



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. This Division also maintains all of

the City Street lights. The Superintendent of Wires, A Field Supervisor, and 5 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.

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.

14. Developed with Newton-Wellesley hospital new Haz-Mat protocol and drilled on same for new ER.
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 2005	ACTUAL 2006	ORIGINAL	2007		TOTAL	RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS				2007 To 2008	
51 - PERSONAL SERVICES	11,045,176	10,731,902	10,825,687	205,895		11,031,582	10,977,162	-54,420	0%
52 - EXPENSES	394,002	515,765	570,845	43,820		614,665	578,345	-36,320	-6%
58 - DEBT AND CAPITAL	0	5,754	27,000	50		27,050	27,000	-50	0%
SUB-TOTALS:	11,439,177	11,253,421	11,423,532	249,766		11,673,298	11,582,507	-90,791	-1%
57 - FRINGE BENEFITS	1,667,326	1,718,939	1,927,447	0		1,927,447	2,047,823	120,376	6%
SUB-TOTALS:	1,667,326	1,718,939	1,927,447	0		1,927,447	2,047,823	120,376	6%
DEPARTMENT TOTALS:	13,106,503	12,972,360	13,350,979	249,766		13,600,745	13,630,330	29,585	0%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		TOTAL	RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS				2007 To 2008	
0121001 FIRE ADMIN.	494,645	508,377	520,300	-680		519,620	537,177	17,557	3%
0121002 FIRE/RESCUE	11,351,600	10,623,780	10,848,652	190,289		11,038,941	11,113,482	74,541	1%
0121003 FIRE PREVENTION	232,768	403,684	414,438	-10,631		403,807	407,648	3,841	1%
0121004 FIRE ALARM SERVICES	394,876	413,568	429,867	0		429,867	433,676	3,809	1%
0121004A STREET LIGHT MAINT.	0	199,007	205,172	5,463		210,635	206,420	-4,215	-2%
0121005 FIRE STATION MAINT.	171,626	219,273	203,966	12,500		216,466	203,966	-12,500	-6%
0121006 FIRE VEHICLE MAINT.	280,611	275,783	281,227	59,872		341,099	286,285	-54,814	-16%
0121007 COMMUNICATIONS	90,540	103,802	164,611	-2,245		162,366	171,520	9,154	6%
0121008 FIRE TRAINING	89,145	222,804	280,746	-5,908		274,838	268,156	-6,682	-2%
0121009 FIRE PRIVATE DETAILS	692	2,282	2,000	1,106		3,106	2,000	-1,106	-36%
DEPARTMENT TOTALS:	13,106,503	12,972,360	13,350,979	249,766		13,600,745	13,630,330	29,585	0%

FIRE ADMIN.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		TOTAL	RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS				2007 To 2008	
51 - PERSONAL SERVICES	442,723	456,771	456,424	1,552		457,976	467,039	9,063	2%
52 - EXPENSES	9,485	7,858	14,018	-1,500		12,518	14,018	1,500	12%
58 - DEBT AND CAPITAL	0	0	0	50		50	0	-50	-100%
SUB-TOTALS:	452,207	464,628	470,442	102		470,544	481,057	10,513	2%
57 - FRINGE BENEFITS	42,437	43,749	49,858	-782		49,076	56,120	7,044	14%
SUB-TOTALS:	42,437	43,749	49,858	-782		49,076	56,120	7,044	14%
Element Totals:	494,645	508,377	520,300	-680		519,620	537,177	17,557	3%

FIRE/RESCUE	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	9,805,194	9,108,686	9,123,415	206,914	9,330,329	9,260,675	-69,654	-1%
52 - EXPENSES	56,900	54,836	100,146	-25,455	74,691	107,646	32,955	44%
SUB-TOTALS:	9,862,094	9,163,522	9,223,561	181,459	9,405,020	9,368,321	-36,699	0%
57 - FRINGE BENEFITS	1,489,506	1,460,258	1,625,091	8,830	1,633,921	1,745,161	111,240	7%
SUB-TOTALS:	1,489,506	1,460,258	1,625,091	8,830	1,633,921	1,745,161	111,240	7%
Element Totals:	11,351,600	10,623,780	10,848,652	190,289	11,038,941	11,113,482	74,541	1%

FIRE PREVENTION	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	199,613	334,805	335,788	-1,600	334,188	338,998	4,810	1%
52 - EXPENSES	299	1,479	2,100	-545	1,555	2,100	545	35%
SUB-TOTALS:	199,912	336,285	337,888	-2,145	335,743	341,098	5,355	2%
57 - FRINGE BENEFITS	32,857	67,400	76,550	-8,486	68,064	66,550	-1,514	-2%
SUB-TOTALS:	32,857	67,400	76,550	-8,486	68,064	66,550	-1,514	-2%
Element Totals:	232,768	403,684	414,438	-10,631	403,807	407,648	3,841	1%

FIRE ALARM SERVICES	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	316,793	326,898	326,160	0	326,160	326,945	785	0%
52 - EXPENSES	11,751	17,126	22,052	0	22,052	22,052	0	0%
58 - DEBT AND CAPITAL	0	0	8,000	0	8,000	8,000	0	0%
SUB-TOTALS:	328,544	344,024	356,212	0	356,212	356,997	785	0%
57 - FRINGE BENEFITS	66,332	69,543	73,655	0	73,655	76,679	3,024	4%
SUB-TOTALS:	66,332	69,543	73,655	0	73,655	76,679	3,024	4%
Element Totals:	394,876	413,568	429,867	0	429,867	433,676	3,809	1%

