

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN Regular Meeting – January 23, 2023 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, January 23, 2023 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PRESENTATION

- a) Farmington Valley Health District Update/Community Health Assessment Findings
- b) Simsbury Multi-Use Path Development and Maintenance Update

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Public Safety
- d) Board of Education

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Truck Driver/Technician Classification
- c) Budget Director Classification
- d) Successor Collective Bargaining Agreement between the Town of Simsbury and Dispatchers, July 1, 2022 – June, 30 2025
- e) Local Emergency Medical Services Plan Agreement

APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Gene Ott from the DEI Council
- b) Reappointment of Anne Erickson to the Aging and Disability Commission

REVIEW OF MINUTES

- a) Regular Meeting of January 9, 2023
- b) Special Meeting of January 9, 2023

COMMUNICATIONS

- a) Proposed Ordinance to Temporarily Prohibit the Retail Sale of Cannabis in Simsbury
- b) Memo from T. Munroe re: Notification of Number of Electors and Number of Polling Places, dated January 23, 2023

EXECUTIVE SESSION

- a) Executive Session pursuant to General Statute section 1-200(6)(D), Discussion of Gifts of Love Lease of Town owned property

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Farmington Valley Health District Community Health Assessment Update
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
maia E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action requested. This item is informational.
5. **Summary of Submission:**
The Farmington Valley Health District recently completed data collection and analysis for its community health assessment. Data was collected and analyzed for its 10-member town region, including Simsbury. Jennifer Kertanis, Director of Health, Kirsten Carew, Epidemiologist, and Olivia Morris, Health Program Associate, with FVHD will present an overview of their findings this evening as well as next steps.

Kristen Formanek, our Community and Social Services Director assisted with this project. Town and FVHD staff have connected with our DEI Council Sub-Committee regarding this project.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides

FVHD Community Health Assessment Overview

Simsbury Board of Selectman
January 23, 2023

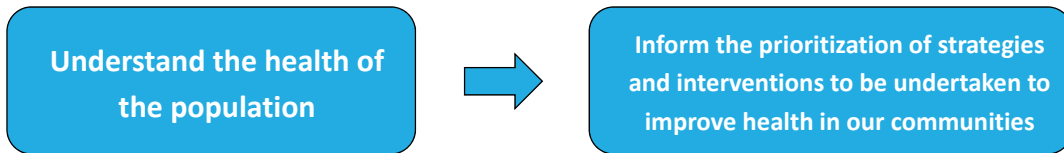
Our Vision:

Exceptional health and well-being for *all people* who work, live, learn and play in the *Farmington Valley*



What is a Community Health Assessment (CHA)?

- Collaborative, systematic, data-driven report that describes the health status, behaviors, and outcomes of residents



CHA Advisory Board

- **Membership:** Senior and social services, academia, mental health professionals, community health nursing, school nurses, medical providers, environmental health, women's health
- **Roles:**
 - Identified major public health issues in our communities
 - Decided on criteria for issue prioritization and data collection
 - Established vision and values for CHA process
 - Identified, reviewed, and analyzed secondary data sources and measures
 - Conducted data gap analyses
 - Brainstormed ideas for primary data collection
 - Identified community assets
 - Reviewed CHA drafts



Topical Areas

- I. **Demographics**
 - I. Population, Age Distribution, Racial and Ethnic Diversity, Language
- II. **Social Determinants of Health**
 - I. Educational Attainment, Income and Poverty, Employment, Housing, Environmental Conditions, Transportation, Access to Care
- III. **Health Behaviors**
 - I. Physical Activity, Substance Use, Routine Medical Care Visits, Vaccinations, Screenings, Sleep
- IV. **Health Outcomes**
 - I. Perceived Health Status, Leading Causes of Death, Chronic Disease, Infectious Disease, Maternal and Child Health, Mental Health, Accidents, Environmental Health
- V. **Youth Health**
 - I. Health Behaviors, Mental Health



Data Sources

- US Census Bureau – American Community Survey
- CT Department of Public Health
- CT Behavioral Risk Factor Surveillance System
- CT School Health Survey
- Connecticut Data Portal
- Connecticut Data Collaborative
- CT State Unintentional Drug Overdose Reporting System
- CT Electronic Disease Surveillance System
- CT Department of Mental Health and Addiction Services
- CT Department of Energy and Environmental Protection
- CT Department of Education
- CT Department of Labor
- CT Department of Housing
- CT Crash Data Repository
- CT United Way
- United States Geological Survey
- FVHD Town Social Services Directors



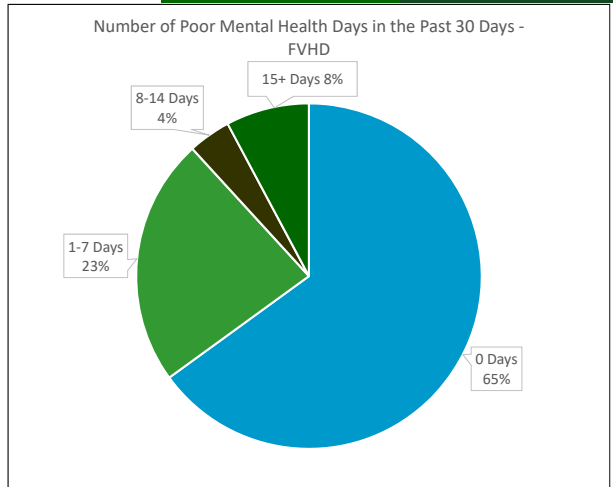
Key Findings

- Mental health concerns (adult and youth)
- Substance use concerns (adult and youth)
- High number of adults who have fallen and high proportion who subsequently required medical attention or whose fall contributed to their death
- High levels of overweight and obesity
- Low seasonable flu vaccine uptake
- High household radon levels
- Lack of affordable housing



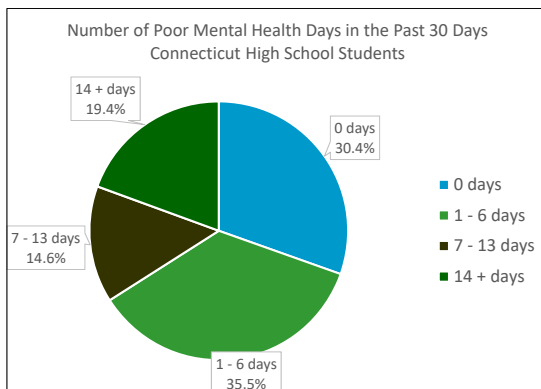
Adult Mental Health

- 23% of FVHD respondents reported between one and seven days poor mental health in last 30 days
- 12% of FVHD respondents reported at least eight days of poor mental health in last 30 days
- Higher rates in females, younger individuals, and those earning lower incomes
- 15.7% of FVHD residents report ever having been diagnosed with a depressive disorder
- Females (19.2%), individuals aged 18-44 years old (18.4%), and individuals earning less than \$75K (20.4%) report higher rates of depressive disorder diagnosis.
- 46% of individuals who die by suicide have a known mental illness
- Rates of suicide in FVHD as well as in CT are higher in males



Source: Connecticut Behavioral Risk Factor Surveillance System, 2016-2020 **Public Health** Present. Promote. Protect.

Youth Mental Health



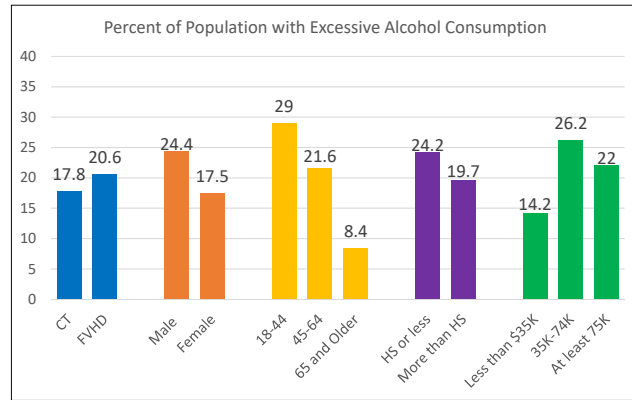
Source: Connecticut School Health Survey, 2019

- 30.6% of high school students experience persistent sadness or hopelessness
- Just under 50% of high school students do not usually or never get the help they need when they feel sad, empty, hopeless, angry, or anxious
- 15.4% of students engaged in self-harm behaviors
- 12.7% seriously considered suicide
- 6.7% attempted suicide



Adult Substance Use

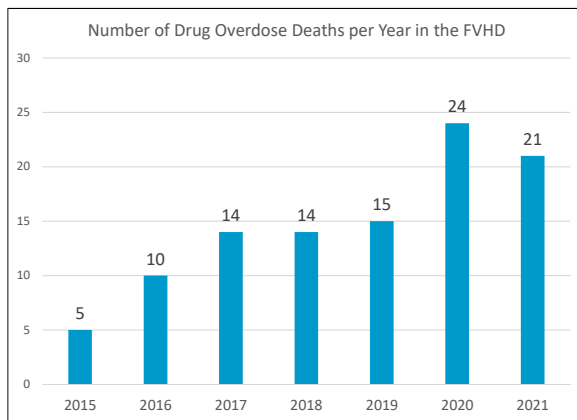
- 8% of FVHD adults currently smoke cigarettes
- 25.5% of FVHD adults use e-cigarettes every day or some days
- 20.6% of the FVHD population reports excessive alcohol consumption
- Town Social Services Directors note that alcohol use and alcohol abuse in the senior citizen population is currently at an all-time high



Source: Connecticut Behavioral Risk Factor Surveillance System, 2016-2020



Overdose Deaths



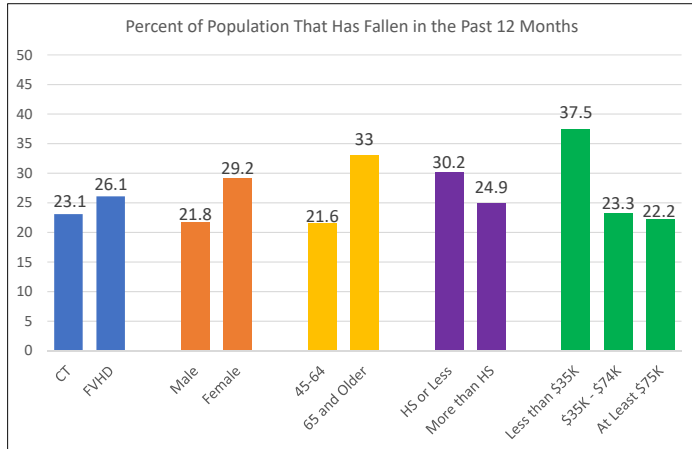
Source: Connecticut Behavioral Risk Factor Surveillance System, 2016-2020

- Deaths from drug overdoses more than quadrupled from 5 in 2015 to 21 in 2021
- Of the 103 drug overdose deaths since 2015, 74% were in males and 94% were in White, non-Hispanic residents
- The 35- to 44-year-old age group had the highest number of drug overdoses (25)
- Opioids were involved in 90.3% of drug overdose deaths; Fentanyl or an analog were involved in 73.8% of deaths



Falls

- 19% of the FVHD population is 65 and older
- 26.1% of the FVHD population has fallen in the past year
- Accidents are the third leading cause of death in the FVHD. 33.8% of deaths from accidents are the result of a fall
- Significant cause of emergency department visits and hospitalizations among 65 and older



Source: Connecticut Behavioral Risk Factor Surveillance System, 2016-2020



To view the complete
FVHD Community Health Assessment:



<https://fvhd.org/wp-content/uploads/2023/01/2022-FVHD-Community-Health-Assessment.pdf>



Next Steps

1. Broadly disseminate the findings of the CHA to the community
 - Developing topic-specific summary documents
 - Prioritize issues based on key findings
2. Establish workgroups by priority topic
 - Members are organizations, agencies, and community members with expertise and/or interest in topic
3. Develop community health improvement plan
 - Goals, objectives, strategies, action steps, and indicators to address priorities

How Can You Help?

- Recommend community organizations, agencies, and community members that should be involved in community health improvement





Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Multi-Use Path Development and Maintenance Update
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Roy, P.E., Public Works Director/Town Engineer; Tom Tyburski, Culture, Parks and Recreation Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action requested. This item is informational.
5. **Summary of Submission:**
An update will be provided regarding sidewalk and multi-use path projects that are in progress:
 - Bloomfield-Tariffville Trail
 - Route 10/202 to Curtiss Park Trail
 - Gap section of trail from Curtiss Park to downtown Tariffville
 - Firetown Road sidewalk
 - North End sidewalk

Additionally, an update will be provided regarding recent maintenance efforts for our multi-use path system. Tom Roy, P.E., Public Works Director/Town Engineer, Adam Kessler, Deputy Town Engineer, and Tom Tyburski, Culture, Parks and Recreation Director will present this evening.
6. **Financial Impact:**
A summary of the funding in place for many of the noted trails can be found in your November 28, 2022 Board of Selectmen packet. A majority of the work that is in progress is largely funded through state and federal grants.
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides

Bike Path and Sidewalk Update

Simsbury Board of Selectmen
January 23, 2023

Overview:

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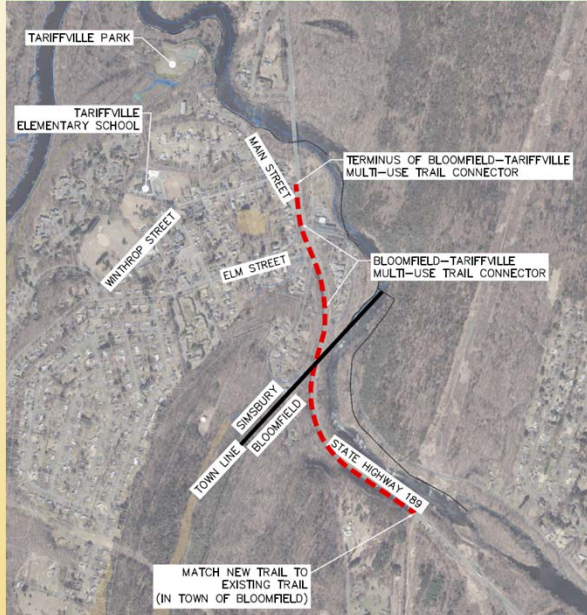
- Active Bike Path (Multi-Use Trail) Construction
- Planned Multi-Use Trail Projects
 - Hopmeadow to Curtiss Park
 - Curtiss Park to Tariffville Center
- New Sidewalk Projects
 - Hopmeadow Street (Hoskins Rd to Wolcott Rd - Dorset Crossing)
 - Firetown Road (West Street to Plank Hill Rd)
- On-going Maintenance
 - Fencing
 - Brush, Trees & Signage
 - Paving
- Sidewalk Replacement Program
 - Projects Completed
 - Future Projects

