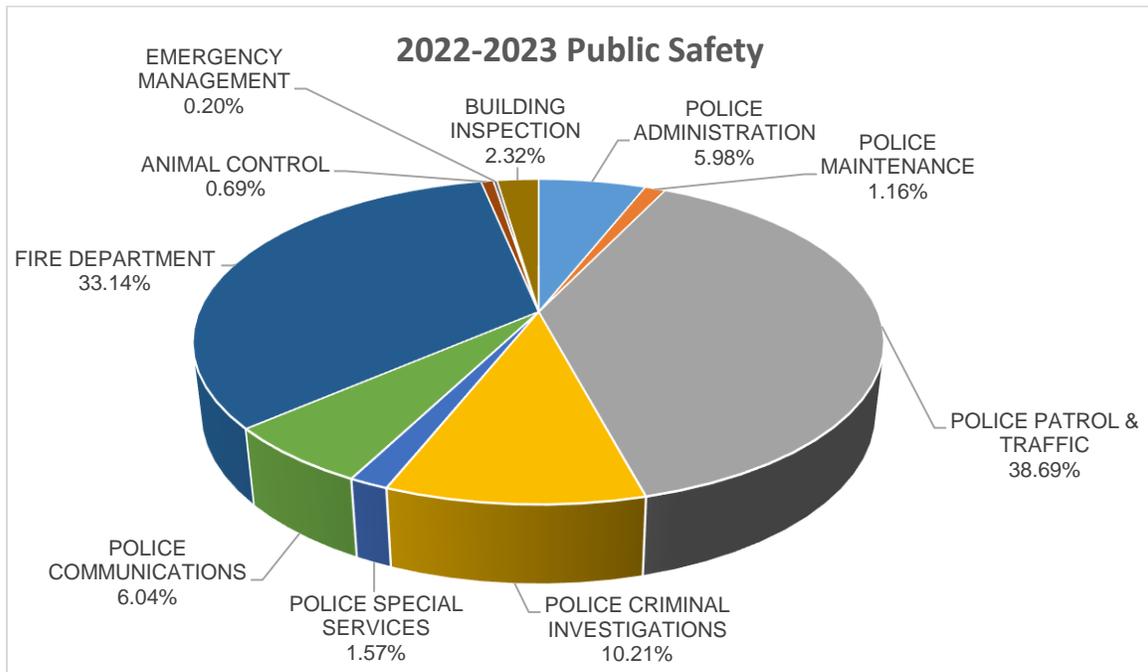


Public Safety

2022-2023 BUDGET GENERAL FUND EXPENDITURE SUMMARY FOR PUBLIC SAFETY

ORGCODE	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
0012110	POLICE ADMINISTRATION	\$1,424,198	\$1,644,785	\$1,734,771	\$2,370,350	\$1,713,850
0012111	POLICE MAINTENANCE	249,140	308,995	308,995	332,140	332,140
0012112	POLICE PATROL & TRAFFIC	10,293,101	10,580,880	10,580,880	11,288,330	11,092,305
0012113	POLICE CRIMINAL INVESTIGATIONS	2,703,057	2,836,915	2,836,915	2,969,395	2,925,805
0012114	POLICE SPECIAL SERVICES	1,604,934	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,651,919	1,727,665	1,791,204	1,749,575	1,730,795
0012211	FIRE DEPARTMENT	9,440,514	9,250,635	9,574,104	9,615,785	9,498,795
0012312	ANIMAL CONTROL	180,552	192,495	192,495	197,515	197,515
0012413	EMERGENCY MANAGEMENT	18,811	30,000	30,000	47,515	60,500
0012615	BUILDING INSPECTION	583,613	652,475	652,475	664,955	664,955
TOTAL PUBLIC SAFETY		\$28,149,839	\$27,674,845	\$28,151,840	\$29,685,560	\$28,666,660



Police Department

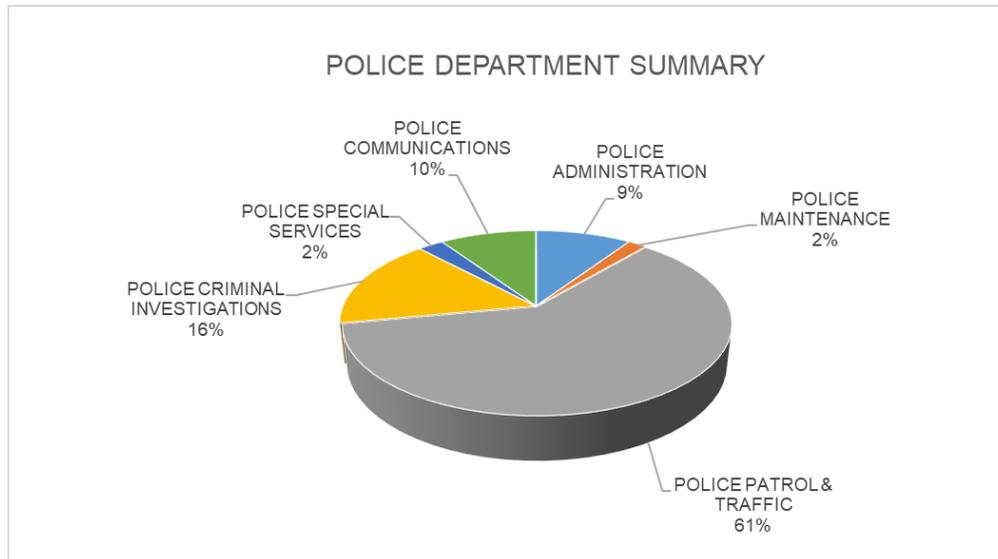
Chief Brian Gould
 131 North Main Street
 860-584-3091
 Briangould@bristolct.gov



2022-2023 BUDGET GENERAL FUND EXPENDITURE SUMMARY FOR POLICE DEPARTMENT

ORGCODE	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
0012110	POLICE ADMINISTRATION	\$1,424,198	\$1,644,785	\$1,734,771	\$2,370,350	\$1,713,850
0012111	POLICE MAINTENANCE	249,140	308,995	308,995	332,140	332,140
0012112	POLICE PATROL & TRAFFIC	10,293,101	10,580,880	10,580,880	11,288,330	11,092,305
0012113	POLICE CRIMINAL INVESTIGATIONS	2,703,057	2,836,915	2,836,915	2,969,395	2,925,805
0012114	POLICE SPECIAL SERVICES	1,604,934	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,651,919	1,727,665	1,791,204	1,749,575	1,730,795
TOTAL POLICE DEPARTMENT		\$17,926,349	\$17,549,240	\$17,702,765	\$19,159,790	\$18,244,895





Bristol Police Department Mission Statement:

“To Protect and Serve the Community with Integrity and Professionalism.”

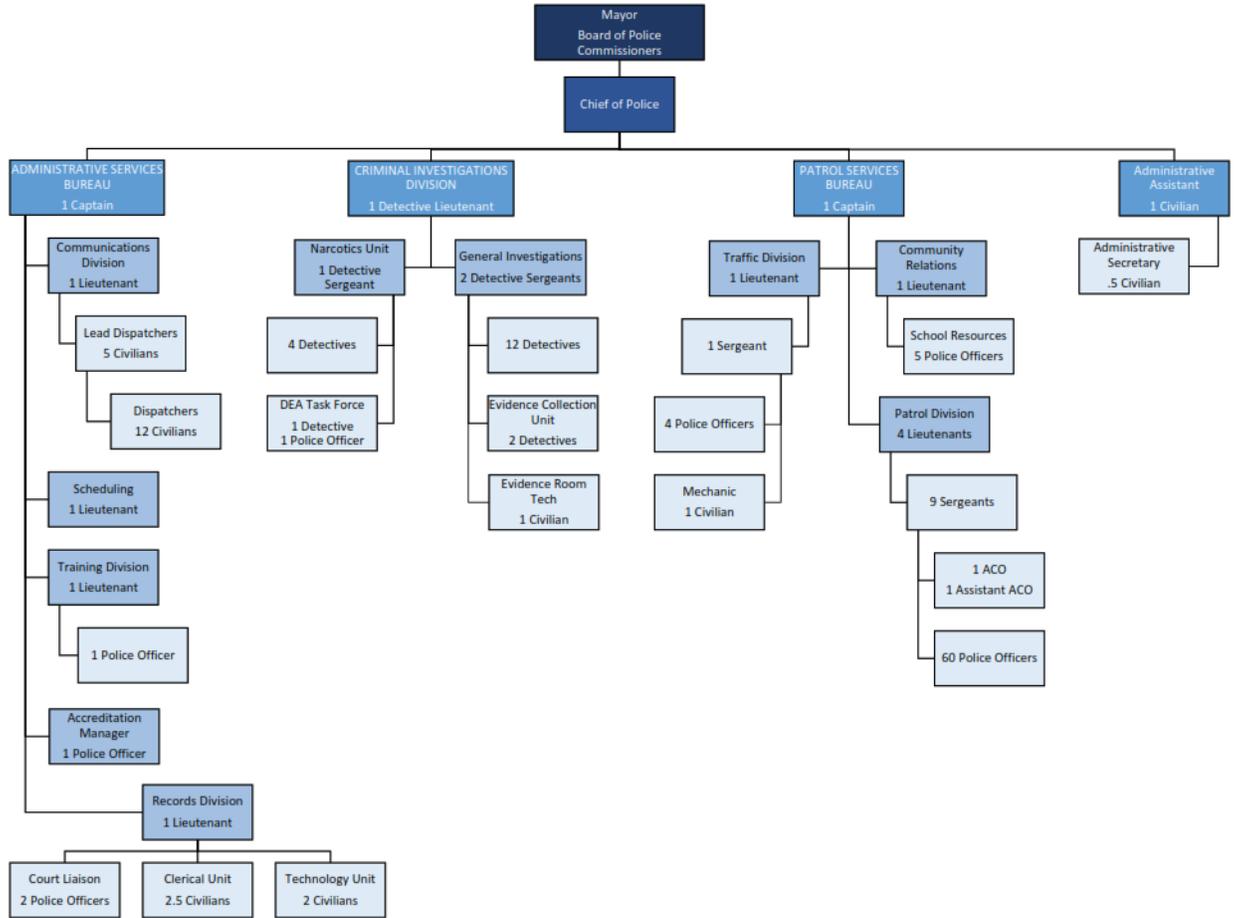
Our goal is to deliver the very best police services and improve the quality of life for residents, business owners and visitors to the City of Bristol.

