



**ANNUAL REPORT  
JULY 2004 - JUNE 2005**



**STATE OF CONNECTICUT**

**COMMISSION ON FIRE PREVENTION AND CONTROL**

**PETER S. CAROZZA, JR., Chairman  
Kevin J. Kowalski, Vice Chairman  
Jeffrey J. Morrisette, State Fire Administrator**

*Established - 1975 Statutory authority - Conn. Gen. Statutes. Sec. 7-323*

*Central office - Connecticut Fire Academy, 34 Perimeter Road  
Windsor Locks, CT 06096*

*Average number of full-time employees - 20*

*Recurring operating expenses - \$2,195,657*

*Capital outlay - \$323,495*

*Organization structure - Office of State Fire Administration, Training,  
Certification, and Fiscal Services*

The Commission proudly presents the following summary of services, programs and activities as evidence that the responsibilities entrusted to us have been faithfully administered.

**Agency Mission**

*To prevent or mitigate the effects of fire and disasters, either natural or man-made, on the citizens of the State of Connecticut. This objective shall be accomplished through the development and delivery of state-of-the-art educational programs designed to meet nationally recognized standards, certification of individuals to such standards and maintenance of up-to-date resources for use by fire service personnel, public educators and other first responders.*

**Statutory Responsibility**

The Commission is charged with and has primary responsibility for training, public fire and life safety education and professional certification for members of the fire service. Conn. Gen. Statutes Sec. 7-323(j) - 7-323(q).

**Public Service**

The commissioners and staff are committed to Public Service Excellence. Every effort is made to continually promote and deliver quality agency services statewide.

## **Improvements/Achievements 2004-2005**

A conscious effort is made to schedule programs and services within every geographic region of the state. To fairly balance program development and delivery, the competing needs and priorities of both the volunteer and career fire service are carefully considered.

### **Events/Activities**

The State Fire Administrator and staff remain active in state and national committees, boards and organizations in an effort to maintain a positive proactive impact upon services. By Conn. Gen. Statutes, the Administrator serves on both the State Emergency Response and Enhanced 911 Commissions in addition to the Emergency Management and Homeland Security Coordinating Council and the Statewide Incident Management Task Force. The Administrator also serves as the Executive Board Chairman for the International Fire Service Training Association. The Director of Training serves as the President of the North American Fire Training Directors Association. The Director of Certification serves on the National Board on Fire Service Professional Qualifications Board of Directors and Chairman of their Committee on Accreditation. An agency staff member presently serves as the Commission's representative to the Department of Public Health's Office of Emergency Medical Services Advisory Board.

Agency events and activities included:

- Provided technical expertise, assistance and or equipment to support other state agency needs such as the Governor's Office, Department of Environmental Protection, Department of Mental Retardation, University of Connecticut, Department of Emergency Management and Homeland Security, Department of Administrative Services, Department of Public Safety and the Connecticut General Assembly.
- Continued support to the Connecticut Fire Chiefs' Association in the implementation of the Statewide Fire-Rescue Disaster Response Plan. To date, 131 fire departments have agreed to participate, an increase of 40 over the last year.
- Provided staffing to the Emergency Operations Center (EOC) as a result of an elevated Homeland Security alert level and for the TOPOFF 3 Exercise.
- Continued to provide logistical and staff support to the Department of Public Safety for their annual Advanced Fire Investigation and Vehicle Fire Investigation training programs.
- A total of 166 fire officers attended Connecticut Fire Officer's Weekend at the National Fire Academy in Emmitsburg, Maryland. They each successfully participated in one of six classes resulting in 2,656 contact hours with nationally recognized instructors.
- With the assistance of the Connecticut Office of Veterans Affairs, completed institutionalizing the ability to advertise, document and start or stop the accumulation of veteran's educational credits for direct reimbursement to the individual. This enhances the array of benefits available when attending the Connecticut Fire Academy.
- Hosted the third annual Connecticut Firefighters Memorial service. The names of six firefighters who had died in the line of duty were added to the Memorial.

