

AGENDA

CITY COUNCIL MEETING

MONDAY, APRIL 1, 2024

7:00 p.m.

CITY COUNCIL CHAMBERS, CITY HALL - 45 LYON TERRACE

BRIDGEPORT, CONNECTICUT 06604

Prayer

Pledge of Allegiance

Roll Call

MINUTES FOR APPROVAL:

Approval of City Council Minutes: March 4, 2024

COMMUNICATIONS TO BE REFERRED TO COMMITTEES:

- 61-23** Communication from Public Facilities re: Proposed Resolution regarding the 2024 “First” Round of City Sidewalk Repair Pilot Program, referred to Public Safety and Transportation Committee.
- 62-23** Communication from Mayor re: Proposed General Fund Operating Budget for Fiscal Year 2024-2025, referred to Budget and Appropriations Committee.
- 63-23** Communication from City Attorney re: (Ref. #58-23) Proposed Request to Appropriate Funds for the Senior Paralegal Position in the City Attorney’s Office, referred to Budget and Appropriations Committee.

MATTERS TO BE ACTED UPON (CONSENT CALENDAR):

- *39-23** Ordinance Committee Report re: Amendments to the Municipal Code of Ordinances, Chapter 3.16 – Property Taxes, amend Article II – Real Property Tax Relief for Senior Citizens, Section(s) 3.16.110 – Real Property Tax Relief and Maximum & 3.16.120 – Application for Real Property Tax Relief.
- *50-23** Ordinance Committee Report re: Amendment to the Municipal Code of Ordinances, Chapter 2.36 – Officers’ Salaries, amend Section 2.36.010 – Officers’ and Unaffiliated Employee Salaries for the purposes of moving the Full-time City Attorney Position from the subsection *Executive Appointed Officials* at grade 8 to the subsection *Chief Appointed Officials* at grade 9a.
- *53-23** Miscellaneous Matters Committee Report re: Settlement of Pending Litigation in the Matter of Emilia Charles v. City of Bridgeport – Docket No. FBT-CV-21-6110594-S.
- *57-23** Miscellaneous Matters Committee Report re: Resolution concerning Succession Planning for Critical Departments.

MATTERS TO BE ACTED UPON (CONSENT CALENDAR) CONTINUED:

- *58-23** Miscellaneous Matters Committee Report re: Approval to Establish the New Job Description of the Classification and Specifications for the Senior Paralegal Position pursuant to Municipal Charter Chapter 17, Section 206(d).
- *59-23** Miscellaneous Matters Committee Report re: Approval to update the Job Description of the Classification of Deputy Fire Chief Administration and Operations pursuant to Civil Service Rule IX, Sec. 3.
- *60-23** Miscellaneous Matters Committee Report re: Approval to Establish the New Job Description of the Classification and Specifications for the Deputy Fire Chief Executive Officer Position pursuant to Municipal Charter Chapter 17, Section 206(d).
- *47-23** Contracts Committee Report re: Assignment of Tax Liens for Fiscal Year 2023-2024.

ROLL CALL VOTE ITEMS:

- *51-23** Miscellaneous Matters Committee Report re: Appointment of Rosa Franco (D) to the Board of Parks Commission.

MATTERS TO BE ACTED UPON:

- 46-23** Miscellaneous Matters Committee Report re: Resolution calling for Rescission of Item No. 20-23, (Resolution calling for an Immediate De-escalation and Permanent Ceasefire in Israel, Gaza, and the West Bank) Based upon Violations of Applicable Procedural Rules and Violations of Fundamental Principles of Parliamentary Law, **DENIED**.

THE FOLLOWING NAMED PERSON HAS REQUESTED PERMISSION TO ADDRESS THE CITY COUNCIL ON MONDAY, APRIL 1, 2024 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 45 LYON TERRACE, BRIDGEPORT, CT 06604.

NAME	SUBJECT
1.) Dr. Khaled Elleithy BICC 703 State Street Bridgeport, CT 06604	Ceasefire.
2.) John Marshall Lee 30 Beacon Street Bridgeport, CT 06605	Finances & Governance.
3.) Bonna Sue Burt-Greenberg 615 Wayne Street Bridgeport, CT 06606	Cease Fire Resolution regardless of status because of its passing and Quality of life Issues.
4.) Gary Jones Jewish Federation of Greater Fairfield 2400 Park Avenue Bridgeport, CT 06604	Motion to Rescind Ceasefire Resolution.
5.) Carin Savel Jewish Federation 4200 Park Avenue Bridgeport, CT 06604	Resolution for Peace.
6.) Deborah M. Weiss 2625 Park Avenue Bridgeport, CT 06604	Recission of Gaza resolution.
7.) Lisa Becker Jewish Federation of Greater Fairfield County 4200 Park Avenue Bridgeport, CT 06604	Ceasefire Resolution.
8.) Nancy Rice 66 Harbor Avenue Bridgeport, CT 06605	Ceasefire Resolution.
9.) Muhsen Youssef 125 Kossuth Street Bridgeport, CT 06608	Ceasefire Resolution.
10.) Mohammad Shaham 866 Beechmont Avenue Bridgeport, CT 06606	Ceasefire Resolution.



OFFICE OF THE
DEPARTMENT OF PUBLIC FACILITIES

999 BROAD STREET
BRIDGEPORT, CT 06604
TELEPHONE (203) 576-7130

JOSEPH P. GANIM
Mayor

LUIS BURGOS
Director, Public Facilities

March 22, 2024

TO: Frances Ortiz
City Clerk's Office

FOR: City of Bridgeport City Council

Please forward the attached Resolution and Exhibit A to the members of the City Council for their review and referral to the Public Safety & Transportation Committee, per the "Resolution Regarding Sidewalk Repair Pilot Program".

Thank you,

Luis Burgos, Director of Public Facilities

LB:adp

ATTESI
CITY CLERK
RECEIVED
CITY CLERKS OFFICE
24 MAR 27 PM 3:45

Cc: Angel DePara, Public Facilities
Michael Jankovsky, Office of the City Attorney
Luis Burgos, Public Facilities
Aaron Curry, Public Facilities

RESOLUTION

WHEREAS, numerous sidewalks in the City of Bridgeport ("City") are in varying states of disrepair; and

WHEREAS, the City can be held liable under certain circumstances for injuries which may occur due to disrepair of sidewalks; and

WHEREAS, the City has the right to force sidewalk repairs and recoup from the homeowner 100% of the costs of the repair; and

WHEREAS, the Administration desires to continue its efforts to make the City a safer place for its citizens and visitors to live and work; and

WHEREAS, the City desires to engage in an aggressive and protective pilot program to have sidewalks repaired; and

WHEREAS, on May 1, 2017, the City Council passed a resolution which stated:

NOW, THEREFORE, in furtherance of the public safety and the need for a City-wide program to repair these sidewalks in a progressive, fair, deliberate manner and in accordance with the available funding, it is hereby RESOLVED by the City Council, in support and approval of the pilot program, that the City proceed with sidewalk repair pilot program and to the extent the City causes participants' sidewalks to be repaired, to absorb fifty (50%) percent of the cost of the same, apply such Senior Citizen and Social Security Disability credits as may be applicable, and should the actual costs NOT exceed 110% of the estimates set forth to the Council in advance, the City Council will approve and accept then filing of the appropriate lien(s) against the respective property(ies), providing, however, the City is not hereby authorized to pursue a foreclosure on a sidewalk repair lien, but rather should await payment from the affected owners, mortgagees, insurance companies, or through a sale of the subject parcel; and

WHEREAS, the approval of the Program was contingent on the Department of Public Facilities causing periodic lists of anticipated sidewalk repairs and estimate costs to be submitted to the Council for permission to lien those parcels in the event that the City causes said repairs to be made and should respective homeowner(s) fail to pay the remaining invoice within thirty (30) days of mailing of the invoice (the City may, prior to completing the repair, work out a payment arrangement with the homeowner as exigencies may require); and

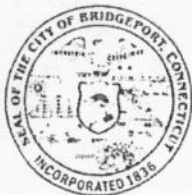
WHEREAS, the City has compiled this list for 2023 which is attached hereto and made a part hereof as Exhibit A.

2024 First Round of City Sidewalk Repair Program list of repairs.

NOW THEREFORE, pursuant to the approved Sidewalk Repair Pilot Program, it is hereby RESOLVED BY THE CITY COUNCIL, that the City proceed with the repairs set forth in Exhibit A and it is further RESOLVED that if any of the homeowners participating in the Program fail to pay their fifty (50%) percent within the allotted time and/or fail to work out and adhere to an approved payment schedule, the City Council hereby approves the filing of a lien on those respective parcels for actual cost of repairs, but in no event more than 10% more than the estimates set forth in Exhibit A, but also NOT foreclose or sell such sidewalk repair liens as per the Program's initial approval.

Sidewalk Repair PILOT Program - Cost Estimates

St #	St Address	Zip	Owner First	Owner Last	Homeowner	COB	Total
54	Adam Street	06607	Jennifer	McCleary	\$4,068.50	\$4,068.50	\$8,137.00
177	Ash Street	06605	Victorino	Rodriguez	\$4,232.50	\$4,232.50	\$8,465.00
297	Bradley Street	06610	Wendy A	Fuller	\$2,633.00	\$2,633.00	\$5,266.00
327	Cleveland Avenue	06606	Cynthia F.	Seastrong	\$4,314.50	\$4,314.50	\$8,629.00
85	Cottage Street	06604	Charles David	Wilson	\$3,691.00	\$3,691.00	\$7,382.00
36	Durando Place	06605	Virginia C	Lussier	\$2,733.50	\$2,733.50	\$5,467.00
784	Ellsworth Street	06605	Yesenia S	Falcon	\$4,641.50	\$4,641.50	\$9,283.00
191	Fifth Street	06607	Jacqueline Kemp	and Johnny L. Kemp	\$3,317.50	\$3,317.50	\$6,635.00
632	Grand Street	06604	Maria Rita	Soares	\$5,649.00	\$5,649.00	\$11,298.00
620	Granfield Avenue	06610	Ana Maria	Mercedes	\$5,592.00	\$5,592.00	\$11,184.00
271	Grovers Avenue	06605	Melvin L Liebergall	and Maureen R Liebergall	\$7,380.50	\$7,380.50	\$14,761.00
280	Grovers Avenue	06605	Peter Spain	Kate Spain	\$8,986.50	\$8,986.50	\$17,973.00
43	Herkimer Street	06604	Ricardi	Philogene	\$2,569.50	\$2,569.50	\$5,139.00
1477	Iranistan Avenue	06605	Paul V.	Kien	\$2,978.50	\$2,978.50	\$5,957.00
206	Judson Place	06610	Maria	Medina	\$2,763.50	\$2,763.50	\$5,527.00
413	Lincoln Avenue	06606	Jose F Santos	and Odette Santos	\$3,481.00	\$3,481.00	\$6,962.00
1125	Lindley Street	06606	Robert Jelliffe Sr	and Ruth Jelliffe	\$3,057.00	\$3,057.00	\$6,114.00
71	Lorraine Terrace	06604	Thuy T Nguyen	and Henry V Nguyen	\$4,597.00	\$4,597.00	\$9,194.00
122	Morningside Drive	06606	Joann	Lopez	\$3,329.50	\$3,329.50	\$6,659.00
630	Noble Avenue	06608	Olquidea	Penalo, et al	\$8,920.50	\$8,920.50	\$17,841.00
127	North Bishop Avenue	06610	Noel Perez	and Maria Perez (Survivorship)	\$3,020.00	\$3,020.00	\$6,040.00
118	Ocean Avenue	06605	Camille E.	Fox	\$3,048.00	\$3,048.00	\$6,096.00
1610	Park Avenue	06604	Pauline	Forbes	\$4,638.50	\$4,638.50	\$9,277.00
2199	Park Avenue	06604	Linda	Tobin-Hunter	\$3,767.50	\$3,767.50	\$7,535.00
933	Pearl Harbor Street	06610	Nicky Mora	and Nilisa Mora	\$3,598.50	\$3,598.50	\$7,197.00
100	Pearl Street	06608	Donald Paul	and Kayon Boothe-Paul	\$1,751.50	\$1,751.50	\$3,503.00
250	Rocton Avenue	06606	Patricia E	Allen	\$4,095.00	\$4,095.00	\$8,190.00
325	Savoy Street	06606	Catherine	Vazquez	\$3,150.50	\$3,150.50	\$6,301.00
42	Summit Street	06606	Torry	Jordan	\$3,040.00	\$3,040.00	\$6,080.00
340	Summit Street	06606	Ladrina	Coleman	\$2,833.00	\$2,833.00	\$5,666.00
217	Tremont Avenue	06606	Elsy Cerdeira	and Janette Cerdeira	\$2,921.00	\$2,921.00	\$5,842.00
29	Waldorf Avenue	06605	Leandro Aca-Tello		\$7,530.50	\$7,530.50	\$15,061.00
273	Wayne Street	06606	Daniel Chaves	and Juliana L Chaves	\$3,211.00	\$3,211.00	\$6,422.00



OFFICE OF THE MAYOR
CITY OF BRIDGEPORT, CONNECTICUT
999 BROAD STREET
BRIDGEPORT, CONNECTICUT 06604
TELEPHONE (203) 576-7201
FAX (203) 576-3913

JOSEPH P. GANIM
Mayor

March 25, 2024

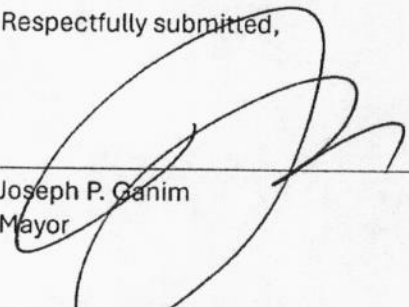
Ms. Lydia Martinez
City Clerk
45 Lyon Terrace
Bridgeport, CT 06604

Honorable City Clerk Martinez,

I hereby request that the FY 2024-2025 Mayor's Proposed General Fund Operating Budget be placed on the agenda of the City Council meeting scheduled for Monday, April 1, 2024, to be referred to the Budget and Appropriations Committee.

Pursuant to Bridgeport Charter, Chapter 9, Section 5(c), a complete FY 2024-2025 Mayor's Proposed General Fund Operating Budget book will be clocked in at the Office of the City Clerk before close of business on Tuesday, April 2, 2024.

Respectfully submitted,



Joseph P. Ganim
Mayor

Cc: Daniel Shamas
Thomas Gaudett
Nestor Nkwo
Aidee Nieves
Scott Burns / Ernest Newton, II
Kenneth Flatto
Constance Vickers
Frances Ortiz

ATTEST
CITY CLERK

RECEIVED
CITY CLERKS OFFICE
24 MAR 27 PM 3: 14

(Ref. 58-23)

CITY OF BRIDGEPORT

OFFICE OF THE CITY ATTORNEY

999 Broad Street

Bridgeport, CT 06604-4328

Telephone (203) 576-7647
Facsimile (203) 576-8252

CITY ATTORNEY
Tyisha S. Toms

DEPUTY CITY ATTORNEY
John P. Bohannon, Jr.

