterprise, LLC v. Town of East Hartford, Docket No. CV-20-6061053-S, 1227 Burnside Avenue.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: February 16th)

Richard J. Kehoe

EAST HARTFORD TOWN COUNCIL

2021 JAN 25 A 9 42

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

TOWN CLERK
EAST HARTFORD

JANUARY 19, 2021

PRESENT Chair Richard F. Kehoe and Councillor Awet Tsegai
In Chambers

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority
Via "Teams" Leader Esther B. Clarké, Councillors Connor Martin, Angela Parkinson,
Patricia Harmon and John Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:32 p.m. He stated that this was a "hybrid" meeting of the Council with two Councillors and the Council Clerk physically present in Chambers and seven Councillors available virtually via Microsoft "Teams". The Chair then asked the Council to join him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Sebrina Wilson
seconded by Connor Martin
to **amend** the agenda as follows:

add, under New Business, item 8.D. entitled "Referral to Personnel & Pensions Subcommittee re: Assistant Fire Chief Job Description".

Motion carried 9/0.

RECOGNITIONS AND AWARDS

The Chair recognized the accomplishments of Mykquan "Mykey" Williams, an East Hartford resident who has developed a boxing career through the guidance of Paul Cichon, his longtime trainer and mentor. On Wednesday January 20th, Williams will be fighting in a super-lightweight division boxing match at Mohegan Sun which will be televised nationally. The Council wishes him well.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

January 5, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by Angie Parkinson
to **approve** the minutes of the January 5, 2021 Regular Meeting.
Motion carried 9/0.

NEW BUSINESS

Community Development Block Grant Coronavirus Action Plan

MOTION By Don Bell
seconded by Awet Tsegai
to **adopt** the following resolution:

WHEREAS The Town of East Hartford has received a special allocation of Community Development Block Grant Coronavirus funds (CDBG-CV) authorized by the CARES Act of 2020 to be used to prevent, prepare for and/or respond to the coronavirus in the amount of \$766,793; and

WHEREAS receipt of this special allocation is contingent upon the submission of a Substantial Amendment to the 46th Program Year (PY) Action Plan and Certifications of Compliance; and

WHEREAS in accordance with the Grants Administration Office's CDBG Citizen Participation Plan, the Action Plan was published in a legal notice requesting public comment from January 5, 2021 through January 11, 2021.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for funding the objectives contained in the CDBG-CV Action Plan and endorses this Plan as reflecting the Town's needs.

AND FURTHER BE IT RESOLVED that the Town Council does support and authorize the submission of the CDBG-CV Action Plan and Substantial Amendment, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract and any amendments thereof with the U.S. Department of Housing and Urban Development.

On call of the vote, motion carried 9/0.

**TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CARES ACT 2020 (CDBG-CV) ACTION PLAN**

PUBLIC SERVICES

East Hartford Interfaith Ministries, Inc. **\$ 50,000**
Funding to supplement the operating budget of the Friendship Center's free hot meal program and funding to support the work of the Human Needs Fund to low/moderate income East Hartford residents including, but not limited to, assistance with rent and mortgage payments. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(D) and 24 CFR 570.208(a)(2)(i)(B).

Interval House, Inc. **\$ 50,000**
Funding in support of services to low/moderate income East Hartford domestic violence victims including, but not limited to, assistance with rent and mortgage

payments. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).

East Hartford CONNects \$100,000

Funding to supplement the operating budget for East Hartford CONNects, including, but not limited to, the Professional Skills Academy which provides career training to low/moderate income East Hartford residents. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).

*** Public Safety Job Pipeline** \$200,000

Funding for recruitment and training for low/moderate income East Hartford residents considering careers in public safety. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).

Testing/Vaccine Distribution \$ 47,000

Funding for costs related to testing and vaccine distribution, including, but not limited to, staffing and distribution, in low-to-moderate income areas of East Hartford. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

Targeted Communication Expenses \$ 9,793

Funding for costs related to targeted COVID-19 communications, including, but not limited to, printing and distribution. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

Town-wide Communication Expenses \$ 30,000

Funding for costs related to town-wide COVID-19 communications, including, but not limited to, printing and distribution. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(c).

PROJECTS

North End Senior Center COVID Response Center \$200,000

Funding for physical improvements, including but not limited to, roof replacement, ADA upgrades restrooms and entryways and increased technology connections and equipment to enable the facility to operate as a response center for COVID-19. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208(c).

ADMINISTRATION

Program Administration \$ 80,000

Oversight, management, coordination & monitoring related to activities designed to prevent, prepare for and/or respond to the coronavirus. Eligible activity under 24 CFR 570.206.

TOTAL \$766,793

** Fire Chief John Oates explained that recruitment of minority candidates in fire service has been a challenge. To address that challenge, Chief Oates decided to develop a program that will grow the diversity in his department. It will begin at the junior high school level through coaching and mentoring and continue through higher levels of education. Hopefully, this will create a pathway for those who want to become a firefighter or paramedic for the East Hartford Fire Department.*

Referral to Fees Committee re: Bulky Waste Permit Fees

MOTION By Awet Tsegai
seconded by Connor Martin
to refer to the Fees Committee the current fee structure and procedures

for removing bulky waste, with instructions to review the collection process and its cost to determine if the current system is responsive to the needs of the residents of East Hartford, and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Refund of Taxes

