



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

Meeting Date: February 10th, 2021

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

Minutes: January 13th, 2021 board minutes were distributed before the meeting. President Richard Winn asked for approval of the January 13th, 2021 minutes. Motion made by Jamie Lagassie to accept the January 13th, 2021 minutes seconded by Karl Jacobs. No discussion. Motion carried.

Treasurer's Report:

Treasurer's report was emailed on February 4th for review. Amy O'Toole reported that Norman Bird sent out a pay per call report, but used net numbers because every number should be divisible by 10. If you go to the check detail on page 4, you can see the payroll expense for Norman Bird is actually \$550, but the net number is \$491.42. The whole number expense for pay per call was \$6,370. Karl Jacobs made a motion to approve the treasurer's report. It was seconded by John Andryzeck. No discussion. Motion carried.

Payment of Bills

*Bills submitted for **District:***

District		
Amount	Payee	Account Name
\$1,065.80	Quickbooks (District CC)	Computers

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

Riverton		
Amount	Payee	Account Name

\$89.67	Sterling Now	Occupational Health & Safety
\$10,886.85	Shipman's Fire Equipment	New Equipment
\$110.57	Staples – Reimbursement to Norman Bird	Communication Equipment Maintenance
\$122.29	Staples – Reimbursement to Norman Bird	Communication Equipment Maintenance
\$11.75	Norcom	Communication Equipment Maintenance
\$64.39	Reimbursement to Keith Archer	Fire School
\$50.31	True Value of Winchester	Building Maintenance
\$36.64	True Value of Winchester (District CC)	Building Maintenance
\$17.01	Stop & Shop (District CC)	Building Maintenance

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

Pleasant Valley		
Amount	Payee	Account Name
\$7,201.35	Shipman's Fire Equipment	New Equipment
\$6.26	True Value Hardware (Miscellaneous Hardware)	Equipment Maintenance
\$23.06	USA Waste	Building Maintenance
\$33.95	AndyMark (CC)	Equipment Maintenance
\$22.99	O'Reilly First Call (DED)	Equipment Maintenance
\$20.04	Verizon	Telephone
\$1,600.00	Pat Seeples (Dec – March Plowing)	Snow Plowing
\$35.52	Lowe's (Reimbursement to Keith Archer)	Equipment Maintenance
\$23.74	True Value of Winchester (power cord E6)	New Equipment

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

Barkhamsted East		
Amount	Payee	Account Name
\$700.00	Pat Seeples	Snow Plowing
\$300.00	Emergency Reporting (Rover for BE)	Computers
\$44.92	Charter Communications	Telephone
\$1,050.00	Shipman's Fire Equipment	New Equipment
\$8,155.10	Shipman's Fire Equipment	New Equipment

Chief Jim Shanley mentioned that DEEP requires a proof of payment by March 10th to Amy. She replied that it may be difficult to get cancelled checks by then since it is already the middle of February but will send a copy of the check over in the meantime, until she can get the cancelled checks.

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

Correspondence: None.

Chief's Report:

Pleasant Valley					
<i>Chief Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	3	0	13	3	8

Riverton					
<i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
9	6	5	20	2	8

*Submitted via email after the minutes were distributed

Barkhamsted East					
<i>Chief Elovirta reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
7	9	3	19	2	6

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
26	18	8	52	7

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

Daytime Driver's Report: Emailed out during the meeting. He will be out starting on February 23rd for a medical procedure, and Stephen Elovirta reported that he would be around to cover his position, but they will have to work those shift coverage details out with the other people interested in covering.

LCD: The report was emailed out prior to the meeting by Stephen Elovirta.

Committee Reports:

Capital: The capital committee hasn't met but is going to need to meet in the near future.

Firefighter Award: President Richard Winn reported that everything has been submitted, so they have all our documentation, but he has yet to receive a dollar amount back from them. They have a secure way to submit all of the information.

Health and Safety: (John Andryzeck and Marie Gillen) – John Andryzeck reported that everyone should have received their updated rosters and there are no new bills. Jim Shanley asked a question about two firefighter one students, who need an interior physical and a fit test, but Marie Gillen reported they will need to do a step test and then they will get signed off on due to COVID.

Policy: President Richard Winn reported that there was one name submitted that would like to work on policies. He stated if there is anyone else interested to please let him know, because we should be doing an annual review of the policies.

Personnel: Personnel committee has not met yet. In regards to members of the committee from Pleasant Valley it will be Chief Jim Shanley and Shawn Wainman, from Riverton it will be Chief Norman Bird and Keith Archer. President Richard Winn has reported that he has not yet heard from Barkhamsted East, but John Andryzeck would like to be added to the list. Jamie Lagassie and Karl Jacobs would like to be the board members that sit on the personnel committee.