On-Going Construction

SIMSBURY
CONNECTICUT

Tariffville to Bloomfield Trail

- Total Project Value \$3.0M
- Grants \$2.3M
- Simsbury portion \$376,500



Design Projects: Hopmeadow to Curtiss Park

SIMSBURY
CONNECTICUT

90% Design Complete
Awaiting Grant Approval
Anticipated Construction 2024



Design Projects: Hopmeadow to Curtiss Park

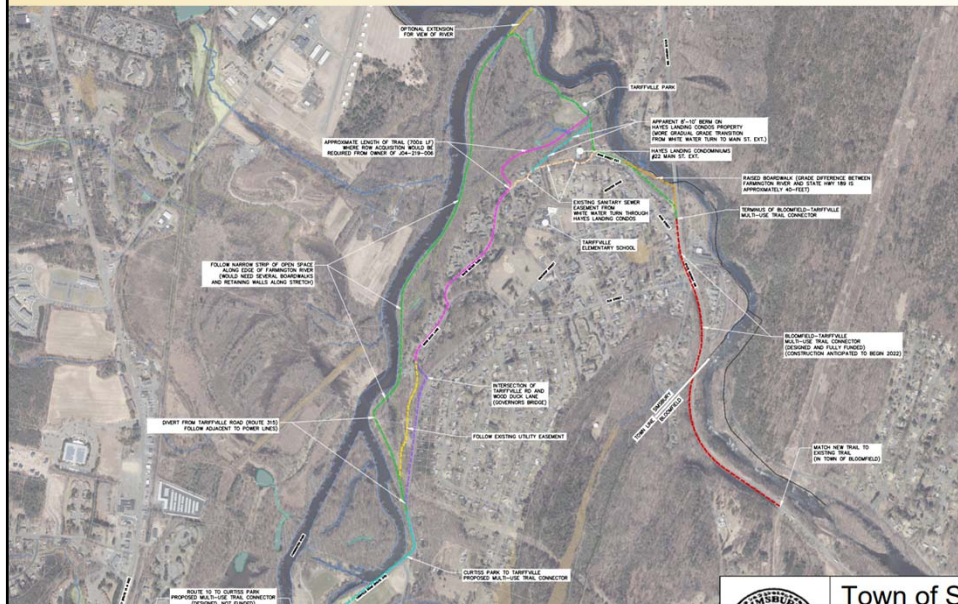
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Rt. 10 to Curtiss Park:

- CT DEEP Recreational Trails Grant \$385,000 for Design
 - Requires 20% local match
 - Anticipated Transportation Alternatives Set-Aside Grant for Construction ~\$2.4M
 - Coordination with National Park Service
 - Local match required \$481,000*
- * Simsbury may be eligible for a second Recreational Trails Grant

Design Projects: Curtiss Park to Tariffville

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Design Projects: Curtiss Park to Tariffville

SIMSBURY
CONNECTICUT

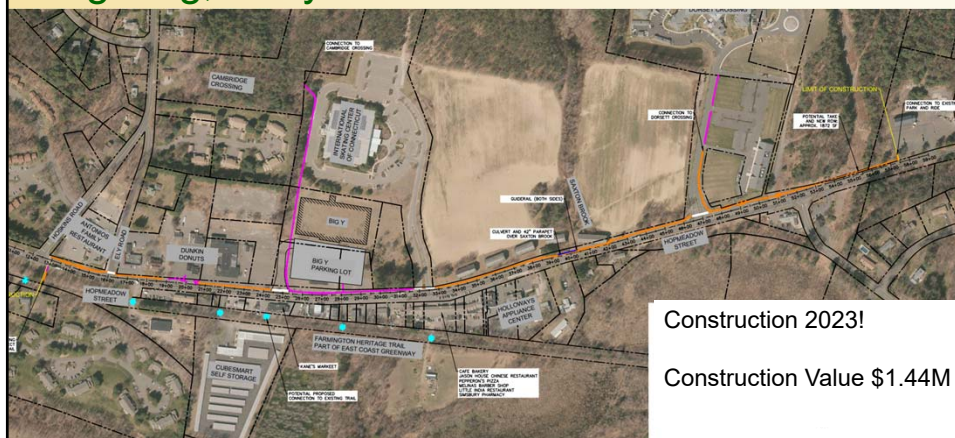
- Funding for Survey and preliminary design work in FY 23 budget
- Survey work is underway.
- Working on alignments with CRCOG, part of East Coast Greenway study
- Several meetings with National Parks Service, Farmington River Wild and Scenic Committee and Farmington River Watershed



New Sidewalk Project: Rt. 10 Hoskins to Wolcott

SIMSBURY
CONNECTICUT

- LOTCIP Funded, value of \$1.76M
- Includes Sidewalk and decorative street lighting, utility relocations



New Sidewalk Project: SIMSBURY
Firetown Road – West Street to Plank Hill CONNECTICUT

- LOTCIP Funded at \$ 1,200,000
- Additional Grant Funding from CTDOT Community Connectivity Grant Program for \$594,000
- Project is being designed by Town Staff
- Anticipated Construction 2024

Multi-Use Trail Maintenance SIMSBURY
CONNECTICUT

Culture Parks and Recreation:

- Currently knocking back trailside brush & removing debris (fallen limbs, etc.) – Jan '23
- Removed old and installed new 3-Rail Fencing Canal Way to Latimer Lane – Dec '22-Jan '23
- Replaced signage near Hazel Meadow as well as various fence repairs in this area – 2020-2022
- Removed deteriorated and unneeded fencing behind Mitchell Auto – Nov. '22
- Replaced and Installed New Heavy Duty Fencing along trail adjacent to commuter parking area at Winslow Place – Fall 2020
- Tree Pruning from Granby Line to Iron Horse Blvd. – 2021-22



Public Works / Highway:

- Repaving from Latimer Lane to Rt. 10. 2021
- Stone dust trail rehabilitation from Canal Way to Rt. 10 2021

Shared Maintenance:
Parks manages day-to-day operations and Public Works focuses on capital maintenance

Multi-Use Trail Maintenance

SIMSBURY
CONNECTICUT

Upcoming Multi-Use Trail Maintenance

- Will remove old and install new trail fencing from Latimer Lane to Winslow Place – Feb '23-March '23
- Continue Tree Pruning – Iron Horse to Avon Line – 2023-2025
- Will remove deteriorated fencing and install new trail fencing – Hazel Meadow to Granby Line – 2023-2025
- Requested funding for purchase of Ventrac Tractor with boom attachment – allows for improved and efficient maintenance of vegetation along sides of trail



Sidewalk Rehabilitation

SIMSBURY
CONNECTICUT

- Program initiated in FY 19 with \$200,000/year
- Completed Sidewalk Replacements:
 - Musket Trail Neighborhood
 - Firetown Road (Plank Hill to Squadron Line)
 - Town Center (side streets)
 - Elm Street (Rt. 315) in Tariffville
 - Hopmeadow Rt. 10 (Wiggins Farm to Woodland Street)
- Over 3 miles of sidewalk and 62 curb ramps brought into ADA compliance!



Questions...



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective January 23, 2023 to approve the presented tax refunds in the amount of \$15,654.71, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**
Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**
The aggregate amount of all tax refunds as presented is \$15,654.71. The attachment dated January 23, 2023 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated January 23, 2023

REQUESTED TAX REFUNDS
JANUARY

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2021				
Bracken, Kathryn A	21-01-00877	\$113.64		\$113.64
Cerullo, Shana	21-01-01394	\$95.65		\$95.65
Chmeliwskyj, Ludmila	21-01-01485	\$203.81		\$203.81
Moore, Barbara A	21-01-05576	\$3,251.31		\$3,251.31
Webber & Meyers (29 Barry Ln)	21-01-07782	\$59.54		\$59.54
FA Bartlett Tree Expert Co	21-02-40341	\$8,548.19		\$8,548.19
Gymnastics Training Center	21-02-40405	\$387.14		\$387.14
Litsky (Eric) Assoc.	21-02-40543	\$81.51		\$81.51
Daimler Trust	21-03-54183	\$615.47		\$615.47
Honda Lease Trust	21-03-58298	\$495.50		\$495.50
Landesberg, Regina	21-03-60425	\$495.67		\$495.67
Smith, Nakisha R	21-03-67533	\$112.26		\$112.26
Agrawal, Rachna R	21-04-80028	\$265.78		\$265.78
Dymersky Regina M	21-04-80858	\$208.31		\$208.31
Werner Matthew J	21-04-83345	\$720.93		\$720.93
Total 2021		\$15,654.71	\$0.00	\$15,654.71
TOTAL 2021		\$15,654.71	\$0.00	\$15,654.71
TOTAL ALL YEARS		\$15,654.71	\$0.00	\$15,654.71



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Works Driver/Technician Classification
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Roy, P.E., DPW Director/Town Engineer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of the proposed recommendations, the following suggested motions are in order:

Move, effective January 23, 2023, to approve the creation of the Truck Driver/Technician job classification and job description as presented. Further move to establish the position at grade T7 of the AFSCME employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union and the incumbent.

5. **Summary of Submission:**
An employee in the Truck Driver classification submitted a request for a reclassification review related to additional duties associated with traffic markings and sign maintenance in accordance with MUTCD standards. The employee is represented by the AFSCME Public Works and Parks Employees unit. The Truck Driver is classified at grade "T6" on that pay plan. The position is classified as non-exempt and is regularly scheduled for 40 hours per week.

After completing a reclassification review, it has been determined that a new classification of Truck Driver/Technician should be created to reflect the duties of the incumbent that requested the review.

Through negotiations the Town and Union have reached a tentative agreement to the proposed job description, classification creation, and to establish the pay grade for the position as a T7 on the AFSCME employees pay plan. If the proposal is ultimately approved by the Board of Selectmen, the Town Manager will enter into a Memorandum of Agreement with the union regarding the proposed Truck Driver/Technician job description, proposed paygrade, and management rights regarding the signage work. The Memorandum of Agreement will also address compensation, including retroactivity.

This item was reviewed and endorsed by the Personnel Sub-Committee at their January 12, 2023 meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

6. Financial Impact:

Changing the pay grade from grade T6 to T7 of the AFSCME employees pay plan would add an increase to the hourly range of \$1.21 to \$1.50 per hour.

The current incumbent in the Truck Driver position is at T6 Step 7. Following execution of the agreement they will be at T7 Step 7. This is an annual difference of \$3,132 or \$3,371.60 when payroll taxes are factored in. There are salary savings in the Highway budget to cover a retroactive payment associated with the reclassification request.

7. Description of Documents Included with Submission:

a) Proposed Job Description Changes – Truck Driver/Technician

Town of Simsbury

TITLE: Truck Driver/Technician

GRADE: T-7

DEPARTMENT: Highway - DPW

DATE: January XX, 2023

POSITION DESCRIPTION:

Performs work of both a Traffic Control Maintainer and Truck Driver. Work includes, skilled and semi-skilled work fabricating and installing signs for the Town in accordance with local, state and federal guidelines. Drive a truck to plow and sand roads, transport materials to and from construction sites, and perform construction related work.

ESSENTIAL JOB FUNCTIONS:

- Receives written and/or oral instructions from supervisor (DPW Director, Highway Superintendent, Foreman, Crew Leader) who reviews work in progress.
- Uses computer and related hardware or other sign making equipment to fabricate MUTCD compliant traffic signs, decals and other signs required. Applies and removes decals from Town owned vehicles and equipment.
- Properly installs signs and roadway markings in Town in accordance to MUTCD standards and instructions from supervisor.
- Maintains inventory/records of signs, supplies, pavement markings and equipment and initiates requisitions for ordering replacements.
- Maintains computer records and assists with the Sign Inventory in the Department's Asset Management System. Assists with assessing the condition of pavement markings/signs, verifying and documenting locations, and documenting maintenance activities.
- Responsible for the proper layout and painting of crosswalks, stop bars and other pavement markings.
- May receive and report projects through the Town's electronic work order system.
- Operates and performs routine servicing of drills, saws, compressors, post drivers, grinding machines and other equipment such as hydraulic and/or self-contained units.
- Performs functions in accordance with State of Connecticut Call Before You Dig (CBYD) regulations.
- Services trucks and equipment with fuel, lubricants and accessories. Reports malfunctions of trucks and equipment to supervisor.
- Drives dump truck to haul and remove materials and to plow and sand/salt roads.
- Operates equipment to mow roadsides, maintain grounds and to clear storm drain systems.
- Uses jack hammer, chain saws and other mechanical and hand tools in general maintenance work.
- Establishes safe roadside work zones and acts as a traffic flagger.

- Repairs drainage structures, street signs, guardrails, and roadside equipment.
- Follows standard safety procedures and regulations.
- Mixes paint and operates line striping equipment for the painting of traffic markings.
- Reports tasks accomplished to supervisor(s).
- Must be available to respond to 24-hour emergency situations and Special Event traffic control.
- Available for overtime, emergencies and storm related work.
- May perform emergency tree work, barricade placement, or other disaster debris related duties during storms or other emergency conditions.
- Other related duties as assigned by supervisor(s).

ADDITIONAL JOB FUNCTIONS:

- Supervises helpers on pavement marking and sign projects.
- Assists mechanic in maintenance and repair of equipment and vehicles.
- Operates loader to load materials on trucks.
- Other related duties as assigned by supervisor(s).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to acquire a thorough knowledge of MUTCD and related reference materials.
- Ability to read schematics, diagrams and prints and follow instructions, rules and procedures.
- Working knowledge of the methods, materials, regulations and tools used in sign maintenance work.
- Ability to keep detailed records using Microsoft Word/Excel or other computer systems for inventory, materials, and records.
- Ability to perform mathematical computations.
- Ability to safely operate trucks in excess of 47,000 pounds GVW.
- Ability to recognize the need for equipment and vehicle repairs and maintenance.
- Ability to establish and maintain effective working relationship with employees, supervisors, vendors, and the public.
- Ability to communicate effectively orally and in writing.
- Ability to perform all duties in conformance to appropriate safety and security standards.
- Ability to work safely and oversee the safety of employees as well as the public.
- Ability to perform manual tasks under varying weather conditions.
- Ability to work on emergency call-out basis, including during extended winter hours.