MOTION By Connor Martin
seconded by Awet Tsegai
to **refund** taxes in the amount of \$5,895.18
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2019-03-0051493	ANNESSE ACQUISITIONS LLC	2016/54DC4W1B2GS804198	-310.50
2019-03-0051503	ANNESSE ACQUISITIONS LLC	2013/54DC4W1B7DS800045	-419.32
2018-04-0081020	BROOKS NAOMI M	2001/2HGES16591H550949	-199.00
2019-03-0054813	BUD BEHLING LEASING INC	2015/1GCWGF5F1264049	-357.40
2019-03-0055709	CAROLINIDE-FLORE MARIA M	2003/JF1SG65643H738982	-9.85
2018-03-0058010	CRANE RUSSELL D JR	2005/1LNHM87A45Y662608	-9.40
2019-03-0060341	DONLEN TRUST	2014/1FTNE1EW9EDA28745	-424.76
2019-03-0064485	GONZALEZ CARMEN L	2006/5FNRL38846B006579	-116.73
2019-03-0066655	HOAK DEBORAH J	2002/4S3BH665026630818	-26.77
2019-03-0068163	JENSEN DEBRA A	2016/5J6RM4H92GL110105	-43.42
2019-03-0069403	KING JAMES M	2003/2FAHP74W63X127711	-16.15
2019-03-0071628	LOZADA-BRION CARLOS H	2010/4T3BA3BB1AU014928	-9.42
2017-03-0073300	MCCOY WILLIAM JR	2013/2HKRM4H75DH681995	-543.60
2018-03-0072741	MCCOY WILLIAM JR	2013/2HKRM4H75DH681995	-513.46
2019-03-0073206	MCCOY WILLIAM JR	2013/2HKRM4H75DH681995	-470.26
2019-03-0073495	MCNEILLY JOLENE D	2006/1N4AL11E56C127142	-18.27
2017-03-0076940	ORTIZ AISHA	2014/WDDKJ5KXEF234156	-436.73
2018-03-0077276	PEDROGO ALEXSANDER	2002/JN1DA31A92T301121	-55.75
2019-03-0080008	REYES DAMARIS	2003/2HGES16503H616663	-35.37

2019-03-0080054	REYES ZORAIDA	2005/5GZCZ63495S809480	-9.16
2019-03-0082432	SALMON CARMELLA E	2015/19XFB2F58FE262805	-10.00
2019-03-0083087	SCANLAN NORA Z	2009/JN8AZ18WX9W133615	-9.79
2018-03-0087671	VW CREDIT LEASING LTD	2016/WAUFG AFC2GN166012	-1,031.86
2019-03-0088346	VW CREDIT LEASING LTD	2016/WAUFG AFC2GN166012	-796.96
2019-03-0088978	WHITE STUART S	2000/JHLRD1840YC058843	-21.25
	TOTAL		<u>\$ (5,895.18)</u>

Referral to Personnel & Pensions Subcommittee: Assistant Fire Chief Job Description

MOTION By Connor Martin
seconded by John Morrison
to refer to the Personnel & Pensions Subcommittee the job description for the Assistant Fire Chief for the purposes of reviewing the job description and compensation and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

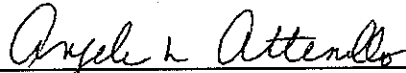
Mayor Leclerc spoke on the following: (1) FEMA will reimburse the town for damages caused by Storm Isaias at 75%; (2) submission to FEMA for Covid-19 expenses is anticipated; (3) the town will receive 200 doses of the Covid vaccine for this week which will be administered to first responders and healthcare workers, among others; (4) the town's Youth Services Department is developing an on-line Covid support group; (5) the town received notification that the \$20,000 grant applied for from the State Historic Prevention has been approved; (6) the Library has amended their hours to curb evening hours due to limited activity; and (7) Police Chief Scott Sansom was appointed by the Connecticut Speaker of the House Matt Ritter to the Police Officers Standards Training Council.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (8:16 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be February 2nd.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK



**MDC Adopted 2021 Budget
Presentation to East Hartford Town Council
February 2, 2021**

2021 MDC Budget Highlights

- Budget conservatively and effectively continues management of a range of critical issues, including Pandemic response, revenue volatility, and the use of one-time resources to off-set one-time expenses
- Operating Budget is \$205M (\$97M sewer/ \$108M water)
 - 0% increase in Ad Valorem
 - .75% increase in water bill (based on typical customer water use of 100ccf)
 - \$5.2M used from Reserves was used to offset increases
- No increase to the monthly Water or Sewer Customer Service Charges, or Clean Water Project Charge
- Continue long-term trend of reducing employee headcount, assumes elimination of 25 more positions to a total of 454
- Fully funding ADEC payments for both OPEB and Pension Plans
- Nominal increase in Hydrant Maintenance Fee from \$135 to \$140 and \$1.2 million additional fire protection revenue from updating meter sizes /aligning with market
- Numerous (12) collaborative budget meetings/workshops with member community officials and general public between July and December

The Metropolitan District
 2021 Proposed Budget Sensitivity Analysis
 Ad Valorem and Customer Service Sewer Charge

Customer Service Charge - \$7 remains constant

Ad Valorem 0%

	2018 Actual	2019 Actual	2020 Adopted	2021 Adopted	Increase
<u>REVENUES \$3.8 Designated from Fund Balance - Final Adopted</u>					
Tax on Member Municipalities	\$45,004,000	\$48,153,100	\$51,475,700	\$51,475,700	\$0 0.0%
Customer Service Charge	\$3,127,732	\$6,268,836 \$7.00	\$7,656,300 \$7.00	\$7,656,300 \$7.00	\$0 \$0.00
<u>REVENUES \$2.1M Designated from Fund Balance as proposed September 29th</u>					
Tax on Member Municipalities	\$45,004,000	\$48,153,100	\$51,475,700	\$52,659,600	\$1,183,900 2.3%
Customer Service Charge	\$3,127,732	\$6,268,836 \$7.00	\$7,656,300 \$7.00	\$7,656,300 \$7.00	\$0 \$0.00

Average Customer Water Bill

Member Charges	CCFs	2020 Rates	2020 Billing	2021 Rates	2021 Billing	Change
Water Use Charge	100	\$ 3.97	\$ 397.00	\$ 4.05	\$ 405.00	2.02%
CWP	100	\$ 4.10	\$ 410.00	\$ 4.10	\$ 410.00	0.00%
Water CSC		\$ 14.98	\$ 179.76	\$ 14.98	\$ 179.76	0.00%
Sewer CSC		\$ 7.00	\$ 84.00	\$ 7.00	\$ 84.00	0.00%
Total Bill			\$ 1,070.76		\$ 1,078.76	
Annual Change					\$ 8.00	0.75% \$0.67

