



**Barkhamsted Fire District  
Board of Directors  
Monthly Business Meeting Minutes**

**Meeting Date:** November 9<sup>th</sup>, 2022

Meeting was called to order by Vice President Dick Ransom at 19:30 (7:30) hours.

**Minutes:** October 12<sup>th</sup>, 2022 board minutes were distributed before the meeting. Vice President Dick Ransom asked for approval of the minutes. No discussion. Motion made by Jamie Lagassie to accept October 12th, 2022 minutes and it was seconded by John Andryzeck. Motion carried.

**Treasurer's Report:**

The treasurer's report was emailed prior to meeting for review. Amy O'Toole mentioned that everything on the credit card is currently up to date. Karl Jacobs made a motion to approve the treasurer's report and it was seconded by John Andryzeck. Motion carried.

**Payment of Bills**

*Bills submitted for District:*

District		
Amount	Payee	Account Name
\$240.00	Reimbursement to Richard Winn	Conferences
\$123.36	Hartford Courant	Legal
\$313.00	Security Uniform	Miscellaneous
\$760.00	Security Uniform	Miscellaneous
\$220.00	Security Uniform	Miscellaneous
\$69.39	Subway	Fire Prevention

\$15.23	Subway	Fire Prevention
\$888.60	Waterway	OSHA Compliance
\$3,412.00	Shipman's	Miscellaneous
\$150.00	Reimbursement to Keith Archer (DOT Physical)	Occupational Health & Safety

Chief Norman Bird submitted bills for **Riverton**:

**Norman Bird mentioned that the 1st 7 bills are related to the pump house capital project.**

Riverton		
Amount	Payee	Account Name
\$32,000.00	HTH Automatic Sprinklers	Pumphouse Capital Account
\$287.00	Konopka Electric	Pumphouse Capital Account
\$1,200.00	First Due Services	Pumphouse Capital Account
\$117.50	Berkshire Alarm	Pumphouse Capital Account
\$1,357.50	Berkshire Alarm	Pumphouse Capital Account
\$117.50	Berkshire Alarm	Pumphouse Capital Account
\$687.84	Berkshire Alarm	Pumphouse Capital Account
\$136.00	Sterling Now	Occupational Health & Safety
\$22.17	True Value (District Acct)	Hydrants
\$406.55	Fire Equipment Headquarters	OSHA Compliance
\$35.98	O'Reilly Auto Parts	Equipment Maintenance
\$806.95	First Due SQ-51	Equipment Maintenance
\$24.98	Staples (Norman's CC)	Miscellaneous
\$220.00	Litchfield County Regional Fire School	Fire School

Chief Jim Shanley submitted Bills for **Pleasant Valley**:

<b>Pleasant Valley</b>
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<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$41.30	True Value of Winchester	Equipment Maintenance
\$59.98	Tractor Supply (U4 tool)	Miscellaneous
\$102.86	ABC Pizza (Reimbursement to Pleasant Valley Fire Department)	Fire School
\$25.37	USA Waste (October)	Building Maintenance
\$179.00	Zeller (U4 Alignment)	Equipment Maintenance
\$25.37	USA Waste (November)	Building Maintenance
\$61.35	Verizon	Telephone
\$900.00	First Due Services (E5 & E6 pump test)	Building Maintenance
\$220.00	Litchfield County Regional Fire School	Fire School

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

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$227.80	Fire Equipment Headquarters	OSHA Compliance
\$88.20	Home Depot (CC)	Building Maintenance
\$36.35	Cherry Brook Pizza (CC)	Miscellaneous
\$26.58	Stop & Shop (CC)	Miscellaneous
\$220.00	Litchfield County Regional Fire School	Fire School

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

**Correspondence:** None.

**Chief's Report:**

<b>Pleasant Valley</b> <i>Chief Shanley reported:</i>					
<b>Interior Firefighters</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>	<b>Responded to number of Calls:</b>
13	6	0	19	2	13

<b>Riverton</b> <i>Chief Bird reported:</i>					
<b>Interior Firefighters</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>	<b>Responded to number of Calls:</b>
10	6	5	21	1	17

<b>Barkhamsted East</b> <i>Chief Elovirta reported:</i>					
<b>Interior Firefighters</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>	<b>Responded to number of Calls:</b>
7	9	3	19	0	6

<b>Barkhamsted Fire District Total</b>				
<b>Interior Firefighters:</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>
30	21	8	59	3

**LCD:** Stephen Elovirta reported that LCD did not meet.

**Daytime Driver's Report:** Report was emailed out prior to the meeting.

**Fire Marshal's Report:** Jamie Lagassie inspected Meeting House Road Apartments for a sewage backup, Dollar General, Ollie's, O'Reilly's, T-Mobile, and the pumphouse violations for Mallory Brook Plaza.

## **Committee Reports:**

**Capital:** (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - None.

**Firefighter Award:** Points have been turned into Richard Winn. Richard Winn needs to decide on the dollar amount for the contributions.

