



**Barkhamsted Fire District
Board of Director's
Virtual Monthly Business Meeting Minutes**

Meeting Date: April 14th, 2021

Meeting was called to order by President Richard Winn at 19:32 (7:32) hours.

Minutes: March 10th, 2021 board minutes were distributed before the meeting. President Richard Winn asked for approval of the March 10th, 2021 minutes. Motion made by Jamie Lagassie to accept the March 10th, 2021 minutes seconded by Dick Ransom. No discussion. Motion carried.

President Richard Winn asked for approval of the Special Meeting Minutes from March 10th, 2021 minutes. Motion made by Ralph Scarpino to accept the March 10th, 2021 Special Meeting minutes seconded by Dick Ransom. No discussion. Motion carried.

Treasurer's Report:

Treasurer's report was emailed on April 9th for review. Dick Ransom made a motion to approve the treasurer's report. It was seconded by Jamie Lagassie. No discussion. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$2,281.00	Penflex, Inc	Award Program
\$2,300.00	Dale Smith	Hydrants
\$2,426.25	Town of Barkhamsted	Gas/Diesel
\$3,769.54	Town of Barkhamsted	New Communication Equipment
\$262.40	PC Wizard, LLC	Computers

\$155.00	Goulet Printery	Fire Marshall Expense
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Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$1,703.00	Fire Equipment Headquarters (Meters)	New Equipment
\$54.68	Tyler O'Neil (box for meters)	New Equipment
\$539.95	Shipman's Fire Equipment	New Equipment
\$354.81	Shipman's Fire Equipment	New Equipment
\$35.00	Fire Equipment Headquarters	New Equipment
\$62.50	First Due	Equipment Maintenance
\$125.00	First Due TK-34 Battery Smell	Equipment Maintenance
\$125.00	First Due E-4 Voltage T. Shoot	Equipment Maintenance
\$505.00	First Due SQ-51 Replace Floods	Equipment Maintenance
\$2,629.00	First Due TK-34 Tank to Pump Valve	Equipment Maintenance
\$879.07	Shipman's Fire Equipment	Equipment Maintenance
\$3,866.96	Zeller Tire (TK-34 8 rear tires)	Equipment Maintenance
\$125.00	Fire Control Services	Equipment Maintenance
\$450.00	Tower Generator	Equipment Maintenance
\$10.02	Verizon	Telephone
\$135.00	Norcom	Communication Equipment Maintenance
\$32.00	Staples (NB's District CC)	Building Maintenance
\$40.53	True Value	Building Maintenance
\$20.69	True Value (Marq's CC)	Building Maintenance

Chief Jim Shanley submitted Bills for Pleasant Valley:

Pleasant Valley		
Amount	Payee	Account Name
\$425.00	Tower Generator	Building Maintenance
\$226.60	Gowan's Knight Co (U4 hand light)	New Equipment

\$23.06	USA Waste	Building Maintenance
\$321.63	Defender Marine (Reimbursement to James Shanley)	Capital (PV Boat Equipment)
\$54.98	Verizon (Includes FM phone)	Telephone
\$37.97	O'Reilly First Call	Equipment Maintenance

Chief Stephen Elovirta submitted Bills for **Barkhamsted East**:

Barkhamsted East		
Amount	Payee	Account Name
\$700.00	Pat Sepples	Snow Plowing
\$148.88	Best Buy (District CC) Windows 10 for laptop	Computers
\$65.18	Shipman's Fire Equipment	Equipment Maintenance
\$404.95	First Due Services, LLC	Equipment Maintenance
\$228.88	Napa Auto Parts	Equipment Maintenance
\$86.00	Fire Equipment Headquarters	New Equipment
\$1,958.00	Peggy's Personalized Promos	New Equipment
\$62.65	Charter Communications	Telephone
\$92.00	USPS (District CC) PO Box Renewal	Miscellaneous
\$558.00	Carlson Heating, Air & Hot Water Inc.	Heat
\$2,500.00	Check from DEEP (Deposit in New Equipment)	New Equipment

Karl Jacobs made a motion to pay the bills as presented and it was seconded by Dick Ransom. Motion carried.

Correspondence: President Richard Winn reported that he received correspondence from WaterWays, the insurance company and Berkshire Alarm. The Insurance company stated their updated policy about PFAST coverage. If you use it for training, they are not covering you versus if it is used at an incident. The Berkshire Alarm information will be scanned into the Emergency Reporting system for the 3 Chiefs.

Chief's Report:

Pleasant Valley					
<i>Chief Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	4	0	14	2	10

Riverton					
Chief Bird reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	6	5	21	2	8

Barkhamsted East					
Chief Elovirta reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
7	9	3	19	2	7

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
27	19	8	54	6

Fire Marshal's Report: Jamie Lagassie reported that he has begun inspections, reviewing files, etc. The board decided he will be paid at an hourly rate.

There was a motion to pay the Fire Marshal at an hourly rate of \$35.00 made by Karl Jacobs and seconded by John Andryzeck. Jamie Lagassie abstained. No discussion. Motion carried.

Daytime Driver's Report: Emailed prior to the meeting.

LCD: Stephen Elovirta provided an LCD report.

Committee Reports:

Capital: The capital committee met, and they made edits to the current capital plan. The current year includes the PV inflatable boat and the BE Quad. In 2021-2022 there is going to be hydrants, radios, and the PV roof. They decided to do upgrades to the BE tanker instead of a replacement.