ASSOCIATE CITY ATTORNEYS

Deborah M. Garskof
Michael C. Jankovsky
Richard G. Kascak, Jr.
Bruce L. Levin
James T. Maye
John R. Mitola
Lawrence A. Ouellette, Jr.
Dina A. Scalo



March 27, 2024

Honorable City Council of the City of Bridgeport
City Hall
45 Lyon Terrace
Bridgeport, CT 06604

***Re: Referral to the Budget Committee for Discussion and Appropriation of Funds
for the Senior Paralegal Position***

Dear Honorable Councilpersons,

The Department of Civil Service, at the request of the Office of the City Attorney, submitted Item 58-23 for referral to the Miscellaneous Matter Committee, which was approved and is on the consent calendar for the full City Council meeting on April 1, 2024.

The purpose of this communication is to respectfully request that the Budget Committee appropriate funds for the Senior Paralegal position.

Sincerely yours,

Tyisha Toms
City Attorney

RECEIVED
CITY CLERKS OFFICE
24 MAR 27 PM 4: 01
ATTEST
CITY CLERK

Item# *39-23 Consent Calendar

Amendments to the Municipal Code of Ordinances, Chapter 3.16 - Property Taxes, amend Article II - Real Property Tax Relief for Senior Citizens, Section(s) 3.16.110 - Real Property Tax Relief and Maximum & 3.16.120 - Application for Real Property Tax Relief.



**Report
of
Committee
on
Ordinance**

City Council Meeting Date: April 1, 2024

Attest: _____
Lydia N. Martinez, City Clerk

Approved by: _____
Joseph P. Ganim, Mayor

Date Signed: _____

Please note:

Item not available, currently being processed.

Item# *50-23 Consent Calendar

Amendment to the Municipal Code of Ordinances, Chapter 2.36 – Officers’ Salaries, amend Section 2.36.010 – Officers’ and Unaffiliated Employee Salaries for the purposes of moving the Full-time City Attorney Position from the subsection *Executive Appointed Officials* at grade 8 to the subsection *Chief Appointed Officials* at grade 9a.



**Report
of
Committee
on
Ordinance**

City Council Meeting Date: April 1, 2024

Attest: _____
Lydia N. Martinez, City Clerk

Approved by: _____
Joseph P. Ganim, Mayor

Date Signed: _____

Please note:

Item not available, currently being processed.



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

Item No. *53-23 Consent Calendar

WHEREAS, a lawsuit in the following name was filed against the City of Bridgeport and/or its employees and investigation disclosed the likelihood on the part of the City for which, in the event of suit and trial, the City might be held liable, and

WHEREAS, negotiations with the Plaintiff's attorney has made it possible to settle this suit for the figure set forth below, and the City Attorney, therefore, recommends the following settlement be accepted, Now, Therefore be it

RESOLVED, That the City Attorney is hereby authorized to execute any and all documents necessary to effectuate the settlement referenced below, and

BE IT FURTHER RESOLVED, That the Comptroller be, and hereby is, authorized, empowered and directed to draw his order on the City Treasurer payable as follows:

<u>Name</u>	<u>Nature of Claim</u>	<u>Plaintiff's Attorney</u>	<u>Settlement</u>
Emilia Charles	Slip/Fall	Ganim Legal P.C. Alexa Billings, Esq. 2370 Park Avenue Bridgeport, CT 06604	\$125,000.00 to Alexa Billings, Esq as Trustee. Total cost to the City \$125,000.00.

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, **Co-Chair**

Aikeem G. Boyd, **Co-Chair**

Rolanda Smith

Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on Miscellaneous Matters begs leave to report; and recommends for adoption of the following resolution:

Item No. *57-23 Consent Calendar

RESOLUTION

WHEREAS, a successful succession planning process will help prepare and transition municipal employees to transition into other roles; and

WHEREAS, developing a succession planning process and the appropriate support training programs can help the City of Bridgeport prepare and equip employees to be good practitioners and supervisors; and

WHEREAS, the City of Bridgeport needs better transitional procedures to help the city operate at full capacity at all times;

NOW, THEREFORE BE IT RESOLVED, The Mayor or their designee must begin the process of creating a Supervisor's Succession plan by July 1, 2024; and

BE IT FURTHER RESOVLED, the Mayor or their designee must identify critical positions that are essential for each department and/or division that will need a succession plan; and

BE IT FURTHER RESOLVED, after the Mayor or their designee identity critical positions that are essential to each department or division, they must evaluate if there are any learning and development programs, mentoring efforts, and knowledge transfer practices for employees in each department or division; and

BE IT FURTHER RESOLVED, after examining current succession processes, the Mayor or their designee shall create a gap analysis to examine the successful planning efforts the City of Bridgeport currently have and the succession planning efforts the City of Bridgeport needs; and

BE IT FURTHER RESOLVED, the Mayor of their designee shall create a developmental program that will provide educational programming designed to enhance employees knowledge and develop leadership expertise; and

BE IT FURTHER RESOLVED, A progress report of this succession plan shall be reported to the Bridgeport City Council by March 1st, 2025.



City of Bridgeport, Connecticut

Office of the City Clerk

Committee on Miscellaneous Matters
Item No. 57-23 Consent Calendar

-2-

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, *Co-Chair*

Aikeem G. Boyd, *Co-Chair*

Rolanda Smith

Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

Item No. *58-23 Consent Calendar

RESOLVED, that the attached job description for the new non-competitive job classification and specifications for the Senior Paralegal position pursuant to Municipal Charter Chapter 17, section 206(d) be, and hereby is, approved, ratified and confirmed.

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, **Co-Chair**

Aikeem G. Boyd, **Co-Chair**

Rolanda Smith

Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024

Bridgeport Labor Relations Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING
March 4, 2024

This Agreement is between the City of Bridgeport (hereinafter the "City") and National Association of Government Employees, Local RI-200 (hereinafter the "Union").

NOW, THEREFORE, the parties agree as follows:

1. The position of Senior Paralegal is a new position which is not included in any collective bargaining unit (See attached job description).
2. The parties agree the thirty-five (35) hour full time position of Senior Paralegal should be included in the bargaining unit represented by the Union.
3. Effective upon the signing of this Agreement, the position of Senior Paralegal will be a position included in the bargaining unit represented by the Union.
4. The position of Senior Paralegal will be subject to the terms and conditions of the collective bargaining agreement between the parties, and added to Appendices A and C of the Collective Bargaining Agreement.
5. The parties agree that effective upon the signing of this Agreement, the annual salary of the Senior Paralegal will be in accordance with the information below and is subject to general wage increase as provided in the collective bargaining agreement. Advancement to a higher step shall be pursuant to and consistent with the rules and practices of the Civil Service Commission.

Step 1 - \$76,903.00
Step 2 - \$79,001.00
Step 3 - \$81,099.00
Step 4 - \$83,195.00

FOR THE CITY

Domenic Costello
Deputy Director of Labor Relations

FOR THE UNION

James Meszoros, President
National Association of
Government Employees,
Local RI-200

JOB DESCRIPTION

Job Title: Senior Paralegal
Department: City Attorneys Office
Reports To: City Attorney
Union / Pay Grade: NAGE
Prepared by: City Attorney
Prepared Date: February 29, 2024

GENERAL STATEMENT OF DUTIES:

The Senior Paralegal will utilize a high level of job expertise to complete paralegal tasks under the supervision of case attorneys. Must be able to exercise independent judgment and decision making. Experience organizing and managing complex files and discovery is required. Ability to work in a cooperative and positive manner with all coworkers, clients, attorneys and non attorney staff and observe confidentiality in all matters relating to the City Attorney's Office.

SUPERVISION RECEIVED:

Acts under the supervision of the City Attorney

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews, organizes and summarizes case documents in order to assist in preparation of case for trial.
- Reviews records to determine what information is needed for cases.
- Draft routine notices, affidavits, memoranda, and correspondence.
- Prepare discovery.
- Order and summarize medical records.
- Reviews and analyzes matters for the purpose of preparing matter evaluations and status reports to clients. Communicate with clients, attorneys, staff and other outside personnel to obtain or provide information.
- Enter time into accounting and billing software as needed.
- Ability to handle pressure, interruptions, and multiple projects with frequently changing priorities in an efficient manner, rapid turnaround required, and generally perform in a fast paced environment.
- Proficient in all software; ability to adjust to multiple tasks from multiple individuals in the Firm.
- Follows ethical requirements as set forth by the Rules of Professional Conduct of the state.
- Populate contract forms, collect required documentation from the vendor, and process for execution and release.

KNOWLEDGE, SKILL AND ABILITIES

- Minimum of 5 years' recent law firm litigation paralegal experience, with State court. Federal litigation experience a plus.
- Four-year Bachelor's degree and/or two-year ABA approved Paralegal certificate.
- Proficiency in Microsoft Office suite to include Word, PowerPoint, and Adobe Pro.
- Ability to consistently meet deadlines while managing multiple projects with competing priorities.
- Positive attitude and exceptional verbal, written, and interpersonal communication skills required for daily interaction with co-workers, clients, opposing counsel and mediators.
- Ability to exercise discretion, good judgment, and poise in handling sensitive and confidential information.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality.

PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to lift and carry objects weighing up to 25 pounds such as boxes of case materials, files, or other documents.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Civil Service Commission Meeting Record of Vote March 12, 2024

CIVIL SERVICE COMMISSION
City Hall, Wheeler Rooms A and B
45 Lyon Terrace, Bridgeport, CT 06604
March 12, 2024 at 4:30 p.m.

RECORD OF THE VOTE

Consent Agenda: Matters to be Acted Upon

1. Meeting Minutes

The Minutes from the special meeting on February 28, 2024 are submitted for review.

2. Merits – Certify for Payroll

3. Permanent Appointments – Certify for Payroll

4. Vacancy Report

The consent agenda was adopted as a whole.

Matters to be Acted Upon

5. Waiver Request

The Commission has received a request from Aaron Bryan for a 6-month waiver from the entry level Police Officer #2388 examination hiring process.

COMMISSIONER FORD MADE A MOTION TO GRANT THE WAIVER REQUEST; COMMISSIONER GRECH SECONDED THE MOTION. THE WAIVER WAS UNANIMOUSLY GRANTED.

6. New Classification Request - Senior Paralegal

The Civil Service Commission has received a request from Personnel Director, Eric Amado in collaboration with City Attorney Tyisha Toms, to approve the creation of a new non-competitive classification of Senior Paralegal for the Office of the City Attorney.

COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF SENIOR PARALEGAL; COMMISSIONER RODGERS SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

7. New Classification Request – Deputy Chief Executive Officer

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve the creation of a new classification for the Fire Department position of Deputy Chief Executive Officer. It is not union affiliated.



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport:

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

Item No. *59-23 Consent Calendar

RESOLVED, that the attached job description to update the classification and specifications for the Deputy Fire Chief Administration and Operations position pursuant to Civil Service Rule IX, Section 3 be, and hereby is, approved, ratified and confirmed.

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, **Co-Chair**

Aikeem G. Boyd, **Co-Chair**

Rolanda Smith

Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024

Job Analysis

**Summary Report of the Job Analysis
For the Fire Deputy Chief
Executive Officer and Administration/Operations Positions**

This report is intended to summarize all of the key data points gathered from the incumbents in both positions during the job analysis of the rank of Deputy Chief for the Fire Department of the City of Bridgeport. To the extent possible without using a consulting firm, the job analysis followed the *Uniform Guidelines on Employee Selection Procedures*. Keeping in mind that this is only a summary of information, this report is organized according to the current federal documentation standards adopted by the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor, and the U.S. Department of Justice, wherever possible.

The Office of the Civil Service Commission started the job analysis by gathering and reviewing relevant information, including job materials, job descriptions, departmental guides, and past job analysis studies. We formulated a job analysis and linkage questionnaire which was then reviewed by the Fire Chief for thoroughness and completeness. The questionnaire was completed by three individuals in the Bridgeport Fire Department who are or were incumbents in the position (3 male; 1 African American/Black, 1 Hispanic/Non-White, and 1 White). Our office analyzed the completed questionnaires to determine the critical tasks, knowledge areas, and skills and abilities which were then linked to the duty areas to form a complete picture of each position in the rank of Deputy Chief.

Part 1: Duty Areas

The Executive Officer (XO) serves as principal assistant to the Fire Chief and exercises full command, authority and responsibility in the absence or incapacity of the Fire Chief; the Administration/Operations DC (A/O) does not, unless the Executive Officer is also absent or incapacitated.

The Executive Officer investigates inappropriate conduct and/or alleged violations, prepares reports and maintains administrative control of all discipline. The Administration/Operations DC does not.

The Executive Officer is the Attendance Review Officer; the Administration/Operations DC is not.

The A/O performs all other administrative duties (Clerk to the Board of Fire Commissioners, detailed records of department expenditures, control and distribution of supplies and equipment, recordkeeping, preparation of statistical and operational reports.)

According to the feedback from incumbents in the positions, both positions coordinate grant information; however, the Fire Chief has indicated that this is the responsibility of the XO.

Both positions respond to multiple alarm fires and perform Incident Command duties. Both positions are responsible for community relations.

The XO has no duties associated with training and operational readiness – this is solely a function of the A/O Deputy Chief.

Both positions have duties related to personnel, but the XO is solely responsible for serving as the attendance review officer, as noted above, and for recruiting. Although the A/O may participate in recruiting, it is a minimally important duty area, while the training and operational readiness duty area is minimally important to the XO position, as shown in the table below.

Duty Areas	Importance	
	A/O	XO
Administrative Functions	37	23
Incident Command and Operations	18	13
Community Relations	10	13
Training and Operational Readiness	17	5
Personnel Supervision and Management	15	33
Other (describe): Recruiting	3	13

The task statement ratings that support the summary of duty areas are included as Exhibit A.

Tasks within the Duty Areas

Tasks are distributed across duty areas and ranked according to applicability, importance, whether they are required upon hire, and performance frequency.

The A/O has 5 essential administrative tasks that are performed daily or multiple times a day. They consist of using computer systems or applications, reading reports and other written communications, monitoring communication systems, scheduling and prioritizing work, and keeping the Chief updated regarding daily functioning of the department.

These are the only essential tasks across any duty area that are performed daily or more frequently for the A/O.

The XO has 4 essential administrative tasks that are also performed daily or more frequently and consist of using computer systems or applications, reading reports and other written communications, and keeping the Chief updated (3 of the 5 same A/O tasks). The fourth task is reviewing attendance logs and lists of personnel assignments. This task is NOT performed by the A/O.

The XO has one other essential task under the Personnel Supervision and Management duty area that is essential and performed daily or more frequently, and that is to monitor employee leave usage and attendance, and to recommend actions based on the review. This task is NOT performed by the A/O.

Part 2: Knowledge, Skills, Abilities and Other Characteristics

Knowledge Statements

There were 62 knowledge statements included in the job analysis questionnaire for the rank of Deputy Chief. The knowledge statements were determined through general knowledge of the rank and of the department, and through discussions with the Fire Chief. The questionnaire asked the incumbents to rate the statements on applicability to the position, importance in possessing the knowledge, if the

knowledge is required immediately upon attaining the position, if having the knowledge differentiates the job performance and if the knowledge must be memorized or can be referenced.