**Health and Safety:** (John Andryzeck and Marie Gillen) - There was a lengthy discussion on this topic.

### American Family Care-

- Marie gave out packets last month, Robin sent out revised packets, however those were missing the 5 OSHA pages and therefore, Norman connected with Dr. Alee to re-evaluate the forms. He was supposed to get them, but never did. Jamie Lagassie noted that the new package has no cover sheet, everyone needs to fill out the respiratory form, looks pretty much the same as the first edition, the cover sheet needs to have the signature line for the Chief's to sign. Jamie Lagassie created these packets for Winsted, but is willing to share the document with Barkhamsted for them to just modify their department name.
- These are draft forms and John and Marie would need to modify the document that Jamie Lagassie sends them.
- Keith Archer expressed some concerns about the DOT physical he experienced at AFC, there was a 40 minute wait, can't bill DOT only physical to the fire department, so he had to pay with his personal credit card. Additionally, they did no hearing, no hernia tests. It was mentioned that the Fire District doesn't require DOT physicals and only certain doctors can provide DOT physicals, however, Jamie Lagassie wants it to be done correctly and he is going to reach out to Jeff in the morning.
- Jim Shanley mentioned we should consider extending the deadline for physicals for an additional month, considering the paperwork is still in draft form and they have to figure out / correct the physical procedures.
- Added reimbursement to Keith Archer - 150.00 for DOT physical to Occupational Health and Safety.
- Every new member, whether they are part of another department or not, needs a full baseline physical so they get clearance from the time they started with Barkhamsted Fire District.

### Norfolk Call -

- Jim Shanley mentioned that Matt Ludwig emailed departments that went to the Norfolk call and said that everyone should be screened who was at the call, so they can get a workman's comp baseline and condition. If they refuse, then it should be attached to the incident report since it is a hazmat incident.
- Jim Shanley is going to call Matt Ludwig to ask if they are all going to see one doctor and Jamie Lagassie is going to contact Jeff.

- Gear Decontamination - Discussion on whether we should wash it or whether the fumes impregnated the liners and we should fill out paperwork to get the gear replaced. It was decided everyone needs to wash their gear at minimum if they were at the call.

**Policy:** (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - None.

**Personnel:** None.

### **Unfinished Business:**

1. Grants- Jim Shanley reported that the radio grant is moving along, they are planning to order them by the end of the year, and there has been lots of communication with the state.
2. Barkhamsted East Brush Truck - Stephen Elovirta reported that the body is on the chassis, first pictures are on the Firematic website, and they are coming right along so they may have it by Christmas.
3. Pump Houses- Norman Bird reported that the pumphouse project is pretty much complete, they are getting a professional opinion on whether the alternators are aligned, and have a carpenter visiting next week. He reported that they completed training for every department except Pleasant Valley and they have offered training to mutual aid companies. There might be residual bills.
4. Supplemental First Responder- Pleasant Valley is now covering the Winsted Area as well. Norman Bird Reported that a bunch of students passed the exam, some are retesting this Saturday and the written exam is coming up next. Norman Bird has contacted the OEMS local coordinator. He reported that they have 3 EMT's too in Riverton.
5. Smoke Detector Program - On November 19th, there will be a 20 minute training on the Red Cross program at Pleasant Valley Fire Department. Keith Archer offered to help with the smoke detector installation.
6. District Patch - Stephen Elovirta mentioned they changed the door color, it will cost approximately 20 dollars per jacket to remove the old patch and sew on this patch. Jamie Lagassie made a motion to purchase 200 patches with the current updated design. It was seconded by John Andryzeck. Motion carried.

### **New Business:**

1. Snowplowing - Richard Winn emailed a proposal out for Will Schmidt's snow plowing services. It was an increase from last year and exceeded some of what the department

budgeted for the year. There was a motion to appoint Will Schmidt and accept the contract for snow plowing the Barkhamsted Fire District as presented. The motion was made by Jamie Lagassie and seconded by Keith Archer. Motion carried.

Norman Bird mentioned that there was a shortage in the Fire Prevention Day staffing at Barkhamsted School. Subway bills from that day are to be added into this month's bills. They are hosting a poster contest for 4th and 5th grade students. Norman Bird would like to thank Kim for stuffing all the bags and Tina for being at the school to help with fire prevention day.

Stephen Elvorta noted that since they were over on equipment maintenance, they are going to hold off on the purchase of the two cold water suits.

John Andryzeck would like to thank the three guys from Barkhamsted East for fixing the chevron on the back of the truck. The estimate was \$14,000 and it only cost them \$270 worth of tape since they volunteered their day to help out.

Jamie Lagassie made a motion to adjourn the meeting at 8:39 and it was seconded by Keith Archer. Motion carried.

#### **Attendance**

President:

Vice President: D. Richard Ransom

Directors: John Andryzeck, Jamie Lagassie, Karl Jacobs (virtual), Keith Archer, and Larry Gillen

Chiefs: Stephen Elvorta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: Marie Gillen

Absent: Richard Winn

#### **Next Meeting:**

December 14<sup>th</sup>, 2022 @ Pleasant Valley Fire House 19:30 (7:30pm)

Respectfully submitted,

*Amanda O'Toole*, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.