TOOLS AND EQUIPMENT USED:

- Motorized vehicles and equipment, including, but not limited to: dump truck, pickup truck, utility truck, power and hand tools and equipment for installation and maintenance of signs and traffic markings and general construction.
- Computer software specific to design and plotting of traffic signs: Sign plotter/cutter, personal computer, tablet computer, calculator, phone, and mobile or portable radio.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to work in settings subject to continuous interruptions and background noises.
- Ability to climb ladders, platform and equipment.
- Ability to work near moving traffic equipment.
- Ability to work in poor weather conditions, including heat, cold, rain and snow.
- Ability to operate equipment requiring hand-eye coordination and mechanical aptitude.
- Ability to access difficult places and negotiate varied terrain.
- Ability to get in and out of motor vehicles.
- Ability to lift and/or carry objects weighing from 25 to 50 pounds.
- Ability to work independently with minimum supervision.
- While performing the duties of this job, the employee is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

REQUIRED MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent;
- Specialized training and/or knowledge of the requirements of the MUTCD as they relate to signage and street markings.

MOTOR VEHICLE OPERATOR'S CERTIFICATE:

- Connecticut Class B CDL with air brakes and tanker endorsements.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Director Classification
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of the proposed recommendations, the following suggested motions are in order:

Move, effective January 23, 2023, to endorse the creation of the position classification of Budget Director and the job description as presented. Further move to endorse effective July 1, 2022 a salary range of \$93,500 - \$114,465 for the position.

Further move, to endorse the amendments to the shared services agreement with the Simsbury Board of Education.

5. **Summary of Submission:**
As you are aware, the Town entered into a shared services agreement with the Simsbury Board of Education in December of 2020. This agreement includes, in part, financial management services. With a retirement in Central Office, the Board of Education restructured an accountant position into a Budget and Research Manager position. The Superintendent and I are in agreement that this position would be ideally suited as a shared Budget Director position with the Town, reporting to the Finance Director. This new position would be responsible for: developing and administering the Town and Board of Education budgets and monitoring their implementation; conducting research and analysis and preparing recommendations related to existing and proposed programs; grants management; and administering the property, casualty and liability insurance programs for the Town and Board of Education.

The position is proposed to be 40 hours per week, which is consistent with other staff positions in the Finance Department. The position would be classified as exempt and unaffiliated.

Should the Board of Selectmen approve this recommendation, the shared services agreement will be updated accordingly. In addition, we also intend to further update the "Payment" section of the shared services agreement to more accurately reflect the workload of the four shared positions in the Finance Department: Director of Finance; Deputy Director of Finance; Accountant; and proposed Budget Director. This change in accounting would take effect with the FY24 budget.

This item was reviewed and endorsed by the Personnel Sub-Committee at their January 12, 2023 meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

6. Financial Impact:

The current proposed salary range is \$93,500 - \$114,565. The Board of Education budget would initially provide funding in the amount of \$104,150, with the Town budget covering the difference.

7. Description of Documents Included with Submission:

a) Proposed Job Description – Budget Director

Town of Simsbury

TITLE: Budget Director

DATE: January 4, 2023

DEPARTMENT: Finance

AFFILIATION: Unaffiliated

FLSA STATUS: Exempt

POSITION DESCRIPTION:

Performs a variety of administrative and technical work in the development, administration, and analysis of Town and Board of Education budgets and in monitoring their implementation. Conducts studies and prepares reports and presentations on financial matters, management methods, and administrative and operating systems and procedures. Maintains and manages grant agreements and activity to ensure grant compliance. Has primary responsibility for administering the property, casualty, and liability insurance programs for the Town and Board of Education.

ESSENTIAL FUNCTIONS:

- Responsible for planning, organizing, and directing the annual budget development process for the Town and Board of Education capital and operating budgets under the direction of the Finance Director.
- Develops and maintains systems used for budget development including templates for budget submissions and other forms and processes.
- Assists departments in developing budgets; reviews departmental budget requests for completeness, accuracy and compliance with procedures and guidelines; assists with compiling consolidated budget recommendation.
- Provides information and assistance to the Board of Selectmen and Board of Education in their budget and financial responsibilities; attends budget hearings and workshop sessions.
- Prepares budget presentations for budget meetings, public hearings, and workshops.
- Maintains budget information on the town's website and relevant social media accounts.
- Assists with the preparation of operating and capital budget resolutions in consultation with legal counsel, and assists with the referrals for the capital improvement plan in accordance with CGS Section §8-24.
- Coordinates legal notices for publication and distribution online and in newspaper as required by Town Charter.
- Coordinates and supports the work of budget referendums and special town meetings.
- Monitors annual budgets throughout the fiscal year once they have been adopted; supports the Director of Finance by working with Town and Board of Education departments to evaluate budget status information throughout the year.
- Maintains database of budget history, and develops multi-year forecasts of revenues and expenditures in order to assist in budget preparation and analysis.
- Supports the Director of Finance with budget projections, reporting and analysis, revenue estimates and state budget indications.

- Conducts research and analysis and prepares recommendations related to existing and proposed programs to support and streamline the operational requirements of the Town and Board of Education departments.
- Tracks expenditures, reimbursements, and manages reporting process for certain local, state, regional, federal, and private grants.
- Maintains property, vehicle, and equipment inventory and related depreciation schedules.
- Administers the Town and Board of Education property, casualty and liability insurance programs, including: claims administration; coordination with claimants and insurance carriers; review of property, vehicle, and equipment schedule; selection of insurance coverage and deductible levels; review of contracts and other agreements for proper and adequate insurance protection.
- Collects and analyzes data on risks and losses; makes recommendations for mitigating losses and follows through on implementation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the theory, principles and practices of modern municipal budget preparation and administration.
- Knowledge of statistics, accounting principles, and data processing practices related to financial accounting and reporting.
- Ability to analyze and evaluate budgetary problems and procedures and the effectiveness of departmental work programs and operations.
- Knowledge of the principles related to risk management and insurance programs.
- Ability to establish and maintain effective working relationships with department/division heads, Town and Board of Education officials, and administrative personnel.
- Ability to express oneself clearly and logically in oral and written form.

REQUIRED EQUIPMENT OPERATION:

- Operates office equipment including a personal computer.

REQUIRED PHYSICAL EFFORT:

- Must be able to sit at desk and work continuously for extended periods of time; lifting and carrying materials and equipment weighing up to 25 lbs, and utilize overhead cabinet storage space.

REQUIRED QUALIFICATIONS (Minimum)

- Master's Degree in Public or Business Administration and three (3) years of experience relating to budget preparation and analysis, or suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Dispatchers Successor Collective Bargaining Agreement, 2022 – 2025
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager;
Nicholas Boulter, Chief of Police *maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**

The Board of Selectmen has three options as follows:

- **Option A** is to vote to authorize the Town Manager to execute the proposed successor collective bargaining agreement as presented.
- If the Board is dissatisfied with the proposed successor collective bargaining agreement, **Option B** would be to reject the agreement as presented. If the Board rejects the agreement, the matter shall be returned to management and the union for further bargaining. If the parties cannot reach a new agreement, the services of a mediator are used and/or the parties would proceed to binding arbitration.
- **Option C** would be to take no action on the agreement, in which case the agreement would become effective after a 30-day period.

Since the contract was negotiated in good faith, and has since been ratified by the Union, I recommend Option A. If the Board of Selectmen supports adopting the successor collective bargaining agreement as presented, the following motion is in order:

Move, effective January 23, 2023, to authorize Town Manager Maria E. Capriola to execute the proposed successor Collective Bargaining Agreement between the Town of Simsbury and UE LOCAL 222, CILU/CIPU, CILU LOCAL #41, which shall enter into effect retroactively from July 1, 2022 and expire on June 30, 2025.

5. **Summary of Submission:**

Staff has negotiated a proposed successor collective bargaining agreement with UE LOCAL 222, CILU/CIPU, CILU LOCAL #41, the unit representing our Dispatchers. The Union ratified the tentative agreement on January 17, 2023. The Board of Selectmen is the ratification body for the town and the Town Manager must be authorized by the Board to sign and execute the agreement.

Highlights of the proposed agreement are as follows:

- Duration
 - 3 years – July 1, 2022 through June 30, 2025
- General Wage Increases
 - FY 23: 2.50%
 - FY 24: 2.50%
 - FY 25: 2.35%
- Monthly sick leave accrual increased from the equivalent of 1.25 days per month to 1.75 days per month for the duration of the contract
- Contributions for employees participating in the defined benefit plan will increase by 0.50% to 7.0% of salary in FY 22/23
- Increased cost share for health insurance for employees hired before July 1, 2005 effective June 30, 2025
- Language was updated throughout the document, including clarifications to the sections on the probationary period, uniforms, and other housekeeping items

6. Financial Impact:

When fully staffed the UE LOCAL 222, CILU/CIPU, CILU LOCAL #41 union represents 7¹ full-time dispatchers. When factoring in the general wage increase, step increases, payroll taxes, pension, and other benefits the total contract reflects an increase of \$14,644 or 2.05% for FY23. Subsequent increases reflect an increase of \$35,232 or 4.84% for FY24 and \$35,988 or 4.72% for FY25. A smaller percentage increase is reflected in FY23 due to changes in employee elections for health insurance coverage as compared with FY22. The primary cost driver in FY24 and FY25 is health insurance.

State-wide, we are seeing negotiated settlements during the life of this contract award (average) general wage increases in the 2.35%-2.45% range, comparable to what has been negotiated.

7. Description of Documents Included with Submission:

- a) Total Contract Cost Analysis
- b) Tentative Agreement between the Town of Simsbury and UE LOCAL 222, CILU/CIPU, CILU LOCAL #41

¹ Currently one vacancy; 6 employees currently covered by the agreement

Total Estimated Contract Cost

	Total Base Salaries	FICA/Medicare	Workers' Comp	LTD	Life Insurance	Pension ¹		Health Insurance	Total	% Change
						Employer Costs	Increased Employee Contributions	Employer Share ²		
Baseline (FY22)	\$ 497,643	\$ 38,070	\$ 11,595	\$ 1,777	\$ 2,538	\$ 92,313	\$ -	\$ 69,140	\$ 713,075	
FY23 - 2.50% GWI	\$ 516,881	\$ 39,541	\$ 12,043	\$ 1,845	\$ 2,636	\$ 95,881	\$ (1,564)	\$ 60,454	\$ 727,719	2.05%
FY24 - 2.50% GWI	\$ 536,792	\$ 41,065	\$ 12,507	\$ 1,916	\$ 2,738	\$ 99,575	\$ -	\$ 68,358	\$ 762,950	4.84%
FY25 - 2.35% GWI	\$ 560,642	\$ 42,889	\$ 13,063	\$ 2,001	\$ 2,859	\$ 103,999	\$ -	\$ 73,484	\$ 798,938	4.72%

1 - Town contribution to general government plan, based on 7/1/21 valuation, is 18.55% of current payroll.

2 - Assumes 14.0% increase for FY24 (preliminary estimate) and 7.5% increase for FY25 (placeholder). Reduction between FY22 and FY23 is due to changes in employee elections for coverage.

1/6/23 Town-Dispatchers Tentative Agreement

- **Article 4 – Probationary Period**
 - Section 1 - All new employees shall serve a probationary period which shall not normally exceed 18 months, but will continue for no less than 12 months ~~will continue for one (1) year after successful completion of CTO Training~~. During the probationary period, all new employees must also complete the CTO training.
- **Article 6 - Leave**
 - Section 1B – Increase monthly sick leave accrual from the equivalent of 1.25 days per month to 1.75 days per month for the duration of the contract through June 30, 2025.
- **Article 7 - Vacation**
 - Section 1 - Strike first sentence to match the process outlined in the remainder of Section 1
- **Article 9 – Uniforms**
 - Strike existing language in all four sections and replace with the following:

Section 1.

Each newly appointed dispatcher will be provided, without cost to the employee, the following authorized uniform items:

- Three (3) pairs of uniform pants
- Three (3) short sleeve uniform shirts with patches
- Three (3) long sleeve uniform shirts with patches
- One (1) belt
- One (1) badge
- One (1) name plate
- One (1) sweater/light outer garment (e.g. fleece or Woolly Pully) with nameplate or equivalent
- One (1) jacket with patches and nameplate or equivalent

The Chief of Police may authorize other optional uniform items that may be purchased at the expense of the employee or the Town (e.g. pins, flags, etc.).

Section 2.

The Town will provide replacement of uniform items when necessary due to normal wear and tear or non-negligent damage on duty. The replacement process will be such to allow the dispatcher to maintain the original number of issued items.

Section 3.

If an employee separates from employment with the Town for any reason, all uniform items shall be returned to the Town.

Section 4.

Uniform authorization and selection will consider, if available, clothing cuts (styles or shapes) and issuance according to the preference of the employee.

• **Article 12 – Insurance**

- Section 2D – require employees to file long term disability claim when eligible for coverage under the plan
- Section 2F - Employees hired before July 1, 2005 shall contribute 20% of premium for the HMO plan and 15% of premium for the HDHP effective June 30, 2025.
- Section 6A - Employee contributions for employees participating in the defined benefit plan shall increase to 7% on July 1, 2022

• **Article 13 – Rates of Pay**

- 2.5% GWI for year one, 2.5% GWI for year two, 2.35% for year three

• **Article 20 - Duration**

- Three years: FY 22/23, FY 23/24, FY 24/25

• **Housekeeping**

- Update dates throughout document
- Update pronouns throughout document
- Wage tables - rename steps from 3-8 to 1-6

Sherry Bryant.
UE Field Organizer
1/6/23

maria Capriola
Town of Simsbury
1/9/23



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Local Emergency Medical Services Plan Agreement

2. **Date of Board Meeting:** January 23, 2023

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager;
Nicholas Boulter, Chief of Police

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports the updates to the Local Emergency Medical Services Plan as presented, the following motion is in order:

Move, effective January 23, 2023 to approve the Local Emergency Medical Services Plan as presented and to authorize Town Manager, Maria E. Capriola, to execute the Emergency Medical Services Plan Agreement presented as Attachment K to the Plan.