The average importance ratings of the knowledge areas are included in the table below and are the same for both Deputy Chief positions:

KNOWLEDGE AREA	IMPORTANCE TO THE RANK OF DEPUTY CHIEF				
	Administrative Functions	IC/ Operations	Community Relations	Training/Op Readiness	Personnel Supervision and Management
Knowledge of Administrative Policies and Procedures	3	2	2	2	3
Knowledge of Incident Management Procedures	3	3	2	3	2
Knowledge of Incident Strategy and Tactics	3	3	2	3	1
Knowledge of Emergency Medical Operations	2	2	2	2	1
Knowledge of Tools, Equipment and Apparatus	1	2	1	2	2
Knowledge of Building Construction	2	2	2	2	1
Knowledge of Personnel Policies and Procedures	3	2	2	2	3
Knowledge of Management and Supervision Principles and Techniques	2	2	2	2	2
Average Rating of the Duty Area	2.4	2.3	1.9	2.3	1.9

It should be noted that although the average importance of knowledge and duty areas was the same for both positions, significant differences were seen between the two positions regarding knowledge statements, as evidenced in the knowledge statement ratings included herein as Exhibit B.

Part 3: Skill/Ability Ratings within Dimensions

Forty-one skills and abilities were measured across 12 dimensions. The measurements were designed to provide data on applicability to the position, importance of possessing the skill/ability, whether or not the skill/ability is required upon hire and whether the possession of the particular skill/ability links to a higher level of performance.

In the areas of Personnel Supervision and Leadership, there were differences noted between the two positions, with the skills and abilities denoted in these two dimensions rated as being "essential" and "important" for the Executive Officer position, but only "important" or of "low importance" for the Administration/Operations position. For both positions, possession of these skills and abilities would make the individual a stronger performer in the role.

As expected, given that both positions are top level management roles, the rest of the skills and abilities in the areas of organizational, technological, interpersonal skills, as well as critical thinking and decision-making ability, were equally rated in importance and differentiation. The same ratings were also given to both roles for incident operations, written and oral communication, quantitative analysis, and other characteristics (such as honesty, integrity, dependability, and conscientiousness, which were all rated as essential).

Conclusion:

The job analysis for the rank of Deputy Chief yielded data that showed there are some significant differences in the duties and the knowledge areas between the two positions, Deputy Chief Executive Officer, and Deputy Chief of Administration/Operations. While most of the skills and abilities are similar between the two positions, that is to be expected given the level of authority each position holds within the rank structure of the Bridgeport Fire Department.

Chapter 17, Section 206 of the Bridgeport City Charter, paragraph (c) requires that the Personnel Director use the following formula to determine classification and allocation of positions in the classified service:

*Positions which are sufficiently similar in respect to their duties and responsibilities, (1) that the same title may be used with clarity to designate each position allocated to the class, (2) that the same requirements as to experience, education, capacity, knowledge, ability and other qualifications should be required of the incumbents, (3) that the same tests of fitness may be used to choose qualified employees, and (4) that the same salary range can be applied with equity under the same or substantially the same employment conditions, shall be allocated to the same class. **A single position essentially different from all other positions in characteristics enumerated above shall be considered as a class in itself and allocated to same.***

The data gathered from the job analysis highlights the essential differences between the two positions and given the above formula it seems clear that they each belong in a separate and distinct class.

Rule IX. Classification allows for the Civil Service Commission, after receiving a report from the Personnel Director wherein the duties and responsibilities of any position or group of positions

has undergone an analysis, to “establish new classes... without however modifying the classification plan as a whole.”

It should also be noted that:

- The current methods of filling each position within the classification is not the same
 - The A/O position is required to be filled from union members through a competitive examination, as negotiated between Labor Relations and the Bridgeport Fire union (see Article 1–Recognition, included as Exhibit C)
 - The Executive Officer position is open non-competitive
- The Deputy Chief positions were removed from union affiliation in 2017 upon the retirement of former DCs Carfi and Petrucelli at which time the Operations DC and the Administration DC were combined into one position
- The minimum requirements of the Executive Officer position differ from those of the Deputy Chief of Administration/Operations
- The 2015 Bridgeport Fire Department Rules and Regulations specifically outline the duties of each position distinctly and separately and the job analysis reflects this (see Exhibit D)

Given the results of the job analysis and the items noted above, it is recommended and requested that the Civil Service Commission consider action to separate the two positions and (1) create a new class for the position of Deputy Chief Executive Officer and (2) reclassify the existing Deputy Chief class to Deputy Chief of Administration and Operations.

The new job description for Deputy Chief Executive Officer is included as Exhibit E, and the updated and revised job description for Deputy Chief of Administration and Operations is included as Exhibit F.

Exhibit A
Task Statement Ratings

Section 2. Tasks

In section 2, we have documented the typical tasks that would be performed by incumbents in the deputy chief position. The tasks are separated into the duty areas they serve.

Again, we realize that not all tasks presented in this list will be performed in both positions so we are asking you to rate whether or not the particular task listed would be performed by each position. There are multiple ratings required for completion of this section, which are explained in detail below.

Rating Guidelines for Task Statements

Applicability

- Y – the task IS applicable to the position
- N – the task IS NOT applicable to the position

If you chose not applicable, you do not need to complete the remaining ratings

Importance

- 0 – the task is NOT IMPORTANT to the position and there is no value in being able to perform this task
- 1 – the task has LOW IMPORTANCE to the position and there is little value in being able to perform this task
- 2 – the task is IMPORTANT to the position, and it is valuable to be able to perform this task
- 3 – the task is ESSENTIAL to the position and there is a high value in being able to perform this task

Required

- Y – Individuals are required to be able to perform this task without training in order to work effectively in this position immediately upon starting
- N – Individuals will perform this task ONLY AFTER specialized and/or on-the-job training but can work effectively immediately upon starting

Frequency

- 0 – This task is performed only seldomly or never (once a month or less)
- 1 – This task is performed occasionally (once a week or a few times per month)
- 2 – This task is performed often (twice or more per week at minimum)
- 3 – This task is performed frequently (daily or several times a day)

TASK STATEMENTS

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Meets with Assistant Chiefs to give instructions, updates, and other information	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Distributes communication or information to fire stations and personnel in writing	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Distributes communications or information to fire stations and personnel orally	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Uses computer systems or applications to process, access, create, edit, print, send, retrieve, transmit and manipulate data, files, and other information	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Reviews overtime reports for the department	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Prepares project plans, timelines, resources, necessary funding, project steps and other information	XO	Y	2	Y	1
	Ad/Op	Y	3	Y	2
Reviews, prepares, submits, and tracks grants requests and related information	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	0
Reads reports and other written communications to stay informed on departmental activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Monitors communications systems (telephone, radio, CAD, email) for information	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Schedules and prioritizes duties so that all necessary work is completed	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Prepares and delivers presentations to personnel on a variety of topics, such as operational issues, special projects, and other information pertinent to the overall running of the department	XO	Y	1	Y	1
	Ad/Op	Y	3	Y	1
Reviews attendance logs and lists of personnel assignments	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Updates the Chief on new developments, issues, and activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Prepares statistical and operational reports	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	1
Distributes supplies and updates supply records	XO	N	—	—	—
	Ad/Op	Y	2	Y	2
Requests equipment/supplies purchases	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Reviews the activity of the training division	XO	Y	1	Y	1
	Ad/Op	Y	2	Y	2
Reviews the activity of the maintenance division	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Prepares, tracks, and evaluates departmental budgets	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Prepares budget requests	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Attends staff meetings	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Recommends policies and procedures governing the operation of equipment, apparatus, medical units, and other departmental resources	XO	N	—	—	—
	Ad/Op	Y	3	Y	2

Administrative Functions					
	Position	Applicable	Importance	Required	Frequency
Develops, recommends, and implements proposed laws, rules, regulations, and standard operating procedures	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes department goals and objectives and manages resources to optimize service delivery	XO	N	—	—	—
	Ad/Op	Y	3	Y	—
Incident Command and Operations					
	Position	Applicable	Importance	Required	Frequency
Assumes the role of Incident Commander at incidents	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes command of the incident in accordance with the Incident Command System	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Develops, supervises, coordinates, and evaluates the procedures, tactics and strategies used to resolve emergency incidents and other situations	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Conducts post-incident analyses and discussion/evaluations of operations on scene and provides information to others in order to keep them informed and make improvements	XO	Y	3	Y	1
	Ad/Op	Y	2	Y	1
Community Relations					
	Position	Applicable	Importance	Required	Frequency
Explains firefighting practices, equipment procedures and policies to civilians during public meetings	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Acts as department spokesperson during emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Makes oral presentations to community groups regarding fire safety and prevention as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Explains incidents to media to ensure accurate coverage	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Testifies in court regarding fire-related matters as a representative of the department	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes communication with the community by participating in community events as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Participates in meetings with other agencies (e.g., mutual aid programs)	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Provides expertise to other agencies to assist them in the development of their own policies and operating procedures	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Investigates and intervenes in disputes between the public and departmental personnel	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Meets with outside agencies (i.e., police, utility companies, emergency management teams, etc.) to plan for coordination of activities in the event of natural disasters or terrorist attacks	XO	Y	3	Y	0
	Ad/Op	Y	2	Y	0

Community Relations	Position	Applicable	Importance	Required	Frequency
Investigates citizens' complaints	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Interviews witnesses or those involved in an accident, complaint, incident, or injury to gather information	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Training and Operational Readiness	Position	Applicable	Importance	Required	Frequency
Serves as a training instructor in specialized training courses and conducts practical training sessions	XO	N	—	—	—
	Ad/Op	N	—	—	—
Develops and administers training programs	XO	N	—	—	—
	Ad/Op	N	—	—	—
Makes recommendations for changes in existing programs or the development of new training programs	XO	N	—	—	—
	Ad/Op	Y	1	Y	0
Identifies areas for improvement and/or additional training	XO	N	—	—	1
	Ad/Op	Y	2	Y	0
Instructs personnel on any new rules, policies, and procedures	XO	Y	1	Y	0
	Ad/Op	Y	2	Y	0
Supervises drills, practices, and simulations	XO	N	—	—	—
	Ad/Op	N	—	—	—
Participates in critiques following fires or other emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Reviews members' progress on required training to ensure requirements are met	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Ensures that personnel attend appropriate training as scheduled	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Participates in training to update job knowledge and skills	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Ensures the operational readiness, cleanliness and availability of equipment, apparatus, and the stations themselves within the entire City	XO	N	—	—	—
	Ad/Op	Y	2	Y	0
Meets with personnel to discuss problems, events, current information and the handling of past incidents and emergencies to improve future performance	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Personnel Supervision and Management	Position	Applicable	Importance	Required	Frequency
Meets with assistant chiefs to review activities, new policies, changes to existing policies or other pertinent information	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Works with staff to establish appropriate goals and objectives for individuals and units	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Discusses performance-related problems and establishes a plan for improvement	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Personnel Supervision and Management	Position	Applicable	Importance	Required	Frequency
Encourages staff to reach individual and departmental goals by providing relevant training, answering questions, and ensuring availability of supplies and equipment	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Explains policies and procedures to subordinate staff	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides corrective action to members in an equitable manner	XO	Y	3	Y	2
	Ad/Op	N	—	—	—
Enforces departmental operating procedures, rules, regulations, policies, and orders	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Documents problem situations and recommends and/or provides disciplinary action	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Intervenes when necessary to settle an argument or interpersonal problems among members	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Makes recommendations for or initiates personnel transfers	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Evaluates staff performance and conducts performance appraisals	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides feedback and recommendations for changes to members in order to improve performance	XO	Y	3	Y	2
	Ad/Op	Y	2	Y	1
Directs, coordinates, and reviews the activities and performance of subordinate personnel	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Monitors employee leave usage/attendance and recommends actions	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Delegates work assignments and ensures effective completion of assignments by providing instruction and due dates for such assignments	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Coordinates the implementation of administrative procedures, personnel policies, and departmental objectives	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Please list any additional task statements that we have not documented that you believe are applicable to either or both positions and should be included:

Duty Area	Task Statement	Position	Applicable	Importance	Required	Frequency
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				

Exhibit B
Knowledge Statement Ratings

Section 3. Knowledge

This section contains knowledge statements that may describe the type of knowledge that an incumbent in the deputy chief position could be expected to possess.

As before, we realize that not all knowledge statements presented are applicable to both DC positions so please rate each knowledge statement separately for each position. There are multiple ratings required for completion of this section, which are explained in detail below.

Rating Guidelines for Knowledge Statements:

Applicability

Y – the knowledge IS applicable to the position

N – the knowledge IS NOT applicable to the position

If you chose “N” you do not need to complete the remaining ratings

Importance

0 – the knowledge is NOT IMPORTANT to the position in question and there is no value in possessing

1 – the knowledge has LOW IMPORTANCE to the position and there is little value in possessing

2 – the knowledge is IMPORTANT to the position and is valuable

3 – the knowledge is ESSENTIAL to the position and has high value

Required

Y – Individuals ARE required to possess this knowledge immediately in order to work effectively in this position

N – Individuals ARE NOT required to possess this knowledge immediately in order to work effectively in this position; it can be acquired through on-the-job or specialized training

Differentiation

0 – Having high levels of this knowledge DOES NOT make the individual a stronger performer

1 – Having high levels of this knowledge makes the individual a SOMEWHAT STRONGER performer

2 – Having high levels of this knowledge makes the individual a STRONGER performer

Referenced/Memorized

R – This knowledge is referenced or looked up when needed on the job and there is no need to recall this knowledge from memory

M – This knowledge cannot be referenced or looked up when needed and there is a strong need to know this information or commit it to memory

