



FIRE DEPARTMENT

DEPARTMENT DESCRIPTION

The Fire Department's primary function is providing fire protection and emergency services. The Department provides assistance during incidents involving hazardous materials, water rescue, and during all other emergencies requiring trained rescue personnel and equipment. The Department functions as an emergency medical delivery system, with all fire companies staffed by certified fire first responders who respond to emergency medical calls.

The primary duties of the Department are to prevent the occurrence of fires; to protect lives and property should a fire occur; to provide emergency medical services to the community; to deliver emergency services to the scene of an incident within six minutes; and to promote a climate of safety by decreasing or eliminating unreasonable threat from fire.

The Department is broken into the following seven subdivisions:

1. The **Administration Division** provides overall leadership and policy direction for the Department. The assigned staff includes the Chief, the Assistant Chief of Operations, storekeeper firefighter, 3.5 clerks.
2. The **Fire Suppression** Division prevents fires and extinguishes fires should they occur; initiates rescue when necessary; performs in-service inspections and pre-fire
3. planning; maintains first responder staffed fire companies; and performs other emergency services requiring trained and properly equipped personnel. To deliver these services, nine fire companies manning six engines and three ladder trucks, are housed in six fire stations. The assigned personnel totals 164; 4 Deputy Chiefs, 9 Captains, 27 Lieutenants, and 124 Firefighters.
4. The **Fire Prevention and Code Enforcement Division** enforces all laws and ordinances; issues fire permits; investigates all fires and forwards appropriate reports to the State Fire Marshal; educates the public on fire prevention topics and techniques; manages in-service fire company inspections; handles fire safety-related citizen complaints; and approves building plans relating to fire protection. A Deputy Chief, Captain and 3 Lieutenants staff this Division.
5. The **Signal Maintenance Division** installs, operates, and maintains the City-wide Emergency Notification System. To deliver these services, 1314 fire alarm boxes, including 819 master boxes for schools, hospitals, and large apartment buildings, are strategically located throughout the City and are connected to the Dispatch Center. The system also contains – emergency call boxes connected to the police Department. The Superintendent of Wires, A

Field Supervisor, and 3 Signal Maintainers staff this Division.

6. The **Equipment Maintenance Division** repairs and maintains the Department apparatus and related equipment, such as hoses, fittings, Jaws of Life, generators, fans, and any other emergency tools. The goal of the division is to ensure that the Department's fleet of vehicles and emergency equipment is in working condition at all times. This division is staffed by a 2 Fire apparatus repairmen.
7. The **Training Division** promotes the uniformed personnel's development of required skills, knowledge, and abilities by providing continuous "hands on" training; instructs newly recruited firefighters in a basic eight-week training course; coordinates state level satellite training programs; and tests new firefighting equipment and techniques. It is staffed by a Captain and 2 Lieutenants.
8. The **Communications Liaison Division** this Division is responsible for data and maintaining all incident reports, overtime, private duty detail scheduling, department communications, hiring interviews and screening, manning and seniority records. The department information technology work is conducted through this department to include all records management, design all computer programs for all divisions and maintain all data bases. This division is staffed by a Lieutenant and a Civilian.
14. Developed with Newton-Wellesley hospital new Haz-Mat protocol and drilled on same for new ER.

ACCOMPLISHMENTS

1. Continued reduction in department overtime. Maintaining control of sick time use by department.
2. Completed review and design of new ladder platform to replace ladder two.
3. Expanded the training division's curriculums. To include the complete department being trained on the National Incident Management System.
4. The Fire Prevention and Code Enforcement Division added carbon Monoxide (CO) detector inspections.
5. Refresher training of all Firefighters on proper use of New Radios.
6. Modified fire standard operating procedures for Dispatch Center.
7. Adjusted all Engine and Ladder response plans for the entire City.
8. Refined a documentation system on all department training by both companies and individual firefighters.
9. Continued fire department study evaluating new changes to response areas and other staff improvements.
10. Addition of Fire Personnel on the interview board for New Dispatchers.
11. Created an inventory of Class B clothing.
12. Established a uniform bid to purchase uniforms from one vendor.
13. The addition of a Special Operations Unit for underwater rescue to the Department.
15. Created a new policy of a fire officer reporting to combined dispatch for multiple alarm fires.

16. Created a new EMD committee that meets monthly with Police, NWH and AMR to review medical calls.

GOALS

1. To implement the QED records management system to streamline all related overtime, sick time, vacation time, rosters etc; documentation within the department.
2. To implement both the State and our own Local ticket ordinances.
3. To revise and implement a new department Carbon Monoxide (CO) policy to correspond to the new Commonwealth of Massachusetts Regulation (527CMR 31) and Massachusetts General Laws (c 148, sec 26F ½).
4. Update, revise and distribute a new Rules and Regulations book.