Firefighter Award: President Richard Winn reported that Penflex is going to be cutting four checks which will be sent to those individuals who qualify.

Health and Safety: (John Andryzeck and Marie Gillen) – Nothing to report.

Policy: President Richard Winn reported that to-date he only had one other member express interest in being a part of the policy committee.

Chief Norman Bird recommended that we should have a tick policy, however there is no need to reinvent the wheel. They have the policy from Torrington, and they should be able to remove their information and bring it to the board for official approval next month. It should not be a controversial policy; therefore, it was determined that there is no need to bring it to the membership prior to approval.

Chief Jim Shanley mentioned that he would like to loan PPE out to New Hartford Ambulance. It would be the gear that is not useful for interior, however he could loan out their gear until the ambulance is able to get something. They intend on removing the thermal layers and only utilizing the outer shells. The consensus on this was that they could loan out the PPE.

Chief Jim Shanley raised a concern about a member who is very active for the six months of the year that he is, however, the current pay per call policy is somewhat discouraging because it prevents them people in those situations from qualifying. President Richard Winn is going to review the written policy and the district can amend it.

Chief Norman Bird wanted to bring up a discussion by the membership about the mask wearing policy. It was determined that the fire departments are to adhere with state guidelines and recommendations and the policy is to remain the same until there is updated guidance from the state of Connecticut.

Personnel: The personnel committee met and there was a discussion on the communication officer. The position was posted with a closing date of April 9th. It stated that it was not a paid position. There will be discussion on a training officer position for the district and the three training officers will be invited in to participate in that discussion.

There was a motion to appoint Tyler O'Neil as a communication officer. The motion was made by Dick Ransom and seconded by Larry Gillen. Motion carried.

They will schedule another personnel committee meeting where they are going to invite Tyler in to discuss his roles and responsibilities as the communication officer.

Unfinished Business:

1. Update on Grants: The Town of Barkhamsted is going to be receiving money from American Rescue plan. There are strict limits on what it can be spent on. President Richard Winn reported that he has no official clarification on what it can be spent on. However, the district was thinking about purchasing extractors/dryers, but the three departments must decide on what we need as a district. Amy O'Toole reported that they can spend the money on waterline, sewer line, broadband, PPE, and COVID response.

2. Discussion and possible action on website: None.

3. Update on Radio Repeater: None.

4. Discussion and possible action on PVVFD boat: Chief Jim Shanley reported that they received the deposit for the boat, and it has been ordered. The timeline is 16-20 weeks for the outboard.

5. Update on software switch from Firehouse to Emergency Reporting: The officers are going to receive training on the Emergency Reporting system. They are going to receive links to create their own passwords. They are only going to have access to the reports that they are responsible for.

6. Discussion and possible action on the 2021-2022 Budget: The draft budget was reviewed, discussed and revised based on recommendations of the board members. Pleasant Valley explained their new equipment changes. Riverton changed their turnout gear from three sets down to two sets.

Norman Bird inquired whether the compressor equipment maintenance could be added to the district budget. After discussion, it was decided that it would remain in Riverton's budget at this time because the district does not want everyone moving things out of their department budget into the district budget.

President Richard Winn stated that the audits reports came, and he will distribute them to the members that were present tonight. He will distribute the rest of the reports before the next meeting.

President Richard Winn received a quote from Berkshire alarm to get the heat detectors replaced and tested. The quote totaled \$2,244.95. It was decided to get this done this year and just fund the fire alarms over budget and do a transfer at end of year.

There was a vote to approve the budget with the corrections and amendments, use the surplus to balance the revenue and present it to the taxpayers. The motion was made by Larry Gillen and seconded by Jamie Lagassie. No discussion. Motion carried.

There was a motion to make the upgrades with Berkshire Alarm. The motion was made by Dick Ransom and seconded by Larry Gillen. Motion carried.

New Business:

1. Discussion and possible action on loaning district equipment (Already discussed previously)

There was a motion to add the CT Hall of Fame Dinner to the agenda.

2. CT Hall of Fame Dinner – Richard Winn was nominated, so the district would like to purchase a table for the event on Thursday, September 23rd. Dick Ransom took control over the meeting.

There was a motion to purchase a table for the district and to reimburse 1 ticket for everyone who already bought a ticket. Jamie Lagassie made the motion. Karl Jacobs seconded the motion. Richard Winn abstained. Motion carried.

There was a motion to add the capital items to the annual meeting next month. The capital items include \$11,000 for the quad and trailer and \$35,000 for the Pleasant Valley roof and to close out completed capital projects. The motion was made by Jamie Lagassie and seconded by Dick Ransom.

There was a motion to adjourn made by Jamie Lagassie at 9:19pm. The motion was seconded by Dick Ransom.

Attendance

President: Richard Winn

Vice President: Richard Ransom

Treasurer: Amy O'Toole (virtual)

Directors: John Andryzeck (virtual), Karl Jacobs (virtual), Jamie Lagassie, Larry Gillen, and Ralph Scarpino

Chiefs: Jim Shanley, Norman Bird, and Stephen Elovirta

District Clerk: Amanda O'Toole (virtual)

Guests:

Absent:

Next Meeting:

May 12th, 2021 to be held at the Barkhamsted East Fire House at 19:30

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2021