Summary of Fiscal Year 2022-2023

There are numerous on-going challenges both external and internal that impact the desire to reach our goal. External factors include political environment, unfunded mandates that arise from legislation, new laws, crime, technology, community expectations, funding, etc. Internal factors include staffing, equipment, training, etc. The bottom line is; the police are expected to handle more and more every day and the challenge is to ensure that resources are sufficient. The Bristol Police Department is no different than what other police departments are facing and responding to. The following trends currently impact and will continue to impact the Bristol Police Department:

- Police and community relationships/partnerships.
- Policy and oversight.
- Technology/social media.
- Officer training/education.
- Officer safety/wellness.
- Operations – budget cuts, hiring/retention.
- Civil litigation.
- Mental health issues.
- Opiate crisis.
- Terrorism.
- Cybercrime.
- Crime prevention/reduction.
- Police accountability law.

Organizational Chart



Board of Police Commissioners

Chairman Jeffrey Caggiano, Mayor
 Commissioner Scott Rosado
 Commissioner Rory Ghio
 Commissioner Paul Lemieux
 Commissioner Terry Lewis
 Commissioner Gloria Smith
 Councilman Susan Tyler

Term Expires

11/23
 12/22
 12/23
 12/23
 12/23
 12/23
 11/23

Police Department - Administration



Deputy Chief of Administration Mark Morello
860-584-3092
markmorello@bristolct.gov

Service Narrative

The Deputy Chief of Administration oversees the following:

- Professional Standards/Training Division - This Division is involved in the entry level police officer recruiting and hiring process from the testing process through the academy basic training program. The Division manages the field training program which all academy graduates are required to successfully complete. All officers receive which is coordinated through this division.
- Accreditation Division - Since 2014 the Bristol Police Department (BPD) has been State of Connecticut Tier 1 accredited. In 2019, the BPD was awarded Tier 2 Accreditation. In 2021, the BPD was awarded Tier 3 (final tier) Accreditation. The accreditation process requires the BPD to maintain hundreds of records to establish compliance and maintain accreditation status.
- Records Division - The three person records staff manages payroll, police reports, parking tickets, and freedom of information requests.
- Communications Division - Public Safety Dispatchers.

Fiscal Year 2022 Goals and Accomplishments:

- Increased community policing philosophy throughout all sectors of the Police Department despite the on-going COVID-19 pandemic.
- Increased community interaction and partnerships. The Police Department continued partnerships supporting youth programs such as the Cadet program, Intern program, Police Summer Youth League, Ed Beardsley Challenger Little League program, School Readiness, Channel 3 Kids Camp, "Little Libraries" program, and Youth Mentoring as well as Neighborhood Watch programs. Special Olympics, City of Bristol's Recovery Alliance (C.O.B.R.A.), B.E.S.T.-4-BRISTOL, BPD Toy Drive, Shop With A Cop, Bristol United Way Food Share program, and Community Health Center of Bristol COVID-19 testing.
- Continued to work with City IT for card key access to schools.
- Access to City Hall surveillance is in progress.
- Obtained grant funding to assist in furthering the Police Department's mission.
- Conducted Drug Take Back events.
- Continued to achieve full staffing levels through recruiting
- Increased social media platform such as "The 9 p.m. Initiative."
- Attached a civilian Crisis Intervention Technician to the BPD.

Fiscal Year 2023 Goals:

- Improve staffing levels to better serve the public and to reduce overtime expenditures.
- Continue to maintain the state accreditation process.
- Maintain the highest level of public service via consistent professional job performance and training of employees.
- Maintain communication and a positive image with community groups and the public.
- Remain up to date with current software and hardware by monitoring emerging trends.
- Create an internal Peer Support and Wellness Team.
- Continue internal Crisis Intervention Team training to properly respond to mental health crisis.
- Continue body worn camera and electronic control device program.
- Continue to work closely with other City departments to ensure public safety needs are met as the downtown revitalization project continues to evolve.
- Comply with the new Police accountability law as follows:
 - Add to body worn camera program.
 - Install dashboard cameras in police vehicles.
 - Drug testing for sworn officers.
 - Mental health screening for sworn officers.

Long Term Goals:

- Regain and increase normal staffing levels to better serve the public and to reduce overtime expenditures.
- Continuation of the State Accreditation process.
- Maintain the highest level of public confidence in the department via consistent professional job performance by employees.



Police Department Records Division and Technology Unit



Service Narrative

The Records Division maintains, disseminates and disposes of Bristol Police Department records. Various responsibilities in the division include the following tasks related to police reports: processing, filing, and retrieval of police reports, records retention and destruction, fulfilling subpoena requests and Freedom of Information (FOI) requests pursuant to current FOI laws. Electronic and paper record files are updated based on court dispositions. Records Division staff responsibilities also include financial components such as payroll processing, burglar alarm accounting, billing and notice of violation mailings, parking ticket entry and accounting. Overdue alarm accounts are referred to Corporation Counsel. The staff also respond to walk-in requests for information, distribute pistol permits, and provide criminal background checks to those who request them for employment and housing purposes. The Records Division is also responsible for the collection of statistical crime data that is forwarded to the State of Connecticut's Uniform Crime Reporting program.

The court liaison officer enters court issued protective and restraining orders and released parolees into the in-house system on a daily basis. The officer processes arrest warrants, transmits case files among various courts, enters court issued arrest warrants into the National Crime Information Center (NCIC) and CT Online Law Enforcement Communication Teleprocessing - COLLECT systems and tracks warrants served by the police department. The court liaison officer also delivers requested materials to both adult and juvenile courts.

Under the supervision of the City's Information Technology Department, the Technology Unit assigned to the BPD is responsible for supporting, developing and updating technology throughout the police department. Areas of responsibility include the support and maintenance of Computer Aided Dispatch (CAD), Records Management Systems (RMS), maintaining video surveillance software and the card key access system. Installation and maintenance of computers, printers and other technology equipment is performed by the technology staff. The computer server room is monitored by staff and portable radios are maintained, programmed and sent for repair by the Technology Unit. The Body Worn Camera program is maintained by the unit. Staff also act as technology liaison between the Bristol Police Department and other City departments.

Fiscal Year 2022 Goals and Accomplishments:

- City domain migration- In process with IT.
- Access card rollout complete.
- Additional security cell block cameras on order.
- New Mobil Data Terminals (MDT) trial ongoing - New lease with IT in July 2022.
- Axon Record Management System (RMS) and Computer Aided Dispatch (CAD) system buildup still in process.
- Forms successfully being converted to Seamless Docs.
- New network switches arrived at IT.
- New Idemia Live-Scan fingerprinting device install complete.

Fiscal Year 2023 Goals:

- Axon Dash-board camera Fleet rollout.
- MDT lease.
- Complete transition in the basement server room.

Long Term Goals:

- Remain up to date with current software and hardware by monitoring emerging trends in the industry.