Non-Member Charges	CCFs	2020 Rates	2020 Billing	2021 Rates	2021 Billing	Change
Water Use Charge	100	\$ 3.97	\$ 397.00	\$ 4.05	\$ 405.00	2.02%
CSC		\$ 14.98	\$ 179.76	\$ 14.98	\$ 179.76	0.00%
GS		\$ 14.98	\$ 179.76	\$ 14.98	\$ 179.76	0.00%
Total Bill			\$ 756.52		\$ 764.52	
Annual Change					\$ 8.00	1.06% \$0.67

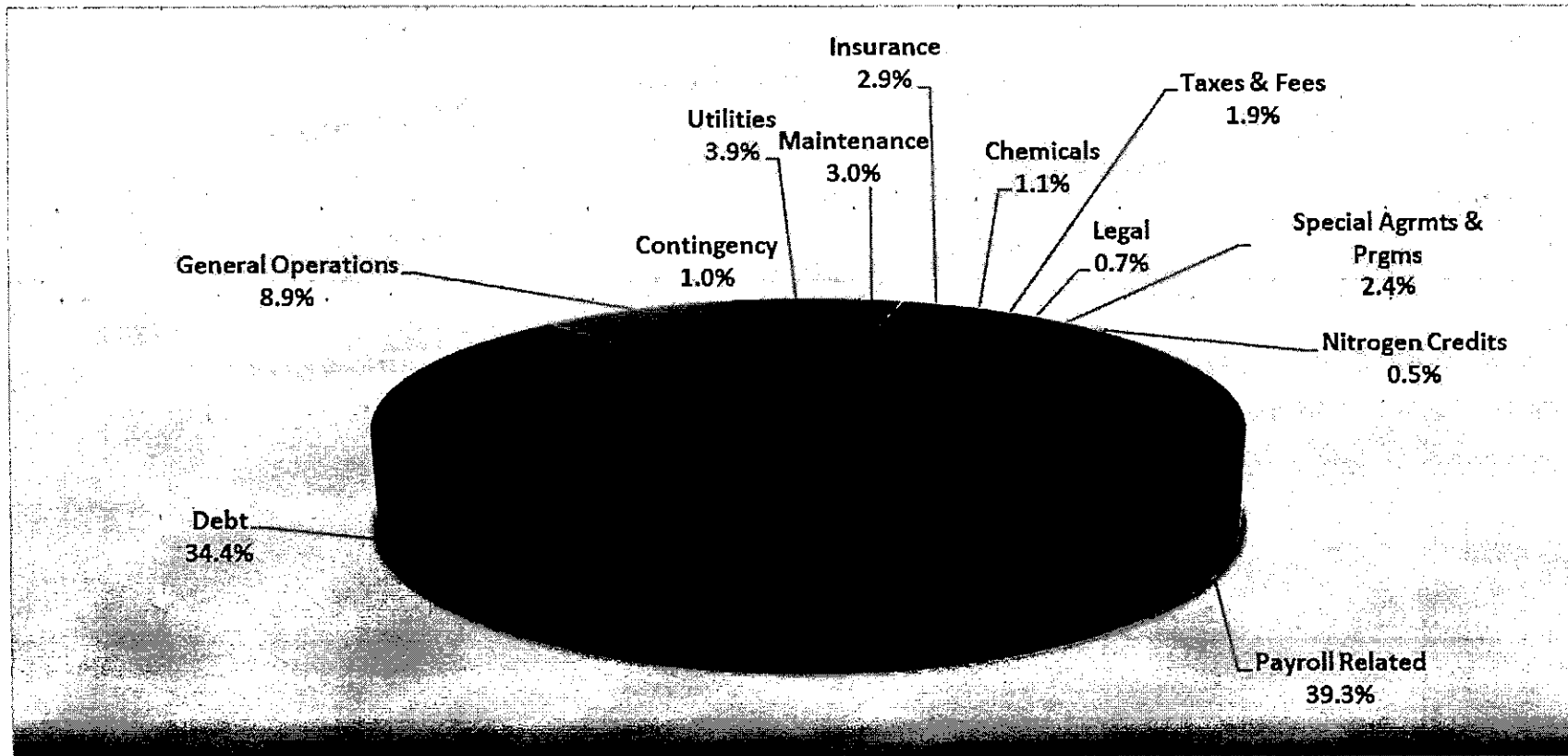
CSC = Customer Service Charge

GS = General Surcharge Outside of District

\$ 1,078.76
(410.00)

\$ 668.76 without CWP charge

2021 MDC Adopted Budget



2020 vs 2021 Water Rate Comparison

(typical 5/8 residential meter)

Water Utility	2020 Water Rate per CCF (748 gal)
MDC	\$3.97
Aquarion (Eastern division)	\$4.23-6.87
CT Water	\$6.76
Regional Water Authority	\$4.40

Year	MDC	Regional
2021	\$4.05	TBD
2020	\$3.97	\$4.40
2019	\$3.50	\$4.40
2018	\$3.14	\$4.14
2017	\$2.77	\$3.95
2016	\$2.66	\$3.68

Questions





TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 25, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: COMMUNICATION: Application of Ordinance 10-52-OPEB Contribution

Please place on the agenda the attached memo from the Director of Finance regarding a transfer to the Retiree Benefit Trust Fund. The transfer of \$156,900, which will be processed in February and deposited into the OPEB Trust, stems from Ordinance 10-52 (b), which states that the town shall appropriate any surplus over 10 percent from the undesignated reserve fund to the Retiree Benefit Trust Fund.

The attached worksheet outlines the amount of transfer required from the Fund Balance to meet the conditions of the ordinance.

Please place on the Town Council Agenda for the February 2nd, 2021 Town Council meeting.

Thank you.