Unfinished Business:

1. Update on Grants: Jim Shanley reported that AFG radio grant was submitted on Sunday to include our three departments, New Hartford Fire, New Hartford EMS and Nepaug Fire. The total grant request was about 988,000 and will get an actual number for the capital plan.

2. Discussion and possible action on website: President Richard Winn reported that he may have received an email on this but has nothing new to report on it.

3. Update on Radio Repeater: Chief Jim Shanley, reported that Pittsfield communication was up about 2 weeks ago, found a couple of things to fix, and it was working much better during the test. Also, they were up again a week ago and found a couple of more things to fix but is unsure whether they tested it again. The additional work will not cost the district more money and he is very pleased with the fixes they made.

4. Discussion and possible action on PVVFD boat: Amy O'Toole reported that she forgot to look about how to do the executive capital sessions. Chief Jim Shanley reported that the outboard is currently in-stock and not spoken for and it takes 16 weeks before delivery and would like to have it in season by June. Unless Amy can find anything that says we could do this, then we will have a voter meeting next month and get a quorum at Barkhamsted East, if we have their permission.

If we find out the board can do it, President Richard Winn stated we could have a special meeting within a sort period of time. Karl Jacobs inquired about putting a deposit in on the boat, to hold our place until their can be a meeting. Jim Shanley thought a 10% or 20% deposit would hold the boat but will report back after he discusses it with the dealer.

5. Update on software switch from Firehouse to Emergency Reporting: Amy O'Toole reported that Firehouse has got paid, but Emergency Reporting has not because she found the invoice on the counter after everything else got signed.

President Richard Winn reported we are in the middle of the changeover, emailed three chiefs last night to get them logged into the new system. Every person within the last five years has been inputted into the system. Apparatus that was in Firehouse, were entered and he thinks he covered all of the information that he had got transferred. Street list got taken over from Firehouse. He has entered all of the fire departments that we typically respond to and their FDID numbers. Also, entered Emergency Medical numbers too. Norman Bird is meeting with a couple of Massachusetts departments about mutual aid.

President Richard Winn will send inventory sheet to Chief Jim Shanley. He also worked on downloading the NFIRS for the last five years. We are going to need to figure out roles and responsibilities for the system. Chief Jim Shanley and President Richard Winn have administrative access. Chiefs almost have all of the same access to the system, with just a few less abilities. We must figure out the roles and responsibilities for the assistant chiefs, captains, training officers, etc. It will be a 2 hour training on a Thursday night.

Chief Norman Bird reported that they completed the hose-testing for Riverton and all 2,300 feet of five-inch hose passed the hose testing.

6. Discussion and possible action on OSHA: Chief Norman Bird attended a 2-day class on OSHA and has a bunch of actions and some of which, they have started to implement. He will share his notes with the other Chiefs and Richard Winn.

President Richard Winn reported that we usually start budgets this month and he will need the Chiefs budgets sooner rather than later. He has already built out the district budget and grand list and went up by .9 %.

New Business:

Discussion and possible action on Fire Marshal retirement: Our Fire Marshal has decided to retire and is stepping down as of March 1st. President Richard Winn suggested that we appoint someone as a temporary Fire Marshal, until the personnel committee is able to meet about this. We have several certified people that might be interested in a few months until we figure out what we are going to do. Jamie Lagassie mentioned he wouldn't mind doing it for the interim, until we can work this out and figure out a plan. Jamie Lagassie would just need to get approval from the town manager. .

There was a motion to appoint Jamie Lagassie to be the interim Fire Marshall as long as the details can be worked out. The motion was made by Dick Ransom and seconded by John Andryzeck. Motion carried. Jamie Lagassie abstained.

Jim Shanley mentioned a possibility of purchasing a plow for Marq's truck but is another conversation that the personnel committee should have because they are unhappy with the plow service. Jamie Lagassie mentioned that contracting it might be better than being the district responsibility.

Amy O'Toole reported that it is Executive Order 7.s.7, in regard to the PVFD boat and she has sent out to Richard Winn. We do not have to go to town meeting and may schedule a meeting in the next week. It should be on an agenda and posted prior to the meeting. It could be put on the next month's agenda to approve the final expenditure.

There was a motion to adjourn made by Jamie Lagassie at 8:20pm. The motion was seconded by John Andryzeck.

Attendance

President: Richard Winn

Vice President: Richard Ransom

Treasurer: Amy O'Toole

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

Chiefs: Jim Shanley

District Clerk:

Guests:

Absent: Norman Bird, Stephen Elovirta & Amanda O'Toole

Next Meeting:

March 10th, 2021 to be held at the Pleasant Valley 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.