Performance Measures

Quantitative:

	2017	2018	2019	2020	2021
Murder	1	0	0	0	0
Rape	12	7	8	11	8
Robbery	25	29	21	33	26
Aggravated Assault	22	26	23	23	19
Burglary	145	140	113	110	84
Larceny	752	705	604	534	568
Motor Vehicle Theft	127	124	106	125	101
Arson	6	2	1	0	2

Parking Tickets

	FY18	FY19	FY20	FY21	FY22
Tickets Issued	1,728	3,176	2,602	2,065	2,157
Amount Collected	\$41,685	\$82,910	\$78,145	\$61,020	\$50,454

Arrest Warrant Report

	2017	2018	2019	2020	2021
Misdemeanors	507	418	397	290	373
Felonies	401	301	244	196	240
Total Warrants Served	908	719	641	486	613

Alarm Collections

	FY18	FY19	FY20	FY21	FY22
Alarm Fines Collected	\$15,555	\$19,995	\$16,200	\$25,020	16,020
Unpaid Fines	\$16,045	\$8,820	N/A*	N/A*	N/A*
Alarms Responded to	1,650	2,139	1,816	1,714	1,611

*Starting FY20 we are no longer reporting.

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$828,112	\$754,800	\$718,280
Full time Positions	10	8	8

Budget Highlights

0012110 POLICE ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$819,428	\$705,625	\$705,625	\$698,505	\$704,105
515100		OVERTIME	7,133	10,425	10,425	10,425	10,425
515100	COVID	OVERTIME		0	35,000	0	0
517000		OTHER WAGES	1,551	3,750	3,750	3,750	3,750
TOTAL SALARIES			\$828,112	\$719,800	\$754,800	\$712,680	\$718,280
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE	\$165,353	\$178,250	\$178,250	\$204,220	\$190,000
522300		UNION CONTRACT RESPONSIBILITY	0	200	200	200	200
531000		PROFESSIONAL FEES AND SERVICES	22,813	28,075	28,075	30,015	30,015
531000	COVID	PROFESSIONAL FEES AND SERVICES	4,732	0	462	0	0
531050		TEST FEES	7,830	19,375	19,375	19,375	19,375
541000		PUBLIC UTILITIES	25,126	26,000	26,000	27,000	27,000
542140		REFUSE	70	175	175	175	175
543000		REPAIRS AND MAINTENANCE	103,629	380,645	380,645	529,535	461,840
544400		RENTS AND LEASES	5,458	8,975	8,975	4,520	4,520
553000		TELEPHONE	30,626	33,000	33,000	33,000	33,000
553100		POSTAGE	4,301	4,000	4,000	4,000	4,000
554000		TRAVEL REIMBURSEMENT	16	100	100	100	100
555000		PRINTING AND BINDING	2,430	4,000	4,000	3,700	3,700
562300		GENERATOR FUEL	0	0	0	0	0
581120		CONFERENCES AND MEMBERSHIPS	4,984	6,350	6,350	4,485	4,485
581135		SCHOOL AND EDUCATION	86,489	82,160	85,960	82,160	82,160
TOTAL CONTRACTUAL SERVICES			\$463,855	\$771,305	\$775,567	\$942,485	\$860,570
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$110,015	\$148,680	\$151,004	\$149,185	\$130,000
561800	COVID	PROGRAM SUPPLIES	17,219	0	48,400	0	0
569000		OFFICE SUPPLIES	4,996	5,000	5,000	5,000	5,000
TOTAL SUPPLIES AND MATERIALS			\$132,230	\$153,680	\$204,404	\$154,185	\$135,000
CAPITAL OUTLAY							
579999		EQUIPMENT	\$0	\$0	\$0	\$561,000	\$0
TOTAL CAPITAL OUTLAY			\$0	\$0	\$0	\$561,000	\$0
TOTAL POLICE ADMINISTRATION			\$1,424,198	\$1,644,785	\$1,734,771	\$2,370,350	\$1,713,850



Police Department - Maintenance



Service Narrative

The Traffic Maintenance Unit is staffed with one full time civilian. Duties include repair and preventative maintenance to police vehicles, repair, replace regulatory signage throughout the city, and minor repairs to traffic control signals. The unit also assists with street closures during special events such as parades, road races, and car shows.

Fiscal Year 2022 Goals and Accomplishments:

- Worked alongside the Traffic Division of the Bristol Police Department in deploying cones and signage for the United Way Farmer's To Families Food Drive and COVID Testing sites during the pandemic.
- Continued to assist with fleet maintenance and repair.
- Maintained signage, signal lights and cross walks throughout the city.
- Received and utilized four portable trailer style digital signs.

Fiscal Year 2023 Major Service Goals:

- Continue to maintain traffic control signals and signs throughout the city to ensure public safety.
- Complete recommended repairs to the city traffic signals utilizing city personnel in order to reduce cost.
- Cross train personnel at Public Works with traffic signal repair.
- Continue to maintain traffic/pedestrian safety at community events such as festivals and food shares.
- Maintain and repair the fleet.

Long Term Goals:

- Continue to replace aging equipment in traffic control boxes.
- Continue to replace and repair signage throughout the city.

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$52,494	\$78,995	\$82,995
Full time Positions	1	1	1

Budget Highlights

0012111 POLICE MAINTENANCE

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$41,004	\$67,695	\$67,695	\$67,695	\$67,695
515100		OVERTIME	9,901	10,000	10,000	14,000	14,000
515100	ISAIS	OVERTIME	321	0	0	0	0
517000		OTHER WAGES	1,268	1,300	1,300	1,300	1,300
TOTAL SALARIES			\$52,494	\$78,995	\$78,995	\$82,995	\$82,995
CONTRACTUAL SERVICES							
543100		MOTOR VEHICLE SERVICE AND REPAIRS	\$62,696	\$60,000	\$60,000	\$65,000	\$65,000
TOTAL CONTRACTUAL SERVICES			\$62,696	\$60,000	\$60,000	\$65,000	\$65,000
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$9,879	\$12,000	\$12,000	\$12,000	\$12,000
562600		MOTOR FUELS	97,710	125,000	125,000	139,145	139,145
563100		TIRES, TUBES, CHAINS, ETC	17,825	20,500	20,500	20,500	20,500
570400		TRAFFIC EQUIPMENT	8,538	12,500	12,500	12,500	12,500
TOTAL SUPPLIES AND MATERIALS			\$133,950	\$170,000	\$170,000	\$184,145	\$184,145
TOTAL POLICE MAINTENANCE			\$249,140	\$308,995	\$308,995	\$332,140	\$332,140



Police Department – Patrol and Traffic



Deputy Chief of Operations Matthew Moskowitz
860-584-3020
Matthewmoskowitz@bristolct.gov

Service Narrative

The Patrol Division is the largest division within the Police Department and is responsible for all uniformed patrol activities within the City of Bristol. The majority of officers are assigned to the Patrol Division, including lieutenants, sergeants and patrol officers. This division is fully staffed around the clock.

The Deputy Chief of Operations oversees the following:

- Patrol Division.
- Community Relations and Internal Investigations - This includes administrative oversight of the Youth Division and school resource officers. This office also attends many community meetings to maintain relationships with the citizens we serve. All internal investigations are done within this office also.
- Traffic Division.
- Animal Control.

The basic Patrol Division duties and responsibilities are to:

- Deter crime and arrest criminal offenders.
- Protect and serve the community.
- Keep peace.
- Provide round-the-clock patrols of the city.
- Be first responders to calls for service.
- Enforce criminal laws, city ordinances and motor vehicle laws.
- Provide assistance, information or referrals if needed.
- Represent a positive and professional image of the City of Bristol.
- Promote trust, cooperation and respect for the Bristol Police Department within the community.
- Conduct preliminary investigations at accidents and crime scenes.

The Patrol Division is directly responsible for the day-to-day services provided to citizens within the 27 square miles of Bristol. The officers enforce all local ordinances and state laws involving motor vehicle violations and criminal offenses. Public safety is the foremost responsibility of the Bristol Police Department's Patrol Division. The Patrol Division is the most visible to the public as they respond to a wide variety of complaints. On average, the Police Department responds to over 50,000 calls for service each year.

One of the most frequent calls for service is a medical emergency. All officers are trained as Emergency Medical Responders (EMR). Medical equipment includes oxygen, Automatic External

Defibrillators (AED) and NARCAN. Many officers are assigned to “directed patrols” in various areas of the city. These can include anything from traffic enforcement to monitoring the activities of drug offenders. In addition to directed patrols, officers can be assigned to a cruiser, foot patrol, bike patrol or the motorcycle unit to monitor their area of the city. Special police units are also assigned to assist the Patrol Division. These include Code Enforcement, Canine (K9), Central Region Emergency Response Team (CRERT) and the Serious Traffic Accident Reconstruction Team (START).

The officers of the Bristol Police Department’s Patrol Division are the first line of defense in the fight against crime. Their professionalism and diligence helps to improve the quality of life in the city.

The Traffic Division plays a major role in the operation of the Police Department. Six (6) full time police officers are assigned to this division. The goal of the Traffic Division is to reduce traffic crashes and injuries throughout the city. While proactive police enforcement is a tool for helping to achieve this goal, voluntary compliance from the public is the ultimate goal.

