



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

Meeting Date: January 13th, 2021

Meeting was called to order by President Richard Winn at 19:33 (7:33) hours.

Minutes: December 9th, 2020 board minutes were distributed before the meeting. President Richard Winn asked for approval of the December 9th, 2020 minutes. Motion made by Karl Jacobs to accept the December 9th, 2020 minutes seconded by Ralph Scarpino. No discussion. Motion carried. Jamie Lagassie abstained.

Treasurer's Report:

Treasurer's report was emailed on January 6th for review and there was no discussion. Dick Ransom made a motion to approve the treasurer's report. It was seconded by Karl Jacobs. No discussion. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$2,1062	CT Occupational Medical Partners, LLC	
\$825	Klebe Fuel Service Plan	Heat
\$275	Klebe Fuel PV	Heat

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$ 537.80	Shipman's Fire Equipment	New Equipment
\$125.00	Fire Control Services	Equipment Maintenance
\$28.46	O'Reilly	Equipment Maintenance
\$35. 94	O'Reilly	Equipment Maintenance
\$185.00	Fire Equipment Headquarters	Equipment Maintenance
\$36.00	Gowan Knight	Equipment Maintenance
\$118.89	New Boston Crane Service & Sleds	Equipment Maintenance
\$214.36	Millard Welding	Equipment Maintenance
\$50.10	Verizon	Telephone
\$19.35	True Value of Winchester	Building Maintenance

Chief Jim Shanley submitted Bills for Pleasant Valley:

Pleasant Valley		
Amount	Payee	Account Name
\$3,635.35	First Due Services (R3 generator)	Equipment Maintenance
\$159.38	True Value Hardware (Miscellaneous)	Equipment Maintenance
\$23.06	USA Waste	Building Maintenance
\$53.56	Amazon (VISA)	Building Maintenance
\$95.00	Fire Equipment Headquarters	Equipment Maintenance
\$25.98	O'Reilly First Call (DED)	Equipment Maintenance
\$20.04	Verizon	Telephone
\$170.12	SupplyHouse.com (Gas Detector)	New Equipment
\$84.99	Amazon (District)	Equipment Maintenance

Chief Stephen Elovirta submitted Bills for Barkhamsted East:

Barkhamsted East		
Amount	Payee	Account Name
\$700.00	Pat Sepples	Snow Plowing
\$274. 05	Patterson Oil (Credit back by Check)	Miscellaneous
\$62.65	Charter Communications	Telephone

\$29.23	Gowans & Knight	Equipment Maintenance
\$300.00	Emergency Reporting (Rover RRRRT)	Communication

Karl Jacobs made a motion to pay the bills as presented and any outstanding bills from CT Occupational Medical Partners, LLC at Amy's discretion and it was seconded by John Andyzeck. Motion carried.

Correspondence: Norman Bird is stepping down as a director on the board. Richard Winn thanked him for his 35 years of service on the board of directors. Therefore, there is a vacancy on the board of directors.

There was a motion to appoint Larry Gillen to the Board of Directors. The motion was made at 7:40 pm by Jamie Lagassie and it was seconded by Dick Ransom. Motion carried.

Chief's Report:

Pleasant Valley					
Chief Shanley reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
11	4	1	15	4	12

Riverton					
Chief Gillen reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
9	6	5	20	2	0

Barkhamsted East					
Chief Elovirta reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
7	9	3	19	2	5

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
27	19	9	55	8

Fire Marshal's Report: Emailed out prior to the meeting.

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

LCD: No report.

Committee Reports:

Capital: The capital committee will meet in near future. Chief Jim Shanley reported that there is water staining on the roof of Pleasant Valley and Jamie Lagassie believes we should start looking to repair that asap. Therefore, Jim Shanley will look at the bids.

Firefighter Award: President Richard Winn reported that he needs confirmation from the three Chiefs that the reports are correct. He reported that he has heard back from Pleasant Valley.

Health and Safety: (John Andryzeck and Marie Gillen) John Andryzeck reported that we are pretty much all set regarding physicals.

Policy: Completed a quick review and reaffirmed that they are good. Jim Shanley reported that the website is up to date.

Unfinished Business:

1. Update on Grants: The grant period is open and there is no need to vote to spend \$200 on the grants. Chief Norman Bird reported that we applied for a small grant for the COVID sprayer but we haven't heard back on it yet.

2. Discussion and possible action on website: Currently Keith Archer is researching and will get back to the board with his findings.