KNOWLEDGE STATEMENTS

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of relevant local, State, and Federal laws and code governing operations of the Department	XO	Y	3	N	1	R
	Ad/Op	Y	2	N	1	R
Thorough knowledge of all Department Rules and Regulations, SOG's, SOP's, Instructional and Informational material to provide appropriate direction and guidance to personnel	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of administrative policies and procedures, including report writing guidelines and the correct documentation for a given situation	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the collective bargaining unit/union contract as it relates to administrative personnel policies and procedures	XO	Y	3	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of sexual harassment and discrimination policies and procedures and other required Human Resource Administrative Rules	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of Department guidelines and procedures that guide actions on incident scenes	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the National Incident Management System (NIMS) Incident Command System	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of incident scene safety techniques	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of capabilities of equipment, apparatus, and staffing within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by all divisions within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by relevant City departments or other agencies, such as police or utility companies, ambulance services, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of notifications required for other agency response for specific incidents	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of fire suppression strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of salvage, ventilation, overhaul, and operational support activities	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of strategies and tactical operations for various non-structural fire incidents	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of rescue incidents strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of vehicle fires strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of hazardous material incidents strategies and tactical operations	XO	Y	3	Y	3	R
	Ad/Op	Y	3	Y	3	R
Knowledge of mass casualty incidents strategies and tactical operations	XO	Y	3	Y	2	M/R
	Ad/Op	Y	3	Y	2	M/R
Knowledge of rail system incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of aircraft incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of natural and man-made disaster incidents strategies and tactical operations	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of vehicle extrication strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of high angle rescue strategies and tactical operations	XO	Y	3	Y	2	R
	Ad/Op	Y	3	Y	2	R
Knowledge of confined space entry and rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of collapse rescue strategies and tactical operations	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of trench rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water supply sources and systems within the City	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	1	R
Knowledge of the geographic layout and target hazards in the City	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of automobiles (electric and fuel), pickup trucks, semi tractors and trailers (liquified natural gas [LNG] and compressed natural gas [CNG]), buses (Diesel fuel, LNG and CNG) and other over the road transport vehicles as well as their operating equipment/systems – batteries, air bags, braking systems, hydraulic systems, fuel systems, etc. that create hazards during vehicle incidents/extrications	XO	Y	2	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of cardiac, pulmonary/respiratory, neurological, spinal, cranial, and musculoskeletal systems, and basic anatomy of the human body	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Detailed knowledge of BLS emergency medical assessment and care techniques, strategies, principles, and practices including relationships with medical providers outside of the Department	XO	Y	3	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of infectious disease prevention and decontamination practices	XO	Y	3	N	2	M
	Ad/Op	Y	3	N	2	M
Knowledge of general patient (including pediatric and geriatric) assessment techniques and methods	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment for various types of trauma such as chest, abdominal, head, and spinal trauma as well as adult and pediatric trauma scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment of cardiac, respiratory, and stroke events	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of neurological assessments such as pupillary, GCS, Cincinnati, and LAMS scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of medical, legal, and ethical issues related to patient care and records	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	1	M
Knowledge of guidelines, policies and laws pertaining to equipment and apparatus, including inspection and operation	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R
Knowledge of City equipment and vehicle maintenance and inspection policies and procedures	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of personal protective equipment, including SCBA	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of equipment and location of equipment on the apparatus	XO	Z	—	—	—	—
	Ad/Op	Z	—	—	—	—
Knowledge of procedures for driving, positioning, and stabilizing apparatus	XO	Y	1	Z	1	M
	Ad/Op	Y	1	Z	1	M
Knowledge and procedures for safe use of extrication equipment, vehicle stabilization equipment, and techniques for multiple types of vehicle incidents	XO	Z	—	—	—	—
	Ad/Op	Z	—	—	—	—
Knowledge of capacities and capabilities of equipment such as the high lift jack, come-a-long, air bags, chains, ropes, shackles, cribbing, extrication equipment, stabilization equipment, etc. for direction of safe usage under load	XO	Z	—	—	—	—
	Ad/Op	Z	—	—	—	—
Knowledge of stabilization and cribbing techniques for safe usage during operations	XO	Z	—	—	—	—
	Ad/Op	Z	—	—	—	—
Knowledge of preventive maintenance techniques	XO	Z	—	—	—	—
	Ad/Op	Z	—	—	—	—
Knowledge of building construction standards, codes, types (commercial and residential) and structural elements, including wood construction, masonry and ordinary construction, steel construction, and concrete construction	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of building occupancy design (what the buildings intended use is for/was this an old storage building converted into office space), potential hazards, and modifications from original design that would impact response	XO	Y	2	Z	1	M
	Ad/Op	Y	2	Z	1	M/R
Knowledge of fire protection systems	XO	Y	2	Z	1	M
	Ad/Op	Y	2	Z	1	M
Knowledge of building utilities including electrical (low and high voltage, single and 3 phase), HVAC, plumbing, Natural gas, LPG, compressed air, hydraulics, fire suppression systems, fire alarm systems, elevators, escalators, and mechanical doors	XO	Y	2	Z	1	M/R
	Ad/Op	Y	2	Z	1	M/R
Knowledge of types of foundations and roofs	XO	Y	2	Z	1	M/R
	Ad/Op	Y	2	Z	1	M/R

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of fire evolution and smoke evaluation, behavior, and containment	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of special structures; high life hazards and high-risk hazards; high-rise buildings, hospitals, assisted living facilities, underground buildings, atriums, buildings with limited access, chemical plants and chemical storage facilities, Bulk fuel, CNG, LPG and LNG storage and transfer facilities, Lithium and other battery production and storage facilities, marine and terminal operations, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of training program delivery methods (e.g., providing training to employees through demonstration)	XO	N	-	-	-	-
	Ad/Op	N	-	-	-	-
Knowledge of performance planning and appraisal	XO	N	-	-	-	-
	Ad/Op	Y	2	N	1	R/M
Knowledge of counseling techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	1	M
Knowledge of motivational techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of coaching, mentoring, and leadership techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of methods for planning and organizing monetary resources, time, and personnel resources	XO	N	-	-	-	-
	Ad/Op	Y	2	Y	2	R

Please list any additional knowledge statements that we have not documented that you believe are applicable to either or both positions and should be included:

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					

Exhibit C
Collective Bargaining Agreement

AGREEMENT BETWEEN

**THE
CITY OF BRIDGEPORT**

AND

**THE
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS**

AFL-CIO, LOCAL 834

JULY 1, 2020 THROUGH JUNE 30, 2025

PREAMBLE

The following contract, entered into as of the first day of July 1, 2020 by and between respectively, the City of Bridgeport, Connecticut, hereinafter referred to as the "City", and Local 834, International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the "Union", is designed to maintain and promote a harmonious relationship between the City of Bridgeport and such of its employees who are within the provisions of this contract, in order that a more efficient and progressive public service may be rendered.

ARTICLE I – RECOGNITION

The City hereby recognizes the Union as the exclusive representative and bargaining agent for the employees covered by this contract, for the purposes of establishing wages, hours and other conditions of employment. The employees covered by this contract are all uniformed and investigatory positions, including the position of safety officer, and uniformed and non-uniformed positions in the Maintenance Division within the Bridgeport Fire Department, except that of, Deputy Fire Chief Executive Officer, Deputy Chief of Administration / Operations, Fire Marshal and Fire Chief. The City agrees that the Deputy Chief of Administration / Operations will be hired from within the Union.

Exhibit D
2005 Fire Department
Rules and Regulations

RULES AND REGULATIONS

**Governing the Personnel of the
Bridgeport Fire Department**

Approved by Board of Fire Commissioners: May 20, 2015

Effective: July 1, 2015

Department of Printing --- City of Bridgeport, CT

BOARD OF FIRE COMMISSIONERS

William Marshall
President

Dennis A. Bradley II, Esq.
Vice President

James Meszoros Sr.

Cynthia Saunders-Maignan

Rocco Guarnieri

Robert W. Petrucelli, Deputy Chief
Clerk

Brian Rooney
Fire Chief

Approved: May 20, 2015

Effective: July 1, 2015

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CHAPTER ONE

APPOINTMENT – PROMOTION

Section 1.1 Oath of Office, Appointment: All persons upon appointment to the Department by the Board of Fire Commissioners upon successful completion of training requirement and standards shall take the following oath before said Board:

“You do solemnly swear that you will support the Constitution of the United States and the State of Connecticut, the Laws and Ordinances of the City of Bridgeport, and obey the Rules and Regulations and Orders of the Fire Department, and the Orders and Directions of your Superior Officers, to the best of your ability, so help you God.”

Section 1.2 Oath of Office, Promotions: Persons promoted within the Department shall renew the Oath of Office in Section 1.1 above in every detail within the first four (4) months of the promotion.

Section 1.3 All members of the Department shall be subject to the Civil Service Provisions of the Charter and the Rules of the Civil Service Commission.

CHAPTER TWO

ORGANIZATION

Section 2.1 The Bridgeport Fire Department, for purpose of efficient and effective organization shall consist of four principal branches, identified as follows:

- a. Administrative
- b. Executive
- c. Fire Marshal
- d. Operations

Section 2.2 The Administration branch shall be responsible for all details pertaining to the management and operation of Department administration, the business of the Board of Fire Commissioners and execution of such plans and policies as shall be formulated by the Board and such other duties as the Fire Chief may direct. The Administration branch is also responsible for the Maintenance Division.

Section 2.3 The Executive branch shall be responsible for Investigations, Emergency Management, Strategic Planning, Grants, Awards, Employee Assistance Program, and Attendance Review.

Section 2.4 The Fire Marshal branch shall be responsible for Inspections, Certificate of Occupancy Inspection, Plan Review, Arson Investigation, Hazardous Material Inspections and Public Fire Education.

Section 2.5 The Operations Branch shall be responsible for effective functioning of The Firefighting Force, The Training Division, and Fire Communications.

Section 2.6 To assure maximum coordination of the four principal branches as shown in Section 2.1, a close liaison shall be maintained and shall be effectively employed.

CHAPTER THREE

FIRE CHIEF

Section 3.1 The powers and duties of the Fire Chief shall be subject to the operational control of the Mayor. The Fire Chief shall be responsible for the administration, supervision and discipline of the Fire Department. This shall include suspension, loss of pay, and discharge of members of the Department. The Chief may delegate the authority to issue verbal and/or written warnings to his/her designee. The Chief will be in command of the Department and shall be responsible to the Board of Fire Commissioners in the exercise of the Board's responsibilities under the City Charter.

Section 3.2 When on duty, the Chief shall have full and complete command of all Divisions and their personnel, apparatus and appurtenances necessary to effectively discharge the Chief's duties.

Section 3.3 The Chief shall make such assignments, transfers or details of Department personnel as he/she deems prudent and necessary to maintain the several Companies and Divisions at the maximum level of operating efficiency.

Section 3.4 The Chief shall be responsible for the enforcement of Department Rules, Regulations and such policies as may be issued by the Board, and shall promptly investigate and report to the Board all violations thereof, that may come to his/her attention.

Section 3.5 The Chief shall have full authority to recall and keep on duty all members of the Department whenever he/she deems it necessary to cope with an emergency.

Section 3.6 The Chief shall perform all the duties required of him/her by the Ordinances of the City.

Section 3.7 The Chief shall have power and authority to suspend from duty any member of the Department who violates any Rule, Policy, Regulation or Order of the Department/City or any Law or Ordinance.

Section 3.8 The Chief shall report to the Board any member, who by reason of age, disease, accident or any other incompetency; does not or cannot fully and promptly perform his/her duties.

Section 3.9 The Chief may, as he/she determines to be necessary, issue such orders and prescribe practices essential for effective operation of the Department and government of its members.

Section 3.10 The Chief may, whenever he/she considers it advisable, call a meeting of Department Officers or members.

Section 3.11 The Chief shall designate a Deputy Chief to assume Command when he/she is absent.

Section 3.12 The Deputy Chief so designated shall exercise the authority and assume the responsibilities of the Chief.

Section 3.13 The Chief will be in charge of the Emergency Management Director and continually oversee the operations of the Emergency Management Office.

CHAPTER FOUR

DEPUTY CHIEF ADMINISTRATION

Section 4.1 The Deputy Chief of Administration, shall exercise command of the Administration branch and shall be responsible for the formulation of plans for the effective administration and management of the business of the Department as shown in Chapter 2, Section 2.2 and will be responsible for the effective functioning of the Maintenance Division.

Section 4.2 The Deputy Chief of Administration shall perform the duties of Clerk of the Board of Fire Commissioners.

Section 4.3 The Deputy Chief of Administration shall, while so serving, be within the chain of command, at Staff level, and all orders issued by him/her shall forthwith be executed.

Section 4.4 The Deputy Chief of Administration shall keep an accurate record of all proceedings, orders, expenditures and improvements. He/she shall keep the books and records and accounts and shall preserve all records, proceedings and documents belonging to the Department.

Section 4.5 The Deputy Chief of Administration shall prepare from Department records statistical and operational reports as may be required.

Section 4.6 The Deputy Chief of Administration shall annually prepare and submit to the Chief and the Board a budget for operating the Department, and he/she shall subsequently submit same in such form and at such time as the OPM Director and/or Comptroller may direct.

Section 4.7 The Deputy Chief of Administration shall have supervision of and control of all supplies and distribution of same.

Section 4.8 The Deputy Chief of Administration and the Chief shall jointly prepare specifications for such Department equipment as may properly require specifications.

Section 4.9 The Deputy Chief of Administration also serves a command function, providing assistance to or serving as Incident Commander at an emergency.

Section 4.10 The Deputy Chief of Administration shall report directly to the Fire Chief. The Deputy Chief of Administration shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 4.11 The Deputy Chief of Administration shall at all times adhere to their prescribed job description.

CHAPTER FIVE

DEPUTY CHIEF OPERATIONS

Section 5.1 The Deputy Chief of Operations shall co-ordinate operations and responsibilities of the Operations Branch as shown in Section 2.5.

Section 5.2 The Deputy Chief of Operations will be responsible for Fire Communications.

Section 5.3 The Deputy Chief of Operations shall be responsible for the Training Division and will oversee and review the daily activity in the Division.

Section 5.4 The Deputy Chief of Operations shall be responsible for the Firefighting activities and supervision of the eight (8) Fire Stations throughout the City.

Section 5.5 The Deputy Chief of Operations shall be responsible for the assignment of personnel in the various companies throughout the City.

Section 5.6 The Deputy Chief of Operations shall serve a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 5.7 The Deputy Chief of Operations shall report directly to the Fire Chief. The Deputy Chief of Operations shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 5.8 The Deputy Chief of Operations shall at all times adhere to their prescribed job description.

CHAPTER SIX

DEPUTY CHIEF EXECUTIVE OFFICER

Section 6.1 The Deputy Chief Executive Officer will be responsible for investigating inappropriate conduct and/or alleged violations of Department/City, Rules, Regulations and Policies. He/she will give completed investigation reports with a recommendation to the Chief of the Department in an orderly and timely fashion.

Section 6.2 The Deputy Chief Executive Officer is responsible for administrative control of discipline cases.

Section 6.3 The Deputy Chief Executive Officer will have the responsibility as the Attendance Review Officer. He/she will be charged with the task of continually reviewing sick and injury leaves within the Department and arresting problem areas before they get out of hand.

Section 6.4 The Deputy Chief Executive Officer will be responsible for the coordination of grants applications and request from various divisions for grant information.

Section 6.5 The Deputy Chief Executive Officer will review all award nominations. As the need arises, he/she will form a committee from the ranks of the Department, charged with the responsibility to investigate the circumstances of each individual act of heroism that lead to a nomination. When sufficient nominations exist to warrant an awards ceremony the Deputy Chief Executive Officer will be responsible for the planning and coordination of the ceremony.

Section 6.6 The Deputy Chief Executive Officer serves as a liaison between an employee and any available programs that might prove beneficial on a case by case basis. He/she serves as a contact person and an advocate, and in the case of Department referrals, monitors the participation and progress of members in the program.

Section 6.7 The Deputy Chief Executive Officer serves a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 6.8 The Deputy Chief Executive Officer shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 6.9 The Deputy Chief Executive Officer shall at all times adhere to their prescribed job description.

Exhibit F
Updated Job Description
Deputy Chief of Administration and Operations

CITY OF BRIDGEPORT

Job Title: Deputy Chief of Administration and Operations
Department: Fire Department
Reports To: Fire Chief
Union: Unaffiliated; Management Appointed Officials – 7a
Job Class Code: 3107

The Bridgeport Fire Department is dedicated to serving the people of the City of Bridgeport and providing the highest level of professional response to fire, medical, and environmental emergencies. Under the direction of the Fire Chief, the Deputy Chief of Administration and Operations is third in command of the Fire Department and is responsible for a variety of administrative and management functions for the administrative and operational branches of the Fire Department.

GENERAL STATEMENT OF DUTIES:

This position will be responsible for the execution of administrative and operational responsibilities to ensure that the department is managed effectively and efficiently. This position is responsible for various incident command, community relations and education, financial management, and operational readiness duties. The position works independently within the Fire Department as third in command and reports directly to the Fire Chief, effectively carrying out all executive orders issued by the Chief and must be able to work collaboratively with all divisions within the department to execute department objectives. Performs related work as required.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems, and operations, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed advancing the City and Fire Department to improve operations and decision making. Work is performed in accordance with Department rules and regulations, the constitution of the United State of America and the State of Connecticut.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Serves as an assistant to the Fire Chief and exercises full command, authority, and responsibility for the fire department in the absence or incapacity of both the Fire Chief and the Deputy Chief Executive Officer.
- Works at the top command level with the Fire Chief to plan department personnel assignments to duty and work schedules and assists in maintaining department personnel records.
- Supervises the firefighting activities of the fire stations throughout the City of Bridgeport.
- Formulates plans for the effective administration and management of the business of the department, and for the effective functioning of the Maintenance division.
- Oversees the Training division and reviews daily activities for that division; assists in the development and administration of fire prevention training and company mobile inspections.
- Respond to all second or multiple alarm fires and provide assistance to or act as Incident Commander at major fires or other emergencies.
- Functions as Clerk to the Board of Fire Commissioners.
- Oversees the details of the department budget requirements, specifically in terms of manpower and equipment needs; keeps detailed record of department expenditures.
- Controls and distributes supplies and equipment for the department; prepares specifications for

- departmental equipment.
- Prepares statistical and operational reports.
- Collaborates with and acts as liaison to the Emergency Communications Center for the City of Bridgeport.
- Assists the Executive Officer with investigating the circumstances for award nominations and helps to plan and coordinate ceremonies.