The basic Traffic Division duties and responsibilities include to:

- Supervise the motorcycle unit.
- Perform daily traffic law enforcement duties by conducting visible radar enforcement singularly or in conjunction with Patrol Division.
- Identify traffic safety issues in local neighborhoods and serve as the Legal Traffic Authority within the City.
- Recommend traffic improvements that enhance safety for motorists and pedestrians.
- Coordinate public awareness campaigns and educational programs in conjunction with our state and federal partners.
- Utilize the speed trailer as a traffic-calming device and review the data.
- Develop traffic plans for special events.
- Conduct periodic inspections of roadways which have a high accident frequency to facilitate safety improvements.
- Maintain and replace regulatory signs as needed.
- Maintain and certify certain traffic equipment.
- Perform other duties related to the department’s traffic safety programs as required by the Chief of Police, including but not limited to researching grant opportunities and technology to enhance traffic safety in the community.

Traffic officers receive advanced training in areas such as accident investigation, reconstruction, DWI enforcement, photography, and installing child car seats. Computerized equipment is used to reconstruct accident scenes and plot accident diagrams. The Serious Traffic Accident Reconstruction Team (START) is a unit within the Traffic Division. Members of this unit respond to crashes where a serious injury or fatality has occurred.

Fiscal Year 2022 Goals and Accomplishments:

- Continued mountain bike patrols/walking beats in downtown and City parks in spite of difficult economic times and staffing issues.
- Enhanced public safety by enforcement of motor vehicle laws and traffic safety. The Police Department recognizes the quality of life issues that are attached to issues such as serious traffic accidents, DUI, speeding, and road design.
- Continue to install traffic detection devices at intersections to improve traffic flow.
- Police parades.
- Continued Operation Safe Roads.

Fiscal Year 2023 Goals:

- Continue to enhance the safety of our community.
- Increase staffing to full authorized level.
- Continue to promote a proactive, innovative and efficient organization.
- Enhance Bristol’s community and stakeholder partnerships.
- Obtain grant funding to assist in furthering the Police Department’s mission.

Long Term Goals:

- Protect and serve the community with integrity and professionalism.
- Increase staffing levels and ensure efficient deployment commensurate with responsibilities within the City of Bristol.
- Maintain communication and a positive image with community groups and the public.
- Re-evaluate and continue to improve upon long term goals and accomplishments.

Performance Measures

Quantitative:

Accident and Motor Vehicle Enforcement	2017	2018	2019	2020	2021
Accident Reports	1,914	2,163	2,303	1,894	2,000
Property Damage Accidents	1,507	1,894	1,974	1,678	1,725
Injury Accidents	401	260	255	214	279
Fatal Accidents	5	2	2	3	4
Arrests Motor Vehicle	2,539	1,503	1,101	617	701
Written Warnings	2,249	1,284	1,452	754	594



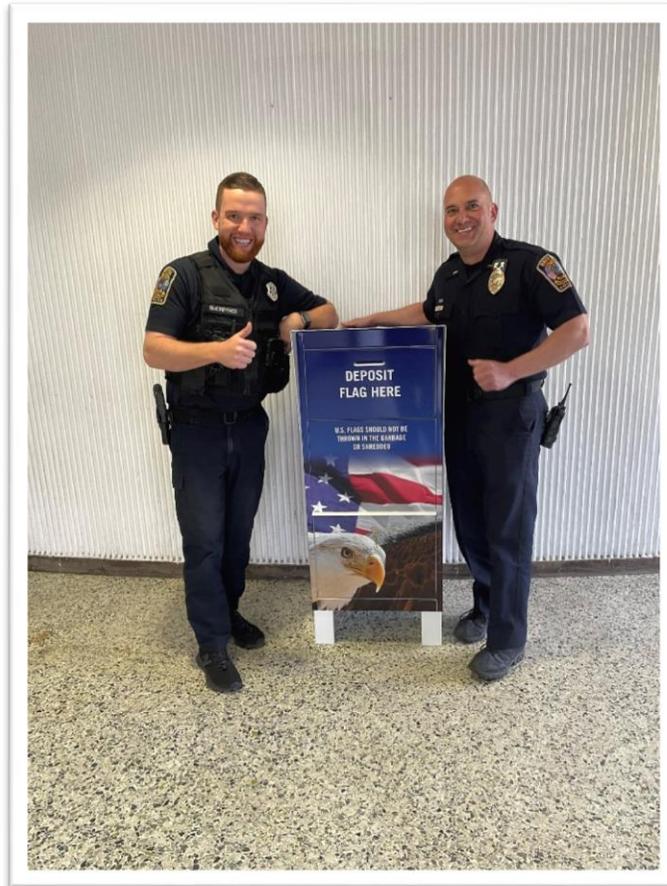
Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$10,293,101	\$10,580,880	\$11,092,305
Full time Positions	96	95	95

Budget Highlights

0012112 POLICE PATROL & TRAFFIC

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$7,050,689	\$8,005,880	\$8,005,880	\$8,358,330	\$8,177,305
514000	COVID	REGULAR WAGES	\$439,780	\$0	\$0	\$0	\$0
515100		OVERTIME	1,930,041	1,725,000	1,725,000	2,055,000	\$2,040,000
515100	COVID	OVERTIME	51,448	0	0	0	\$0
515100	ISAS	OVERTIME	5,098	0	0	0	\$0
517000		OTHER WAGES	816,046	850,000	850,000	875,000	\$875,000
TOTAL SALARIES			\$10,293,101	\$10,580,880	\$10,580,880	\$11,288,330	\$11,092,305
TOTAL POLICE PATROL & TRAFFIC			\$10,293,101	\$10,580,880	\$10,580,880	\$11,288,330	\$11,092,305



Police Department - Criminal Investigation Division



Detective Lieutenant Michael Duval
860-314-4560
michaelduval@bristolct.gov

Service Narrative

The Criminal Investigation Division (CID) is comprised of nineteen Detectives, three Detective Sergeants and one Detective Lieutenant, who is the commander of the Division. In addition, there is one civilian assigned to CID as the Evidence and Property Technician. CID is divided into four different units: General Investigations, Cyber Crime Unit (CCU), Narcotics Enforcement Team (NET) and Evidence Collection Unit (ECU). The main function of CID is to provide investigative assistance on cases that cannot be fully investigated by the uniformed patrol officer. This allows the patrol officer to return to regular duties and community policing initiatives sooner while enhancing the quality of the investigations. Detectives assigned to CID have received specialized training in specific areas of criminal investigation. CID investigations include burglaries, robberies, serious assaults, sexual assaults, untimely or suspicious deaths, murders, arsons, computer crimes, vice and illegal drug activity, crimes against children, frauds and missing persons.

Fiscal Year 2022 Goals and Accomplishments:

- Provided additional training and technology to assist in the solving of crimes and assist in informational based policing.

Fiscal Year 2023 Goals:

- Create a Crime Suppression/Vice Unit to work in conjunction with the Narcotics Enforcement Team (NET). This new unit would take volunteers from the patrol force to work with NET and be supervised by the detective sergeant assigned to NET. This can only be accomplished with full staffing.
- Continue to provide additional training to detectives so that they can become specialists in specific areas of investigation such as child sexual assault, sexual assault, financial crimes, computer crimes, identity theft and arson.

Long Term Goals:

- Increase the staffing levels in CID. With the increasing number of complex investigations more detectives are needed to meet the needs of the community.
- Create at least one new civilian position to process pistol permit, peddlers, solicitors and canvasser's permits. This person could also take over the bingo, raffle and bazaar permits. This will allow us to further streamline the process while allowing us to reassign a detective to focus on criminal investigation.
- Create a crime scene processing team to include patrol officers and detectives with an interest and aptitude for this type of work. The selected volunteers for this team will receive advanced training in this area and will be used to process the more complicated crime scenes. The team concept will provide a wider pool of investigators to be called in to process scenes. The goal is to achieve the training and expertise to process all major crime scenes and no longer have to rely on an outside agency.

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$2,703,057	\$2,836,915	\$2,925,805
Full time Positions	22	23	23

Budget Highlights

0012113 POLICE CRIMINAL INVESTIGATIONS

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$1,981,709	\$2,098,100	\$2,098,100	\$2,155,805	\$2,155,805
515100		OVERTIME	488,154	518,815	518,815	533,090	520,000
517000		OTHER WAGES	233,195	220,000	220,000	280,500	250,000
TOTAL SALARIES			\$2,703,057	\$2,836,915	\$2,836,915	\$2,969,395	\$2,925,805
TOTAL POLICE CRIMINAL INVESTIGATIONS			\$2,703,057	\$2,836,915	\$2,836,915	\$2,969,395	\$2,925,805



Police Department - Special Services



Service Narrative

The Police Department Special Services account facilitates activities outside the normal routine patrol and criminal investigations. It was established to account for private vendors who hire police officers to perform various activities such as directing traffic at road construction sites and assisting at community functions such as parades, carnivals, and bazaars.

All costs of services performed under the Special Services Account are reimbursed to the City along with a 15% surcharge.

The revenues received exceed the costs associated with the services provided. The revenue side can be found within the “Budget Summaries” section of this document.