C: L. Trzetzkiak, Finance Director



MEMORANDUM

DATE: January 25, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Application of Ordinance 10-52 - OPEB Contribution

In June of 2008, the Town Council adopted the following ordinance:

Section 10-52. Retiree Benefit Trust Fund.

(a) There is established a Retiree Benefit Trust Fund. The purpose of the fund is to provide funds to meet long-term obligations of the Town of East Hartford regarding health benefits provided to retired town employees in accordance with provisions for such benefits contained in any agreement between town employees and the Town of East Hartford.

(b) Income to such fund shall include any amounts appropriated to such fund by the town council or as provided in this subsection and any return on investments of such funds. If, at the close of any fiscal year, the undesignated reserve fund for the town exceeds ten percent of the total budget appropriation for such fiscal year, the budget surplus in such fiscal year, as verified by the town auditors, shall be appropriated to the Retiree Benefit Trust Fund.

(c) Expenses of such fund shall include those expenses necessary for the maintenance and administration of the fund, including but not limited to actuary and consulting fees. Fund expenses shall not include compensation of any town employee or other general office-related expenses unless approved by the Town Council.

With respect to the aforementioned ordinance, specifically subsection (b), attached please find a worksheet which calculates the amount of transfer required from Fund Balance to meet the conditions of the ordinance. The transfer of \$156,900 will be processed in February and deposited into the OPEB Trust. Please forward this memo to the Town Council as a communication.

Should you have any questions or problems on the aforementioned, please feel free to contact me at 860-291-7246. Thank you in advance for your cooperation.

The Town of East Hartford
OPEB Contribution Calculation - Ordinance 10-52
For the Fiscal Year Ending June 30, 2020
Prepared as of December 31, 2020

	<u>Ref.</u>	<u>Pre-Transfer</u>	<u>%</u>	<u>Post-Transfer</u>	<u>%</u>
Revised Budget: June 30, 2020	RSI - 2	196,761,000		196,761,000	
Unassigned Fund Balance: June 30, 2020	Exhibit III	19,833,000	10.08%	19,676,100	10.00%
Revised Budget Appropriation - 10%		<u>19,676,100</u>	10.00%	<u>19,676,100</u>	10.00%
Excess Unassigned Fund Balance Over (Under) 10%		<u>156,900</u>		<u>-</u>	
Transferred to OPEB Trust		<u>156,900</u>			



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 25, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *M*
RE: RESOLUTION: 2020-2021 Public Health Emergency Preparedness (PHEP) Grant

The Town is interested in entering into an agreement with the Capitol Region Council of Governments (CRCOG) for funding from the Connecticut Department of Public Health (DPH) for the Town's Public Health Emergency Preparedness (PHEP) Grant for the period of July 1, 2020 through June 30, 2024. The grant amount is \$32,547 and no local match is required.

The funds will go toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism.

Please place this item on the agenda for the February 2nd, 2021 Town Council meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

Cc: E. Buckheit, Development Director
L. Burnsed, Health Director
P. O'Sullivan, Grants Manager

I, Angela M. Attenello, Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting at a meeting of East Hartford Town Council of said corporation, duly held on the 2nd day of February, 2021 in East Hartford, Connecticut.

RESOLUTION

WHEREAS, The Connecticut Department of Public Health and the Capitol Region Council of Governments have offered funding under the Public Health Emergency Preparedness Program; and

WHEREAS, this money goes toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism,

NOW THEREFORE LET IT BE RESOLVED that Mayor Marcia A. Leclerc has been empowered to make, execute and approve on behalf of this corporation any and all contracts or amendments thereof with the State of Connecticut Department of Public Health and/or the Capitol Region Council of Governments to fund the Public Health Emergency Preparedness Grant.

AND I DO FURTHER CERTIFY that the above resolution has not been in any way altered, amended, or repealed and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this ____ day of February, 2021.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2020-21 Public Health Emergency Preparedness (PHEP) Grant

Funder: CT Department of Public Health (DPH) via the Capitol Region Council of Governments (CRCOG)

Grant Amount: \$32,547

Frequency: One time Annual Biennial Other _____

First year received:	<u>2009</u>		
Last 3 years received:	<u>2020</u>	<u>2019</u>	<u>2018</u>
Funding level by year:	<u>\$34,489</u>	<u>\$35,111</u>	<u>\$35,111</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: PHEP funding is used to advance public health preparedness and response capabilities among local health departments.

Results achieved: Help public health departments improve their ability to respond to a range of public health incidents and build better prepared communities.


Duration of grant: 2020-2024 (Town will receive \$32,547 annually until 2024)

Status of application: This is not an application process. The Town was allocated the amount by DPH/CRCOG. The purpose of the resolution is to authorize the Mayor to execute the grant contract.

Meeting attendee: Health Director Laurence Burnsed, x7321

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Referral to Council – Public Health Emergency Preparedness Resolution
DATE: January 25, 2021

Attached is a draft Town Council resolution authorizing you to enter into an agreement with the Capitol Region Council of Governments (CRCOG) for funding from the Connecticut Department of Public Health (DPH) for the Town's Public Health Emergency Preparedness (PHEP) Grant for the period of July 1, 2020 through June 30, 2024.

This money will go toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism. I have attached some information from the DPH PHEP homepage for further details on this program. Grants Office records indicate that the Town has received funding under this grant program since 2009.

I respectfully request that this resolution be included on the Town Council agenda for the February 2nd, 2021 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Health Director

PUBLIC HEALTH EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT (PHEP) PROGRAM



CONNECTICUT

PHEP Then

In response to the deadly events of September 11, 2001, and the subsequent anthrax attacks, Congress established a new program to help health departments across the nation prepare for emergencies. Since then CDC's [Public Health Emergency Preparedness \(PHEP\) program](#) has partnered with state, local, and territorial public health departments to prepare for, withstand, and recover from potentially devastating public health emergencies.