MINIMUM REQUIREMENTS:

To qualify for this position the applicant must be a current/active uniformed member of the Bridgeport Fire Department and must meet all minimum eligibility requirements:

- At least one (1) year of progressively professional firefighting experience at the rank of Fire Assistant Chief in the Bridgeport Fire Department; or at least three (3) years of progressively responsible professional firefighting experience at the rank of Captain in the Bridgeport Fire Department; or at least one (1) year of progressively responsible firefighting experience at the rank of Captain in the Bridgeport Fire Department with State of Connecticut certifications: Fire Officer I, Fire Officer II, and Fire Instructor.
- Has not demonstrated a pattern of behavior of malfeasance or other serious misconduct for which discipline has been sustained.

LICENSES AND CERTIFICATIONS:

- A valid Connecticut Driver's License with a clean driving record is required.

PREFERRED QUALIFICATIONS:

- Fire Officer III Certification.
- College degree in Fire Service Management or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of incident scene safety techniques, fire suppression strategies and tactical operations, and rescue incident strategies and tactical operations.
- Knowledge of department guidelines and procedures that guide actions on incident scenes, strategies and tactical operations for various non-structural fire incidents, collapse rescue strategies and tactical operations and personal protective equipment, including self-contained breathing apparatus (SCBA).
- Knowledge of the National Incident Management System (NIMS) Incident Command System.
- Knowledge of capabilities of equipment, apparatus, and staffing within the department, as well as services provided by all divisions within the department and by other relevant City departments or agencies, such as police or utility companies, ambulance services, etc.
- Knowledge of salvage, ventilation, overhaul, and operational support activities; vehicle fires strategies and tactical operations; rail system incidents strategies and tactical operations; aircraft incidents strategies and tactical operations; and of vehicle extrication strategies and tactical operations.
- Knowledge of the geographic layout and target hazards in the City of Bridgeport.
- Knowledge of building construction standards, codes, types (commercial and residential) and structural elements; fire evolution and smoke evaluation, behavior, and containment; and of special structures (high life hazards and high-risk hazards).
- Knowledge of financial management techniques.
- Knowledge of leadership and motivational techniques including coaching and mentoring techniques.
- Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up.
- Skill to perform basic operations on a personal computer. Use of email, the internet, Microsoft Office programs and other software on a computer or mobile/portable data terminal or device to create

documents, send emails, schedule on a calendar, or facilitate the sharing of information electronically.

KNOWLEDGE, SKILLS, AND ABILITIES (continued):

- Ability to establish working relationships with supervisors, subordinates, and the public and the ability to work as an integral team member.
- Ability to identify the needs and concerns of community members and make a concerted effort to deliver services that address those needs and concerns, while understanding the manner in which the organization needs to be presented to the community at large and making necessary efforts to work with the public while protecting the integrity of the organization.
- Ability to act in an honest and fair manner with a willingness to accept responsibility for one's actions.
- Ability to display strong moral principles and professionalism in action and words.
- Ability to follow through without prompting, and to be consistent and reliable with regard to actions and behavior.
- Ability to be thoughtful, careful, diligent, and vigilant with regard to work and task performance while exhibiting a strong attention to detail and maintaining a strong work ethic, perseverance, productivity, and desire to perform well.

PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments with intermittent periods of flexion/extension of fingers in conjunction with thumb opposition for successful manipulation of equipment and machinery.
- Must be able to coordinate eyes, hands, limbs in performing skilled movements while operating equipment and machinery.
- Essential and marginal functions may require maintaining the physical condition necessary for standing, sitting and/or walking for frequent and sometimes prolonged periods of time while performing command functions at fire scenes or conducting inspections, traveling to various locations or riding or driving motor vehicles and while attending meetings or working at a keyboard or workstation, which may involve frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required.

This position will be subject to additional security clearances and training as mandated by the City of Bridgeport Fire Department due to access to confidential and sensitive department facilities and electronic data.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

Fire Deputy Chief Job Description CURRENT

The Fire Deputy Chief is responsible for the day-to-day operations of the fire department. This position is a supervisory role and is responsible for the management of the fire department's resources, personnel, and equipment. The Fire Deputy Chief is also responsible for the development and implementation of the fire department's policies and procedures. The Fire Deputy Chief is a key member of the fire department's leadership team and is responsible for the overall success of the department.

The Fire Deputy Chief is responsible for the following duties:

- Supervise the day-to-day operations of the fire department.
- Manage the fire department's resources, personnel, and equipment.
- Develop and implement the fire department's policies and procedures.
- Provide leadership and guidance to the fire department's personnel.
- Coordinate the fire department's response to emergencies.
- Conduct regular inspections and maintenance of fire department equipment.
- Provide training and education to fire department personnel.
- Report to the Fire Chief on the fire department's operations.

The Fire Deputy Chief is a highly skilled and experienced professional who is committed to the safety and well-being of the community. This position is a challenging and rewarding one that requires a strong leadership and management background. The Fire Deputy Chief is a key member of the fire department's leadership team and is responsible for the overall success of the department.

Class Title: FIRE DEPUTY CHIEF.

1. Duties that are characteristic as to type and level:

Supervisory technical work of a difficult and responsible nature in the field of fire administration, fire safety and fire prevention; involving responsibility for planning, coordinating and directing the Fire Prevention Bureau or serving as officer in charge of fire department administrative and financial management activities; performed under general technical and administrative direction.

2. Typical tasks or assignments:

Serves as principal assistant to the Fire Chief Engineer in the discharge of his statutory duties and responsibilities as Fire Marshal, or within the established fire department chain of command at the administrative staff level, is responsible to the Board of Fire Commissioners through the Chief Engineer for the administrative and financial management of the fire department; organizes and supervises a program of fire prevention and fire safety inspection of buildings, industrial plants, institutions, and places of public assembly in the city, and of the enforcement of local or state fire safety laws or ordinances; publishes and disseminates information pertaining to fire safety and fire prevention; aids the Chief Engineer in the investigation and suppression of arson and in the investigation of fires of suspicious origin; under direction of the Fire Chief Engineer, assists in the enforcement of state regulations or statutes dealing with the transportation, storage or use of inflammable materials and combustibles; cooperates with the drillmaster in the development and administration of a program of fire prevention training and company mobile inspections; as directed, responds to all second or multiple fire alarms and performs line officer duties; serves as second in command of the fire department, and exercises full command, authority and responsibility in the absence or incapacity of the Fire Chief Engineer; serves as Clerk to the Board of Fire Commissioners, and as Secretary to the Board of Trustees of the fireman's pension fund; works at the top command level with the Chief Engineer in planning department personnel policies, assignments to duty and work schedules; maintains department personnel records; works on details of department budget requirements, specifically in terms of man power and equipment needs; keeps detailed record of department expenditures.

3. Minimum qualification requirements:

a. As to education, training, and experience:

At least three years of active line or administrative experience at the rank of Fire, Assistant Chief Engineer.

b. As to special knowledge, ability, and skill:

Extensive knowledge of department rules, regulations and practices.
Extensive knowledge of modern firefighting equipment, methods and techniques, and of fire prevention engineering.

Thorough knowledge of the statutes, laws, ordinances and departmental regulations pertaining to fire prevention and fire safety.

Class Title: FIRE DEPUTY CHIEF (continued)

Thorough knowledge of fire administration methods and practices;
and of financial management techniques.

Considerable knowledge of municipal government and of the relationships between the fire department and the municipal and state governmental agencies.

Demonstrated command and administrative ability.

Approved Commission Action October 14, 1967

Civil Service Commission Meeting Record of the Vote March 12, 2024

CIVIL SERVICE COMMISSION

City Hall, Wheeler Rooms A and B
45 Lyon Terrace, Bridgeport, CT 06604

March 12, 2024 at 4:30 p.m.

RECORD OF THE VOTE

Consent Agenda: Matters to be Acted Upon

1. Meeting Minutes

The Minutes from the special meeting on February 28, 2024 are submitted for review.

2. Merits – Certify for Payroll

3. Permanent Appointments – Certify for Payroll

4. Vacancy Report

The consent agenda was adopted as a whole.

Matters to be Acted Upon

5. Waiver Request

The Commission has received a request from Aaron Bryan for a 6-month waiver from the entry level Police Officer #2388 examination hiring process.

COMMISSIONER FORD MADE A MOTION TO GRANT THE WAIVER REQUEST; COMMISSIONER GRECH SECONDED THE MOTION. THE WAIVER WAS UNANIMOUSLY GRANTED.

6. New Classification Request - Senior Paralegal

The Civil Service Commission has received a request from Personnel Director, Eric Amado in collaboration with City Attorney Tyisha Toms, to approve the creation of a new non-competitive classification of Senior Paralegal for the Office of the City Attorney.

COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF SENIOR PARALEGAL; COMMISSIONER RODGERS SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

7. New Classification Request – Deputy Chief Executive Officer

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve the creation of a new classification for the Fire Department position of Deputy Chief Executive Officer. It is not union affiliated.

COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF EXECUTIVE OFFICER; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

8. Updated Job Description – Deputy Chief of Administration and Operations

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve an updated job description for the Fire Department classification of Deputy Chief of Administration and Operations. It is not union affiliated.

COMMISSIONER RODGERS MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF OF ADMINISTRATION AND OPERATIONS; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

9. Appeal – Michelle Farkas (Tabled from February 28, 2024)

The Commission has received a request for an appeal from Michelle Farkas, regarding her disqualification from the Public Safety Telecommunicator exam #2387 hiring, process due to not meeting the minimum qualification of typing speed.

COMMISSIONERS GRECH, FORD, RODGERS AND HALL UNANIMOUSLY DENIED THE APPEAL

10. Appeal – Kenneth DuBose, Jr. Police Officer #2388

The Commission has received a request for an appeal from Kenneth DuBose, Jr. regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

COMMISSIONER RODGERS MADE A MOTION TO TABLE KENNETH DUBOSE JR.'S APPEAL; COMMISSINER GRECH SECONDED THE MOTION. THE APPEAL WAS UNANIMOUSLY TABLED.

11. Appeal – Jordan Francis, Police Officer #2388

The Commission has received a request for an appeal from Jordan Francis regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

COMMISSIONERS FORD, GRECH AND HALL GRANTED JORDAN FRANCIS' APPEAL. COMMISSIONER RODGERS DENIED JORDAN FRANCIS' APPEAL.

12. Appeal – Bobbie Broadnax, Jr.

The Commission has received a request for an appeal from Bobbie Broadnax, Jr. regarding his disqualification from the hiring process for a seasonal position with the Fairchild Wheeler Golf Course due to failing a portion of his medical examination.

COMMISSIONERS GRECH, FORD, HALL AND RODGERS UNANIMOUSLY GRANTED BOBBIE BROADNAX, JR.'S APPEAL.



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport:

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

Item No. *60-23 Consent Calendar

RESOLVED, that the attached job description for the new non-competitive job classification and specifications for the Deputy Fire Chief Executive Officer position pursuant to Municipal Charter Chapter 17, section 206(d) be, and hereby is, approved, ratified and confirmed.

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, **Co-Chair**

Aikeem G. Boyd, **Co-Chair**

Rolanda Smith

Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024

Job Analysis and Deputy Fire Chief Executive Officer Job Description

**Summary Report of the Job Analysis
For the Fire Deputy Chief
Executive Officer and Administration/Operations Positions**

This report is intended to summarize all of the key data points gathered from the incumbents in both positions during the job analysis of the rank of Deputy Chief for the Fire Department of the City of Bridgeport. To the extent possible without using a consulting firm, the job analysis followed the *Uniform Guidelines on Employee Selection Procedures*. Keeping in mind that this is only a summary of information, this report is organized according to the current federal documentation standards adopted by the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor, and the U.S. Department of Justice, wherever possible.

The Office of the Civil Service Commission started the job analysis by gathering and reviewing relevant information, including job materials, job descriptions, departmental guides, and past job analysis studies. We formulated a job analysis and linkage questionnaire which was then reviewed by the Fire Chief for thoroughness and completeness. The questionnaire was completed by three individuals in the Bridgeport Fire Department who are or were incumbents in the position (3 male; 1 African American/Black, 1 Hispanic/Non-White, and 1 White). Our office analyzed the completed questionnaires to determine the critical tasks, knowledge areas, and skills and abilities which were then linked to the duty areas to form a complete picture of each position in the rank of Deputy Chief.

Part 1: Duty Areas

The Executive Officer (XO) serves as principal assistant to the Fire Chief and exercises full command, authority and responsibility in the absence or incapacity of the Fire Chief; the Administration/Operations DC (A/O) does not, unless the Executive Officer is also absent or incapacitated.

The Executive Officer investigates inappropriate conduct and/or alleged violations, prepares reports and maintains administrative control of all discipline. The Administration/Operations DC does not.

The Executive Officer is the Attendance Review Officer; the Administration/Operations DC is not.

The A/O performs all other administrative duties (Clerk to the Board of Fire Commissioners, detailed records of department expenditures, control and distribution of supplies and equipment, recordkeeping, preparation of statistical and operational reports.)

According to the feedback from incumbents in the positions, both positions coordinate grant information; however, the Fire Chief has indicated that this is the responsibility of the XO.

Both positions respond to multiple alarm fires and perform Incident Command duties. Both positions are responsible for community relations.

The XO has no duties associated with training and operational readiness – this is solely a function of the A/O Deputy Chief.

Both positions have duties related to personnel, but the XO is solely responsible for serving as the attendance review officer, as noted above, and for recruiting. Although the A/O may participate in recruiting, it is a minimally important duty area, while the training and operational readiness duty area is minimally important to the XO position, as shown in the table below.

Duty Areas	Importance	
	A/O	XO
Administrative Functions	37	23
Incident Command and Operations	18	13
Community Relations	10	13
Training and Operational Readiness	17	5
Personnel Supervision and Management	15	33
Other (describe): Recruiting	3	13

The task statement ratings that support the summary of duty areas are included as Exhibit A.

Tasks within the Duty Areas

Tasks are distributed across duty areas and ranked according to applicability, importance, whether they are required upon hire, and performance frequency.

The A/O has 5 essential administrative tasks that are performed daily or multiple times a day. They consist of using computer systems or applications, reading reports and other written communications, monitoring communication systems, scheduling and prioritizing work, and keeping the Chief updated regarding daily functioning of the department.

These are the only essential tasks across any duty area that are performed daily or more frequently for the A/O.

The XO has 4 essential administrative tasks that are also performed daily or more frequently and consist of using computer systems or applications, reading reports and other written communications, and keeping the Chief updated (3 of the 5 same A/O tasks). The fourth task is reviewing attendance logs and lists of personnel assignments. This task is NOT performed by the A/O.