Budget Highlights

0012114 POLICE SPECIAL SERVICES			2021	2022	2022	2023	2023
OBJECT	PROJECT	DESCRIPTION	ACTUAL EXPENDITURE	ORIGINAL BUDGET	REVISED BUDGET	BUDGET REQUEST	APPROVED BUDGET
SALARIES							
515118		POLICE SPECIAL SERVICES	\$1,604,934	\$450,000	\$450,000	\$450,000	\$450,000
TOTAL SALARIES			\$1,604,934	\$450,000	\$450,000	\$450,000	\$450,000
TOTAL POLICE SPECIAL SERVICES			\$1,604,934	\$450,000	\$450,000	\$450,000	\$450,000

Police Department – Communications Division



Service Narrative

The basic function of the Bristol Police Department Communications Division is to answer calls for service from the public and sworn personnel, dispatch the appropriate resources, and satisfy the immediate information needs of emergency service personnel as they carry out their duties.

Fiscal Year 2022 Goals and Accomplishments:

- Obtained full staffing, through the hiring of new tele-communicators.
- Training in quality assurance.

Fiscal Year 2023 Goals:

- Maintain full staffing.
- Install new scheduling software.
- Improve or reduce ambient noise in dispatch.
- Provide customer service training to staff.

Long Term Goals:

- Maintain an Emergency Medical Dispatch quality assurance compliance rating of 90% or better for each tele-communicator.

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$1,469,476	\$1,570,460	\$1,578,540
Full time Positions	18	18	18

Performance Measures

	2017	2018	2019	2020	2021
Number of 911 Calls	24,962	24,013	22,846	21,635	23,880
Calls for Service	50,284	50,411	48,776	47,030	45,488

Budget Highlights

0012115 POLICE COMMUNICATIONS

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$1,081,976	\$1,184,460	\$1,184,460	\$1,187,540	\$1,187,540
515100		OVERTIME	258,753	266,000	266,000	279,780	266,000
515100	COVID	OVERTIME	14,662	0	0	0	0
515100	ISAS	OVERTIME	1,801	0	0	0	0
517000		OTHER WAGES	112,285	120,000	120,000	130,000	125,000
TOTAL SALARIES			\$1,469,476	\$1,570,460	\$1,570,460	\$1,597,320	\$1,578,540
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE	\$6,304	\$9,150	\$9,442	\$9,265	\$9,265
531000		PROFESSIONAL FEES	28	2,895	2,895	2,895	2,895
531140		TRAINING	969	0	13,884	0	0
541000		PUBLIC UTILITIES	15,658	18,000	18,000	18,000	18,000
543000		REPAIRS AND MAINTENANCE	73,290	85,595	85,595	80,650	80,650
553000		TELEPHONE	4,997	6,300	6,300	6,300	6,300
554000		TRAVEL REIMBURSEMENT	151	500	500	500	500
555000		PRINTING AND BINDING	26	100	100	100	100
562300		GENERATOR FUEL	1,922	3,025	3,025	3,025	3,025
570920		CAPITAL	77,809	30,620	79,983	30,620	30,620
581120		CONFERENCES AND MEMBERSHIPS	0	120	120	0	0
TOTAL CONTRACTUAL SERVICES			\$181,155	\$156,305	\$219,844	\$151,355	\$151,355
SUPPLIES							
561800	COVID	PROGRAM SUPPLIES	\$415	\$0	\$0	\$0	\$0
569000		OFFICE SUPPLIES	872	900	900	900	900
TOTAL SUPPLIES			\$1,288	\$900	\$900	\$900	\$900
TOTAL POLICE COMMUNICATIONS			\$1,651,919	\$1,727,665	\$1,791,204	\$1,749,575	\$1,730,795



Fire Department

Chief Richard Hart
richardhart@bristolct.gov
181 North Main Street
(860) 584-7964

Bristol Fire Department Mission Statement:

“To deliver highly professional fire, rescue and lifesaving services to the City of Bristol in a courteous and respectful manner with pride and integrity.”

Service Narrative

The Bristol Fire Department has had the honor and privilege of providing fire and rescue services to the City of Bristol for over 167 years. The firefighters and staff are dedicated to providing the highest level of services to the City, its citizens and visitors in the most efficient manner by using the most current practices of emergency service delivery. This is accomplished by attending advanced training and through the use of state-of-the-art equipment.

The Fire Department serves the community from five strategically located fire stations, housing five engine companies and one ladder company. Eighty fire suppression personnel are assigned to four platoons to maintain a shift strength of 20 firefighters, including officers and a shift commander. These line personnel respond to all calls for service, both emergency and non-emergency. Calls for service can be as simple as a smoldering mulch pile, or as complex as a structure fire in a multiple-family residence with people trapped inside. There are many other types of incidents that the Fire Department responds to including technical rescues involving high-angle rope scenarios, confined space incidents, hazardous materials, and vehicle/machinery extrications. Firefighters also respond to service calls from citizens involving non-emergency situations. For example, water leaks, carbon dioxide incidents, and electrical problems are just some of the less urgent calls for service that the Department responds to.

Staff personnel are assigned to the Fire Prevention, Training, and Mechanical Divisions as well as to Administration. The overall operation of the Department is administered by the Fire Chief with the aid of an Administrative Assistant. Responsibilities include budget preparation, program development, and oversight of subordinate divisions. The Fire Prevention Division is led by the Fire Marshal and staffed by three Fire Investigators along with a part-time Principal Clerk. The Training Division, located at Station 4, is overseen by the Drill Master whose responsibility includes the maintenance of the personnel skills and certifications, as well as ensuring the completion of mandated training and new training development. The Fire Equipment Technician oversees the Mechanical Division and is responsible for overall maintenance and repairs to all (24) vehicles, emergency equipment, and dozens of pieces of other service related equipment.

The Bristol Fire Department consists of six companies located as follows:

Tower 1 - 181 North Main Street
Engine Co. 1 - 181 North Main Street
Engine Co. 2 - 151 Hill Street
Engine Co. 3 - 81 Church Avenue, Forestville
Engine Co. 4 - 17 Vincent P. Kelly Road
Engine Co. 5 - 285 Mix Street

Fiscal Year 2022 Goals and Accomplishments:

- Seven recruits graduated in 2021 from the Connecticut Fire Academy.
- First Bristol Fire Department Recruit Training program conducted and graduated 7 recruit firefighters
- Purchased land for new Station 3
- Secured funding for new Fire Station 3 and Engine 5
- Completed the implementation of new software platform, First Due.
- Using the Assistance to Firefighters Grant (AFG) successfully certified the following members
 - Fire Officer I – 8
 - Fire Officer II - 13
 - Incident Safety Officer - 7
 - Fire Service Instructor I - 14

Fiscal Year 2023 Goals:

- Continue a robust training schedule through AFG funding for Fire Officer III, pump operator, and aerial apparatus operator.
- Complete phase out of FireHouse scheduling software and acquisition of replacement software.
- Receive new Engine 3 pumping apparatus.
- Design and initiate build of new Engine 5 pumping apparatus.
- Integrate new software platform – First Due to provide greater transparency, scheduling and reporting ability.

Long Term Goals:

- Complete planning and subsequent construction of a new Station 3
- Secure funding for new ladder truck 2 as recommended in the 2016 ISO report and station it at the new Station 3.
- Apply for a SAFER grant to staff new ladder truck 2 with 12 firefighters and 4 Officers



Fire Prevention Division/Fire Marshal's Office

"The Bristol Fire Marshal's Office is committed to protecting the lives and property of our citizens and visitors through effective fire prevention, investigation, and public education and safety inspection programs."



Service Narrative

The Fire Prevention Division/Fire Marshal's Office is located at Central Fire Headquarters. The division is a local extension of the State Fire Marshal's Office. Staff members include the Fire Marshal and three Fire Inspectors, trained and certified by the State of Connecticut as Fire Inspectors and Fire Investigators, assisted by a part-time Principal Clerk. Life safety is the first priority. Staff members maintain accreditation and certification with the State Fire Marshal's Office by earning continuing education credits to keep current with any code changes, updated regulations, policies, and/or procedures.

Numerous codes endorsed under the provision of state statutes, including the Connecticut State Fire Safety Code (CSFSC) and the Connecticut State Fire Prevention Code (CSFPC) allow us to guide property owners through the process of code compliance by employing a systematic review of building plans and specifications, exercising a prescribed inspection/abatement process, and using lawful permitting practices.

In addition, the office is responsible for investigating the origin, cause, and circumstance of all fires and explosions within the jurisdiction, as required by the Office of the State Fire Marshal. The process includes collecting and analyzing data at the scene and interpreting those findings in order to prevent future occurrences. The office commonly works with local, state, and private authorities as necessary to evaluate and validate those findings.

The division coordinates and conducts Public Fire and Life Safety Education programs to at-risk or target groups, in particular school age children at least semi-annually, or as requested by civic or community groups for adult learning. A key component of this program is the "Hap" Barnes Fire Safety Trailer, which is used as an interactive learning center for children to visualize and "practice" what they have learned during the programs. It is made available in the spring and autumn seasons for three week periods. Promotional material- flyers, pamphlets, and novelty items- reinforce the safety messages being delivered.