5. **Summary of Submission:**

Municipalities are required to submit a Local Emergency Medical Services Plan to the Department of Health's Office of Emergency Medical Services every five years. According to Connecticut Public Act 00-151, the Local EMS Plan should identify the public safety answering point responsible for receiving calls and dispatching the providers; identify the entity responsible for each level of EMS response; establish EMS performance standards; and describe any mutual aid agreements that the provider has with other entities.

The Plan was last updated in 2017; the proposed updates were drafted as a collaborative effort between the Town Manager's Office, Police Department, Simsbury Volunteer Ambulance Association, and the Fire District. Proposed updates to the Plan are primarily housekeeping in nature, to reflect current operations for the various service providers. Proposed updates to Attachment K, the Plan agreement between the service providers, includes new language regarding dispute resolution as well as clarification of roles and responsibilities for ensuring compliance with performance standards.

If approved by the Board of Selectmen, the document will be signed by the Town Manager, Chief of Police, Executive Director of SVAA, and the Chief of the Fire District. It will then be submitted to DPH for final approval.

6. **Financial Impact:**

None

7. Description of Documents Included with Submission:

- a) 2017 Local Emergency Medical Services Plan (with attachments)
- b) Proposed Updates to Local Emergency Medical Services Plan
- c) Proposed Updates to Attachment K – Emergency Medical Services Plan Agreement

**Town of Simsbury, Connecticut
Local Emergency Medical Services Plan**



December 2017

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7) EMS SYSTEM GOALS AND OBJECTIVES 5

ATTACHMENTS

- A.** Mutual Aid Agreement with the Town of Granby
- B.** Mutual Aid Agreement with the Town of Canton
- C.** HEARTSafe Designation
- D.** PSA – First Responder (Simsbury Police Department)
- E.** PSA – First Responder (Ensign-Bickford)
- F.** PSA – Supplemental First Responder
- G.** PSA – Basic
- H.** PSA – Paramedic
- I.** Saint Francis Hospital Quality Improvement Plan
- J.** 2016 Emergency Operations Plan
- K.** Simsbury EMS Plan Agreement
- L.** Town Map
- M.** Addendum - Opioid Antagonist (Signed Letter)

1) **PURPOSE STATEMENT**

The purpose of this document is to develop a plan that satisfies the Town's statutory requirement and communicate information about the local EMS system to all stakeholders. In addition, this document establishes objectives that allow for ongoing assessment of the EMS system in Simsbury.

2) **LOCAL EMS PLANNING STATUTORY REQUIREMENT**

The required components of the Local EMS Plan are contained in CGS 19a-181b, which was updated in 2014. Additional information regarding the EMS system for the Town of Simsbury has been included so that this plan will be a resource to anyone seeking information about the system.

3) **MUNICIPAL INFORMATION**

Contact Information

Town of Simsbury
Office of the First Selectperson
933 Hopmeadow Street
Simsbury, CT 06070
860-658-3230

Description of Response Area/Demographics

The Town of Simsbury has a total area of 34.5 square miles and is located in Hartford County. The Town has a population of approximately 23,234. It is bound on the north by Granby, on the east by Bloomfield, on the south by Avon, and on the west by Canton. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309 and 315 and is bisected by the Farmington River. The State Office of Rural Health designation for Simsbury is non-rural.

A wide variety of housing opportunities exist in the Town with over 90 percent of all one-family residences owner-occupied. In addition, the Town has constructed moderate-income efficiency apartments at the Meadows and at Hoskins Crossing, subsidized rental apartments at Willow Arms and housing for elderly residents at the Owens L. Murphy project. The Town's latest affordable housing project at Eno Farms consists of 50 units on Town-owned land.

Historic sites and structures are integral components of the Town's heritage. Thirteen buildings (many of which are still occupied as homes) have been included in the U.S. National Register of Historic Places. Twenty structures are in the State Register of Historic Places and one historic district enjoys local recognition. Along with notable residential structures, historic status has also been accorded to the Simsbury 1820 House, an inn and restaurant.

4) **SYSTEM OVERVIEW**

Emergency Medical Services are provided in the Town of Simsbury through a multi-tiered response. The Simsbury Police Department is the First Responder service, and Simsbury Volunteer Ambulance Association (SVAA) is the Basic Life Support service and the Paramedic service. The Simsbury Police Department Dispatch Center receives 911 calls originating in Town and dispatches Police First responders via two-way radio which contain the information on location and special circumstances. SVAA personnel are dispatched via tone-activation and two-way radio communication. Patients are transported to the most appropriate receiving facility as per State regulations, patient care protocols or special request. Dispatch automatically implements mutual aid as per protocol when it is determined it is needed.

5) **EMS SYSTEM COMPONENTS**

Public Safety Answering Point

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

First Responder Service

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

- The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park. SPD First Responders are certified at the Emergency Medical Technician or Emergency Medical Responder level. SPD response vehicles are equipped with AED's, medical bags, oxygen and Naloxone.

Ensign-Bickford Industries
640 Hopmeadow Street
P.O. Box 429
Simsbury, CT 06070
860-843-2289

- Ensign Bickford Industries holds the First Responder PSA for the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park.

Supplemental First Responder

Simsbury Fire District
871 Hopmeadow Street, Simsbury, CT 06070
(860-658-1973)

- The Simsbury Fire District responds with ten engines and two rescue trucks with first aid equipment bags, oxygen, AEDs and Technical rescue equipment.

Basic Ambulance Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association, Inc. (SVAA) is a private, not for profit organization centrally located at 4 Old Mill Lane in Simsbury. SVAA operates three basic life support ambulances.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

Written mutual aid agreements are established with Granby Ambulance Association and the Town of Canton Fire & EMS.

Advanced Life Support/Paramedic Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association staffs a minimum of one Paramedic 24/7. The Paramedic is dispatched per EMD protocols and responds with the SVAA ambulance or in a Paramedic response vehicle.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

The mutual aid agreements noted include Paramedic level response.

Mutual Aid

Granby Ambulance Association
1 Pegville Road, Granby, CT 06035
860-653-6535

Town of Canton Volunteer Fire & EMS
P.O. Box 168, Collinsville, CT 06022
860-693-7858

6) **LOCAL SYSTEM COMPARISON TO MODEL EMS PLAN**

Accident/Injury Prevention and Community Response

SVAA, the Simsbury Police Department and the Simsbury Fire District are all active in providing public education:

- **SVAA**
 - HEARTSafe achievement & designation (Attachment C)
 - AED program
 - CPR program
 - EMT training
- **Police Department**
 - Police cadets
 - Junior Police Academy
 - Citizens academy
 - Car seat installation
 - Everbridge
- **Fire District**
 - Fire safety building inspection programs
 - Elderly population safety programs
 - School safety programs, including visits by the Fire District

Citizens Educated in the Proper Use of 911

Education in the proper use of 911 is generally led by the State of Connecticut. The State Department of Emergency Services and Public Protection (DESPP) has extensive information regarding the State's 911 system and its proper use on the department's website.

There are also extensive 911 education resources available on the National Emergency Number Association (NENA) website for any municipality, dispatch center, or EMS provider that wishes to undertake a 911 educational initiative in its area.

All Streets Clearly Identifiable, Homes and Businesses Properly Numbered

According to Chapter 112, Section 1 of the Code of the Town of Simsbury, all properties shall be identified by a uniform numbering system, and building numbers not less than three inches high shall be placed in such a way that they are visible from the street.

Public Safety Answering Point (PSAP) Utilizes Emergency Medical Dispatch

The PSAP for Simsbury is the Simsbury Police Department Dispatch Center. Dispatch uses Priority Dispatch, which meets all current national guidelines. CEDC adheres to an ongoing system evaluation:

- All dispatchers are required to attend and pass the Public Safety Tele communicator Class; additionally they all are required to be certified by Priority Dispatch.
- Dispatchers are evaluated by supervisory personnel that review completed evaluations completed by a certified Public Safety Tele communicator and the International Academies of Emergency Dispatch.
- Saint Francis is the medical oversight for Dispatch and signs off on EMD guidelines. Regular meetings are held to review performance and discuss problem resolution if needed.
- Dispatch operates in compliance with Connecticut General Statutes.

EMS First Responder with Primary Service Area Assignment

The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park. The geographic boundaries are Avon to the south, Canton to the west, Granby to the north and Bloomfield to the east (see Attachment D).

Ensign-Bickford Industries, Inc. holds the First Responder PSA for the geographic areas noted above (see Attachment E).

The Simsbury Volunteer Fire Company is recognized as the Supplemental First Responder to the Simsbury Police Department for the Town of Simsbury, excluding the Ensign Bickford Complex (see Attachment F).

EMS First Responder with Semi-Automatic External Defibrillator

The Simsbury Police Department currently has eight designated first responder vehicles, all of which are equipped with SAED units. They also have a group of first responders strategically throughout Town that carry SAED's along with medical bags. Emergency Medical Technicians are also authorized to administer Epinephrine (auto-injector).

Supplemental First Responder Equipped with SAED

The Simsbury Fire District has twelve apparatus equipped with SAED, oxygen and fully stocked medical supply bags.

Basic Ambulance Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Basic Ambulance level of care. The PSA includes the entire Town of Simsbury (see Attachment G).

Basic Ambulance Service Equipped with AED

Each SVAA Ambulance is equipped with an AED.

Paramedic Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Paramedic level of care. The PSA includes the entire Town of Simsbury (see Attachment H).

Ongoing EMS System Evaluation

Medical Quality Assurance and Quality Improvement is conducted by Saint Francis Hospital for the Simsbury Police Department and SVAA.

Sponsor Hospital Contact Information:
John Quinlavin, Manager, Emergency Medical Services
Saint Francis Hospital and Medical Center
114 Woodland Street, Hartford, CT 06105
860-714-5549

Written Mutual Aid Agreements

SVAA has written mutual aid agreements with the Granby Ambulance Association and the Town of Canton Volunteer Fire & EMS Department (see Attachments A and B).

Written Mass Casualty Plan

The Town of Simsbury has a comprehensive Emergency Operations Plan (EOP), which encompasses all hazards planning. The EOP is updated annually and was most recently updated in 2016 (see Attachment J). The emergency first responders as well as the members of the emergency operation centers have recurring training. Areas of training include but are not limited to: MCI; snow storm response; shelter management; hurricane, tornado and active shooter response.

The Town's Public Safety Committee, made up of key management, response and reaction forces meet bi-monthly to address existing protocols and futures needs of the community.

Mass Casualty Plan Exercise

The emergency management team, comprised of the town's first responders, train on an annual basis. SVAA, the Police Department and the Fire District have participated in the Governor's annual Emergency Planning and Preparedness Initiative (EPPI) statewide exercises. These exercises have required participants to "table top" mass casualty incidents. Additionally, the team participates in large full scale exercises every three years which include mutual aid in all areas of responsibility. These typically have in excess of 200 participants.

7) EMS SYSTEM GOALS AND OBJECTIVES

One-Year

Examine options for increasing EMS response capability during peak weekday hours

Three-Year

Maintain HeartSafe designation

Five-Year

Work with mutual aid partners to update written mutual aid agreements

ATTACHMENTS

- A. Mutual Aid Agreement with the Town of Granby
- B. Mutual Aid Agreement with the Town of Canton
- C. HEARTSafe designation
- D. PSA – First Responder
- E. PSA – First Responder (Ensign-Bickford)
- F. PSA – Supplemental First Responder
- G. PSA – Basic
- H. PSA – Paramedic
- I. QA policy from hospital
- J. 2016 Emergency Operations Plan
- K. Simsbury EMS Plan Agreement
- L. Town Map
- M. Addendum - Opioid Antagonist (Signed Letter)

Attachment A

Mutual Aid Agreement with the Town of Granby

MEMORANDUM OF AGREEMENT

**By and Between
Granby Ambulance Association
And
Simsbury Ambulance Association**

WHEREAS, the Granby Ambulance Association is responsible for and has provided basic life support and ambulance transportation to the residents and visitors of its Primary Service Area (PSA); and,

WHEREAS, the Granby Ambulance Association realizes the appropriateness of having advanced life support capability available and wishes to be able to have such available to the residents and visitors of its PSA; and,

WHEREAS, the Simsbury Ambulance Association has provided advanced life support intercept service in the past and wish to continue to serve the PSA provider with advanced life support services; and,

WHEREAS, the Simsbury Ambulance Association wishes to recoup the cost of providing such advanced life support intercept service in the most reasonable manner which meets both the patient's and the provider's needs; and,

WHEREAS, Medicare and Medicare HMOs have requirements wherein reimbursement for such advanced life support intercept services will only be honored when presented on a single, uniform statement of services rendered and when certain conditions are met; and,

WHEREAS, it is the desire of all parties to minimize the payment burden on the recipient of such advanced life support intercept services.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Simsbury Ambulance Association shall maintain an advanced life support capability.
2. The Simsbury Ambulance Association shall respond to requests for advanced life support from the Granby Ambulance Association. At the ambulance service's discretion, such response shall be either directly to the scene of the medical emergency or to meet the transporting ambulance en-route to an acute care medical facility at an agreed to intercept point. Paramedic Intercept services shall be based on and in accordance with the most recent revision of the CT State Advanced Life Support Protocols as revised from time to time.