Every year since, the PHEP program has provided vital resources to ensure communities can effectively respond to infectious disease outbreaks, natural disasters, and chemical, biological, radiological, or nuclear events.

PHEP Now

In 2018, PHEP provided \$620 million across public health departments to improve response readiness. Funds are also used to support epidemiologists (disease detectives), lab staff, planners, and other preparedness staff on the ground.

In the future, CDC will continue supporting PHEP recipients by sharing technical expertise, best practices, and lessons learned, along with tools and resources to identify and address gaps.

Learn More

For more information about the PHEP Program, visit www.cdc.gov/cpr/map.htm.

AT A GLANCE

In Connecticut

- ▶ **3.6 million residents**
- ▶ **58%** reside in Cities Readiness Initiative metropolitan statistical areas (CRI MSA). A federally funded program, CRI helps cities effectively respond to large-scale public health emergencies requiring life-saving medications and medical supplies.
- ▶ **68** local public health departments

Frequent Public Health Emergencies

- ▶ Tropical Storms/Hurricanes
- ▶ Blizzards
- ▶ Infectious Disease Outbreaks

Key Emergency Operations Center Activations

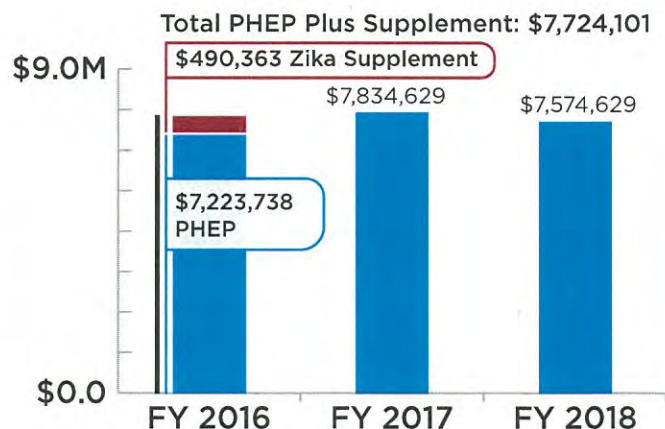
- ▶ 2016: Severe Winter Storm
- ▶ 2016: Statewide Radiological Drill

PHEP funds programs and activities that build and strengthen the nation's preparedness for public health emergencies.

Preparedness and Response Funding Snapshot

FY 2018 PHEP \$7,574,629

Base Plus Population \$7,037,812
Cities Readiness Initiative \$536,817
Level 1 Chemical Lab \$—



Centers for Disease Control and Prevention
Center for Preparedness and Response

CONNECTICUT

PHEP IN ACTION – PHEP HELPS CONNECTICUT PROTECT THOUSANDS FROM FLU



In Connecticut, PHEP supports the development and exercising of systems to ensure that staff are available and trained to dispense medical supplies during an emergency. The 2017-2018 influenza season was particularly severe across the country. In Connecticut, 3,550 people were hospitalized and 165 people died. To prevent further illness and death, Connecticut set up and coordinated weekend clinics where residents could receive free flu vaccines. This required working with local partners to rapidly obtain and deliver vaccines, stand up points of dispensing, and develop messaging promoting the vaccination clinics. As a result, the state vaccinated more than 3,000 people against flu over two weekends.

CDC identified 15 public health preparedness capabilities critical to public health preparedness.

2018 CONNECTICUT TOP PHEP CAPABILITY INVESTMENTS

1. Medical Countermeasure Dispensing
2. Public Health Laboratory Testing
3. Public Health Surveillance & Epidemiologic Investigation
4. Information Sharing
5. Emergency Operations Coordination

For a complete list of all 15 public health preparedness capabilities, visit <https://www.cdc.gov/cpr/readiness/capabilities.htm>.

Medical Countermeasure Readiness: Ensuring that medicine and supplies get to those who need them most during an emergency.

KEY STRENGTH

Long-term receiving, staging, and storage partnerships with both a commercial warehouse and the Connecticut Air National Guard

KEY CHALLENGE

Large number of Cities Readiness Initiative jurisdictions. The state is looking to consolidate jurisdictions to streamline dispensing planning and response

States, territories, and localities are required to develop emergency plans covering children, pregnant women, and other vulnerable populations.

Population	2017
Households included children	35%
Respondents who know they are pregnant	4%
Respondents 65 or older	21%
Respondents who reported having diabetes	10%
Respondents who reported a condition that limits activities	–
Respondents who reported a health problem that required the use of specialized equipment	–

PHEP funds support staff who have expertise in many different areas.

PHEP-Funded Staff	2017
CDC Field Staff	1
Educators	2
Epidemiologists	5
Health Professionals	–
Laboratorians	5
Other Staff	10

CONNECTICUT

PHEP PROGRAM—KEY PERFORMANCE MEASURE RESULTS

In an emergency, it is critical that staff can meet quickly to plan for, lead, and manage a public health response. Public health staff serve as Incident Commanders, Public Information Officers, Planning Section Chiefs, Operations Section Chiefs, and other response roles.

Emergency Operations Coordination	2015	2016	2017
Number of minutes for public health staff with incident management lead roles to report for immediate duty	60	N/A	60

Timely and effective communication between lab and epidemiologic staff can reduce death and injuries in a public health emergency.

Public Health Laboratory Testing	2017
Results of communication drills between laboratory and epidemiological staff completed within 45 minutes	Drill 1: Completed drill in time Drill 2: Completed drill in time

Laboratory Response Network biological (LRN-B) and PulseNet labs rapidly identify and notify CDC of potential biological health threats to minimize disease outbreaks. CDC manages the LRN-B, a group of public health labs with testing capabilities to detect and confirm biological health threats. CDC also manages PulseNet, a national network of labs that analyzes and connects foodborne illness cases together to identify outbreak sources.