3. Discussion and possible action on PVVFD boat: Chief Jim Shanley presented the updated boat presentation. The presentation included that there would be separate trailers for each boat and their recommendation is to go with the one from the manufacturer. Peter mentioned

that the dealer has been very good and responsive to all their needs. Chris mentioned that the boat is very adaptable and customizable because the boat would be plastic. Their proposal included a Walley Boat, an outboard motor, and the trailers. Pleasant Valley will be paying for the extras that they would like. It was questioned how long the quote was good for, but they did not have a 'good for' date.

It was mentioned that depending on the guidance from the state we could vote on the boat at the May meeting. The board needs to look at the Executive orders from the state.

4. Discussion and possible action on radio repeater system: Chief Jim Shanley has not heard much from Dana, but there could potentially be interference that they would need to track down. The board does not want to authorize the bill until they can figure out where it is operation is at the point that we'd like it. Jim Shanley will talk to Pittsfield Communication and tell him where we stand on the radio repeater.

New Business:

Discussion and possible action to establish a personnel committee: President Richard Winn would like to establish a personnel committee in preparation of Marq's retirement, a district training officer and a communication officer position. Members who wish to obtain a position should not be part of the committee. The personnel committee is to meet and review the job descriptions and come back to the board with their findings. The committee would like to prioritize the communication officer with the anticipation of receiving the radio grant. Compensation would be a point for discussion in the committee. Ideally, we would have 1-2 members per department and 1-2 board members on the committee. The department should be the Chief plus one other person.

Discussion and possible action on software switch from Firehouse to Emergency Reporting:

Our five-year contract with Firehouse software ends on February 1st of 2021. There was a discussion about switching from Firehouse Software to Emergency Reporting. Having both software programs would allow the district time to transfer past data, while inputting new data onto Emergency reporting. Following the discussion there was a motion to renew Firehouse software for 1 year and begin the transfer of data to Emergency reporting. The motion was made by John Andryzeck and seconded by Jamie Lagassie. Motion carried.

There was a motion to add Emergency Hose Testing, OSHA, and Pleasant Valley Fundraising to the agenda. The motion was made by Jamie Lagassie and seconded by Ralph Scarpino. Motion carried.

Emergency Hose Testing: Chief Norman Bird explained that at a call, they laid in five inch hose that many vehicles drove over at one of their incidents. Therefore, they are looking to get the hose retested and reloaded onto their truck. Waterway is approximately \$700 to \$800 and TopRung is \$540 and an additional mileage charge. There was a motion to go forward to test the five inch hose for Riverton. Motion was made by Karl Jacobs and seconded by Ralph Scarpino. Motion carried.

President Richard Winn stated that the district should consider going to bid to get one of the companies to do hose and ladder testing for local area departments including Barkhamsted, New Hartford and Winsted.

OSHA: Chief Norman Bird reported that Canton Fire Department recently was audited by OSHA. There was a discussion on posters, gear, etc related to the OSHA audit. President Richard Winn will make contact with a consultant to see if she is available to do a 'simulation' audit of the departments.

Pleasant Valley Fundraising: Chief Jim Shanley mentioned that they will be sending their fundraising letter out the residents. They have been working closely with the printer to ensure that the letters are in Pleasant Valley's first due area due to Larry Gillen's feedback.

It has been successful in the past and they would like to continue with it. It was mentioned that Pleasant Valley raised approximately \$12,000 the first year and \$8,000 the second year. Chief Norman Bird would be interested in seeing the electronic mailing list, but Chief Jim Shanley reported that it isn't fair to share the list because they are contracted with the company. The letter is to focus on 400-600 residents with the postal codes of 06063.

There was a motion to adjourn made by Karl Jacobs at 9:20. The motion was seconded by Jamie Lagassie.

Attendance

President: Richard Winn

Vice President: Richard Ransom

Treasurer: Amy O'Toole

Directors: John Andryzeck, Karl Jacobs, and Ralph Scarpino

Chiefs: Norman Bird and Jim Shanley

District Clerk: Amanda O'Toole

Guests: Marie Gillen, Peter Feracasso, Shawn Wainman, Andy Fenn, JR

Absent: Stephen Elovirta

Next Meeting:

February 10th, 2020 to be held at the Barkhamsted Fire House at 19:30

****COVID-19 Dependent – May be held virtually on Zoom to ensure the safety of all members****

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2021