The XO has one other essential task under the Personnel Supervision and Management duty area that is essential and performed daily or more frequently, and that is to monitor employee leave usage and attendance, and to recommend actions based on the review. This task is NOT performed by the A/O.

Part 2: Knowledge, Skills, Abilities and Other Characteristics

Knowledge Statements

There were 62 knowledge statements included in the job analysis questionnaire for the rank of Deputy Chief. The knowledge statements were determined through general knowledge of the rank and of the department, and through discussions with the Fire Chief. The questionnaire asked the incumbents to rate the statements on applicability to the position, importance in possessing the knowledge, if the

knowledge is required immediately upon attaining the position, if having the knowledge differentiates the job performance and if the knowledge must be memorized or can be referenced.

The average importance ratings of the knowledge areas are included in the table below and are the same for both Deputy Chief positions:

KNOWLEDGE AREA	IMPORTANCE TO THE RANK OF DEPUTY CHIEF				
	Administrative Functions	IC/ Operations	Community Relations	Training/Op Readiness	Personnel Supervision and Management
Knowledge of Administrative Policies and Procedures	3	2	2	2	3
Knowledge of Incident Management Procedures	3	3	2	3	2
Knowledge of Incident Strategy and Tactics	3	3	2	3	1
Knowledge of Emergency Medical Operations	2	2	2	2	1
Knowledge of Tools, Equipment and Apparatus	1	2	1	2	2
Knowledge of Building Construction	2	2	2	2	1
Knowledge of Personnel Policies and Procedures	3	2	2	2	3
Knowledge of Management and Supervision Principles and Techniques	2	2	2	2	2
Average Rating of the Duty Area	2.4	2.3	1.9	2.3	1.9

It should be noted that although the average importance of knowledge and duty areas was the same for both positions, significant differences were seen between the two positions regarding knowledge statements, as evidenced in the knowledge statement ratings included herein as Exhibit B.

Part 3: Skill/Ability Ratings within Dimensions

Forty-one skills and abilities were measured across 12 dimensions. The measurements were designed to provide data on applicability to the position, importance of possessing the skill/ability, whether or not the skill/ability is required upon hire and whether the possession of the particular skill/ability links to a higher level of performance.

In the areas of Personnel Supervision and Leadership, there were differences noted between the two positions, with the skills and abilities denoted in these two dimensions rated as being "essential" and "important" for the Executive Officer position, but only "important" or of "low importance" for the Administration/Operations position. For both positions, possession of these skills and abilities would make the individual a stronger performer in the role.

As expected, given that both positions are top level management roles, the rest of the skills and abilities in the areas of organizational, technological, interpersonal skills, as well as critical thinking and decision-making ability, were equally rated in importance and differentiation. The same ratings were also given to both roles for incident operations, written and oral communication, quantitative analysis, and other characteristics (such as honesty, integrity, dependability, and conscientiousness, which were all rated as essential).

Conclusion:

The job analysis for the rank of Deputy Chief yielded data that showed there are some significant differences in the duties and the knowledge areas between the two positions, Deputy Chief Executive Officer, and Deputy Chief of Administration/Operations. While most of the skills and abilities are similar between the two positions, that is to be expected given the level of authority each position holds within the rank structure of the Bridgeport Fire Department.

Chapter 17, Section 206 of the Bridgeport City Charter, paragraph (c) requires that the Personnel Director use the following formula to determine classification and allocation of positions in the classified service:

*Positions which are sufficiently similar in respect to their duties and responsibilities, (1) that the same title may be used with clarity to designate each position allocated to the class, (2) that the same requirements as to experience, education, capacity, knowledge, ability and other qualifications should be required of the incumbents, (3) that the same tests of fitness may be used to choose qualified employees, and (4) that the same salary range can be applied with equity under the same or substantially the same employment conditions, shall be allocated to the same class. **A single position essentially different from all other positions in characteristics enumerated above shall be considered as a class in itself and allocated to same.***

The data gathered from the job analysis highlights the essential differences between the two positions and given the above formula it seems clear that they each belong in a separate and distinct class.

Rule IX. Classification allows for the Civil Service Commission, after receiving a report from the Personnel Director wherein the duties and responsibilities of any position or group of positions

has undergone an analysis, to "establish new classes... without however modifying the classification plan as a whole."

It should also be noted that:

- The current methods of filling each position within the classification is not the same
 - The A/O position is required to be filled from union members through a competitive examination, as negotiated between Labor Relations and the Bridgeport Fire union (see Article 1—Recognition, included as Exhibit C)
 - The Executive Officer position is open non-competitive
- The Deputy Chief positions were removed from union affiliation in 2017 upon the retirement of former DCs Carfi and Petrucelli at which time the Operations DC and the Administration DC were combined into one position
- The minimum requirements of the Executive Officer position differ from those of the Deputy Chief of Administration/Operations
- The 2015 Bridgeport Fire Department Rules and Regulations specifically outline the duties of each position distinctly and separately and the job analysis reflects this (see Exhibit D)

Given the results of the job analysis and the items noted above, it is recommended and requested that the Civil Service Commission consider action to separate the two positions and (1) create a new class for the position of Deputy Chief Executive Officer and (2) reclassify the existing Deputy Chief class to Deputy Chief of Administration and Operations.

The new job description for Deputy Chief Executive Officer is included as Exhibit E, and the updated and revised job description for Deputy Chief of Administration and Operations is included as Exhibit F.

Section 2. Tasks

In section 2, we have documented the typical tasks that would be performed by incumbents in the deputy chief position. The tasks are separated into the duty areas they serve.

Again, we realize that not all tasks presented in this list will be performed in both positions so we are asking you to rate whether or not the particular task listed would be performed by each position. There are multiple ratings required for completion of this section, which are explained in detail below.

Rating Guidelines for Task Statements

Applicability

Y – the task IS applicable to the position

N – the task IS NOT applicable to the position

If you chose not applicable, you do not need to complete the remaining ratings

Importance

0 – the task is NOT IMPORTANT to the position and there is no value in being able to perform this task

1 – the task has LOW IMPORTANCE to the position and there is little value in being able to perform this task

2 – the task is IMPORTANT to the position, and it is valuable to be able to perform this task

3 – the task is ESSENTIAL to the position and there is a high value in being able to perform this task

Required

Y – Individuals are required to be able to perform this task without training in order to work effectively in this position immediately upon starting

N – Individuals will perform this task ONLY AFTER specialized and/or on-the-job training but can work effectively immediately upon starting

Frequency

0 – This task is performed only seldomly or never (once a month or less)

1 – This task is performed occasionally (once a week or a few times per month)

2 – This task is performed often (twice or more per week at minimum)

3 – This task is performed frequently (daily or several times a day)

TASK STATEMENTS

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Meets with Assistant Chiefs to give instructions, updates, and other information	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Distributes communication or information to fire stations and personnel in writing	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Distributes communications or information to fire stations and personnel orally	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Uses computer systems or applications to process, access, create, edit, print, send, retrieve, transmit and manipulate data, files, and other information	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Reviews overtime reports for the department	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Prepares project plans, timelines, resources, necessary funding, project steps and other information	XO	Y	2	Y	1
	Ad/Op	Y	3	Y	2
Reviews, prepares, submits, and tracks grants requests and related information	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	0
Reads reports and other written communications to stay informed on departmental activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Monitors communications systems (telephone, radio, CAD, email) for information	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Schedules and prioritizes duties so that all necessary work is completed	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Prepares and delivers presentations to personnel on a variety of topics, such as operational issues, special projects, and other information pertinent to the overall running of the department	XO	Y	1	Y	1
	Ad/Op	Y	3	Y	1
Reviews attendance logs and lists of personnel assignments	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Updates the Chief on new developments, issues, and activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Prepares statistical and operational reports	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	1
Distributes supplies and updates supply records	XO	N	—	—	—
	Ad/Op	Y	2	Y	2
Requests equipment/supplies purchases	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Reviews the activity of the training division	XO	Y	1	Y	1
	Ad/Op	Y	2	Y	2
Reviews the activity of the maintenance division	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Prepares, tracks, and evaluates departmental budgets	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Prepares budget requests	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Attends staff meetings	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Recommends policies and procedures governing the operation of equipment, apparatus, medical units, and other departmental resources	XO	N	—	—	—
	Ad/Op	Y	3	Y	2

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Develops, recommends, and implements proposed laws, rules, regulations, and standard operating procedures	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes department goals and objectives and manages resources to optimize service delivery	XO	N	—	—	—
	Ad/Op	Y	3	Y	—
Incident Command and Operations	Position	Applicable	Importance	Required	Frequency
Assumes the role of Incident Commander at incidents	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes command of the incident in accordance with the Incident Command System	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Develops, supervises, coordinates, and evaluates the procedures, tactics and strategies used to resolve emergency incidents and other situations	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Conducts post-incident analyses and discussion/evaluations of operations on scene and provides information to others in order to keep them informed and make improvements	XO	Y	3	Y	1
	Ad/Op	Y	2	Y	1
Community Relations	Position	Applicable	Importance	Required	Frequency
Explains firefighting practices, equipment procedures and policies to civilians during public meetings	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Acts as department spokesperson during emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Makes oral presentations to community groups regarding fire safety and prevention as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Explains incidents to media to ensure accurate coverage	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Testifies in court regarding fire-related matters as a representative of the department	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes communication with the community by participating in community events as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Participates in meetings with other agencies (e.g., mutual aid programs)	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Provides expertise to other agencies to assist them in the development of their own policies and operating procedures	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Investigates and intervenes in disputes between the public and departmental personnel	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Meets with outside agencies (i.e., police, utility companies, emergency management teams, etc.) to plan for coordination of activities in the event of natural disasters or terrorist attacks	XO	Y	3	Y	0
	Ad/Op	Y	2	Y	0

Community Relations	Position	Applicable	Importance	Required	Frequency
Investigates citizens' complaints	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Interviews witnesses or those involved in an accident, complaint, incident, or injury to gather information	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Training and Operational Readiness	Position	Applicable	Importance	Required	Frequency
Serves as a training instructor in specialized training courses and conducts practical training sessions	XO	N	—	—	—
	Ad/Op	N	—	—	—
Develops and administers training programs	XO	N	—	—	—
	Ad/Op	N	—	—	—
Makes recommendations for changes in existing programs or the development of new training programs	XO	N	—	—	—
	Ad/Op	Y	1	Y	0
Identifies areas for improvement and/or additional training	XO	N	—	—	1
	Ad/Op	Y	2	Y	0
Instructs personnel on any new rules, policies, and procedures	XO	Y	1	Y	0
	Ad/Op	Y	2	Y	0
Supervises drills, practices, and simulations	XO	N	—	—	1
	Ad/Op	N	—	—	1
Participates in critiques following fires or other emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Reviews members' progress on required training to ensure requirements are met	XO	N	—	—	1
	Ad/Op	Y	2	Y	1
Ensures that personnel attend appropriate training as scheduled	XO	N	—	—	1
	Ad/Op	Y	2	Y	1
Participates in training to update job knowledge and skills	XO	N	—	—	1
	Ad/Op	Y	2	Y	1
Ensures the operational readiness, cleanliness and availability of equipment, apparatus, and the stations themselves within the entire City	XO	N	—	—	—
	Ad/Op	Y	2	Y	0
Meets with personnel to discuss problems, events, current information and the handling of past incidents and emergencies to improve future performance	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Personnel Supervision and Management	Position	Applicable	Importance	Required	Frequency
Meets with assistant chiefs to review activities, new policies, changes to existing policies or other pertinent information	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Works with staff to establish appropriate goals and objectives for individuals and units	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Discusses performance-related problems and establishes a plan for improvement	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Personnel Supervision and Management	Position	Applicable	Importance	Required	Frequency
Encourages staff to reach individual and departmental goals by providing relevant training, answering questions, and ensuring availability of supplies and equipment	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Explains policies and procedures to subordinate staff	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides corrective action to members in an equitable manner	XO	Y	3	Y	2
	Ad/Op	N	—	—	—
Enforces departmental operating procedures, rules, regulations, policies, and orders	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Documents problem situations and recommends and/or provides disciplinary action	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Intervenes when necessary to settle an argument or interpersonal problems among members	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Makes recommendations for or initiates personnel transfers	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Evaluates staff performance and conducts performance appraisals	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides feedback and recommendations for changes to members in order to improve performance	XO	Y	3	Y	2
	Ad/Op	Y	2	Y	1
Directs, coordinates, and reviews the activities and performance of subordinate personnel	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Monitors employee leave usage/attendance and recommends actions	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Delegates work assignments and ensures effective completion of assignments by providing instruction and due dates for such assignments	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Coordinates the implementation of administrative procedures, personnel policies, and departmental objectives	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Please list any additional task statements that we have not documented that you believe are applicable to either or both positions and should be included:

Duty Area	Task Statement	Position	Applicable	Importance	Required	Frequency
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				

Exhibit B
Knowledge Statement Ratings

Section 3. Knowledge

This section contains knowledge statements that may describe the type of knowledge that an incumbent in the deputy chief position could be expected to possess.

As before, we realize that not all knowledge statements presented are applicable to both DC positions so please rate each knowledge statement separately for each position. There are multiple ratings required for completion of this section, which are explained in detail below.