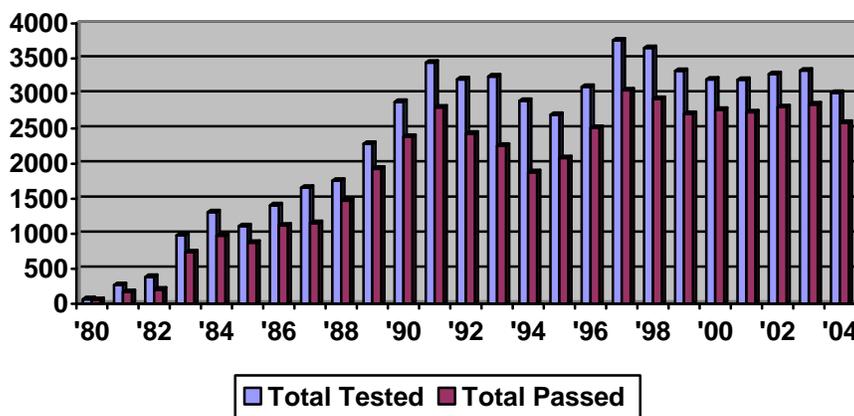
- Continued administration of the 800 FIRE LINE program, a national volunteer fire and emergency services recruitment tool. During the fiscal year, 33 calls were received with 25 referred to local fire, EMS, and other emergency response related organizations. Hosted two regional forums on volunteer recruitment and retention.
- Coordinated and delivered three Juvenile Firesetter Intervention Training programs highlighting a new assessment tool with 34 participants.
- Procured and placed in operation a new Heavy Rescue Truck to replace a nearly 30 year old unit.
- Coordinated the delivery of four specialized Incident Command programs for 110 participants.
- Delivered two, five-day “Introduction to the Fire Service” summer training camps for youths 14 to 18 years of age with 76 participants.
- Academy dormitory rooms were occupied by students an equivalent of 6,423 room nights during the year, a 10 percent increase over the previous year.
- Continued support to the Joint Council of Connecticut Fire Service Organizations including coordination of the 7<sup>th</sup> Annual Fire Service Day at the Capitol.
- Continued use of the agency’s electronic mail list service providing immediate dissemination of information on a wide range of topics to subscribers. A total of 730 messages were transmitted during the reporting period.
- Continued regular dissemination of press releases to the media most specifically in areas of public fire and life safety education.
- Assisted 10 Connecticut fire departments with the development and administration of local promotional and entry level examinations through the use of the Commission’s test question database.
- Refined practical skills testing to comply with the Testing in Context model for the Firefighter I and II levels to closely examine the Job Performance Requirements of the national Standards in real life situations.
- Development and administration of an examination system for Rescue Technician in recognition of the current national emphasis being placed upon Homeland Security.
- In support of the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant program, conducted outreach grant writing workshops in six locations with a total of 122 attendees.
- Continued in an advocacy role on fire service issues to members of the Connecticut General Assembly and United States Congress.
- Actively participated on the Connecticut State Firefighters’ Association Education Committee in support of the Regional Fire Training Schools.
- Continued support for the Regional Foam Trailer program. Units were activated several times during the fiscal year to emergencies in Cheshire, Norwich, Sterling and Farmington.
- Continued to provide support to the Statewide Honor Guard initiative. The Honor Guard assisted several fire departments with arrangements associated with a line of duty death and funeral/memorial services for deceased members. The Honor Guard also participated in the Secretary of the State’s volunteer recognition ceremonies, Connecticut State Firefighters Memorial, National Fallen Firefighters Memorial, Connecticut Laborers Memorial, opening ceremonies for several Connecticut fire service organizations and at professional sporting events.

- Hosted a week long National Honor Guard Academy with 12 participants representing both the fire service and law enforcement.
- Auditors of Public Accounts completed an agency audit for the fiscal years ended June 30, 2002 and 2003.

### Certification Division

Director Frederick W. Piechota, Jr. administers the Certification Division. The division consists of three full time staff members assisted by per diem adjunct proctors. The division is responsible for the development and administration of a voluntary certification and examination system for the fire service of Connecticut. The Certification System continues to be looked upon in high regard nationally as is evidenced by the national accreditation granted to the Commission by the National Board on Fire Service Professional Qualifications and the International Fire Service Accreditation Congress. The security and integrity of the system continues to remain a high priority as a number of fire departments have mandated certification through contractual or organizational requirements necessitating it be able to withstand legal challenge.

Fiscal Year 2005 saw a total of 3,173 examinations delivered within the 14 levels of certification offered with an 87 percent passing rate realized. Individuals who completed all requirements for certification are eligible to voluntarily apply for National Certification to these levels. The following chart is provided to give a graphical representation of the history of the Certification System since its inception in 1980:



### Fiscal Services Division

This division is headed by Director Peter F. O’Neil. This division is responsible for all of the Commission’s accounting, budgeting, personnel, purchasing, payroll and physical plant functions at the Connecticut Fire Academy. The agency uses various contractual services, including its food service operation and information technology support.

