



CITY OF NEWTON 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 sub-divisions:

1. The main function of the **Administration Division** is to provide 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 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.

3. 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.
4. 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.

5. 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.
6. 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.
7. 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 Firefighter (Civilian)

FY06 Accomplishments

1. Reduction in department overtime to an eight-year low.

2. Received appropriations for new ladder platform to replace ladder two.
3. Expanded Training and Fire Prevention Divisions.
4. Purchased and issued new interoperable portable radios with grants from metro fire and equipment grant. Completed training of all firefighters on proper use of new radios.
5. Replaced all the computers in the department using EOPS grant money.
6. Modified fire standard operating procedures for Dispatch Center.
7. Modified all Engine and Ladder response plans for the entire City.
8. The Fire Department Wire Division taking control and maintaining the City Street Lights and traffic signals.

FY07 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. Monoxide (CO) policy to correspond to the new Commonwealth of Massachusetts Regulation (527CMR 31) and Massachusetts General Laws (c 148, sec 26F ½).

DEPARTMENT:

210 - FIRE DEPARTMENT

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	11,639,205	11,045,176	10,739,289	36,911	10,776,200	10,825,687	49,487	0%
52 - EXPENSES	356,013	394,002	520,985	0	520,985	570,845	49,860	10%
58 - DEBT AND CAPITAL	0	0	27,000	0	27,000	27,000	0	0%
SUB-TOTALS:	11,995,218	11,439,177	11,287,274	36,911	11,324,185	11,423,532	99,347	1%
57 - FRINGE BENEFITS	1,549,690	1,667,326	1,719,607	114	1,719,721	1,927,447	207,726	12%
SUB-TOTALS:	1,549,690	1,667,326	1,719,607	114	1,719,721	1,927,447	207,726	12%
DEPARTMENT TOTALS:	13,544,908	13,106,503	13,006,881	37,025	13,043,906	13,350,979	307,073	2%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
0121001 FIRE ADMIN.	473,675	494,645	489,418	31,798	521,216	520,300	-916	0%
0121002 FIRE/RESCUE	11,704,305	11,351,600	10,910,742	-303,923	10,606,819	10,848,652	241,833	2%
0121003 FIRE PREVENTION	281,371	232,768	233,337	165,379	398,716	414,438	15,722	4%
0121004 FIRE ALARM SERVICES	382,916	394,876	413,738	-2,886	410,852	429,867	19,015	5%
0121004A STREET LIGHT MAINT.	0	0	217,214	3,231	220,445	205,172	-15,273	-7%
0121005 FIRE STATION MAINT.	158,288	171,626	174,845	17,221	192,066	203,966	11,900	6%
0121006 FIRE VEHICLE MAINT.	277,435	280,611	260,026	-2,177	257,849	281,227	23,378	9%
0121007 COMMUNICATIONS	156,064	90,540	163,157	-4,624	158,533	164,611	6,078	4%
0121008 FIRE TRAINING	109,656	89,145	142,404	133,006	275,410	280,746	5,336	2%
0121009 FIRE PRIVATE DETAILS	1,198	692	2,000	0	2,000	2,000	0	0%
DEPARTMENT TOTALS:	13,544,908	13,106,503	13,006,881	37,025	13,043,906	13,350,979	307,073	2%

FIRE ADMIN.	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	425,161	442,723	417,244	37,929	455,173	456,424	1,251	0%
52 - EXPENSES	10,922	9,485	14,018	-6,245	7,773	14,018	6,245	80%
SUB-TOTALS:	436,083	452,207	431,262	31,684	462,946	470,442	7,496	2%
57 - FRINGE BENEFITS	37,592	42,437	58,156	114	58,270	49,858	-8,412	-14%
SUB-TOTALS:	37,592	42,437	58,156	114	58,270	49,858	-8,412	-14%
Element Totals:	473,675	494,645	489,418	31,798	521,216	520,300	-916	0%

FIRE/RESCUE	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	10,306,002	9,805,194	9,327,343	-242,099	9,085,244	9,123,415	38,171	0%
52 - EXPENSES	22,462	56,900	100,146	-799	99,347	100,146	799	1%
SUB-TOTALS:	10,328,464	9,862,094	9,427,489	-242,898	9,184,591	9,223,561	38,970	0%
57 - FRINGE BENEFITS	1,375,841	1,489,506	1,483,253	-61,025	1,422,228	1,625,091	202,863	14%
SUB-TOTALS:	1,375,841	1,489,506	1,483,253	-61,025	1,422,228	1,625,091	202,863	14%
Element Totals:	11,704,305	11,351,600	10,910,742	-303,923	10,606,819	10,848,652	241,833	2%

FIRE PREVENTION	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	245,607	199,613	194,006	130,961	324,967	335,788	10,821	3%
52 - EXPENSES	1,458	299	2,100	0	2,100	2,100	0	0%
SUB-TOTALS:	247,065	199,912	196,106	130,961	327,067	337,888	10,821	3%
57 - FRINGE BENEFITS	34,306	32,857	37,231	34,417	71,648	76,550	4,902	7%
SUB-TOTALS:	34,306	32,857	37,231	34,417	71,648	76,550	4,902	7%
Element Totals:	281,371	232,768	233,337	165,379	398,716	414,438	15,722	4%