DEPARTMENT:

210 - FIRE DEPARTMENT

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	10,731,902	11,014,109	10,977,162	15,249	10,992,411	10,864,994	-127,417	-1%
52 - EXPENSES	515,765	662,517	578,345	2,288	580,633	619,703	39,071	7%
58 - DEBT AND CAPITAL	5,754	1,058	27,000	1,672	28,672	27,000	-1,672	-6%
SUB-TOTALS:	11,253,421	11,677,684	11,582,507	19,209	11,601,716	11,511,697	-90,019	-1%
57 - FRINGE BENEFITS	1,718,939	1,906,901	2,047,823	0	2,047,823	2,007,673	-40,150	-2%
SUB-TOTALS:	1,718,939	1,906,901	2,047,823	0	2,047,823	2,007,673	-40,150	-2%
DEPARTMENT TOTALS:	12,972,360	13,584,586	13,630,330	19,209	13,649,539	13,519,370	-130,169	-1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
0121001 FIRE ADMIN.	508,377	534,873	537,177	10,059	547,236	566,608	19,372	4%
0121002 FIRE/RESCUE	10,623,780	11,156,356	11,113,482	135,852	11,249,334	11,157,511	-91,823	-1%
0121003 FIRE PREVENTION	403,684	394,604	407,648	-7,797	399,851	408,325	8,474	2%
0121004 FIRE ALARM SERVICES	413,568	413,846	433,676	-8,187	425,489	424,761	-728	0%
0121004A STREET LIGHT MAINT.	199,007	198,533	206,420	-8,151	198,269	0	-198,269	-100%
0121005 FIRE STATION MAINT.	219,273	270,350	203,966	8,930	212,896	267,084	54,188	25%
0121006 FIRE VEHICLE MAINT.	275,783	379,962	286,285	30,344	316,629	323,233	6,604	2%
0121007 COMMUNICATIONS	103,802	86,684	171,520	-49,429	122,091	110,224	-11,867	-10%
0121008 FIRE TRAINING	222,804	146,007	268,156	-92,412	175,744	259,624	83,880	48%
0121009 FIRE PRIVATE DETAILS	2,282	3,369	2,000	0	2,000	2,000	0	0%
DEPARTMENT TOTALS:	12,972,360	13,584,586	13,630,330	19,209	13,649,539	13,519,370	-130,169	-1%

FIRE ADMIN.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	456,771	473,404	467,039	16,019	483,058	503,209	20,151	4%
52 - EXPENSES	7,858	18,299	14,018	-5,960	8,058	14,018	5,960	74%
58 - DEBT AND CAPITAL	0	0	0	0	0	0	0	0%
SUB-TOTALS:	464,628	491,703	481,057	10,059	491,116	517,227	26,111	5%
57 - FRINGE BENEFITS	43,749	43,170	56,120	0	56,120	49,381	-6,739	-12%
SUB-TOTALS:	43,749	43,170	56,120	0	56,120	49,381	-6,739	-12%
Element Totals:	508,377	534,873	537,177	10,059	547,236	566,608	19,372	4%

FIRE/RESCUE	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	9,108,686	9,433,175	9,260,675	122,852	9,383,527	9,270,435	-113,092	-1%
52 - EXPENSES	54,836	66,172	107,646	13,000	120,646	122,646	2,000	2%
SUB-TOTALS:	9,163,522	9,499,347	9,368,321	135,852	9,504,173	9,393,081	-111,092	-1%
57 - FRINGE BENEFITS	1,460,258	1,657,009	1,745,161	0	1,745,161	1,764,430	19,269	1%
SUB-TOTALS:	1,460,258	1,657,009	1,745,161	0	1,745,161	1,764,430	19,269	1%
Element Totals:	10,623,780	11,156,356	11,113,482	135,852	11,249,334	11,157,511	-91,823	-1%

FIRE PREVENTION	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	334,805	326,114	338,998	-9,196	329,802	339,088	9,286	3%
52 - EXPENSES	1,479	1,039	2,100	-1,000	1,100	2,100	1,000	91%
SUB-TOTALS:	336,285	327,153	341,098	-10,196	330,902	341,188	10,286	3%
57 - FRINGE BENEFITS	67,400	67,452	66,550	2,399	68,949	67,137	-1,812	-3%
SUB-TOTALS:	67,400	67,452	66,550	2,399	68,949	67,137	-1,812	-3%
Element Totals:	403,684	394,604	407,648	-7,797	399,851	408,325	8,474	2%

FIRE ALARM SERVICES	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	326,898	331,547	326,945	-3,900	323,045	326,360	3,315	1%
52 - EXPENSES	17,126	13,734	22,052	-4,430	17,622	22,272	4,650	26%
58 - DEBT AND CAPITAL	0	0	8,000	1,672	9,672	8,000	-1,672	-17%
SUB-TOTALS:	344,024	345,281	356,997	-6,658	350,339	356,632	6,293	2%
57 - FRINGE BENEFITS	69,543	68,565	76,679	-1,529	75,150	68,129	-7,021	-9%
SUB-TOTALS:	69,543	68,565	76,679	-1,529	75,150	68,129	-7,021	-9%
Element Totals:	413,568	413,846	433,676	-8,187	425,489	424,761	-728	0%