Rating Guidelines for Knowledge Statements:

Applicability

Y – the knowledge IS applicable to the position

N – the knowledge IS NOT applicable to the position

If you chose "N" you do not need to complete the remaining ratings

Importance

0 – the knowledge is NOT IMPORTANT to the position in question and there is no value in possessing

1 – the knowledge has LOW IMPORTANCE to the position and there is little value in possessing

2 – the knowledge is IMPORTANT to the position and is valuable

3 – the knowledge is ESSENTIAL to the position and has high value

Required

Y – Individuals ARE required to possess this knowledge immediately in order to work effectively in this position

N – Individuals ARE NOT required to possess this knowledge immediately in order to work effectively in this position; it can be acquired through on-the-job or specialized training

Differentiation

0 – Having high levels of this knowledge DOES NOT make the individual a stronger performer

1 – Having high levels of this knowledge makes the individual a SOMEWHAT STRONGER performer

2 – Having high levels of this knowledge makes the individual a STRONGER performer

Referenced/Memorized

R – This knowledge is referenced or looked up when needed on the job and there is no need to recall this knowledge from memory

M – This knowledge cannot be referenced or looked up when needed and there is a strong need to know this information or commit it to memory

KNOWLEDGE STATEMENTS

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of relevant local, State, and Federal laws and code governing operations of the Department	XO	Y	3	N	1	R
	Ad/Op	Y	2	N	1	R
Thorough knowledge of all Department Rules and Regulations, SOG's, SOP's, Instructional and Informational material to provide appropriate direction and guidance to personnel	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of administrative policies and procedures, including report writing guidelines and the correct documentation for a given situation	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the collective bargaining unit/union contract as it relates to administrative personnel policies and procedures	XO	Y	3	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of sexual harassment and discrimination policies and procedures and other required Human Resource Administrative Rules	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of Department guidelines and procedures that guide actions on incident scenes	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the National Incident Management System (NIMS) Incident Command System	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of incident scene safety techniques	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of capabilities of equipment, apparatus, and staffing within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by all divisions within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by relevant City departments or other agencies, such as police or utility companies, ambulance services, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of notifications required for other agency response for specific incidents	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of fire suppression strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of salvage, ventilation, overhaul, and operational support activities	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of strategies and tactical operations for various non-structural fire incidents	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of rescue incidents strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of vehicle fires strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of hazardous material incidents strategies and tactical operations	XO	Y	3	Y	3	R
	Ad/Op	Y	3	Y	3	R
Knowledge of mass casualty incidents strategies and tactical operations	XO	Y	3	Y	2	M/R
	Ad/Op	Y	3	Y	2	M/R
Knowledge of rail system incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of aircraft incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of natural and man-made disaster incidents strategies and tactical operations	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of vehicle extrication strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of high angle rescue strategies and tactical operations	XO	Y	3	Y	2	R
	Ad/Op	Y	3	Y	2	R
Knowledge of confined space entry and rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of collapse rescue strategies and tactical operations	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of trench rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water supply sources and systems within the City	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	1	R
Knowledge of the geographic layout and target hazards in the City	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of automobiles (electric and fuel), pickup trucks, semi tractors and trailers (liquified natural gas [LNG] and compressed natural gas [CNG]), buses (Diesel fuel, LNG and CNG) and other over the road transport vehicles as well as their operating equipment/systems – batteries, air bags, braking systems, hydraulic systems, fuel systems, etc. that create hazards during vehicle incidents/extrications	XO	Y	2	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of cardiac, pulmonary/respiratory, neurological, spinal, cranial, and musculoskeletal systems, and basic anatomy of the human body	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Detailed knowledge of BLS emergency medical assessment and care techniques, strategies, principles, and practices including relationships with medical providers outside of the Department	XO	Y	3	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of infectious disease prevention and decontamination practices	XO	Y	3	N	2	M
	Ad/Op	Y	3	N	2	M
Knowledge of general patient (including pediatric and geriatric) assessment techniques and methods	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment for various types of trauma such as chest, abdominal, head, and spinal trauma as well as adult and pediatric trauma scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment of cardiac, respiratory, and stroke events	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of neurological assessments such as pupillary, GCS, Cincinnati, and LAMS scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of medical, legal, and ethical issues related to patient care and records	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	1	M
Knowledge of guidelines, policies and laws pertaining to equipment and apparatus, including inspection and operation	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R
Knowledge of City equipment and vehicle maintenance and inspection policies and procedures	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of personal protective equipment, including SCBA	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of equipment and location of equipment on the apparatus	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of procedures for driving, positioning, and stabilizing apparatus	XO	Y	1	N	1	M
	Ad/Op	Y	1	N	1	M
Knowledge and procedures for safe use of extrication equipment, vehicle stabilization equipment, and techniques for multiple types of vehicle incidents	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of capacities and capabilities of equipment such as the high lift jack, come-a-long, air bags, chains, ropes, shackles, cribbing, extrication equipment, stabilization equipment, etc. for direction of safe usage under load	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of stabilization and cribbing techniques for safe usage during operations	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of preventive maintenance techniques	XO	N	1	1	1	1
	Ad/Op	Y				
Knowledge of building construction standards, codes, types (commercial and residential) and structural elements, including wood construction, masonry and ordinary construction, steel construction, and concrete construction	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of building occupancy design (what the buildings intended use is for/was this an old storage building converted into office space), potential hazards, and modifications from original design that would impact response	XO	Y	2	N	1	M
	Ad/Op	Y	2	N	1	M/R
Knowledge of fire protection systems	XO	Y	2	N	1	M
	Ad/Op	Y	2	N	1	M
Knowledge of building utilities including electrical (low and high voltage, single and 3 phase), HVAC, plumbing, Natural gas, LPG, compressed air, hydraulics, fire suppression systems, fire alarm systems, elevators, escalators, and mechanical doors	XO	Y	2	N	1	M/R
	Ad/Op	Y	2	N	1	M/R
Knowledge of types of foundations and roofs	XO	Y	2	N	1	M/R
	Ad/Op	Y	2	N	1	M/R

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of fire evolution and smoke evaluation, behavior, and containment	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of special structures; high life hazards and high-risk hazards; high-rise buildings, hospitals, assisted living facilities, underground buildings, atriums, buildings with limited access, chemical plants and chemical storage facilities, Bulk fuel, CNG, LPG and LNG storage and transfer facilities, Lithium and other battery production and storage facilities, marine and terminal operations, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of training program delivery methods (e.g., providing training to employees through demonstration)	XO	N	-	-	-	-
	Ad/Op	N	-	-	-	-
Knowledge of performance planning and appraisal	XO	N	-	-	-	-
	Ad/Op	Y	2	N	1	R/M
Knowledge of counseling techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	1	M
Knowledge of motivational techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of coaching, mentoring, and leadership techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of methods for planning and organizing monetary resources, time, and personnel resources	XO	N	-	-	-	-
	Ad/Op	Y	2	Y	2	R

Please list any additional knowledge statements that we have not documented that you believe are applicable to either or both positions and should be included:

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					

Exhibit C
Collective Bargaining Agreement

AGREEMENT BETWEEN

**THE
CITY OF BRIDGEPORT**

AND

**THE
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS**

AFL-CIO, LOCAL 834

JULY 1, 2020 THROUGH JUNE 30, 2025

PREAMBLE

The following contract, entered into as of the first day of July 1, 2020 by and between respectively, the City of Bridgeport, Connecticut, hereinafter referred to as the "City", and Local 834, International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the "Union", is designed to maintain and promote a harmonious relationship between the City of Bridgeport and such of its employees who are within the provisions of this contract, in order that a more efficient and progressive public service may be rendered.

ARTICLE 1 – RECOGNITION

The City hereby recognizes the Union as the exclusive representative and bargaining agent for the employees covered by this contract, for the purposes of establishing wages, hours and other conditions of employment. The employees covered by this contract are all uniformed and investigatory positions, including the position of safety officer, and uniformed and non-uniformed positions in the Maintenance Division within the Bridgeport Fire Department, except that of, Deputy Fire Chief Executive Officer, Deputy Chief of Administration / Operations, Fire Marshal and Fire Chief. The City agrees that the Deputy Chief of Administration / Operations will be hired from within the Union.

Exhibit D
2005 Fire Department
Rules and Regulations

RULES AND REGULATIONS

Governing the Personnel of the Bridgeport Fire Department

Approved by Board of Fire Commissioners: May 20, 2015

Effective: July 1, 2015

Department of Printing --- City of Bridgeport, CT

BOARD OF FIRE COMMISSIONERS

William Marshall

President

Dennis A. Bradley II, Esq.

Vice President

James Meszoros Sr.

Cynthia Saunders-Maignan

Rocco Guarnieri

Robert W. Petrucelli, Deputy Chief

Clerk

Brian Rooney

Fire Chief

Approved: May 20, 2015

Effective: July 1, 2015

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CHAPTER ONE

APPOINTMENT – PROMOTION

Section 1.1 Oath of Office, Appointment: All persons upon appointment to the Department by the Board of Fire Commissioners upon successful completion of training requirement and standards shall take the following oath before said Board:

“You do solemnly swear that you will support the Constitution of the United States and the State of Connecticut, the Laws and Ordinances of the City of Bridgeport, and obey the Rules and Regulations and Orders of the Fire Department, and the Orders and Directions of your Superior Officers, to the best of your ability, so help you God.”

Section 1.2 Oath of Office, Promotions: Persons promoted within the Department shall renew the Oath of Office in Section 1.1 above in every detail within the first four (4) months of the promotion.

Section 1.3 All members of the Department shall be subject to the Civil Service Provisions of the Charter and the Rules of the Civil Service Commission.

CHAPTER TWO

ORGANIZATION

Section 2.1 The Bridgeport Fire Department, for purpose of efficient and effective organization shall consist of four principal branches, identified as follows:

- a. Administrative
- b. Executive
- c. Fire Marshal
- d. Operations

Section 2.2 The Administration branch shall be responsible for all details pertaining to the management and operation of Department administration, the business of the Board of Fire Commissioners and execution of such plans and policies as shall be formulated by the Board and such other duties as the Fire Chief may direct. The Administration branch is also responsible for the Maintenance Division.

Section 2.3 The Executive branch shall be responsible for Investigations, Emergency Management, Strategic Planning, Grants, Awards, Employee Assistance Program, and Attendance Review.

Section 2.4 The Fire Marshal branch shall be responsible for Inspections, Certificate of Occupancy Inspection, Plan Review, Arson Investigation, Hazardous Material Inspections and Public Fire Education.

Section 2.5 The Operations Branch shall be responsible for effective functioning of The Firefighting Force, The Training Division, and Fire Communications.

Section 2.6 To assure maximum coordination of the four principal branches as shown in Section 2.1, a close liaison shall be maintained and shall be effectively employed.

CHAPTER THREE

FIRE CHIEF

Section 3.1 The powers and duties of the Fire Chief shall be subject to the operational control of the Mayor. The Fire Chief shall be responsible for the administration, supervision and discipline of the Fire Department. This shall include suspension, loss of pay, and discharge of members of the Department. The Chief may delegate the authority to issue verbal and/or written warnings to his/her designee. The Chief will be in command of the Department and shall be responsible to the Board of Fire Commissioners in the exercise of the Board's responsibilities under the City Charter.

Section 3.2 When on duty, the Chief shall have full and complete command of all Divisions and their personnel, apparatus and appurtenances necessary to effectively discharge the Chief's duties.

Section 3.3 The Chief shall make such assignments, transfers or details of Department personnel as he/she deems prudent and necessary to maintain the several Companies and Divisions at the maximum level of operating efficiency.

Section 3.4 The Chief shall be responsible for the enforcement of Department Rules, Regulations and such policies as may be issued by the Board, and shall promptly investigate and report to the Board all violations thereof, that may come to his/her attention.

Section 3.5 The Chief shall have full authority to recall and keep on duty all members of the Department whenever he/she deems it necessary to cope with an emergency.

Section 3.6 The Chief shall perform all the duties required of him/her by the Ordinances of the City.

Section 3.7 The Chief shall have power and authority to suspend from duty any member of the Department who violates any Rule, Policy, Regulation or Order of the Department/City or any Law or Ordinance.

Section 3.8 The Chief shall report to the Board any member, who by reason of age, disease, accident or any other incompetency; does not or cannot fully and promptly perform his/her duties.

Section 3.9 The Chief may, as he/she determines to be necessary, issue such orders and prescribe practices essential for effective operation of the Department and government of its members.

Section 3.10 The Chief may, whenever he/she considers it advisable, call a meeting of Department Officers or members.

Section 3.11 The Chief shall designate a Deputy Chief to assume Command when he/she is absent.

Section 3.12 The Deputy Chief so designated shall exercise the authority and assume the responsibilities of the Chief.

Section 3.13 The Chief will be in charge of the Emergency Management Director and continually oversee the operations of the Emergency Management Office.

CHAPTER FOUR

DEPUTY CHIEF ADMINISTRATION

Section 4.1 The Deputy Chief of Administration, shall exercise command of the Administration branch and shall be responsible for the formulation of plans for the effective administration and management of the business of the Department as shown in Chapter 2, Section 2.2 and will be responsible for the effective functioning of the Maintenance Division.

Section 4.2 The Deputy Chief of Administration shall perform the duties of Clerk of the Board of Fire Commissioners.

Section 4.3 The Deputy Chief of Administration shall, while so serving, be within the chain of command, at Staff level, and all orders issued by him/her shall forthwith be executed.

Section 4.4 The Deputy Chief of Administration shall keep an accurate record of all proceedings, orders, expenditures and improvements. He/she shall keep the books and records and accounts and shall preserve all records, proceedings and documents belonging to the Department.

Section 4.5 The Deputy Chief of Administration shall prepare from Department records statistical and operational reports as may be required.

Section 4.6 The Deputy Chief of Administration shall annually prepare and submit to the Chief and the Board a budget for operating the Department, and he/she shall subsequently submit same in such form and at such time as the OPM Director and/or Comptroller may direct.

Section 4.7 The Deputy Chief of Administration shall have supervision of and control of all supplies and distribution of same.

Section 4.8 The Deputy Chief of Administration and the Chief shall jointly prepare specifications for such Department equipment as may properly require specifications.

Section 4.9 The Deputy Chief of Administration also serves a command function, providing assistance to or serving as Incident Commander at an emergency.

Section 4.10 The Deputy Chief of Administration shall report directly to the Fire Chief. The Deputy Chief of Administration shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 4.11 The Deputy Chief of Administration shall at all times adhere to their prescribed job description.

CHAPTER FIVE

DEPUTY CHIEF OPERATIONS

Section 5.1 The Deputy Chief of Operations shall co-ordinate operations and responsibilities of the Operations Branch as shown in Section 2.5.

Section 5.2 The Deputy Chief of Operations will be responsible for Fire Communications.

Section 5.3 The Deputy Chief of Operations shall be responsible for the Training Division and will oversee and review the daily activity in the Division.

Section 5.4 The Deputy Chief of Operations shall be responsible for the Firefighting activities and supervision of the eight (8) Fire Stations throughout the City.

Section 5.5 The Deputy Chief of Operations shall be responsible for the assignment of personnel in the various companies throughout the City.

Section 5.6 The Deputy Chief of Operations shall serve a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 5.7 The Deputy Chief of Operations shall report directly to the Fire Chief. The Deputy Chief of Operations shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 5.8 The Deputy Chief of Operations shall at all times adhere to their prescribed job description.

CHAPTER SIX

DEPUTY CHIEF EXECUTIVE OFFICER

Section 6.1 The Deputy Chief Executive Officer will be responsible for investigating inappropriate conduct and/or alleged violations of Department/City, Rules, Regulations and Policies. He/she will give completed investigation reports with a recommendation to the Chief of the Department in an orderly and timely fashion.

Section 6.2 The Deputy Chief Executive Officer is responsible for administrative control of discipline cases.

Section 6.3 The Deputy Chief Executive Officer will have the responsibility as the Attendance Review Officer. He/she will be charged with the task of continually reviewing sick and injury leaves within the Department and arresting problem areas before they get out of hand.

Section 6.4 The Deputy Chief Executive Officer will be responsible for the coordination of grants applications and request from various divisions for grant information.

Section 6.5 The Deputy Chief Executive Officer will review all award nominations. As the need arises, he/she will form a committee from the ranks of the Department, charged with the responsibility to investigate the circumstances of each individual act of heroism that lead to a nomination. When sufficient nominations exist to warrant an awards ceremony the Deputy Chief Executive Officer will be responsible for the planning and coordination of the ceremony.

Section 6.6 The Deputy Chief Executive Officer serves as a liaison between an employee and any available programs that might prove beneficial on a case by case basis. He/she serves as a contact person and an advocate, and in the case of Department referrals, monitors the participation and progress of members in the program.

Section 6.7 The Deputy Chief Executive Officer serves a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 6.8 The Deputy Chief Executive Officer shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 6.9 The Deputy Chief Executive Officer shall at all times adhere to their prescribed job description.

Exhibit E
New Job Description
Deputy Chief Executive Officer

CITY OF BRIDGEPORT

Job Title: Deputy Chief Executive Officer
Department: Fire Department
Reports To: Fire Chief
Union: Unaffiliated; Management Appointed Officials – 7a
Job Class Code: TBD

The Bridgeport Fire Department is dedicated to serving the people of the City of Bridgeport and providing the highest level of professional response to fire, medical, and environmental emergencies. Under the direction of the Fire Chief, the Deputy Chief Executive Officer serves as second in command of the Fire Department and is responsible for a variety of administrative and management functions for the executive branch of the Fire Department.