3. It is understood that there may be times when emergency medical services systems requirements may be such as to make a response impossible due to limited resources of the Simsbury Ambulance Association.
4. If advanced life support procedures or therapies are initiated, the representative of the Simsbury Ambulance Association shall accompany the patient and the ambulance crew on board the ambulance until the patient is delivered to the acute care facility and patient care responsibilities are transferred from the pre-hospital care providers to the hospital personnel.
5. The Simsbury Ambulance Association authorizes Granby Ambulance Association to initiate a statement of services rendered which will include any and all normal fees of the Granby Ambulance Association and in addition, include a fee not to exceed the normal fee usually charged by the Simsbury Ambulance Association for such "Paramedic Intercept" services, set by the Simsbury Ambulance Association. However, at the discretion of the Granby Ambulance Association, such fee may be lower than that normally charged by the Simsbury Ambulance Association for such services.
6. The Simsbury Ambulance Association agrees to bill Granby Ambulance Association only for the Advanced Life Support intercept services, as described above, when the mutually treated patient is a Medicare beneficiary or whose primary insurance is a Medicare HMO on the date when services are rendered. The Simsbury Ambulance Association reserves the right to independently bill for and seek remuneration from those patients treated by both parties as part of an Advanced Life Support intercept who are not Medicare beneficiaries or Medicare HMO members on the date services were rendered. Such billing will be done utilizing standard billing practices and procedures, and the fee assessed will not exceed the fee normally charged by Simsbury Ambulance Association for such intercept services.
7. The Simsbury Ambulance Association will provide documentation to the Granby Ambulance of their legal capability to provide advanced life support. Such documentation shall be in the form of a copy of the license issued by the State, a letter from the Regional Council authorizing the Simsbury Ambulance Association at the advanced life support level or a letter from the sponsor hospital agreeing to provide the Simsbury Ambulance Association with medical control.
8. The Granby Ambulance Association agrees to pay the Simsbury Ambulance Association, the difference between the Basic Life Support and Advanced Life Support fees paid by Medicare or the Medicare HMO and any supplemental insurance or private pay for each advanced life support intercept to which a response was requested by the Granby Ambulance Association and to which a representative of the Simsbury Ambulance Association actually responded and an advanced life support therapy was initiated. This amount will be paid based on an invoice from the Simsbury Ambulance Association detailing the date and time of service, the location of the intercept and confirmed by comparison to the records of the Granby

Ambulance Association and Simsbury Ambulance Association. The Granby Ambulance Association agrees to pay said invoice within thirty (30) days of receipt for any undisputed response.

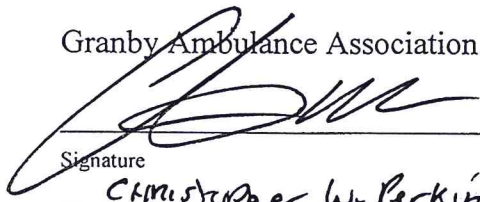
9. This Agreement shall run for a period of one year from the date of execution, unless terminated as provided herein. At the time of expiration, if there is no notice of intent for non-renewal by either party and no new agreement is entered into, this agreement shall remain in effect.

This agreement is the sole and entire understanding between the parties relating to the subject matter hereof, and supersedes all prior understandings, agreements, and documentation relating to the subject hereof. This Agreement may be amended only by an instrument executed by the authorizing representatives of both parties.

This Agreement may be terminated by either party at any time by giving written notice of sixty (60) days to the other party.

This Agreement shall become effective on the 1st day of February 2007.

Granby Ambulance Association



Signature

Christopher W. Perkins

Printed Name

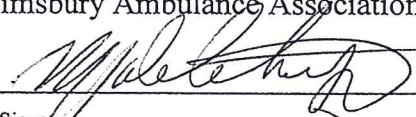
President + CEO

Title

1/31/07

Date

Simsbury Ambulance Association



Signature

MICHAEL J. DEZEMMY

Printed Name

EXEC-DIRECTOR

Title

1/30/07

Date

-The remainder of this page intentionally left blank-

Attachment B

Mutual Aid Agreement with the Town of Canton



EMS Mutual Aid Agreement

Between

The Simsbury Volunteer Ambulance Association
And
The Town of Canton Vol. Fire & EMS Department

The Simsbury Volunteer Ambulance Association does hereby agree to provide backup paramedic service and backup transport services, as available, to the Town of Canton Vol. Fire & EMS Department. Requests for this service should be made through the Simsbury Police Dispatch Center.

The Simsbury Volunteer Ambulance Association may be released from this agreement by the Town of Canton Vol. Fire & EMS Department at any time upon receipt of a written notice of termination.

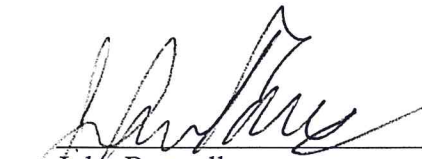
And

The Town of Canton Vol. Fire & EMS Department does hereby agree to provide backup paramedic service and backup transport services, as available to The Simsbury Volunteer Ambulance Association. Requests for this service should be made through the Town of Canton Police Department Dispatch Center

The Town of Canton Vol. Fire & EMS Department may be released from this agreement by the Simsbury Volunteer Ambulance Association at any time upon receipt of a written notice of termination.

 Date: 6/6/16

Michael Delehanty
Executive Director
Simsbury Volunteer Ambulance Association
P.O. Box 301
Simsbury, CT 06070

 Date: 6/6/16

John Bunnell
Assistant Chief, EMS
Town of Canton Vol. Fire & EMS Department
4 Market Street
P.O. Box 16
Canton, CT 06019

Attachment C

HEARTSafe Designation

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

February 2, 2017

The Honorable Lisa Heavner, First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear First Selectman Heavner:

On behalf of the Connecticut Department of Public Health and the American Heart Association, congratulations to your community for having met the renewal requirements of a designated HEARTSafe community.

This three-year re-designation, effective February 2, 2017, recognizes your community's continued commitment to provide improved cardiac response and care to the residents of your community utilizing the "Chain of Survival" of early 9-1-1 access, cardiopulmonary resuscitation, defibrillation and advanced care.

We commend you on your efforts to continue to save lives and improve the health of your community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Raul Pino".

Raul Pino, M.D., M.P.H.
Commissioner



Phone: (860) 509-7975 • Fax: (860) 730-8384
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph/ems

Affirmative Action/Equal Opportunity Employer

State of Connecticut Department of Public Health

Heart Disease and Stroke Prevention Program and
the Office of Emergency Medical Services

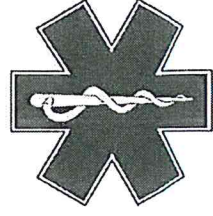
*In recognition of community efforts to improve survival from sudden cardiac arrest,
the Town of*

Simsbury

has met the criteria for re-designation as a

HEARTSafe Community

Presented this 2nd day of February in the year 2017



Raul Pino, M.D., M.P.H.
Commissioner

Attachment D

PSA – First Responder (Simsbury Police Department)



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

AMENDED

DIVISION OF HEALTH SYSTEMS REGULATION

PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

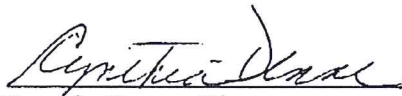
SIMSBURY POLICE DEPARTMENT is assigned Primary Service Area Responder at the **FIRST RESPONDER** level of emergency care for the geographic area/s as described below:

THE BOUNDARIES INCLUDE THE TOWN OF SIMSBURY, CT EXCLUDING THE ENSIGN BICKFORD INDUSTRIES-SIMSBURY INDUSTRIAL COMPLEX AND POWDER FOREST BUSINESS PARK. BORDERED ON THE SOUTH BY AVON, WEST BY CANTON, NORTH BY GRANBY, AND EAST BY BLOOMFIELD, CT.

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the Department of Public Health pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the Department of Public Health that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.

DATE: 6/30/99


Cynthia Denne, Director
Division of Health Systems Regulation

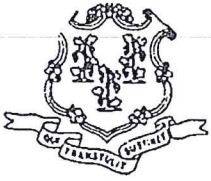
Amended: excludes the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park.



Phone:
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # _____
P.O. Box 340308 Hartford, CT 06134

Attachment E

PSA – First Responder (Ensign-Bickford)



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH AND ADDICTION SERVICES

Office of Emergency Medical Services



AMENDED
STATE DEPARTMENT OF HEALTH SERVICES
OFFICE OF EMERGENCY MEDICAL SERVICES
PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for
Emergency Medical Services:

ENSIGN-BICKFORD INDUSTRIES, INC. is the assigned Primary Service
Area Responder at the **FIRST RESPONDER** level of emergency care for
the geographic area/s as described below:


**THE TOWN OF SIMSBURY, CT AS DESCRIBED ON PAGE 4 OF THE PSA
APPLICATION**

An express condition of licensure or certification as an emergency
medical services provider shall be the availability and willingness
of the emergency medical service provider to carry out any PSAR
assignment made by the OEMS pursuant to this section of these
regulations.

This PSAR assignment may be withdrawn when it is determined by the
OEMS that it is in the best interest of patient care to do so, or
the chief administrative official of the municipality in which the
PSA lies can demonstrate to the commissioner that an emergency
exists and that the safety, health and welfare of the citizens of
the affected area are jeopardized by the performance of the
assigned primary service area responder.

DATE:

10/3/95

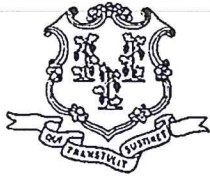

Paul J. Connelly
Assistant Director



Phone: (203) 566-7336 FAX (203) 566-7172
Telephone Device for the Deaf (203) 566-1279
150 Washington Street — Hartford, CT 06106
An Equal Opportunity Employer

Attachment F

PSA – Supplemental First Responder



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

DIVISION OF HEALTH SYSTEMS REGULATION

RECOGNITION OF OPERATION 1282SR

SIMSBURY VOLUNTEER FIRE COMPANY located at 871 Hopmeadow St., Simsbury, CT is hereby recognized as the Supplemental First Responder to the Simsbury Police Department, Simsbury, CT for the following area:

TOWN OF SIMSBURY, CT EXCLUDING ENSIGN BICKFORD COMPLEX

A copy of this document shall be placed prominently in the above stated operational headquarters and at each location from which the provider is granted permission to operate.

Date 8/25/99

By *Cynthia Denne*
Cynthia Denne, Bureau Chief
Bureau of Regulatory Services



Phone:
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # _____
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer

Attachment G

PSA – Basic



STATE OF CONNECTICUT

DEPARTMENT OF HEALTH SERVICES

Office of Emergency Medical Services

STATE DEPARTMENT OF HEALTH SERVICES
OFFICE OF EMERGENCY MEDICAL SERVICES
PRIMARY SERVICE AREA RESPONDER


In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

SIMSBURY VOLUNTEER AMBULANCE SERVICE is the assigned Primary Service Area Responder at the **BASIC AMBULANCE** level of emergency care for the geographic area/s as described below:

THE BOUNDARIES OF SIMSBURY, CONNECTICUT

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the OEMS pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the OEMS that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.



Thomas Santamauro, Chief
Licensure and Certification
Office of Emergency Medical Services

November 8, 1989

OEMS 10/89

Phone: 566-7336

150 Washington Street • Hartford, Connecticut 06106

Attachment H

PSA – Paramedic



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

STATE DEPARTMENT OF PUBLIC HEALTH

OFFICE OF EMERGENCY MEDICAL SERVICES

PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

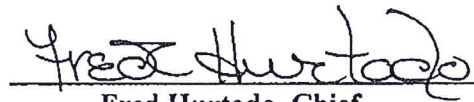
SIMSBURY VOLUNTEER AMBULANCE ASSOC. is the assigned Primary Service Area Responder at the **MOBILE INTENSIVE CARE-PARAMEDIC** level of emergency care for the geographic area/s as described below:

THE BOUNDARIES SIMSBURY, CONNECTICUT.

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the OEMS pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the OEMS that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.

DATE: 4/28/97


Fred Hurtado, Chief
Regulations & Standards



Phone:
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # _____
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer

Attachment I

Saint Francis Hospital Quality Improvement Plan

Subject: **Continuous Quality Improvement Plan**

I. PURPOSE

To examine the prehospital care rendered by EMS personnel transporting patients to Saint Francis Hospital and Medical Center. To examine the prehospital care rendered by EMS personnel sponsored under MIC sponsorship of Saint Francis Hospital and Medical Center .

To identify issues or opportunities to improve the quality and appropriateness of care rendered by said prehospital care personnel.

To improve the quality of prehospital emergency and non emergency medical care.

II. POLICY

The management of the Quality Improvement Program will be coordinated by the EMS Manager with oversight by an EMS Medical Director. Audits may be conducted to monitor the appropriateness of delivered prehospital care to patients brought to Saint Francis Hospital and also of the care provided by sponsored EMS personnel in patient contact with transport to other facilities or no transport.

III. PROCEDURE

A. Scope of Care

1. Prehospital personnel evaluate, treat and triage a wide spectrum of patients of all ages. This spectrum includes but is not limited to:
 - a. Life threatening, urgent, non-urgent medical, surgical, pediatric, obstetric, gynecologic, and psychiatric emergencies.
 - b. All levels of trauma care.
2. Written patient care guidelines serve to guide EMS personnel and prehospital care with consultation available from on-line Emergency Department physicians.

B. Aspects of Care

1. Specific aspects of care may be evaluated by continuous monitoring of certain sentinel events as well as a continuous random review of high risk care and EMS policies and procedures.
 - a. Sentinel events that may be monitored are as follows:
 1. Core and full trauma patients.
 2. Cardiac Arrests
 3. Complaints as submitted either verbally or in writing.
2. High Risk Events that may be monitored include but are not limited to:
 1. Chest Pain
 2. Respiratory Distress
 3. Seizures

4. Overdose/poisoning
5. Hypothermia
6. Hyperthermia
7. Down-grades
8. Refusal of Care
9. Scene times greater than 20 mins.
10. Critical pediatric cases

3. EMS policies and procedures that may be monitored include but are not limited to:

1. Patient care guidelines
2. Continuing Education policy
3. Completion of prehospital run report
4. Radio transmissions
5. Narcotic exchange

C. Indicators of Care

For each audit a series of indicators may be established and charts are reviewed for these indicators.

D. Thresholds

Patterns and trending may be monitored and form the basis for future valuations.

E. Data

Data collection for audits may be collected by a random review of charts, monitor forms, checklists etc. Compliance rates are calculated for each indicator.

F. Evaluation

Care may be evaluated by comparing actual compliance rates with pre-set thresholds. If thresholds are reached, care is evaluated for evidence of continuous improvement.