Training Division



Service Narrative

The Bristol Fire Department continues to make training one of the top priorities for the department. The live fire training facility was used for various training evolutions and live fire training throughout the year. New audio/visual equipment was added to the classroom for delivering classroom lessons and video presentations. A Conex container was added to the training facility for storage of training equipment and burn materials. The Bristol Fire Department shall continue to move forward with firefighter development with an emphasis on safety at all times.

During the year community outreach and safety training was conducted for classes in fire extinguisher operation and career development for local area schools.

In cooperation with Emergency Management, continued improvements to the facility are scheduled to enable the classroom to function as a backup Emergency Operations Center.

Mechanical Division

The mission of the Mechanical Division is to proactively hold the entire fleet of the Bristol Fire Departments emergency apparatus in a constant state of readiness through a regular preventative maintenance schedule, and professionally maintain and service all vehicles and equipment.

The Mechanical Division is responsible for maintain the following equipment:

- The motorized fleet consists of (8) Class A pumpers, (2) 95' Tower Ladders, (11) Staff/Support vehicles, (1) Hazardous-Materials Trailer, and (1) Fire prevention trailer. All vehicles are annually serviced and inspected, along with monthly brake inspections.
- Small emergency equipment consists of (5) complete sets of gasoline powered "Jaws of Life" systems, (1) battery powered "Jaws of Life" system, (18) chain saws, roof ventilation saws, and generators.
- The lawn care equipment consists of (41) lawn mowers, string trimmers, leaf blowers, snow blowers, etc.
- Gas detection meters (22) including multi-gas detection and gas specific meters, all which require calibration.
- Water mitigation equipment consists of (28) large and small gasoline centrifugal pumps, electric sump style pumps, and electric back pack suction pumps.

Public Safety

- SCBA equipment consists of (43) front line air packs, (13) training air packs, (235) SCBA bottles, (4) escape packs, (2) R.I.T. pack's, (1) Mobile Air Supply car, and all related face pieces, etc.

The Mechanical Division schedules, documents and tracks testing in accordance with National Fire Protection Association regulations the following equipment.

- Annual aerial and ground ladder testing by third party.
- Quarterly air analysis and system check for SCBA filling compressor by third party.
- Annual fire pump testing.
- Annual fire hose testing.
- Annual SCBA air pack flow testing
- Five year hydro-static flow testing for SCBA bottles

Performance Measures

Quantitative:

Bristol Fire Department Activity Report

Activity	2017	2018	2019	2020	2021
Structure Fires	112	91	116	124	96
Highway Vehicle Fires	17	27	22	27	15
Outside of Structure Fires	4	27	8	23	13
Brush/Grass/Wild Land Fires	38	12	29	31	23
Rubbish/Dumpster Fires	33	21	28	21	27
All Other Fires	0	16	2	13	1
Rescue/EMS Response	350	314	357	387	399
False Alarms	466	538	472	486	510
Mutual Aid	4	10	12	15	4
Hazardous Materials Response	128	149	153	238	188
Other Hazardous Conditions	452	509	478	407	474
All Other Responses	701	790	724	711	750
Total	2,305	2,504	2,401	2,483	2,500

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$8,908,934	\$8,949,545	\$8,977,400
Full Time Positions	88.5	88.5	88.5

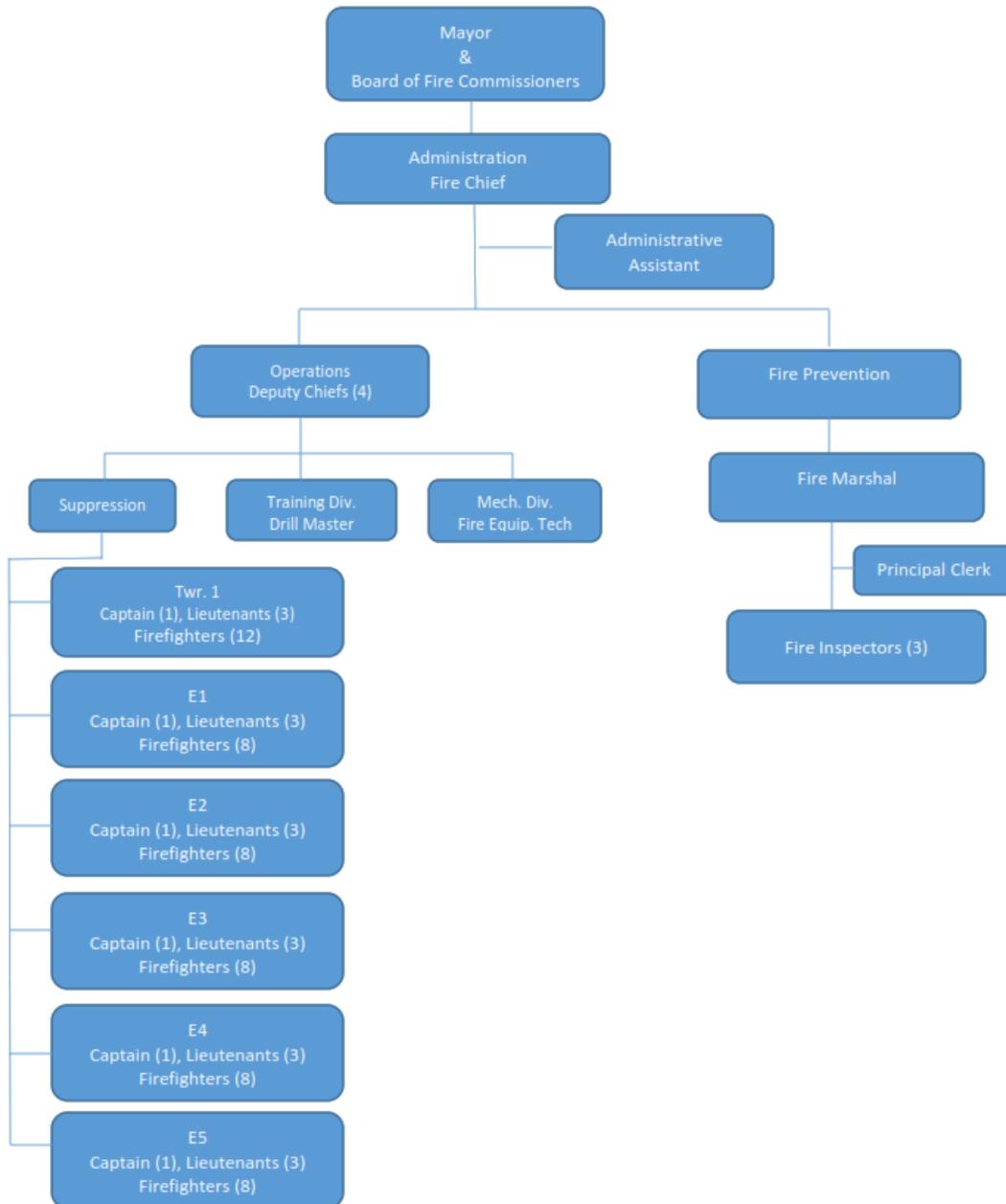
Board of Fire Commissioners:

Mayor Jeffrey Caggiano, Chairperson
 Andrew Howe
 Anthony Benvenuto
 Dennis Crispino
 Dana Jandreau
 Hal Kilby
 Sean Moore

Expiration of Term:

11/2023
 11/2023
 01/2024
 01/2023
 01/2025
 01/2024
 01/2025

Organizational Chart



Budget Highlights

0012211 FIRE DEPARTMENT

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$6,341,595	\$6,694,625	\$6,804,925	\$6,858,195	\$6,858,195
515100		OVERTIME	1,998,296	1,540,000	1,616,175	1,600,390	1,585,390
515100	COVID	OVERTIME	93,514	0	0	0	0
515200		PART TIME	12,715	22,435	22,435	22,435	22,435
517000		OTHER WAGES	462,815	498,825	506,010	511,380	511,380
TOTAL SALARIES			\$8,908,934	\$8,755,885	\$8,949,545	\$8,992,400	\$8,977,400
CONTRACTUAL SERVICES							
522100		UNIFORM ALLOWANCE	\$48,231	\$50,000	\$50,843	\$50,845	\$50,845
522300		UNION CONTRACT RESPONSIBILITIES	550	500	500	500	500
531000		PROFESSIONAL FEES AND SERVICES	53,578	58,000	58,309	62,700	62,700
531140		HIRE/TRAIN	0	0	127,355	0	0
541000		PUBLIC UTILITIES	53,333	48,000	48,000	48,000	48,000
541100		WATER AND SEWER CHARGES	9,940	10,000	10,000	10,000	10,000
542140		REFUSE	0	250	250	250	250
542500		LAUNDRY AND LINEN	1,023	1,500	1,500	1,500	1,500
543000		REPAIRS AND MAINTENANCE	33,987	0	1,259	0	0
543100		MOTOR VEHICLE SERVICE AND REPAIR	59,730	0	0	0	0
553000		TELEPHONE	6,570	6,500	6,500	6,500	6,500
553100		POSTAGE	184	500	500	500	500
555000		PRINTING AND BINDING	436	0	0	0	0
581120		CONFERENCES AND MEMBERSHIPS	791	3,000	3,000	3,000	3,000
581135		SCHOOLING AND EDUCATION	4,836	10,000	10,000	10,000	10,000
TOTAL CONTRACTUAL SERVICES			\$273,188	\$188,250	\$318,016	\$193,795	\$193,795
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$6,420	\$7,000	\$7,000	\$7,700	\$7,700
561800		PROGRAM SUPPLIES	45,146	30,000	30,000	33,000	33,000
561800	COVID	PROGRAM SUPPLIES	6,519	0	0	0	0
561805		FIRE PREVENTION DIVISION	803	7,000	7,044	7,000	7,000
561806		TRAINING DIVISION	6,355	8,000	8,000	8,000	8,000
561807		MECHANICAL DIVISION	12	135,000	135,000	143,100	140,000
562200		NATURAL GAS	29,081	30,000	30,000	30,000	30,000
562300		GENERATOR FUEL	1,000	1,000	1,000	1,000	1,000
562600		MOTOR FUELS	24,443	29,000	29,000	32,500	32,500
563000		MOTOR VEHICLE PARTS	18,006	0	0	0	0
563100		TIRES	6,431	0	0	0	0
569000		OFFICE SUPPLIES	1,138	2,000	2,000	2,000	2,000
TOTAL SUPPLIES AND MATERIALS			\$145,354	\$249,000	\$249,044	\$264,300	\$261,200
CAPITAL OUTLAY							
570400	21018	HURST EDRAULIC TOOL	\$25,380	\$0	\$0	\$0	\$0
570902		ANNUAL LOOSE EQUIP. REPLACEMENT	980	14,500	14,500	15,370	14,500
570903		ANNUAL HOSE REPLACEMENT	2,944	0	0	0	0
570910		METERING EQUIPMENT	4,192	0	0	0	0
570915		ANNUAL BUNKER GEAR REPLACEMENT	79,541	43,000	43,000	51,900	51,900
579999		EQUIPMENT	0	0	0	98,020	0
TOTAL CAPITAL OUTLAY			\$113,037	\$57,500	\$57,500	\$165,290	\$66,400
TOTAL FIRE DEPARTMENT			\$9,440,514	\$9,250,635	\$9,574,104	\$9,615,785	\$9,498,795



Animal Control Division



Raymond Zagurski, Animal Control Officer
126 Vincent P. Kelley Road
860-584-3087
Raymondzagurski@bristolct.gov

Service Narrative

The Animal Control Officer (ACO) operates the City's domestic animal and wild life control and protection program. The purpose is to provide responsive, efficient and high quality animal care and control services that preserves and protects public and animal safety.

Included in the Animal Control budget are the costs associated with the operation of the dog pound located on Vincent P. Kelly Road. Bristol's two Animal Control Officers are responsible for enforcing domestic animal and wild life regulations.

Fiscal Year 2022 Goals and Accomplishments:

- Ensured the health and welfare of the community as it relates to animals both domestic and wild, enforced Connecticut animal control laws, promoted responsible pet ownership, reunited lost dogs with their owners, continued partnership with non-profit animal groups, and maintained a clean and healthy environment at the animal shelter.

Fiscal Year 2023 Goals:

- Continue to increase dog owner awareness of laws and ordinances to reduce violations and facilitate the adoption and/or safe return of lost pets.
- Provide a safe, comfortable environment for lost or abandoned animals and partner with non-profit animal groups when possible.
- Enforce the laws related to Animal Control and act as the Rabies Control Authority for the City of Bristol.

Long Term Goal:

- Evaluate options for renovation or a new facility for the Dog Pound which is in need of major updates and repairs

Performance Measures

Quantitative:

	FY18	FY19	FY20	FY21	FY22
Roaming Dog	285	309	205	206	323
Barking Dog	67	70	70	100	85
Animal Bites	44	33	46	29	35
Report of Cruelty	79	80	65	99	104
Feral Cats	32	51	57	77	65
Wildlife/Animal Concern	470	587	456	372	465
Lost Animal	273	238	280	234	268
Rabies	18	28	28	15	30
Dead Animals Disposed of	497	555	526	454	321
Total # Calls For Service	1,765	1,951	1,733	1,505	1,696
# Animals Impounded	136	125	154	151	133
# Animals Euthanized by Vet	4	2	6	4	5

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$166,668	\$175,595	\$180,490
Full time Positions	2	2	2

Budget Highlights

0012312 ANIMAL CONTROL

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$137,804	\$141,595	\$141,595	\$145,490	\$145,490
515100		OVERTIME	16,825	18,500	18,500	19,000	19,000
517000		OTHER WAGES	12,039	15,500	15,500	16,000	16,000
TOTAL SALARIES			\$166,668	\$175,595	\$175,595	\$180,490	\$180,490
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE L754	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
531000		PROFESSIONAL FEES AND SERVICES	3,355	5,000	5,000	5,000	5,000
541000		PUBLIC UTILITIES	1,939	2,500	2,500	2,500	2,500
541100		WATER AND SEWER CHARGES	767	775	775	800	800
557700		ADVERTISING	165	325	325	325	325
562200		NATURAL GAS	4,693	4,500	4,500	4,600	4,600
581135		SCHOOLING AND EDUCATION	0	300	300	300	300
TOTAL CONTRACTUAL SERVICES			\$13,419	\$15,900	\$15,900	\$16,025	\$16,025
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$0	\$500	\$500	\$500	\$500
561800		PROGRAM SUPPLIES	465	500	500	500	500
TOTAL SUPPLIES AND MATERIALS			\$465	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL ANIMAL CONTROL			\$180,552	\$192,495	\$192,495	\$197,515	\$197,515

Emergency Management

Harland Graime, Director
(860) 866-7262
harleygraime@bristolct.gov



CERT Team

Service Narrative

The Emergency Management Department exists to formulate plans for the protection of the public in the event of large scale, natural or man-made disasters. The Department prepares survival plans which may be used in the event of a natural or man-made disaster, for the administration of training programs for protection and survival, and for the provision, inspection, maintenance and operation of emergency facilities, equipment, personnel and communications.

Fiscal Year 2022 Goals and Accomplishments:

- The Emergency Management (EM) Department will continue to obtain, store and disperse Personal Protective Equipment (PPE) to all city departments and first responders.
- Updated and distribute the Emergency Operations Plan to DEMHS and city departments.
- Provided Community Emergency Response Team (CERT) training to all new members and update training for all active members.
- Due to the criticality of emergency communications in times of emergency or disaster, DEMHS has allowed ham radio communications to be funded by EMPG Grant funds. Some ham radio equipment may be relocated to avail the city of better emergency communications.
- Continued to upgrade the training room at Fire House 4 to be used as an auxiliary Emergency Operations Center (EOC). The room will be used if the main EOC is compromised. This room has also been used by CERT trainers for the training of new CERT members.
- Continued to present the Federal Emergency Management Agency (FEMA) Student Tools for Emergency Planning (STEP) program to 5th graders in the Bristol schools along with CERT volunteers.
- Represented the City by participating in state, regional and local committees.
- Awarded a supplemental grant for PPE and Covid-19 testing for EOC participants.
- Awarded additional funding to fulfill the per capita availability of EMPG funding.
- Provided ZOOM remote meetings to all members.
- Bristol CERT trainers provided ZOOM remote CERT training to increase membership.
- Due to the Covid-19 pandemic, the Bristol CERT has been activated for more hours in city service than ever before. This may continue into 2022-2023 as the pandemic continues.
- Participated in the Annual Statewide Governor's Emergency Planning and Preparedness Exercise (EPPI) with city department representatives.

- CERT members
 - Supplied traffic services to the Farms to Families and ARPA food distribution programs.
 - Sent holiday cards to the residents at the Sheridan Woods Nursing Home.
 - Provided traffic and pedestrian control for the distribution of Covid-19 self-test kits and N95 masks, numerous Bristol Hospital and Bristol Burlington Health District Covid-19 testing and vaccination clinics, the Department of Public Works Hazardous Materials Collection and the Annual Mum Festival.
 - Collected food and clothing for the homeless and needy population on Valentine's Day.
 - Manned an American Red Cross Blood Collection site for the third straight year.
 - Planned an ARC Blood Collection in memory of fallen member and Burlington fireman Colin McFadden.
- CERT leadership has taken advantage of all DEMHS/CRCOG available funding.