FIRE ALARM SERVICES	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	312,865	316,792	317,966	-2,886	315,080	326,160	11,080	4%
52 - EXPENSES	10,553	11,751	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:	323,417	328,544	348,018	-2,886	345,132	356,212	11,080	3%
57 - FRINGE BENEFITS	59,498	66,332	65,720	0	65,720	73,655	7,935	12%
SUB-TOTALS:	59,498	66,332	65,720	0	65,720	73,655	7,935	12%
Element Totals:	382,916	394,876	413,738	-2,886	410,852	429,867	19,015	5%

STREET LIGHT MAINT.	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	0	0	119,856	3,046	122,902	112,763	-10,139	-8%
52 - EXPENSES	0	0	73,000	0	73,000	73,000	0	0%
SUB-TOTALS:	0	0	192,856	3,046	195,902	185,763	-10,139	-5%
57 - FRINGE BENEFITS	0	0	24,358	185	24,543	19,409	-5,134	-21%
SUB-TOTALS:	0	0	24,358	185	24,543	19,409	-5,134	-21%
Element Totals:	0	0	217,214	3,231	220,445	205,172	-15,273	-7%

FIRE STATION MAINT.	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
52 - EXPENSES	158,288	171,626	172,845	17,221	190,066	201,966	11,900	6%
58 - DEBT AND CAPITAL	0	0	2,000	0	2,000	2,000	0	0%
SUB-TOTALS:	158,288	171,626	174,845	17,221	192,066	203,966	11,900	6%
Element Totals:	158,288	171,626	174,845	17,221	192,066	203,966	11,900	6%

FIRE VEHICLE MAINT.	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	127,869	129,621	129,407	-2,000	127,407	127,407	0	0%
52 - EXPENSES	131,834	130,537	110,132	-177	109,955	130,871	20,916	19%
SUB-TOTALS:	259,703	260,158	239,539	-2,177	237,362	258,278	20,916	9%
57 - FRINGE BENEFITS	17,733	20,452	20,487	0	20,487	22,949	2,462	12%
SUB-TOTALS:	17,733	20,452	20,487	0	20,487	22,949	2,462	12%
Element Totals:	277,435	280,611	260,026	-2,177	257,849	281,227	23,378	9%

COMMUNICATIONS	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	125,036	74,081	115,368	-4,624	110,744	115,418	4,674	4%
52 - EXPENSES	17,789	11,720	14,892	0	14,892	14,892	0	0%
58 - DEBT AND CAPITAL	0	0	17,000	0	17,000	17,000	0	0%
SUB-TOTALS:	142,825	85,801	147,260	-4,624	142,636	147,310	4,674	3%
57 - FRINGE BENEFITS	13,238	4,739	15,897	0	15,897	17,301	1,404	9%
SUB-TOTALS:	13,238	4,739	15,897	0	15,897	17,301	1,404	9%
Element Totals:	156,064	90,540	163,157	-4,624	158,533	164,611	6,078	4%

FIRE TRAINING	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	96,665	77,152	118,099	116,584	234,683	228,312	-6,371	-3%
52 - EXPENSES	2,708	1,683	11,800	-10,000	1,800	11,800	10,000	556%
SUB-TOTALS:	99,373	78,834	129,899	106,584	236,483	240,112	3,629	2%
57 - FRINGE BENEFITS	10,283	10,311	12,505	26,422	38,927	40,634	1,707	4%
SUB-TOTALS:	10,283	10,311	12,505	26,422	38,927	40,634	1,707	4%
Element Totals:	109,656	89,145	142,404	133,006	275,410	280,746	5,336	2%

FIRE PRIVATE DETAILS	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
57 - FRINGE BENEFITS	1,198	692	2,000	0	2,000	2,000	0	0%
SUB-TOTALS:	1,198	692	2,000	0	2,000	2,000	0	0%
Element Totals:	1,198	692	2,000	0	2,000	2,000	0	0%

DEPARTMENT:
210 - FIRE DEPARTMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Fire Chief	H16	1	109,956	1	110,635
	Asst Chief - Operations	H12	1	87,947	1	88,489
	Fire Fighter/ Storekpr	FLT	1	52,345	1	52,345
	Administrative Assist	S06	1	44,740	1	45,016
	Head Clerk	S05	1	40,934	1	41,186
	Payroll Records Clerk	S04	0.5	17,757	0.5	18,020
	Fire Prevention Clerk	S04	1	37,449	1	37,680
	Deputy Fire Chief	FAC	5	346,078	5	346,078
	Fire Captain	FCP	11	662,046	11	662,046
	Fire Lieutenant	FLT	31	1,622,687	31	1,622,687
	Fire Lieutenant/HQ	FLT	2	104,690	2	104,690
	Fire Fighter	FRF	123	5,355,011	123	5,441,377
	Fire Fighter/HQ	FRF	1	40,421	1	40,421
	Superintendent - Alarms	FAC	1	69,216	1	69,216
	Signal Foreman	FCP	1	60,186	1	60,186
	Signal Maint Man	FLT	5	261,724	5	261,724
	WF-Fire Apparat Reprman	FCP	1	60,186	1	60,186
	Fire Apparat Repairman	FLT	1	52,345	1	52,345
Account Totals:			188.5	9,025,716	188.5	9,114,326
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	9,045,716	188.9	9,134,326