G. Actions

When compliance falls below pre-set thresholds, specific action may be outlined and implemented. Repeat audits may be done to assess efficacy of corrective actions. In order to strive for continuous improvement actions could include; education, change in policy, procedure, medcon suspension and/or termination, and information sharing.

H. Re-evaluation

Frequent monitoring and re-evaluation may be used to assess the effectiveness of corrective actions.

I. Dissemination of Results

A copy of the Quality Improvement audit may be distributed as follows
when appropriate:
Director of EMS Service
Sponsored personnel
Other hospital EMS Coordinators
Connecticut Department of Public Health

Approved by:
John Quinlavin
Revised: 2/97, 1/03, 8/09, 2/15, 9/17

Attachment J

2016 Emergency Operations Plan

(this document was previously approved; it is intentionally omitted from this version due to size)

Attachment K

Simsbury EMS Plan Agreement

SIMSBURY EMERGENCY MEDICAL SERVICES PLAN AGREEMENT

Agreement entered into as of the 1st day of December, 2017, by and between the Town of Simsbury, a chartered municipal corporation organized and existing under the laws of the State of Connecticut, (hereinafter called the Town); the Town as its public safety answering point as defined in Section 28-25 of the Connecticut General Statutes; Simsbury Police Department, the designated first responder; Simsbury Fire District, the supplemental first responder; Simsbury Volunteer Ambulance Association, the basic ambulance provider; and Simsbury Volunteer Ambulance Association, the advanced life support provider.

WITNESSETH

WHEREAS, Chapter 368d, Section 19a-181b requires each municipality in the State of Connecticut to establish a local emergency medical services plan; and

WHEREAS, the plan shall include a written agreement, between the municipality, its emergency medical services providers, and the public safety answering point; and

WHEREAS, the plan shall also include performance standards for each segment of the municipality's emergency medical services system; and

NOW THEREFORE, the parties hereby agree as follows:

1. The Town as a public safety answering point agrees that it will provide staffing on a twenty-four (24) hour, seven (7) day a week basis with trained state-certified personnel; utilize Emergency Medical Dispatch (EMD) as per state law, including medical oversight as defined in the EMD program; comply with all state regulatory requirements for public safety answering points; and provide formal performance improvement effort which includes medical review of ten (10) samplings per quarter.
2. The Simsbury Police Department as designated first responder agrees that it will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one certified MRT authorized in AED use, have in place a written agreement with a backup EMS service that will provide mutual aid if unable to respond; agree to comply with all state regulatory requirements for first responder services; agree to follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per local sponsor hospital; endeavor to meet this response time criteria for calls dispatched as highest levels:

Between 2 and 8 minutes: 80%

3. The Simsbury Fire District as supplemental first responder agrees that it will respond when the designated first responder is unavailable and provide vehicles, equipment and personnel with minimum staffing of one certified MRT authorized in AED; comply with all state regulatory requirements for supplemental first responder services; follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per

local sponsor hospital; and endeavor to meet this response time criteria for calls dispatched as highest level:

Less than 2 minutes: 5%
Between 2 and 4 minutes: 10%
Between 4 and 6 minutes: 10%
Between 6 and 8 minutes: 30 %
Greater than 8 minutes: 45%

4. The Simsbury Volunteer Ambulance Association as the basic Ambulance level is designated as the primary service area responder at the basic ambulance and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one certified EMT and one MRT. Have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care or higher if unable to respond; comply with all state regulatory requirements for basic level ambulances; follow state, regional and sponsor hospital guidelines; have in place a formal performance improvement effort, which includes medical review of a ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

5. The Simsbury Volunteer Ambulance Association as the advanced level care provider will be designated as the primary service area responder at the advanced level of care, and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one licensed paramedic. The Town of Simsbury will have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care if the Simsbury Volunteer Ambulance Association is unable to respond. The Simsbury Volunteer Ambulance Association will comply with all state regulatory requirements for mobile intensive care; follow state, regional and sponsor hospital guidelines have in place a formal performance improvement effort, which includes medical review of ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

The parties hereto have executed this agreement as of the day and year written above:

Town of Simsbury:



Lisa L. Heavner/First Selectwoman

Basic Ambulance Provider:



Michael Delehanty/Simsbury Volunteer
Ambulance Association Executive Director

Public Safety Answering Point:



Peter Ingvertsen/Simsbury Chief of Police

Advanced Life Support Provider:




Michael Delehanty/Simsbury Volunteer
Ambulance Association Executive Director

First Responder:



Peter Ingvertsen/Simsbury Chief of Police

Supplemental First Responder:



James Baldis/Simsbury Vol. Fire Company
Chief of Department

Raul Pino, M.D., M.P.H.
Commissioner
Connecticut Department of Health

Attachment L

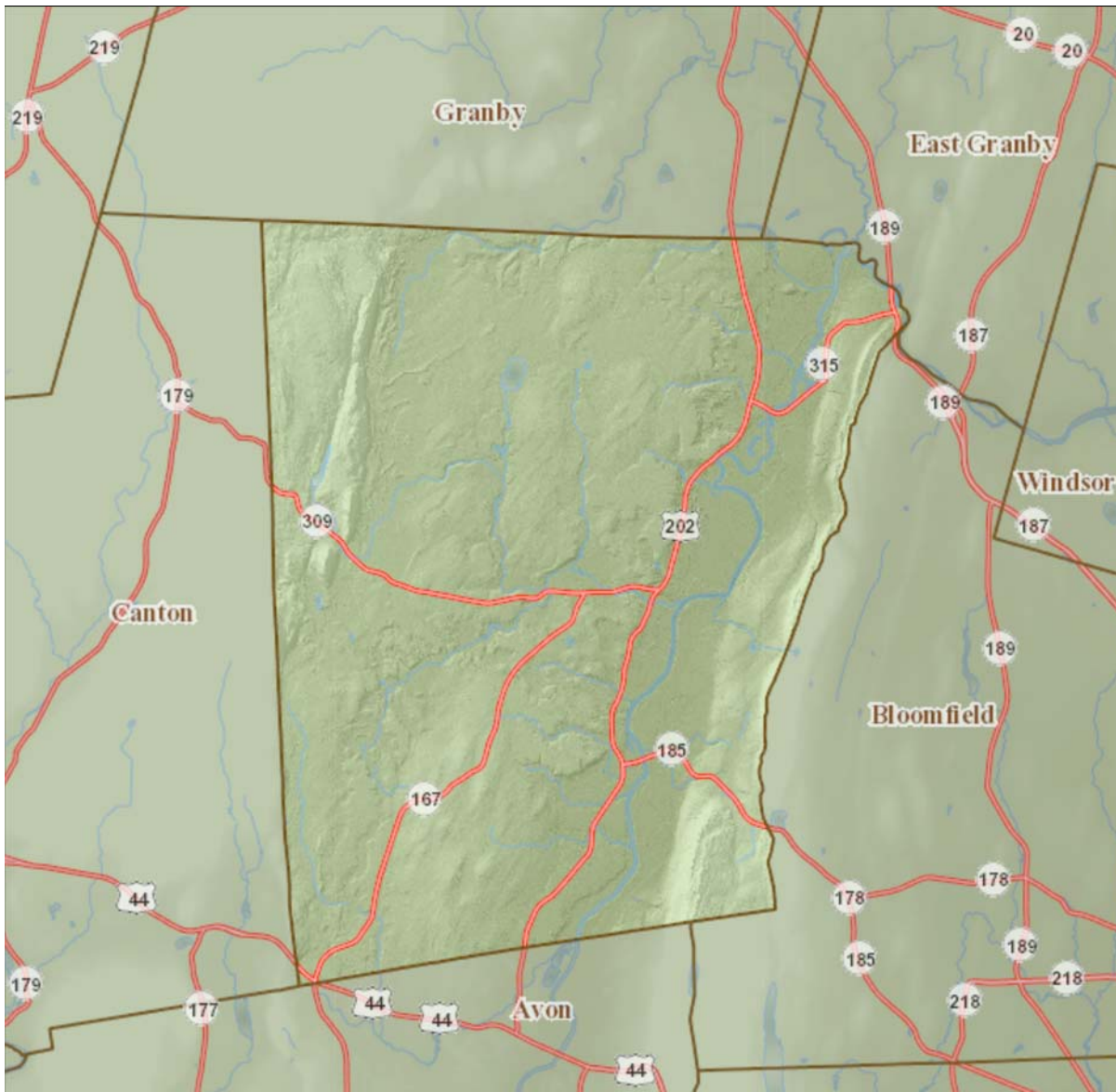
Town Map

Town of Simsbury

Geographic Information System (GIS)



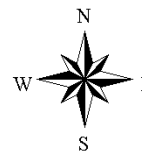
Date Printed: 10/16/2017



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 8000 feet



Attachment M

Addendum - Opioid Antagonist (Signed Letter)

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

In Response to the State of Connecticut Public Act 16-43
Local Emergency Medical Services Plan Addendum

Municipality of Simsbury

Connecticut Public Act 16-43 Section 1 requires the inclusion of the following:

(e) Not later than October 1, 2016, each municipality shall amend its local emergency medical services plan, as described in section 19a-181b, to ensure that the emergency responder, including, but not limited to, emergency medical services personnel, as defined in section 20-206jj, or a resident state trooper, who is likely to be the first person to arrive on the scene of a medical emergency in the municipality is equipped with an opioid antagonist and such person has received training, approved by the Commissioner of Public Health, in the administration of opioid antagonists.

In the Space below, please indicate the EMS provider(s) that satisfies the above requirement for the above noted municipality.

Simsbury Police Department
Name: Emergency Response Service

First Responder / Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

Simsbury Volunteer Ambulance Association
Name: Emergency Response Service

First Responder / Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

Simsbury Volunteer Ambulance Association
Name: Emergency Response Service

First Responder / Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

Name: Emergency Response Service

First Responder / Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

I authorize this addendum to be included in the current Local EMS Plan for the above noted municipality.

Municipal Chief Elected Official Signature

Lisa L. Hewner

Printed

10/16/17

Date

**Town of Simsbury, Connecticut
Local Emergency Medical Services Plan**



January 2023
~~December 2017~~

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ATTACHMENTS

- A.** Mutual Aid Agreement with the Town of Granby
- B.** Mutual Aid Agreement with the Town of Canton
- C.** HEARTSafe Designation
- D.** PSA – First Responder (Simsbury Police Department)
- E.** PSA – First Responder (Ensign-Bickford)
- F.** PSA – Supplemental First Responder
- G.** PSA – Basic
- H.** PSA – Paramedic
- I.** Saint Francis Hospital Quality Improvement Plan
- J.** 2016 Emergency Operations Plan
- K.** Simsbury EMS Plan Agreement
- L.** Town Map
- M.** Addendum - Opioid Antagonist (Signed Letter)

1) **PURPOSE STATEMENT**

The purpose of this document is to develop a plan that satisfies the Town's statutory requirement and communicate information about the local EMS system to all stakeholders. In addition, this document establishes objectives that allow for ongoing assessment of the EMS system in Simsbury.

2) **LOCAL EMS PLANNING STATUTORY REQUIREMENT**

The required components of the Local EMS Plan are contained in CGS 19a-181b, which was updated in 2014. Additional information regarding the EMS system for the Town of Simsbury has been included so that this plan will be a resource to anyone seeking information about the system.

3) **MUNICIPAL INFORMATION**

Contact Information

Town of Simsbury
~~Office of the First Selectperson~~ Town Manager's Office
933 Hopmeadow Street
Simsbury, CT 06070
860-658-3230
townmanager@simsbury-ct.gov

Description of Response Area/Demographics

The Town of Simsbury has a total area of 34.5 square miles and is located in Hartford County. The Town has a population of approximately ~~24,807~~ 23,234. It is bound on the north by Granby, on the east by Bloomfield, on the south by Avon, and on the west by Canton. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309 and 315 and is bisected by the Farmington River. The State Office of Rural Health designation for Simsbury is non-rural.

~~A wide variety of housing opportunities exist in the Town with over 90 percent of all one-family residences owner-occupied. In addition, the Town has constructed moderate-income efficiency apartments at the Meadows and at Hoskins Crossing, subsidized rental apartments at Willow Arms and housing for elderly residents at the Owens L. Murphy project. The Town's latest affordable housing project at Eno Farms consists of 50 units on Town-owned land.~~

~~Historic sites and structures are integral components of the Town's heritage. Thirteen buildings (many of which are still occupied as homes) have been included in the U.S. National Register of Historic Places. Twenty structures are in the State Register of Historic Places and one historic district enjoys local recognition. Along with notable residential structures, historic status has also been accorded to the Simsbury 1820 House, an inn and restaurant.~~

4) **SYSTEM OVERVIEW**

Emergency Medical Services are provided in the Town of Simsbury through a multi-tiered response. The Simsbury Police Department is the First Responder service, and Simsbury Volunteer Ambulance Association (SVAA) is the Basic Life Support service and the Paramedic service. The Simsbury Police Department Dispatch Center receives 911 calls originating in Town and dispatches Police First responders via two-way radio which contain the information on location and special circumstances. SVAA personnel are dispatched via tone-activation and two-way radio communication. Patients are transported to the most appropriate receiving facility as per State regulations, patient care protocols or special request. Dispatch automatically implements mutual aid as per protocol when it is determined it is needed.

5) **EMS SYSTEM COMPONENTS**

Public Safety Answering Point

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

First Responder Service

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

- The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex¹ ~~and Powder Forest Business Park~~. SPD First Responders are certified at the Emergency Medical Technician or Emergency Medical Responder level. SPD response vehicles are equipped with AED's, medical bags, oxygen and Naloxone.

Ensign-Bickford Industries
640 Hopmeadow Street
P.O. Box 429
Simsbury, CT 06070
860-843-2289

- Ensign Bickford Industries holds the First Responder PSA for the Ensign Bickford Industries-Simsbury Industrial complex ~~and Powder Forest Business Park~~.

Supplemental First Responder

Simsbury Fire District
871 Hopmeadow Street, Simsbury, CT 06070
(860-658-1973)

- ~~The Simsbury Fire District responds with ten engines and two rescue trucks with first aid equipment bags, oxygen, AEDs and Technical rescue equipment.~~ The Simsbury Fire District responds with up to seven engines, a ladder truck, heavy rescue, technical rescue, and one all-terrain vehicle, all equipped with first aid equipment, oxygen, AED, and various levels of technical rescue equipment.