Fiscal Year 2023 Goals:

- Continue to upgrade the ham radio communications in the city.
- Continue the FEMA STEP program in the Bristol 5th grade classes during the coming year.
- Participate in the Governor's EPPI exercise.
- Attend Capital Region Council of Governments (CRCOG), Naugatuck Valley Council of Government, Capital Regional Emergency Planning Council, CT Conference of Municipalities and SCCC meetings as a member of those regional and state committees.
- Keep the City first responders apprised of the latest training available.
- Attend local civic meetings as the City representative.
- Continue to participate in the Bristol Cares Functional Needs Working Group in conjunction with the Commission on Persons with Disabilities.
- Work closely with the Bristol Burlington Health District to provide the necessary assistance in the performance of their duties.
- Attend CRCOG meetings, apply for DEMHS grants for training and equipment and attend the annual CERT Field Day and training as scheduled along with providing community response when the need arises.
- Encourage small businesses to be more resilient and support sustainability with the assistance of the Chamber of Commerce and the Bristol Economic and Community Development Department.
- Continue to provide residents with emergency preparedness information and guidance.
- Provide both CPR and AED training for all community residents.
- Increase CERT membership to strengthen the organization.

Long Term Goals:

- Educate residents and businesses in emergency preparedness by presenting informative talks to any local business, civic, church, service or interested group. This will enhance the City's sustainability in the future against weather emergencies, pandemics and disasters.
- Continue to provide first responders and other City departments with training and equipment necessary to augment their roles in serving the City's needs.
- Increase CERT membership with new training and program initiatives to enhance the City's ability to care for and service the needs of our community.

Public Safety

- Design and implement a new EOC facility and Emergency Management Office in the Police Complex.

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$12,296	\$14,515	\$27,500
Part-time Positions	1	1	1

Budget Highlights

0012413 EMERGENCY MANAGEMENT

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
515200		PART TIME	\$13,296	\$14,515	\$14,515	\$14,515	\$27,500
		TOTAL SALARIES	\$13,296	\$14,515	\$14,515	\$14,515	\$27,500
CONTRACTUAL SERVICES							
553000		TELEPHONE	\$896	\$1,000	\$1,000	\$1,000	\$1,000
553100		POSTAGE	55	100	100	120	120
554000		TRAVEL REIMBURSEMENT	621	800	800	1,000	1,000
555000		PRINTING AND BINDING	463	600	600	600	600
581120		CONFERENCES AND MEMBERSHIPS	224	800	800	2,000	2,000
		TOTAL CONTRACTUAL SERVICES	\$2,259	\$3,300	\$3,300	\$4,720	\$4,720
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$646	\$8,750	\$8,750	\$23,000	\$23,000
561800	COVID	PROGRAM SUPPLIES	56	0	0	0	0
561825		CERT	2,356	3,000	3,000	4,000	4,000
569000		OFFICE SUPPLIES	198	435	435	1,280	1,280
		TOTAL SUPPLIES AND MATERIALS	\$3,256	\$12,185	\$12,185	\$28,280	\$28,280
		TOTAL EMERGENCY MANAGEMENT	\$18,811	\$30,000	\$30,000	\$47,515	\$60,500

Building Inspection

Richard Brown, Chief Building Official
(860) 584-6215
richardbrown@bristolct.gov

Service Narrative

The Building Inspection Department is responsible for the public safety, health and welfare for people who live, work, and play in the City of Bristol. Whether in homes, offices, schools, stores, factories, or places of entertainment, people rely on the safety of the structures that surround them in their everyday lives. This is accomplished by enforcing the current State Building Codes, zoning regulations, ordinances, and statutes adopted by the City of Bristol and the State of Connecticut.

The Building Inspection Department performs many functions, including: processing permit applications, reviewing construction plans, issuing permits, conducting inspections, issuing certificates of occupancy, and certificates of approval. The department also responds to emergency situations such as fires, floods, damaged structures, and any occurrences that affects the integrity of a structure or property. The Building Department maintains close relationships with all City of Bristol departments and has a day to day relationship with the Fire Department, the Police Department, the Public Works Department, and the Health Department. A Code Enforcement Committee has been developed and the Building Department has the leading role of enforcing anti-blight and property maintenance violations under the direction of the Mayor.

Fiscal Year 2022 Goals and Accomplishments:

- Continued to support staff to provide “people friendly” public assistance. The Building department has positively gained a good reputation with the residents over the past year.
- Developed a poster style, flow-chart to assist the public at the kiosks when completing building permits.
- Effectively created understanding relationships for and with the public for in-house and in-person visits.
- Assisted all departments and the general public in a manner that instills trust and comradery.

Fiscal Year 2023 Goals:

- Add a new position to address the extensive amount of Code Enforcement the City is actively involved in.
- Transition old “access” permit system to a new “Viewpoint” system.
- Maintain current staffing levels.

Long Term Goals:

- Establish flow-charts to educate the public on the process of a building permit and/or other types of permits, such as a pool, shed, solar, etc. and all potential departments involved indicating paths to follow and procedures along with associated time frames.
- Add a regular part-time position for the code enforcement
- Increase work week to 40 hours for the department, due to the increase in amount of inspections being called in, processed and closed.
- Continue to work with the public to establish open discussions concerning the need for code enforcement and why permits are a necessary part of the process to ensure Life-Safety concerns are and achieved for all projects.
- Convert all old files to electronic via scanning.

Performance Measures

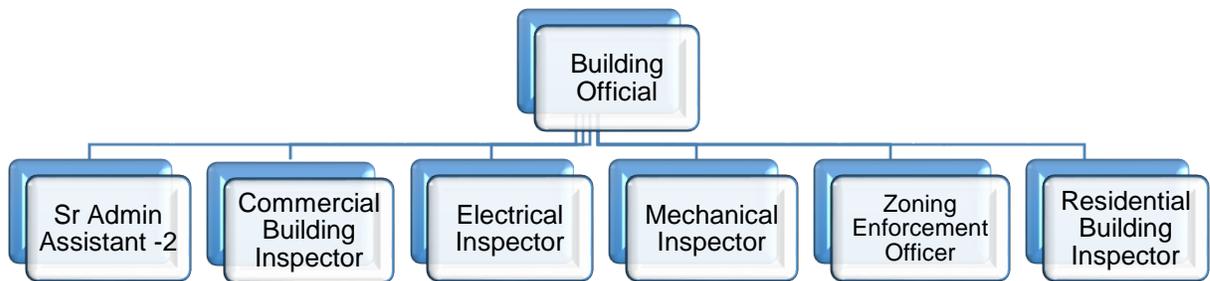
Quantitative:

Activity	FY 2020	FY 2021	FY2022
Building/Mechanical Permits Issued	3,103	3,983	3,757
Value of Construction	\$70,719,145	\$142,916,513	\$139,289,943
Actual Revenue Collected	\$1,472,385	\$2,064,193	\$1,996,177

Expenditure and Position Summary

	2021 Actual	2022 Estimated	2023 Budget
Salary Expenditures	\$569,009	\$631,125	\$635,405
Full Time Positions	8	8	8

Organizational Chart



Budget Highlights

0012615 BUILDING INSPECTION

OBJECT	PROJECT	DESCRIPTION	2021 ACTUAL EXPENDITURE	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	2023 BUDGET REQUEST	2023 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$547,307	\$612,125	\$602,125	\$616,405	\$616,405
515100		OVERTIME	19,226	19,000	29,000	19,000	19,000
517000		OTHER WAGES	2,476	0	0	0	0
TOTAL SALARIES			\$569,009	\$631,125	\$631,125	\$635,405	\$635,405
CONTRACTUAL SERVICES							
543000		REPAIRS AND MAINTENANCE	\$0	\$150	\$150	\$650	\$650
543012		CLOTHING/UNIFORMS	1,059	500	500	1,000	1,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	219	2,000	2,000	2,000	2,000
553000		TELEPHONE	3,869	5,000	5,000	5,000	5,000
553100		POSTAGE	311	1,100	1,100	1,100	1,100
554000		TRAVEL REIMBURSEMENT	102	0	0	0	0
555000		PRINTING AND BINDING	1,022	500	500	800	800
557700		ADVERTISING	0	100	100	100	100
581120		CONFERENCES AND MEMBERSHIPS	1,568	2,500	2,500	2,500	2,500
TOTAL CONTRACTUAL SERVICES			\$8,150	\$11,850	\$11,850	\$13,150	\$13,150
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$247	\$3,000	\$3,000	\$6,600	\$6,600
562600		MOTOR FUELS	3,286	5,000	5,000	6,000	6,000
563100		TIRES	0	700	700	3,000	3,000
569000		OFFICE SUPPLIES	781	800	800	800	800
TOTAL SUPPLIES AND MATERIALS			\$4,314	\$9,500	\$9,500	\$16,400	\$16,400
CAPITAL OUTLAY							
570400	20034	LIGHT BARS	\$2,140	\$0	\$0	\$0	\$0
TOTAL CAPITAL OUTLAY			\$2,140	\$0	\$0	\$0	\$0
TOTAL BUILDING INSPECTION			\$583,613	\$652,475	\$652,475	\$664,955	\$664,955