This past year, the Fiscal Division completed the successful transfer of many of its administrative procedures over to CORE-CT, a statewide system which collects financial transactions and reports budget management information. The division continues to monitor the

development of this new financial and human resources management tool. The agency's asset management and accounts receivable functions will commence with CORE Phase II during the upcoming year. Detailed preparation over the past months will facilitate the conversion to Phase II. This integrated system will deliver timely and accurate agency asset information; viewing and updating all information on-line in real time, as well as, an automated depreciation system. Automaton of the agency's asset management and inventory systems will lead to better control of agency inventory. CORE-CT assists this division in ensuring the agency's specific financial needs are met.

The Fiscal Division administered a supplemental "Limited Access Highway" program allowing for up to \$600 remittance or equivalent worth of training-related services for previously participating local volunteer fire companies.

Costs saving measures are being realized with the initial implementation of a Heating Ventilation Air Conditioning (HVAC) system automation project. Savings should increase with completion of the project this fiscal year.

The division continued its diligence in collection of billings which exceeded \$1 million. These efforts continue to allow the agency to maintain its account receivables over 120 days to less than one percent outstanding.

## **Training Division**

The Training Division, under the banner of the Connecticut Fire Academy, is led by Director Adam D. Piskura. The division is responsible for the development and delivery of diverse subjects such as fire suppression, hazardous materials/OSHA compliance, weapons of mass destruction response, emergency medical services and public fire and life safety education training. The annual training calendar offers open enrollment opportunities to any of the state's firefighters at the Connecticut Fire Academy and other host locations throughout the state. Venues include local fire stations, Regional Fire Schools and other public meeting space. The Academy also contracts directly with fire departments, state agencies, business and industry to conduct requested deliveries. This allows first responders to continue to serve their community without interruption of service or reduced staffing.

During the year, the division offered 342 training programs reaching 6,969 students resulting in 155,312 contact hours. The largest on-campus event was the annual June Fire School where 58 classes were offered over a seven day period with 759 students participating.

A new initiative this past year was the delivery of nine National Incident Management System (NIMS) orientation classes with 340 participants. These programs assist community leaders and first responders with the understanding and implementation needs of Presidential Directive 5.

Self-Contained Breathing Apparatus (SCBA) Quantitative Face Piece Fit Testing continues to be a popular service offered by the agency. A total of 1,896 tests were administered to

municipal fire departments, State Police Emergency Service Unit, State Fire Marshal's Office and Regional Fire Schools.

The Candidate Physical Ability Test (CPAT) is gaining popularity among the state's career fire departments as part of their entry-level testing of firefighter candidates. The Academy processed 1,173 individuals with 604 passing, 255 failing and 314 not appearing. Testing logistics continue to impact the testing process as weather conditions can cause cancellation and rescheduling of a test. Administration is aggressively pursuing alternative testing locations that will allow for uninterrupted testing.

The Connecticut Fire Academy's Bookstore completed its fourth year of operation enhancing customer service efforts. During the reporting period, inventory control was tightened and turnaround for recalled publisher's materials was reduced. Store hours were permanently expanded with the addition of a part-time store clerk to cover service hours. Bookstore activity the past fiscal year surpassed 10,000 items resulting in sales approaching \$300,000. Profits are reinvested into the enterprise in the form of inventory acquisition and marketing. The Bookstore also provides curriculum support materials to our Adjunct Instructors and staff.

### **Commissioners**

Members of the Commission on Fire Prevention and Control are appointed by the Governor and represent the statewide fire service organizations. Commissioners serving during the fiscal year: Chairman Peter S. Carozza, Jr., Waterbury; Vice Chairman Kevin J. Kowalski, Simsbury; Secretary Edward F. Haber, Berlin; Clifford C. Brammer, Jr., Thomaston; Edward B. Gomeau, Greenwich; William S. Johnson, Jr., West Haven; John J. Blaschik, Jr., Middletown; Jeffrey A. Cantor, Ph.D., Norwalk; Daniel Milewski, Stratford; Adrian Ouellette, Broad Brook; Richard H. Nicol, Middlebury; Charles M. Stankye, Jr., Derby; Robert Walsh, Plantsville; James P. Wilkinson, Milford and Richard E. Morris, Niantic.