GENERAL STATEMENT OF DUTIES:

As the Deputy Chief Executive Officer, the person in this position will assist in the execution of executive and administrative responsibilities and ensure the department is managed effectively and efficiently. This position is responsible for various incident command, community relations, and personnel supervision and management duties. The position works independently within the Fire Department as second in command and reports directly to the Fire Chief, effectively carrying out all executive orders issued by the Chief and must be able to work collaboratively with other departments in the City to execute department and city-wide objectives. Performs related work as required.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems, and operations, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed advancing the City and Fire Department to improve operations and decision making. Work is performed in accordance with Department rules and regulations, the constitution of the United State of America and the State of Connecticut.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Serve as principal assistant to the Fire Chief and exercise full command, authority, and responsibility for the fire department in the absence or incapacity of the Fire Chief.
- Work at the top command level with the Fire Chief to plan department personnel policies and assignments to duty and work schedules and maintain department personnel records.
- Respond to all second or multiple alarm fires and provide assistant to or act as Incident Commander at major fires or other emergencies.
- Act as liaison between the fire department and the City's Communications department.
- Coordinate grant applications and requests for grant information.
- Investigate inappropriate conduct and/or alleged violations of Department/City rules, regulations and/or policies. Complete investigation reports in a timely manner.
- Maintain administrative control of discipline cases.
- Review attendance and sick and injury absences within the Department.
- Review and investigate the circumstances for award nominations and plans and coordinates ceremonies.

- Serves as liaison and contact person between employees and available programs. Advocates and monitors the participation and progress of members in any such program.
- Responsible for recruiting efforts designed to attract new members to the fire service.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Fire Service Management or related field, with at least ten (10) years of progressively responsible professional firefighting experience, of which a minimum of three (3) years shall have been at a supervisory rank/level in a municipal fire department.
- Associate degree in Fire Service Management or a related field, with at least fifteen (15) years of progressively responsible professional firefighting experience, of which a minimum of five (5) years shall have been at a supervisory rank/level in a municipal fire department.
- Not dismissed from any former fire or law enforcement unit(s) for malfeasance or other serious misconduct.
- Did not resign or retire from a fire service or public safety position while under investigation for malfeasance or serious misconduct.
- Must be in good standing with current agency and has not demonstrated a pattern of behavior of malfeasance or other serious misconduct for which discipline has been sustained.

LICENSES AND CERTIFICATIONS:

- A valid Connecticut Driver's License with a clean driving record is required.
- State of Connecticut certifications: Fire Officer I, Fire Officer II, Fire Instructor.

PREFERRED QUALIFICATIONS:

- Three (3) years as an Assistant Chief or Deputy Chief in a comparably sized or larger fire department.
- Fire Officer III Certification.
- Master's degree in Fire Service Management or a related field.
- Graduation from the Executive Officer Program at the National Fire Academy.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of incident scene safety techniques, fire suppression strategies and tactical operations, and rescue incident strategies and tactical operations.
- Knowledge of department guidelines and procedures that guide actions on incident scenes, strategies and tactical operations for various non-structural fire incidents, collapse rescue strategies and tactical operations and personal protective equipment, including self-contained breathing apparatus (SCBA).
- Knowledge of the National Incident Management System (NIMS) Incident Command System.
- Knowledge of capabilities of equipment, apparatus, and staffing within the department, as well as services provided by all divisions within the department and by other relevant City departments or agencies, such as police or utility companies, ambulance services, etc.
- Knowledge of salvage, ventilation, overhaul, and operational support activities; vehicle fires strategies and tactical operations; rail system incidents strategies and tactical operations; aircraft incidents strategies and tactical operations; and of vehicle extrication strategies and tactical operations.
- Knowledge of the geographic layout and target hazards in the City of Bridgeport.
- Knowledge of building construction standards, codes, types (commercial and residential) and structural elements; fire evolution and smoke evaluation, behavior, and containment; and of special structures (high life hazards and high-risk hazards).
- Knowledge of administrative policies and procedures, including sexual harassment and discrimination policies and procedures and other required human resource administrative rules.

KNOWLEDGE, SKILLS, AND ABILITIES (continued):

- Knowledge of counseling and motivational techniques including coaching, mentoring and leadership techniques.
- Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up.
- Ability to establish working relationships with supervisors, subordinates, and the public and the ability to work as an integral team member.
- Ability to identify the needs and concerns of community members and make a concerted effort to deliver services that address those needs and concerns, while understanding the manner in which the organization needs to be presented to the community at large and making necessary efforts to work with the public while protecting the integrity of the organization.
- Skill to perform basic operations on a personal computer. Use of email, the internet, Microsoft Office programs and other software on a computer or mobile/portable data terminal or device to create documents, send emails, schedule on a calendar, or facilitate the sharing of information electronically.
- Ability to act in an honest and fair manner with a willingness to accept responsibility for one's actions.
- Ability to display strong moral principles and professionalism in action and words.
- Ability to follow through without prompting, and to be consistent and reliable with regard to actions and behavior.
- Ability to be thoughtful, careful, diligent, and vigilant with regard to work and task performance while exhibiting a strong attention to detail and maintaining a strong work ethic, perseverance, productivity, and desire to perform well.

PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments with intermittent periods of flexion/extension of fingers in conjunction with thumb opposition for successful manipulation of equipment and machinery.
- Must be able to coordinate eyes, hands, limbs in performing skilled movements while operating equipment and machinery.
- Essential and marginal functions may require maintaining the physical condition necessary for standing, sitting and/or walking for frequent and sometimes prolonged periods of time while performing command functions at fire scenes or conducting inspections, traveling to various locations or riding or driving motor vehicles and while attending meetings or working at a keyboard or workstation, which may involve frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required.

This position will be subject to additional security clearances and training as mandated by the City of Bridgeport Fire Department due to access to confidential and sensitive department facilities and electronic data.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary

only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

AN EQUAL OPPORTUNITY EMPLOYER

Civil Service Commission Meeting Record of the Vote March 12, 2024

CIVIL SERVICE COMMISSION
City Hall, Wheeler Rooms A and B
45 Lyon Terrace, Bridgeport, CT 06604
March 12, 2024 at 4:30 p.m.

RECORD OF THE VOTE

Consent Agenda: Matters to be Acted Upon

1. Meeting Minutes

The Minutes from the special meeting on February 28, 2024 are submitted for review.

2. Merits – Certify for Payroll

3. Permanent Appointments – Certify for Payroll

4. Vacancy Report

The consent agenda was adopted as a whole.

Matters to be Acted Upon

5. Waiver Request

The Commission has received a request from Aaron Bryan for a 6-month waiver from the entry level Police Officer #2388 examination hiring process.

COMMISSIONER FORD MADE A MOTION TO GRANT THE WAIVER REQUEST; COMMISSIONER GRECH SECONDED THE MOTION. THE WAIVER WAS UNANIMOUSLY GRANTED.

6. New Classification Request - Senior Paralegal

The Civil Service Commission has received a request from Personnel Director, Eric Amado in collaboration with City Attorney Tyisha Toms, to approve the creation of a new non-competitive classification of Senior Paralegal for the Office of the City Attorney.

COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF SENIOR PARALEGAL; COMMISSIONER RODGERS SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

7. New Classification Request – Deputy Chief Executive Officer

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve the creation of a new classification for the Fire Department position of Deputy Chief Executive Officer. It is not union affiliated.

COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF EXECUTIVE OFFICER; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

8. Updated Job Description – Deputy Chief of Administration and Operations

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve an updated job description for the Fire Department classification of Deputy Chief of Administration and Operations. It is not union affiliated.

COMMISSIONER RODGERS MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF OF ADMINISTRATION AND OPERATIONS; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.

9. Appeal – Michelle Farkas (Tabled from February 28, 2024)

The Commission has received a request for an appeal from Michelle Farkas, regarding her disqualification from the Public Safety Telecommunicator exam #2387 hiring, process due to not meeting the minimum qualification of typing speed.

COMMISSIONERS GRECH, FORD, RODGERS AND HALL UNANIMOUSLY DENIED THE APPEAL

10. Appeal – Kenneth DuBose, Jr. Police Officer #2388

The Commission has received a request for an appeal from Kenneth DuBose, Jr. regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

COMMISSIONER RODGERS MADE A MOTION TO TABLE KENNETH DUBOSE JR.'S APPEAL; COMMISSINER GRECH SECONDED THE MOTION. THE APPEAL WAS UNANIMOUSLY TABLED.

11. Appeal – Jordan Francis, Police Officer #2388

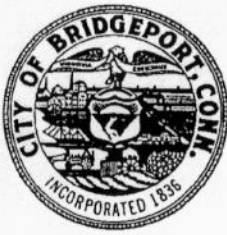
The Commission has received a request for an appeal from Jordan Francis regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

COMMISSIONERS FORD, GRECH AND HALL GRANTED JORDAN FRANCIS' APPEAL. COMMISSIONER RODGERS DENIED JORDAN FRANCIS' APPEAL.

12. Appeal – Bobbie Broadnax, Jr.

The Commission has received a request for an appeal from Bobbie Broadnax, Jr. regarding his disqualification from the hiring process for a seasonal position with the Fairchild Wheeler Golf Course due to failing a portion of his medical examination.

COMMISSIONERS GRECH, FORD, HALL AND RODGERS UNANIMOUSLY GRANTED BOBBIE BROADNAX, JR.'S APPEAL.



City of Bridgeport, Connecticut Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Contracts** begs leave to report; and recommends for adoption the following resolution:

Item No. *47-23 Consent Calendar

BE IT RESOLVED, That pursuant to C.G.S. Section 12-195h, The City Council of the City of Bridgeport authorize and approve the assignment for consideration of any or all tax liens by the Tax Collector to secure unpaid taxes on real property as provided under the provision of Chapter 206 of the Connecticut General Statutes for fiscal year 2023-2024.

BE IT FURTHER RESOLVED, That pursuant to Connecticut General Statutes, including sections 7-148 and 12-195h, the City Council of the City of Bridgeport hereby authorized the Tax Collector and the Director of Finance and/or the Mayor of the City of Bridgeport to bid, enter into and execute any and all agreements as are reasonably necessary to effectuate the assignment of real property tax liens in form and substance satisfactory to the Mayor, the Director of Finance, the Tax Collector and the City Attorney.

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
CONTRACTS

Jeanette Herron, D-133rd, Co-chair

Matthew McCarthy, D-130th, Co-chair

Ernest E. Newton II, D-139th

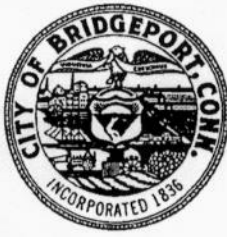
Jorge Cruz, Sr., D-131st

Richard Ortiz, D-135th

Dasha T. Spell, D-132nd

Scott Burns, D-130th

City Council Date: April 1, 2024



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

Item No. *51-23 Consent Calendar

RESOLVED, That the following named individual be, and hereby is, appointed to the Board of Parks Commission in the City of Bridgeport and that said appointment, be and hereby is, approved, ratified and confirmed.

NAME

TERM EXPIRES

Rosa Franco (D)
184 Funston Avenue
Bridgeport, CT 06608

December 31, 2028

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, **Co-Chair**

Aikeem G. Boyd, **Co-Chair**

Rolanda Smith

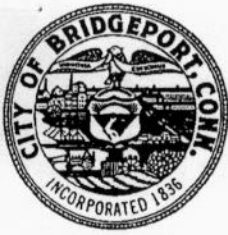
Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on Miscellaneous Matters begs leave to report; and recommends for DENIAL of the following resolution:

Item No. 46-23

RESOLUTION

WHEREAS, “motions that conflict with...bylaws of a society or with procedural rules prescribed by national, state, or local laws, are out of order, and if any motion of this kind is adopted, it is null and void” (Roberts Rules, 11th edition, 10.39 (pg. 343); and,

WHEREAS, Item No. 20-23, a resolution dealing with an international matter, does not fall under the purview of the Bridgeport City Council, whose responsibilities are outlined in its governing documents, and City Council members were reminded of this by City Attorney Anastasi; and,

WHEREAS, the members of the City Council are elected to their positions to address matters strictly related to the well-being of the city of Bridgeport based upon their expertise in these areas and do not necessarily have the expertise to address international issues and politics; and,

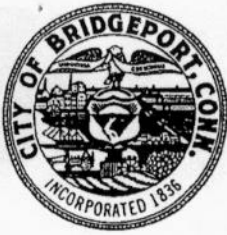
WHEREAS, the members of the City Council recognize the tragedies occurring in the Middle East, part of the long term conflicts among the peoples, religions, and ethnicities of the region; and,

WHEREAS, City Council members represent a diverse constituency with differing international concerns and the Council would therefore need to address a multitude international issues brought to the body that affect Bridgeport residents; and,

WHEREAS, City Council members retain the right to express their opinions as individual council members should they feel so moved to address matters related to their constituents and international matters; and

WHEREAS, spending significant time on this issue took away from the time that could have been spent by Council members addressing the many pressing Bridgeport issues; and,

WHEREAS, the language of the resolution served to divide, rather than unite, the community; and,



City of Bridgeport, Connecticut

Office of the City Clerk

Committee on Miscellaneous Matters

Item No. 46-23

-2-

WHEREAS, a balance of information was not presented at the three consecutive City Council meetings during which the resolution was discussed and one side of the issue was heard exclusively that was often inflammatory, derogatory and frequently antisemitic and other parliamentary procedures were not followed; and,

WHEREAS, elected representatives of the City Council are required to act in an ethical and objective manner, demonstrate comportment, and do not have the latitude to ignore the due process that is stated in their governing documents; and,

WHEREAS, some members of the Council, the administration, and the public belatedly on the evening of the proposed vote attempted to amend the resolution in a situation not conducive to fair, balanced and thoughtful deliberation, resulting in virtually no opportunity for the voting body to consider the changes; and,

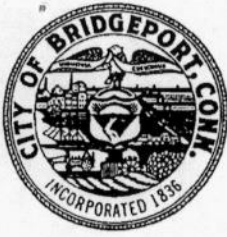
WHEREAS, the last-minute amendments produced a resolution not acceptable to all present and voting members;

NOW, THEREFORE BE IT RESOLVED, That the City Council acknowledge that Resolution 20-23 is hereby rescinded; and,

BE IT FURTHER RESOLVED, the City Council shall refrain from engaging in international matters that are beyond the purpose of the Council; and,

BE IT FURTHER RESOLVED, the City Council encourages in the near term that that the multiple faiths of the City come together to discuss matters in a public and civil manner to promote the public good; and,

BE IT FURTHER RESOLVED, that the City Council mitigate the damage inflicted by the resolution by conveying the information that the resolution is rescinded to any entities where the resolution has been sent, including, but not limited to the Bridgeport delegation to the Connecticut state legislature, the United States Congressional delegations from Connecticut, Connecticut Governor Ned Lamont, and President of the United States Joseph Biden.



City of Bridgeport, Connecticut

Office of the City Clerk

Committee on Miscellaneous Matters
Item No. 46-23

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RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
MISCELLANEOUS MATTERS

AmyMarie Vizzo-Paniccia, *Co-Chair*

Aikeem G. Boyd, *Co-Chair*

Rolanda Smith

Alfredo Castillo

Tyler Mack

Matthew McCarthy

Richard Ortiz

City Council Date: April 1, 2024