Current number of LRN-B public health labs: 1

Public Health Laboratory Testing: LRN-B	2015	2016	2017
Proportion of LRN-B proficiency tests passed	2 / 2	2 / 2	2 / 2
Public Health Laboratory Testing: PulseNet	2015	2016	2017
Percentage of <i>E. coli</i> -positive tests analyzed and uploaded into PulseNet national database within four working days	100% (target: 90%)	92% (target: 90%)	94% (target: 90%)
Percentage of <i>Listeria</i> -positive tests analyzed and uploaded into PulseNet national database within four working days	100% (target: 90%)	88% (target: 90%)	100% (target: 90%)

LRN chemical (LRN-C) labs rapidly identify exposures to toxic chemicals, aid diagnoses, and minimize further human exposures. CDC manages the LRN-C, a group of labs with testing capabilities to detect and confirm chemical health threats. LRN-C labs are designated as Level 1, 2, or 3, with Level 1 labs demonstrating the most advanced capabilities.

Current number and level of LRN-C Labs: 1 (Level 2)

Public Health Laboratory Testing: LRN-C	2015	2016	2017
Proportion of core chemical agent detection methods demonstrated by Level 1 or Level 2 labs	8 / 9	9 / 9	9 / 9
Number of additional chemical agent detection methods demonstrated by Level 1 or Level 2 labs	0	0	0
Result of LRN exercise to collect, package, and ship samples	Passed	Passed	Passed

Fire Protection ordinance updates
01/27/21

Summary: These changes:

1. Establish a clear open burning regulation in town ordinances consistent with state law as provided in Conn. Gen. Stat. section 22a-174(f) which allows open burning on residential property under certain circumstances and allows the town to appoint an open burning official to monitor and permit such open burning. Such official must be certified by the Department of Energy and Environmental Protection Commissioner.
2. Generally, the ordinance bars open burning, allowing such burning only for cooking on appliances like barbecues, fire pits and chimineas with restrictions and otherwise only by permit issued by the open burning official with safety conditions.
3. Clarifies a property owner's responsibilities relative to fire lanes designated by the fire marshal on commercial property to maintain such fire lanes free from obstructions that would inhibit fire apparatus
4. Requires owners of public and private fire hydrants to maintain them in a manner that allows firefighters to easily access them in an emergency and provides that failure to do so is a violation of the property maintenance code which establishes fines and the ability of the town to recover costs of its addressing the violation such as clearing debris, snow and ice from around the hydrant.
5. Further requires owners of private fire hydrants to follow the MDC standards for properly maintaining such hydrants
6. Requires owners of one or two family residences to maintain such property in a manner that allows access to such structure and property by firefighters in an emergency. Failure to do so would be a violation of the town's property maintenance code.

CHAPTER 11. FIRE PROTECTION

Sec. 11-1. Hindering or Obstructing Fire Apparatus or [Firemen] Firefighter.

- a) No person shall hinder or obstruct any fire apparatus or any [fireman] firefighter, in freely passing along the streets to or from a fire, or in any manner from operating at any fire.
- b) No person shall locate any vehicle, fence or any other thing in any front or side yard of any dwelling so as to hinder or obstruct any [fireman] firefighter from free access to the front or rear of any such dwelling.

Sec. 11-2. [Burning Rubbish or Waste. The burning of any rubbish or waste material by any person upon any land within the Town shall not be permitted unless approved by the Town official designated by the State Department of Environmental Protection to grant such permits. Any police officer shall have authority to order such person to desist therefrom.

Sec. 11-3. Burning Grass, Brush and Weeds. No person shall ignite or cause to be ignited any dry grass, brush or weeds.

Sec. 11-4. Bonfires. No person shall make or maintain any bonfire in any street, highway or public place in the Town without permission from the Fire Chief and the Director of Health. At least one member of the Town Fire Department shall be present at any such bonfire. The Fire

Chief may, at his discretion, require the person desiring to make or maintain any bonfire to pay for the use of the Fire Department's equipment and salary of the fireman at the bonfire]

Open burning. (a) No person shall burn any material outside of any building.

(b) Notwithstanding the provisions of subsection (a), a person, on a residential property, may cook food for human consumption outside of any building in an appliance manufactured for the safe cooking of such food.

(c) Notwithstanding the provisions of subsection (a), a person may, on a residential property, burn clean, non-processed wood in a fire pit, chiminea or other similar equipment provided (1) its use is solely for recreational enjoyment, ceremonial or religious purposes, (2) such equipment is no more than three feet in diameter at its widest point, (3) such equipment is located at least twenty-five feet from any structure and at least ten feet from the property line and (4) the fire is supervised at all times and there are adequate means to extinguish the fire including but not limited to water access, fire extinguishers, hoses, sand and shovels.

(d) Notwithstanding the provisions of subsection (a), a person may burn, on residential property, trees, branches, and brush that are no more than three inches in diameter at its widest point without the fire emissions passing through a flue or stack if such person is issued a permit by the open burning official nominated by the mayor pursuant to subsection (f) of section 22a-174 of the general statutes. Such permit shall be conditioned on (1) such burning complying with all applicable state and local laws; (2) reasonable safety precautions including limitation on the size of such fire to an area no larger than ten feet by ten feet, the maintenance of adequate extinguishing materials, the location of the fire more than fifty feet from any structure, the ability of the open burning official or designee to revoke such permit and order the immediate extinguishment of any fire found to be in violation of the permit.

[Sec. 11-5. Discharging Volatile or Inflammable Liquids into Sewers or Street or Drain. No person shall discharge, pour naphtha, gasoline, or other volatile, inflammable liquid into any public sewer and/or street or private drain connected therewith in the Town or under the jurisdiction thereof, or into, or upon any street within the Town. Any person discharging, pouring or permitting to be discharged or poured any volatile or inflammable liquids into any public sewer or private drain, shall pay the expense of flushing the public sewer and/or streets by the Town.