Basic Ambulance Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association, Inc. (SVAA) is a private, not for profit organization centrally located at 4 Old Mill Lane in Simsbury. SVAA operates three basic life support ambulances.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best

¹ As of the date that this Plan was adopted, Ensign Bickford's PSA included the Powder Forest Business Park. In January 2023, the Simsbury Police Department submitted an application to DPH that lists the entire town of Simsbury as covered under the Simsbury Police Department, excluding the property owned by Ensign Bickford. The application was still pending as of the date of Plan adoption, but is anticipated to be approved as the removal of Powder Forest from Ensign Bickford's PSA reflects current practice.

practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

Written mutual aid agreements are established with Granby Ambulance Association and the Town of Canton Fire & EMS.

Advanced Life Support/Paramedic Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association staffs a minimum of one Paramedic 24/7. The Paramedic is dispatched per EMD protocols and responds with the SVAA ambulance or in a Paramedic response vehicle.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance (QA) is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

The mutual aid agreements noted include Paramedic level response.

Mutual Aid

Granby Ambulance Association
1 Pegville Road, Granby, CT 06035
860-653-6535

Town of Canton Volunteer Fire & EMS
P.O. Box 168, Collinsville, CT 06022
860-693-7858

6) LOCAL SYSTEM COMPARISON TO MODEL EMS PLAN

Accident/Injury Prevention and Community Response

SVAA, the Simsbury Police Department and the Simsbury Fire District are all active in providing public education:

- **SVAA**
 - HEARTSafe achievement & designation (Attachment C)
 - AED program
 - CPR program
 - EMT training
- **Police Department**
 - Police cadets
 - Junior Police Academy
 - Citizens academy
 - Car seat installation
 - Everbridge
- **Fire District**
 - ~~Fire safety building inspection programs~~

- ~~Elderly population safety programs~~
- ~~School safety programs, including visits by the Fire District~~
- Junior Firefighter Program
- Fire and Life Safety compliance building inspection programs
- Fire and Life safety programs for private and public schools from grades K- 12 and Day Cares
- Fire Station Tours
- Fire and fall prevention program for older adults
- Home fire safety survey visits for residents
- Fire and Life Safety programs for community businesses, civic organizations and groups
- Fire Extinguisher training
- Residential Smoke Alarm Check / Installation program
- Operates WSIM 103.5 FM Radio Station for Pre-recorded Public Safety Messages and ability for live emergency information broadcasting
- Community Risk Reduction assessments

Citizens Educated in the Proper Use of 911

Education in the proper use of 911 is generally led by the State of Connecticut. The State Department of Emergency Services and Public Protection (DESPP) has extensive information regarding the State's 911 system and its proper use on the department's website.

There are also extensive 911 education resources available on the National Emergency Number Association (NENA) website for any municipality, dispatch center, or EMS provider that wishes to undertake a 911 educational initiative in its area.

All Streets Clearly Identifiable, Homes and Businesses Properly Numbered

According to Chapter 112, Section 1 of the Code of the Town of Simsbury, all properties shall be identified by a uniform numbering system, and building numbers not less than three inches high shall be placed in such a way that they are visible from the street.

Public Safety Answering Point (PSAP) Utilizes Emergency Medical Dispatch

The PSAP for Simsbury is the Simsbury Police Department Dispatch Center. Dispatch uses [International Academies of Emergency Priority Dispatch \(IAED\)](#), which meets all current national guidelines. ~~IAED~~ ~~GEDC~~ adheres to an ongoing system evaluation:

- All dispatchers are required to attend and pass the Public Safety Tele communicator Class; additionally they all are required to be certified by Priority Dispatch.
- Dispatchers are evaluated by supervisory personnel that review completed evaluations completed by a certified Public Safety Tele communicator and the International Academies of Emergency Dispatch.
- Saint Francis is the medical oversight for Dispatch and signs off on EMD guidelines. Regular meetings are held to review performance and discuss problem resolution if needed.
- Dispatch operates in compliance with Connecticut General Statutes.

EMS First Responder with Primary Service Area Assignment

The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex ~~and Powder Forest Business Park~~. The geographic boundaries are Avon to the south, Canton to the west, Granby to the north and Bloomfield to the east (see Attachment D).

Ensign-Bickford Industries, Inc. holds the First Responder PSA for the geographic areas noted above (see Attachment E).

The Simsbury Volunteer Fire Company is recognized as the Supplemental First Responder to the Simsbury Police Department for the Town of Simsbury, excluding the Ensign Bickford Complex (see Attachment F).

EMS First Responder with Semi-Automatic External Defibrillator

The Simsbury Police Department currently has ~~thirteen~~ ~~eight~~ designated first responder vehicles, all of which are equipped with SAED units. They also have a group of first responders strategically throughout Town that carry SAED's along with medical bags. Emergency Medical ~~Responders~~ ~~Technicians~~ are also authorized to administer Epinephrine (auto-injector) and Narcan.

Supplemental First Responder Equipped with SAED

The Simsbury Fire District has twelve apparatus equipped with SAED, oxygen and fully stocked medical supply bags.

Basic Ambulance Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Basic Ambulance level of care. The PSA includes the entire Town of Simsbury (see Attachment G).

Basic Ambulance Service Equipped with AED

Each SVAA Ambulance is equipped with an AED.

Paramedic Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Paramedic level of care. The PSA includes the entire Town of Simsbury (see Attachment H).

Ongoing EMS System Evaluation

Medical Quality Assurance and Quality Improvement is conducted by Saint Francis Hospital for the Simsbury Police Department and SVAA.

Sponsor Hospital Contact Information:
~~John Quinlavin~~, Manager, Emergency Medical Services
Saint Francis Hospital and Medical Center
114 Woodland Street, Hartford, CT 06105
860-714-5549

Written Mutual Aid Agreements

SVAA has written mutual aid agreements with the Granby Ambulance Association and the Town of Canton Volunteer Fire & EMS Department (see Attachments A and B).

Written Mass Casualty Plan

The Town of Simsbury has a comprehensive Emergency Operations Plan (EOP), which encompasses all hazards planning. The EOP is updated annually and was most recently updated in 2016 (see Attachment J). The emergency first responders as well as the members of the emergency operation centers have recurring training. Areas of training include but are not limited

to: MCI; snow storm response; shelter management; hurricane, tornado and active shooter response.

~~The Town's Public Safety Committee, made up of key management, response and reaction forces meet bi-monthly to address existing protocols and futures needs of the community.~~

Mass Casualty Plan Exercise

The emergency management team, comprised of the town's first responders, train on an annual basis. SVAA, the Police Department and the Fire District have participated in the Governor's annual Emergency Planning and Preparedness Initiative (EPPI) statewide exercises. These exercises have required participants to "table top" mass casualty incidents. Additionally, the team participates in large full scale exercises every three years which include mutual aid in all areas of responsibility. These typically have in excess of 200 participants.

7) EMS SYSTEM GOALS AND OBJECTIVES

One-Year

Examine options for increasing EMS response capability during peak weekday hours

Three-Year

Maintain HeartSafe designation

Five-Year

Work with mutual aid partners to update written mutual aid agreements

ATTACHMENTS

- A. Mutual Aid Agreement with the Town of Granby
- B. Mutual Aid Agreement with the Town of Canton
- C. HEARTSafe designation
- D. PSA – First Responder
- E. PSA – First Responder (Ensign-Bickford)
- F. PSA – Supplemental First Responder
- G. PSA – Basic
- H. PSA – Paramedic
- I. QA policy from hospital
- J. 2016 Emergency Operations Plan
- K. Simsbury EMS Plan Agreement
- L. Town Map
- M. Addendum - Opioid Antagonist (Signed Letter)

SIMSBURY EMERGENCY MEDICAL SERVICES PLAN AGREEMENT

Agreement entered into as of the __ 1st-day of ~~January~~ ~~December~~, 2023 ~~2017~~, by and between the Town of Simsbury, a chartered municipal corporation organized and existing under the laws of the State of Connecticut, (hereinafter called the Town); the Town as its public safety answering point as defined in Section 28-25 of the Connecticut General Statutes; Simsbury Police Department, the designated first responder; Simsbury Fire District, the supplemental first responder; Simsbury Volunteer Ambulance Association, the basic ambulance provider; and Simsbury Volunteer Ambulance Association, the advanced life support provider.

WITNESSETH

WHEREAS, Chapter 368d, Section 19a-181b requires each municipality in the State of Connecticut to establish a local emergency medical services plan; and

WHEREAS, the plan shall include a written agreement, between the municipality, its emergency medical services providers, and the public safety answering point; and

WHEREAS, the plan shall also include performance standards for each segment of the municipality's emergency medical services system; and

NOW THEREFORE, the parties hereby agree as follows:

1. The Town as a public safety answering point agrees that it will provide staffing on a twenty-four (24) hour, seven (7) day a week basis with trained state-certified personnel; utilize Emergency Medical Dispatch (EMD) as per state law, including medical oversight as defined in the EMD program; comply with all state regulatory requirements for public safety answering points; and provide formal performance improvement effort which includes medical review of **at least** ten (10) samplings per quarter.
2. The Simsbury Police Department as designated first responder agrees that it will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one certified **MRT EMR** authorized in AED use; ~~have in place a written agreement with a backup EMS service that will provide mutual aid if unable to respond~~; agree to comply with all state regulatory requirements for first responder services; agree to follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per local sponsor hospital; endeavor to meet this response time criteria for calls dispatched as highest levels:

Between 2 and 8 minutes: 80%

3. The Simsbury Fire District as supplemental first responder agrees that it will respond when the designated first responder is unavailable and provide vehicles, equipment and personnel with minimum staffing of one certified **MRT EMR** authorized in AED; comply with all state regulatory requirements for supplemental first responder services; follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per

local sponsor hospital; and endeavor to meet this response time criteria for calls dispatched as highest level:

~~Less than 2 minutes: 5%~~
~~Between 2 and 4 minutes: 10%~~
~~Between 4 and 6 minutes: 10%~~
Between ~~6~~ 2 and 8 minutes: ~~30~~ 55%
Greater than 8 minutes: 45%

4. The Simsbury Volunteer Ambulance Association (SVAA) as the basic Ambulance level is designated as the primary service area responder at the basic ambulance and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of ~~one two~~ certified EMTs ~~and one MRT~~. Have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care or higher if unable to respond; comply with all state regulatory requirements for basic level ambulances; follow state, regional and sponsor hospital guidelines; have in place a formal performance improvement effort, which includes medical review of a ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

5. The Simsbury Volunteer Ambulance Association as the advanced level care provider will be designated as the primary service area responder at the advanced level of care, and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one licensed paramedic. SVAA ~~The Town of Simsbury~~ will have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care if the Simsbury Volunteer Ambulance Association is unable to respond. The Simsbury Volunteer Ambulance Association will comply with all state regulatory requirements for mobile intensive care; follow state, regional and sponsor hospital guidelines have in place a formal performance improvement effort, which includes medical review of ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

- 6. Should any disagreement arise regarding responsibilities under this Agreement, the parties through their Town Manager, Executive Director, and Chiefs shall meet, confer, and if possible, reach resolution on the matter. Should the Town Manager, Executive Director, and Chiefs be unable to reach a resolution, the disagreement shall be submitted to an ad hoc committee of the Board of Selectmen, SVAA Board, and Fire District for review and resolution.
- 7. The Connecticut Department of Health (DPH) is responsible for reviewing the Local EMS Plan, including this attached Agreement. DPH assigns the EMS provider for each Primary Service Area (PSA), designating a provider for the four levels of response as described in Sections 2-5 above. Should the existing providers fail to meet the performance standards identified in this Agreement, the Town of Simsbury may petition DPH for a change in PSA designation.
- 8. This Agreement will be in effect from January 2023 through January 2028 unless terminated earlier in accordance with Section 7 above.

The parties hereto have executed this agreement as of the day and year written above:

Town of Simsbury:

Basic Ambulance Provider:

~~Lisa L. Heavner/First Selectwoman~~
Maria E. Capriola/Town Manager

Karin Stewart~~Michael Delehanty~~/Simsbury
Volunteer Ambulance Association
Executive Director

Public Safety Answering Point:

Advanced Life Support Provider:

Nicholas Boulter~~Peter Ingvertsen~~/
Simsbury Chief of Police

Karin Stewart~~Michael Delehanty~~/Simsbury
Volunteer Ambulance Association
Executive Director

First Responder:

Nicholas Boulter ~~Peter Ingvertsen~~/
Simsbury Chief of Police

Manisha Juthani, MD ~~Raul Pino, M.D., M.P.H.~~
Commissioner
Connecticut Department of Health

Supplemental First Responder:

James Baldis/Simsbury Fire District Chief



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Gene Ott from the Simsbury DEI Council
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, retroactive to January 5, 2023, to accept the resignation of Gene Ott as a Regular Member of the Simsbury DEI Council.
5. **Summary of Submission:**
The Town Clerk has received the resignation of Gene Ott (D) as a Regular Member of the Simsbury DEI Council. Mr. Ott's term was to expire December 4, 2023.

Pursuant to our Charter, since Mr. Ott is a Democrat, his replacement must be from the same political party.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Gene Ott's Resignation Letter, dated January 5, 2023

From: Simsbury CT via Simsbury CT <cmsmailer@civicplus.com>
Sent: Thursday, January 5, 2023 4:29 PM
To: Town Clerk <townclerk@simsbury-ct.gov>
Subject: Form submission from: Resignation Submission Form

Submitted on Thursday, January 5, 2023 - 4:29pm
Submitted by anonymous user: 2601:182:300:e800:167:599c:685e:7712
Submitted values are:

Member's Name: Gene Ott
Address: [REDACTED]
Phone #: [REDACTED]
Email: [REDACTED]
Type of Member: Regular
Name of Board/Commission: Simsbury DEI
Effective Date of Resignation: 01/05/2023
Reason for Resignation: Other obligations
Any Additional Comments:

The results of this submission may be viewed at:
<https://www.simsbury-ct.gov/node/98363/submission/28966>

TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2023 JAN -6 A 10: 25



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Re-Appointment of Anne Erickson to the Aging & Disability Commission
2. **Date of Board Meeting:** January 23, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen accepts the recommended re-appointment, the following motion is in order:

Move, effective January 23, 2023, to re-appoint Anne Erickson as a Regular Member of the Aging & Disability Commission with a term ending January 1, 2027.
5. **Summary of Submission:**
The Town Clerk has received a recommendation from the Republican Town Committee to re-appoint Anne Erickson (R) to the Aging & Disability Commission for the term ending January 1, 2027.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission**
None

The Regular Meeting of the Board of Selectmen was called to order at 6:01p.m. in the Main Meeting Room of the Simsbury Town Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Heather Goetz, Eric Wellman and Chris Peterson. and Sean Askham. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Attorney Robert DeCrescenzo; Director of Planning and Community Development McGregor and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **email townmanager@simsbury-ct.gov by noon on Monday, January 9, 2023 to register to address the Board of Selectmen through Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but will be forwarded to all Selectmen via email**

Joan Coe, 26 Whitcomb Drive, spoke about the December 12, 2022 responses to public audience, a change in a job description, public audience speakers speaking twice, and other issues.