STREET LIGHT MAINT.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	107,929	124,008	113,050	7,850	120,900	0	-120,900	-100%
52 - EXPENSES	73,446	54,319	73,000	-25,000	48,000	0	-48,000	-100%
SUB-TOTALS:	181,374	178,327	186,050	-17,150	168,900	0	-168,900	-100%
57 - FRINGE BENEFITS	17,633	20,206	20,370	8,999	29,369	0	-29,369	-100%
SUB-TOTALS:	17,633	20,206	20,370	8,999	29,369	0	-29,369	-100%
Element Totals:	199,007	198,533	206,420	-8,151	198,269	0	-198,269	-100%

FIRE STATION MAINT.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
52 - EXPENSES	218,973	269,292	201,966	8,930	210,896	265,084	54,188	26%
58 - DEBT AND CAPITAL	300	1,058	2,000	0	2,000	2,000	0	0%
SUB-TOTALS:	219,273	270,350	203,966	8,930	212,896	267,084	54,188	25%
Element Totals:	219,273	270,350	203,966	8,930	212,896	267,084	54,188	25%

FIRE VEHICLE MAINT.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	128,134	128,484	128,190	1,813	130,003	127,882	-2,121	-2%
52 - EXPENSES	126,966	227,481	130,871	27,268	158,139	166,891	8,753	6%
SUB-TOTALS:	255,100	355,964	259,061	29,081	288,142	294,773	6,631	2%
57 - FRINGE BENEFITS	20,684	23,998	27,224	1,263	28,487	28,460	-27	0%
SUB-TOTALS:	20,684	23,998	27,224	1,263	28,487	28,460	-27	0%
Element Totals:	275,783	379,962	286,285	30,344	316,629	323,233	6,604	2%

COMMUNICATIONS	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	79,410	70,277	119,876	-49,300	70,576	72,208	1,632	2%
52 - EXPENSES	14,303	11,431	14,892	-1,000	13,892	14,892	1,000	7%
58 - DEBT AND CAPITAL	5,454	0	17,000	0	17,000	17,000	0	0%
SUB-TOTALS:	99,168	81,708	151,768	-50,300	101,468	104,100	2,632	3%
57 - FRINGE BENEFITS	4,634	4,976	19,752	871	20,623	6,124	-14,499	-70%
SUB-TOTALS:	4,634	4,976	19,752	871	20,623	6,124	-14,499	-70%
Element Totals:	103,802	86,684	171,520	-49,429	122,091	110,224	-11,867	-10%

FIRE TRAINING	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	189,270	127,101	222,389	-70,889	151,500	225,812	74,312	49%
52 - EXPENSES	778	750	11,800	-9,520	2,280	11,800	9,520	418%
SUB-TOTALS:	190,047	127,851	234,189	-80,409	153,780	237,612	83,832	55%
57 - FRINGE BENEFITS	32,757	18,156	33,967	-12,003	21,964	22,012	48	0%
SUB-TOTALS:	32,757	18,156	33,967	-12,003	21,964	22,012	48	0%
Element Totals:	222,804	146,007	268,156	-92,412	175,744	259,624	83,880	48%

FIRE PRIVATE DETAILS	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
57 - FRINGE BENEFITS	2,282	3,369	2,000	0	2,000	2,000	0	0%
SUB-TOTALS:	2,282	3,369	2,000	0	2,000	2,000	0	0%
Element Totals:	2,282	3,369	2,000	0	2,000	2,000	0	0%

DEPARTMENT:
210 - FIRE DEPARTMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Fire Chief	H16	1	118,150	1	123,545
511001	Asst Chief - Operations	H12	1	101,813	1	104,886
511001	Fire Fighter/ Storekpr	FLT	1	52,488	1	52,345
511001	Administrative Assist	S06	1	47,485	1	48,919
511001	Head Clerk	S05	1	43,229	1	44,534
511001	Payroll Records Clerk	S04	0.5	20,880	0.5	21,730
511001	Fire Prevention Clerk	S04	1	39,549	1	40,743
511001	Deputy Fire Chief	FAC	5	347,027	5	346,078
511001	Fire Captain	FCP	11	663,862	11	662,046
511001	Fire Lieutenant	FLT	32	1,679,626	32	1,675,032
511001	Fire Lieutenant/HQ	FLT	1	52,488	1	52,345
511001	Fire Fighter	FRF	124	5,423,083	124	5,466,859
511001	Superintendent - Alarms	FAC	1	69,405	1	69,216
511001	Signal Foreman	FCP	1	60,351	1	60,186
511001	Signal Maint Man	FLT	3	157,465	3	157,034
511001	WF-Fire Apparat Reprman	FCP	1	60,351	1	60,186
511001	Fire Apparat Repairman	FLT	1	52,488	1	52,345
Account Totals:			186.5	8,989,741	186.5	9,038,027
512002	IT Coordinator	QQQ	0.4	20,000	0.4	20,000
Account Totals:			0.4	20,000	0.4	20,000
Report Totals:			186.9	9,009,741	186.9	9,058,027