Sec. 11-6.] Sec. 11-3 Fire Lanes. (a) [Upon finding that the parking of any vehicle in any area would hinder or obstruct the free access of fire-fighting equipment to any structure, the] The Fire Marshal may designate any portion of any roadway, parking lot or parking area in [any street] a shopping center or mall or property containing a commercial building or apartment complex as a fire lane. The owner of such property shall keep a designated fire lane reasonably free from ice, snow and any other obstruction and shall clearly designate such fire lane with signage, striping and other markings approved by the Fire Marshal.

(b) No person shall park any vehicle in any designated fire lane unless the operator remains in the vehicle.

[(b) The owner, manager or operator of any shopping center or mall or apartment units or complex is authorized to have any vehicle parked in any posted fire lane towed away at the vehicle owner's expense. The owner, operator or manager shall not be liable for any costs incurred by the towing of such vehicle.]

[Sec. 11-7.] Sec. 11-3a Smoke Detectors Required. Effective upon adoption of this Ordinance, all residential buildings designed to be occupied by two [(2)] or more families shall have installed a smoke detector capable of sensing visible and invisible smoke particles and providing an alarm suitable to warn the occupants.

[Sec. 11-8.] Sec. 11-4 Fire Hydrants; Use: Obstruction.

(a) No person shall open any fire hydrant unless authorized by the Chief of the Fire Department.

(b) [No person shall obstruct or interfere with the use of any fire hydrant by placing any building materials, dirt, articles, merchandise or rubbish in the immediate vicinity of any such hydrant unless authorized by the Fire Chief.] The owner of a private property on which a fire hydrant is located shall maintain the area around the fire hydrant , keeping the area clear of weeds, rubbish, shrubs, fencing or any other material that could prohibit access of such fire hydrant for use or maintenance.

(c) The owner of a private property on which a fire hydrant is located shall, within eight hours after the end of any snow or sleet event or eight hours following the sunrise after the end of such event, whichever is later, remove any such accumulation on such hydrant and within a three foot radius of such hydrant. A three foot wide path shall be cleared from the hydrant to the adjacent street.

Any owner who is in violation of this subsection may be issued a warning by the Fire Chief or designee directing such owner to take action to comply with the provisions of this subsection within three hours of the delivery of such notice to such owner.

(d) No person shall shovel, snowblow, plow or otherwise place snow or ice onto any fire hydrant except if such person is authorized by the town to clear a public road from such snow or ice.

(e) Any violation of this section, except subsection (d), shall be a violation of the Property Maintenance Code of the Town of East Hartford as contained in Article 3 of Chapter 7 of the town ordinances.

Sec. 11-4a Private fire hydrants

(a) Any owner of property who is required to install private fire hydrants as a condition of site plan approval or to enhance fire protection, shall install and maintain a private water main and hydrants in accordance with the specifications and standards of the Metropolitan District Commission.

(b) Any person who owns fire hydrants in accordance with subsection (a) shall annually pay for a maintenance service provided by the Metropolitan District Commission. The owner of such hydrants shall comply with the provisions of section 11-4 of the town ordinances [keep such hydrants clear of all obstructions and snow and ice, to assure access to such hydrants by town firefighters]. Such person shall maintain a file of hydrant maintenance reports on site for inspection by the Fire Chief or designee.

(c) The Fire Chief may order the owner of such hydrant to repair a defective hydrant by providing written notice of such order to the such owner.

- (d) No person shall shovel, snowblow, plow or otherwise place snow or ice onto any fire hydrant except if such person is authorized by the town to clear a public road from such snow or ice.
- (e) Any violation of this section, except subsection (d), shall be a violation of the Property Maintenance Code of the Town of East Hartford as contained in Article 3 of Chapter 7 of the town ordinances

Sec. 11-5. Access by firefighters on private property

The owner of any property on which a one or two family residence is located shall maintain a safe and unobstructed means of egress from such residence to a public sidewalk or street. Exits from dwelling units, stairways and handrails shall be maintained in a manner required by the town's building, fire and property maintenance codes.

ATV NUISANCE ORDINANCE
(January 27, 2021)

Section 13-1 of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

(a) As used in this Article: “snowmobile” and “all-terrain vehicle” shall have the same meaning as contained in section 14-379 of the Connecticut General Statutes; “dirt bike” and “mini-motorcycle” shall have the same meaning as contained in section 14-390m of the Connecticut General Statutes.

(b) Public nuisances affecting public safety shall mean: (A) All ice not removed from public sidewalks and all snow not removed from public sidewalks as required by Town ordinance; (B) All limbs of trees which project over a public sidewalk, less than eight feet above the surface thereof or less than [ten] fourteen feet above the surface of a public street; (C) All obstructions of streets, alleys, sidewalks or cross-walks and all excavations in or under the same, except as permitted by the ordinances of the town or which, although made in accordance with such ordinances, are kept or maintained for an unreasonable length of time after the purpose thereof has been accomplished; (D) All open and unguarded pit, wells, excavations or unused basements freely accessible from any public street, alley or sidewalk; (E) All abandoned refrigerators or iceboxes from which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside; (F) The operation on public property, private residential property or non-residential private property within one thousand feet of a residential property of any dirt bike, all-terrain vehicle, snow mobile, mini-motorcycle or other motorized vehicle not authorized for use on a street or road, provided that this subdivision shall not apply to motorized vehicles used in the operation of a farm or in the maintenance of property such as a riding lawn mower.

(c) The owner of any dirt bike, all-terrain vehicle, or mini-motorcycle that is operating or has operated in violation of the provisions of this section shall forfeit possession of such vehicle to the town of East Hartford which shall take ownership of such vehicle subject to any bona fide lien, lease or security interest unless such owner did not know or could not have reasonably known that such vehicle was being used or was intended to be used in violation of this section. Any seized vehicle shall be sold at public auction by the town and the proceeds deposited in the town’s general fund.

(d) Any person found in violation of this section regarding the operation of an all-terrain vehicle shall be fined not more than one thousand dollars for the first violation, not more than one thousand five hundred dollars for the second violation and not more than two thousand dollars for the third and any subsequent violation.