Dr. Michael Williams, 965 Hopmeadow Street, spoke about the sale of cannabis. He said the packaging for recreational cannabis looks like cookie or candy wrappers. He doesn't feel there will be any control for adults who use cannabis and doesn't feel this should be sold in Simsbury. He doesn't feel the Town will receive that much revenue from the sale and we don't need it that badly.

Hillary Staub, 440 Firetown Road, wants parents to speak to their children and keep things like cannabis locked up so they can't get to it. She doesn't feel it is the Town's job to prevent children from using cannabis.

Lori Boyko said she attended the meetings in person or online on the cannabis issue. She said this is a schedule 1 substance with high potential for addiction according to the FDA and DEA. There is a difference between medical and recreational marijuana and there is no need for recreational sales in Simsbury. Recreational cannabis is still illegal and dangerous.

Julie Williams, 17 North Canton Road, feels the Town should spend more money on economic development. There is enough alcohol in Town that we can't handle. The dispensary isn't the problem, it's the user. She feels the proposal should be thrown out as it's another level of concern the Town doesn't need.

FIRST SELECTMAN REPORT

Ms. Mackstutis, First Selectman, reviewed her First Selectman's report.

TOWN MANAGER'S REPORT

Ms. Capriola, Town Manager, reviewed her Town Manager's report.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – there was no report at this time.
- b) **Finance** – there was no report at this time.
- c) **Public Safety** – there was no report at this time.
- d) **Board of Education** – there was no report at this time.

Ms. Abbuhl said the Senior Center will host a “Memory Café” on Wednesday, February 15, 2023, from 1:00 – 1:45p.m. at the Simsbury Public Library. This is so people can come and share memories and stories at a social gathering. The RSVP date is February 13th.

Ms. Abbuhl said you can make an appointment for the AARP tax aid at the Public Library. This will be a 90 minute appointment where they will help you do your tax returns. The appointments will be on Tuesdays and Thursdays.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Wellman made a motion, effective January 9, 2023, to approve the presented tax refunds in the amount of \$23,129.76, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Donation from Simsbury Police Department from Ron Perry

Ms. Capriola said Mr. Perry wants to make a donation to the discretionary Police fund again as he is passionate about the work they do.

Ms. Goetz made a motion, effective January 9, 2023, to accept the monetary donation of \$5,000 from Ron Perry for use by the Police Department with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Donation from Garrity Asphalt Reclaiming, Inc.

Ms. Mackstutis said Garrity Asphalt has made this donation before to help Simsbury residents with heating and utility bills. If people are interested in applying, please call Social Services.

Ms. Abbuhl made a motion, effective January 9, 2023, to accept a donation from Garrity Asphalt Reclaiming, Inc. in the amount of \$10,000 to support the Keep Simsbury Warm Program with our thanks. Mr. Askham seconded them motion. All were in favor and the motion passed.

d) Consideration of Retail Sale of Cannabis within Town Borders

Ms. Mackstutis said the Zoning Commission took advantage of the moratorium on cannabis in November 2021 with State change in Zoning requirements. Their decision was then extended for 6 months. Then this discussion came before the Board of Selectmen. The Board discussed the issue, and if they wanted to prohibit the sale, they would need an ordinance. They could also leave the issue to the residents or the Land Use Boards. The Board has three options – leave with Zoning Commission; prohibit and sale of cannabis; or

temporarily prohibit for 12 months to see what other communities are doing. A petition could also be done by residents for a referendum.

Ms. Capriola said this Board can't ban it tonight, a draft ordinance would be developed to be discussed with the Board and presented at a public hearing first.

Ms. Mackstutis feels that this issue should remain in the hands of the Land Use Board, but she is not opposed to it as it is legal in the State.

Ms. Goetz would like it banned as she doesn't feel this is a good fit for Simsbury, but it could be brought up at a referendum to hear residents speak.

Mr. Askham said he doesn't have issues with cannabis. He is disappointed that we don't have this much passion on overdoses with other drugs. We need to care more about what substances are killing people in Town. He is in favor of option c to let residents speak.

Ms. Abbuhl said she was living in Colorado when cannabis became legal there. She does support the legalization of cannabis. She is also in support of option c so we can take our time to see how this works in CT before deciding if we want to adopt it or not. This will also allow residents to look into a referendum.

Mr. Wellman said he would like to see a referendum on this. He has a strong belief that most things you want to make safer you don't ban them but you legalize and regulate them stringently. We should talk to our MA neighbors to see how they are handling this. He doesn't feel cannabis should be banned but the Zoning Commission should continue their work on this.

Mr. Peterson thinks it's a mistake if this Board doesn't address this issue. This is a policy decision, not a land use issue. He has discussed this issue with many people and feels the sale of cannabis won't add to community. He doesn't feel option 2 will pass, so will agree to option 3 if it is more than 12 months.

After discussion, Mr. Askham made a motion, effective January 9, 2023, to temporarily prohibit the retail sale of cannabis in Simsbury, CT for 12 months and to request of the Town Manager and Town Attorney to preparation of a draft ordinance prohibiting the temporary sale of cannabis. Ms. Abbuhl seconded the motion. After more discussion, the 12-month period was amended to 18 months. Mr. Askham, Mr. Peterson, Ms. Goetz and Ms. Abbuhl were in favor and Mr. Wellman and Ms. Mackstutis were against. Therefore, the motion passed.

Ms. Capriola said the Public Hearing date for the draft ordinance could be February 13, 2023 at 6:00 p.m. Mr. Askham made a motion to hold a Public Hearing on February 13, 2023 at 6:00 p.m. to consider the ordinance on the 18-month prohibition cannabis sales in the Town of Simsbury. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Appointments and Resignations to Various Boards and Commissions

Mr. Askham made a motion to appoint and reappoint all people to the various Boards and Commissions on the RTC and DTC as presented. Mr. Wellman seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of December 12, 2022

There were no changes to the Regular Meeting Minutes of December 12, 2022, and, therefore, the minutes were adopted.

ADJOURN

Mr. Askham made a motion to adjourn the meeting at 7:02 p.m. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 5:02 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; members Chris Peterson (by Zoom), Eric Wellman, Heather Goetz. Absent was Sean Askham. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Police Commission Chairman Jen Caulfield; Commissioner Mike Long, Police Chief Nicholas Boulter, Deputy Chief Chris Davis and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

SIMSBURY POLICE COMMISSION BUDGET PROPOSAL

Ms. Caulfield said their budget is very important in order to provide the best service this Town deserves. It is a fiscally responsible budget. She went through the budget drivers. They are asking for 3 additional sworn officers, 1 SRO, a traffic enforcement officer for the evening shift and a sergeant for the evening shift. They are also asking for 1 full time police clerk and the addition of 1 hour per day for the current records clerk.

Ms. Caulfield said there is an increase in overtime as well. They are asking for 3 cruisers and 3 administrative vehicles.

Ms. Caulfield said in CNR they are asking for a new Animal Control vehicle as the one they have is over 10 years old. They are also asking for software for real-time scheduling, taser replacements (on the 6-year plan), and a less-lethal launcher replacements (20 years old now).

She is also asking for roadside cameras, that take pictures of license plates. They are used for investigative services but are not used for traffic enforcement and don't live-stream. They also want 7 replacement vests. She also spoke about the facility study, which is ongoing. They have completed what is needed and are now looking at how to address the needs.

There were some questions and discussion on a full time SRO, a full-time clerk, software, and what evening shifts are about, etc. Ms. Mackstutis said the software and launcher replacements seem to be new asks. Ms. Caulfield said the SRO was brought up by residents and the position is a split position between the Police Department and Board of Education.

The Board would like breakdowns on some items and a list of priorities for the upcoming budget meetings.

The meeting adjourned at 5:49 p.m.

Respectfully submitted,

Kathi Radocchio
Clerk

**TOWN OF SIMSBURY
AN ORDINANCE PROHIBITING
CANNABIS RETAIL ESTABLISHMENTS - DRAFT**

1. Authority

This ordinance is adopted pursuant to general Statutes Section 7-148(c)(7)(A)(ii), 7-148(c)(7)(H), and 7-148 (c)(10)(A), as amended by Public Act 21-1, Section 148 (June 2021 special Session), which allows municipalities to regulate activities deemed harmful to public health. Said law permits municipalities to prohibit cannabis establishments within their jurisdictions by identifying such uses as a “Prohibited Use” in their respective local zoning regulations or land use ordinances. Section 148(b) of such law provides, in relevant part: “[a]ny municipality may, by amendment to such municipality’s zoning regulations or by local ordinance, prohibit the establishment of a cannabis establishment.

2. Definitions

The following definitions shall apply to this Article:

Authorized Enforcement Agency. Any employees or designees of the town as designated by the Town Manager to enforce this ordinance.

Cannabis Establishment: A producer, dispensary facility, cultivator, micro-cultivator, retailer, hybrid retailer (i.e., licensed to sell both recreational cannabis and medical marijuana) of products containing cannabis; or a manufacturer, packager, delivery service, or transporter of products containing cannabis, including cannabis-infused food and beverage products.

Cannabis Producer: An individual or business that possesses a state or municipal license to grow, harvest, dry, trim, cure and package cannabis.

Cannabis Micro-Cultivator: An individual or business that produces cannabis flowers in a limited-sized grow space.

Cannabis Food and Beverage Manufacturer: An individual or business that produces cannabis infused foods and beverages.

Cannabis Product Manufacturer: An individual or business that participates in any aspect of the cannabis extraction and infusion processes, including processing, preparing, holding, storing, packaging, or labeling of cannabis products. Cannabis manufacturing also includes any processing, preparing, holding, or soring of components and ingredients.

Cannabis Product Packager: An individual or business that focuses on assisting the proper and accurate packaging of cannabis products into pre-weighed containers and pre-rolled joints.

Cannabis Dispensary Facility: Regulated locations in which a person can purchase cannabis and cannabis related items for medical or recreational use.

Cannabis Retailer: An individual or business that sells, supplies, or offers recreational cannabis products for sale directly to consumers.

Cannabis Hybrid Retailer: An individual or business that sells, supplies, or offers cannabis recreational and medical products for sale directly to consumers.

Cannabis Delivery Service or Transporter: Any number of companies or individuals that are involved in the distribution of cannabis by way of delivery. This could be either mail-order delivery, or hand delivery.

3. Cannabis-Related Land Use Prohibition: Retail Sales

A. It shall be unlawful for any building, structure, or land anywhere within the Town of Simsbury to be used as a cannabis retailer or cannabis hybrid retailer. Violation of this section shall be punishable by a fine of \$250.00 per offense. Each day in operation or each sale, whichever is greater, shall constitute a separate offense.

B. The prohibition and fine in Section A shall not apply to any fully lawful cultivation, processing, manufacturing, or sale of hemp and hemp products by an individual or entity, including as applicable, licensure and authorization to engage in such activity by the Connecticut Department of Agriculture or the Connecticut Department of Consumer Protection. Such cultivation, processing, or manufacturing must comply with state law. Failure to comply with any state law regulating the cultivation, processing, and manufacturing of hemp or hemp products shall void the application of this exception to such person or entity in violation.

4. Violations and Penalties

Whenever the authorized enforcement agency determines that a person has violated this ordinance, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of two hundred and fifty dollars (\$250.00) for each offense. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

After two or more violations of this ordinance have been cited to any person, the town may initiate a civil action in Superior Court for injunctive relief to prohibit and prevent such violation or violations and the court may proceed in the action in a summary matter.

5. Appeals

Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk's Office. Hearing on the appeal before the Hearing Officer shall take place

within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer may be appealed to Superior Court.

5. Severability

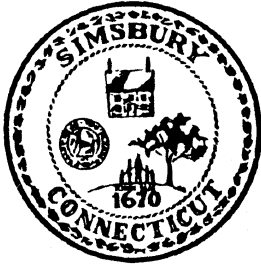
Should any provision of this Article be declared invalid for any reason, such declaration shall not affect the validity of other provisions of this Chapter as a whole, it being the legislative intent that the provisions of this Ordinance shall be severable and that the remainder shall be valid.

6. Sunset Provision

This ordinance shall expire eighteen (18) months from its adoption, unless extended by action of the Board of Selectmen.

7. Notice of Adoption

Pursuant to Section 148 of Public Act 21-1 (June 2021 Special Session), the Town Manager shall report the land use changes made by this Ordinance, in writing to the Secretary of the Office of Policy and Management and to the Connecticut Department of Consumer Protection not later than fourteen (14) days after the adoption of this Ordinance.



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

Office of the Town Clerk

MEMORANDUM OF COMMUNICATION

TO: Maria Capriola, Town Manager

FROM: Trish Munroe, Town Clerk

DATE: January 23, 2023

RE: Notification of Number of Electors and Number of Polling Places

Each year, by the first week of February, the town clerk must notify the Secretary of the State of the Number of Electors and Number of Tabulators for each voting district in town. A duplicate copy of this notification must also be filed with the officials who are required to provide voting tabulators in the clerk's municipality under CGS 9-238. For our town, this would be the Board of Selectmen. The Town of Simsbury has a sufficient number of voting machines for the four voting districts in town.

I have attached the report that was submitted to the SOTS for consideration by the BOS at their next meeting.

Thank you.