STREET LIGHT MAINT.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	0	107,929	112,763	5,000	117,763	113,050	-4,713	-4%
52 - EXPENSES	0	73,446	73,000	0	73,000	73,000	0	0%
SUB-TOTALS:	0	181,374	185,763	5,000	190,763	186,050	-4,713	-2%
57 - FRINGE BENEFITS	0	17,633	19,409	463	19,872	20,370	498	3%
SUB-TOTALS:	0	17,633	19,409	463	19,872	20,370	498	3%
Element Totals:	0	199,007	205,172	5,463	210,635	206,420	-4,215	-2%

FIRE STATION MAINT.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	171,626	218,973	201,966	12,500	214,466	201,966	-12,500	-6%
58 - DEBT AND CAPITAL	0	300	2,000	0	2,000	2,000	0	0%
SUB-TOTALS:	171,626	219,273	203,966	12,500	216,466	203,966	-12,500	-6%
Element Totals:	171,626	219,273	203,966	12,500	216,466	203,966	-12,500	-6%

FIRE VEHICLE MAINT.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	129,621	128,134	127,407	0	127,407	128,190	783	1%
52 - EXPENSES	130,537	126,966	130,871	58,820	189,691	130,871	-58,820	-31%
SUB-TOTALS:	260,158	255,100	258,278	58,820	317,098	259,061	-58,037	-18%
57 - FRINGE BENEFITS	20,452	20,684	22,949	1,052	24,001	27,224	3,223	13%
SUB-TOTALS:	20,452	20,684	22,949	1,052	24,001	27,224	3,223	13%
Element Totals:	280,611	275,783	281,227	59,872	341,099	286,285	-54,814	-16%

COMMUNICATIONS	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	74,081	79,410	115,418	-2,185	113,233	119,876	6,643	6%
52 - EXPENSES	11,720	14,303	14,892	0	14,892	14,892	0	0%
58 - DEBT AND CAPITAL	0	5,454	17,000	0	17,000	17,000	0	0%
SUB-TOTALS:	85,801	99,168	147,310	-2,185	145,125	151,768	6,643	5%
57 - FRINGE BENEFITS	4,739	4,634	17,301	-60	17,241	19,752	2,511	15%
SUB-TOTALS:	4,739	4,634	17,301	-60	17,241	19,752	2,511	15%
Element Totals:	90,540	103,802	164,611	-2,245	162,366	171,520	9,154	6%

FIRE TRAINING	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	77,152	189,270	228,312	-3,786	224,526	222,389	-2,137	-1%
52 - EXPENSES	1,683	778	11,800	0	11,800	11,800	0	0%
SUB-TOTALS:	78,834	190,047	240,112	-3,786	236,326	234,189	-2,137	-1%
57 - FRINGE BENEFITS	10,311	32,757	40,634	-2,122	38,512	33,967	-4,545	-12%
SUB-TOTALS:	10,311	32,757	40,634	-2,122	38,512	33,967	-4,545	-12%
Element Totals:	89,145	222,804	280,746	-5,908	274,838	268,156	-6,682	-2%

FIRE PRIVATE DETAILS	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
57 - FRINGE BENEFITS	692	2,282	2,000	1,106	3,106	2,000	-1,106	-36%
SUB-TOTALS:	692	2,282	2,000	1,106	3,106	2,000	-1,106	-36%
Element Totals:	692	2,282	2,000	1,106	3,106	2,000	-1,106	-36%

DEPARTMENT:
210 - FIRE DEPARTMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Fire Chief	H16	1	110,635	1	111,060
511001	Asst Chief - Operations	H12	1	90,371	1	95,936
511001	Fire Fighter/ Storekpr	FLT	1	52,345	1	52,488
511001	Administrative Assist	S06	1	45,016	1	45,189
511001	Head Clerk	S05	1	41,186	1	41,344
511001	Payroll Records Clerk	S04	0.5	18,020	0.5	18,718
511001	Fire Prevention Clerk	S04	1	37,680	1	37,825
511001	Deputy Fire Chief	FAC	5	346,078	5	347,027
511001	Fire Captain	FCP	11	662,046	11	663,862
511001	Fire Lieutenant	FLT	32	1,675,032	32	1,679,626
511001	Fire Lieutenant/HQ	FLT	1	52,345	1	52,488
511001	Fire Fighter	FRF	124	5,448,460	124	5,495,803
511001	Superintendent - Alarms	FAC	1	69,216	1	69,405
511001	Signal Foreman	FCP	1	60,186	1	60,351
511001	Signal Maint Man	FLT	5	261,724	5	262,442
511001	WF-Fire Apparat Reprman	FCP	1	60,186	1	60,351
511001	Fire Apparat Repairman	FLT	1	52,345	1	52,488
Account Totals:			188.5	9,082,869	188.5	9,146,405
512002	IT Coordinator	QQQ	0.4	20,000	0.4	20,000
Account Totals:			0.4	20,000	0.4	20,000
Report Totals:			188.9	9,102,869	188.9	9,166,405