TREE WARDEN POWERS AND DUTIES
(January 3, 2021)

Section 1. Section 20-1 of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

(a) The Mayor shall appoint a tree warden in accordance with the provisions of Section 23- 58 of the Connecticut General Statutes.

(b) The tree warden shall have the powers provided by Sections 23-59 and 23-65 of the Connecticut General Statutes and carry out the duties prescribed in such sections. [He shall also have the power to: 1. approve all plantings of trees, shrubs or vines on public property within the lines of a sidewalk in accordance with regulations adopted pursuant to this section and to declare any tree located on public property to be a landmark tree if such tree meets the criteria of a landmark tree contained in regulations adopted pursuant to this section; 2. order the treatment, trimming or removal and destruction of dangerous or diseased trees, shrubs or vines located on public or private property; 3. order the trimming or removal of trees, shrubs or vines located on private property which have branches or foliage overhanging any street, sidewalk or public way in a manner which presents a danger to pedestrians or vehicles or which extend into any travel lines of any street, sidewalk or other public way; 4. order the cutting of grass and weeds to a maximum height of nine 5. inches on any part of a lot which abuts a public street or sidewalk or to a 6. maximum height of six inches on any part of a lot which abuts another lot or 7. lots, regardless of whether or not such lot or lots have structures thereon.

(c) Any order issued pursuant to subsection (b) shall specify a period of time for compliance of not less than five days from the date of such order. In the event any order issued by him is not complied with, the tree warden may have the work prescribed by such order performed by the Town and the Town may collect the expense thereof from the person or persons to whom such order was issued.

(d) The tree warden may, after consultation with the Tree Board, prescribe regulations for the care, planting, pruning, removal and preservation of trees and shrubs within his jurisdiction and the criteria for designating a landmark tree.

(e) Any person who objects to an order from the tree warden pursuant to this section may petition for reconsideration of such order in writing to the tree warden within five days of issuance of the order. Upon receipt of such petition, the tree warden shall hold a public hearing on such petition in accordance with Section 29-59 of the Connecticut General Statutes. Within three days after such hearing, the tree warden shall issue a decision on such petition.

(f) Any person aggrieved by a decision issued by the tree warden pursuant to subsection (e) may appeal such decision to the Tree Board within ten days from the date of the tree warden's decision. The Tree Board shall hold a hearing on such appeal within thirty days of receipt of the notice of appeal.]

Section 2. Sections 20-2 through 20-4, inclusive, of the Town of East Hartford Code of Ordinances are repealed.

Robert J. Pisk

2021 JAN 29 A 8:58

MICROSOFT "TEAMS"

PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK
EAST HARTFORD

JANUARY 26, 2021

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor

PRESENT Theresa Buchanan, Human Resources Director
John Oates, Fire Chief

CALL TO ORDER

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

APPROVAL OF MINUTES

December 9, 2020 Meeting

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the December 9, 2020 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Revised Job Description: Assistant Fire Chief

Mayor Leclerc led a discussion on the review of second-level employees' duties and compensation for the Fire Department. Theresa Buchanan, Human Resources Director, brought to the Committee's attention that the salary listed on the Assistant Fire Chief's job description is a range, rather than a set amount. This mirrors the revision to the job description for Assistant Police Chief that was recently approved by this Committee.

John Oates, Fire Chief detailed what the duties are for the second-in-command in the Fire Department. He did look into comparables for surrounding communities, but found it somewhat problematic since many of those areas have either a volunteer fire department or a combination of volunteer and paid employee. Also, another duty of the Assistant Fire Chief is to manage and lead the EMS division – a responsibility that, in the Covid-19 environment – takes up a tremendous amount of time. Chief Oates asked for a minor revision to the new job description: under "job qualifications" change the number of years of increasingly responsible experience from seven to ten years.

Councillor Connor Martin asked if the proposed job description is open and not leaning toward any one of the Assistant Fire Chiefs. Councillor Martin also asked for clarification on which positions are union and which are non-union. Chief Oates verified that Deputy Fire Chiefs are union positions and the Fire Chief and Assistant Fire Chiefs are non-union positions.

Revised Job Description: Assistant Fire Chief

MOTION By Connor Martin
seconded by John Morrison
to **recommend** that the Town Council approve the revised job description for Assistant Fire Chief as presented at tonight's Personnel and Pensions meeting (see below) and with a salary range of \$112,000 to \$135,000.
Motion carried 3.

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] ten 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.

ADJOURNMENT

MOTION By Connor Martin
 seconded by John Morrison
 to **adjourn** (5:45 p.m.)
 Motion carried 3/0.

Cc: Town Council
 Mayor Leclerc
 Theresa Buchanan, Human Resources Director
 John Oates, Fire Chief

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 polices 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 ten (10) 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.

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

Robert J. Paetz



JAN 29 8 41
FAX (860) 291-7208
TOWN CLERK
EAST HARTFORD

DATE: January 29, 2021

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, February 2, 2021 6:45 p.m. Microsoft "Teams"

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, this meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 379 200 835 #

In accordance with Section 3.3 (a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

Tuesday, February 2, 2021

6:45 p.m.

Microsoft "Teams"

The purpose of the meeting is to meet in executive session to discuss the following cases:

1. The pending assessment (tax) appeal known as ONS Investments, LLC v. Town of East Hartford, Docket No. CV-20-6061745-S, involving real property located at 1140-1162 Burnside Avenue;
2. The pending assessment (tax) appeal known as ONS Investments, LLC v. Town of East Hartford, Docket No. CV-20-6061744-S, involving real property located at 1156 Burnside Avenue.
3. The pending assessment (tax) appeal known as 51 Applegate Partners, LLC v. Town of East Hartford, Docket No. CV-20-6061048-S, involving real property located at 51 Applegate Lane; and
4. The pending assessment (tax) appeal known as FGE Enterprise, LLC v. Town of East Hartford, Docket No. CV-20-6061053-S, involving real property located at 1227 Burnside Avenue.

C: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Brian Smith, Assessor
Christine Sasen, Risk Manager