



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

**Meeting Date:** March 10<sup>th</sup>, 2021

Meeting was called to order by President Richard Winn at 19:31 (7:31) hours.

**Minutes:** February 10<sup>th</sup>, 2021 board minutes were distributed before the meeting. President Richard Winn asked for approval of the February 10<sup>th</sup>, 2021 minutes. Motion made by Jamie Lagassie to accept the February 10<sup>th</sup>, 2021 minutes seconded by Ralph Scarpino. No discussion. Motion carried.

**Treasurer's Report:**

Treasurer's report was emailed on March 8<sup>th</sup> for review. Karl Jacobs made a motion to approve the treasurer's report. It was seconded by Dick Ransom. No discussion. Motion carried.

**Payment of Bills**

*Bills submitted for District:*

District		
Amount	Payee	Account Name
\$1,810.00	King & King Associates	Audit
\$250.00	Litchfield County Regional Fire School	Fire School
\$214.00	St. Francis Occupational Health	Occupational Health & Safety
\$199.00	St. Francis Occupational Health	Occupational Health & Safety
\$73.00	St. Francis Occupational Health	Occupational Health & Safety
\$282.00	St. Francis Occupational Health	Occupational Health & Safety
\$175.00	Goulet Fire Marshall Form	Fire Marshall Expenses

*Chief Norman Bird submitted bills for Riverton:*

<b>Riverton</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$637.41	JLN Associates (Top Rung Testing E4-5" LDH)	OSHA Compliance
\$89.67	Sterling Now	Occupational Health & Safety
\$47.34	True Value	New Equipment
\$13.99	O'Reilly	Equipment Maintenance
\$40.93	Gowan's Knight	Equipment Maintenance
\$966.96	First Due Services (TK-34 Batteries)	Equipment Maintenance
\$62.50	First Due Services	Equipment Maintenance
\$10.02	Verizon	Telephone
\$23.50	Norcom	Communication Equipment Maintenance
\$21.25	Tractor Supply – Reimbursement to Norman Bird	Building Maintenance

*Chief Jim Shanley submitted Bills for Pleasant Valley:*

<b>Pleasant Valley</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$72.08	Shipman's Fire Equipment	New Equipment
\$32.65	Gowan's Knight Co. (E6 Mounting)	Equipment Maintenance
\$23.06	USA Waste	Building Maintenance
\$630.00	Firematic Supply (Eduralic annual maintenance)	Equipment Maintenance
\$293.49	The Fire Store (Witmer)	New Equipment
\$20.04	Verizon	Telephone
\$89.76	Lowe's (CC)	Building Maintenance

*Chief Stephen Elovirta submitted Bills for Barkhamsted East:*

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$122.80	Fire Store.com (District CC)	New Equipment
\$112.45	Larsens Ace Hardware	Building Maintenance

\$700.00	Pat Sepples	Snow Plowing
\$44.29	Charter Communications	Telephone

Dick Ransom made a motion to pay the bills as presented and it was seconded by John Andryzeck. 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	9

Riverton					
<i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	6	5	21	2	7

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	4

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
27	18	8	53	7

**Fire Marshal's Report:** Jamie Lagassie reported that he met with Bill Baldwin and now has acquired his stack of papers. He has down a couple of visits but would like to obtain a cell phone in order to call and schedule inspections. His job is to research different plans and come up with a plan in order to get a phone, hotspot, or possibly a tablet.

**Daytime Driver's Report:** Received one through email for the dates prior to February 23<sup>rd</sup>.

**LCD:** None.

### **Committee Reports:**

**Capital:** The capital committee hasn't met but is going to need to meet before next month.

**Firefighter Award:** President Richard Winn is going to follow up with his contacts because he has not received a final report, but as of right now, it will look like the district will still have a fund balance that is close to the budgeted amount.

**Health and Safety:** (John Andryzeck and Marie Gillen) – John Andryzeck reported that Marie Gillen sent the bills, we haven't spent a lot of money and therefore we have nothing new to report.

**Policy:** President Richard Winn reported that he has begun the review of the policies. He stated that he has one person interested from Riverton but needs interest from other members. The Blood Borne Pathogen Policy needs a lot of work.

**Personnel:** Personnel committee met and distributed a copy of the communication officer job description. Ralph Scarpino inquired whether there would be pay, benefits, etc. Whether there would be an hour requirement. Richard Winn stated that there is nothing budgeted, and it would be a volunteer position at this point in time. Chief Jim Shanley stated that we would like to begin to accept applications, interview process, and selection of candidates for the position. Ralph Scarpino stated we should mention the volunteer status on the job application and the candidate should be familiar with the ISO needs. He clarified Qualification 1A about what fire department do they belong to versus whether it should be where they live. They also need to complete inventory on Emergency Reporting.

A motion was made to approve the communication officer job description. The motion was made by Jamie Lagassie. It was seconded by Dick Ransom. Motion carried.

**Another motion was made to adjourn the monthly meeting until after the special meeting at 7:58. The motion was made by Jamie Lagassie and it was seconded by Dick Ransom.**

The personnel committee will hold another meeting to discuss the training officer position.

### **Unfinished Business:**

**1. Update on Grants:** Jim Shanley reported he would like to extend his thanks to Amy O'Toole for quickly turning around the documentation for the forestry grant.

**2. Discussion and possible action on website:** None.

**3. Update on Radio Repeater:** Chief Jim Shanley stated that Pittsfield did do some work on the system. They are awaiting the fire districts tax exempt documentation.

**4. Discussion and possible action on PVVFD boat:** Chief Jim Shanley reported that the dealer sent the contract over and requires a down payment of 50%. It takes approximately 16 weeks to get the outboard and there is a spot on the contract that requires a signature, which would be attached with the check. He confirmed that he did receive a single source letter. President Richard Winn reported he would sign the letter.

There was a motion to make the purchase and pay the 50% deposit as required by the contract and to authorize the President of the District to sign the document. The motion was made by Jamie Lagassie and seconded by Karl Jacobs. Motion carried.

**5. Update on software switch from Firehouse to Emergency Reporting:** President Richard Winn reported that all of the Chiefs had a two-hour training on Emergency Reporting and there has been lots of data entered into the system. Richard Winn is going to inquire whether the state can come and do a training because they know the NRIRS system very well.

**6. Discussion and possible action on OSHA:** Chief Norman Bird reported that he believes we should complete chemical store inventories, audit of the fire stations and ensure that we can meet compliance standards or make improvements that we need to be compliant. He has had previous discussions with Rich Novak and they use a HazMat company in South Windsor who does a comprehensive audit. CONOSHA has specifically focused on Fire Department public entities recently and have been completing an average of 2 audits a week. The decision was to do the audit with the full report.

Chief Jim Shanley reported that interior firefighting gear may be used as exterior firefighting gear after the 10-year expiration if it is clearly marked. He inquired about the life insurance policy or requirements. He was wondering if there is a level of participation requirement or criteria for it. President Richard Winn reported that it would be a thing to review and look at with the Policy committee. They might want to consider calls within the last 12 month, years of service and the LOSAP reports.

## **New Business:**

**1. 2021-2022 Budget:** The draft budget was reviewed, discussed and revised based on recommendations of the board members. Some highlight changes include: an increase to the Fire Marshall salary, an increase to the Clerk and Treasurer salary, anticipated radio grant.

Chief Norman Bird would like to investigate gear manufacturer options and review the specifications we have been ordering from due to the increase in prices of firefighting gear.

There was a motion to adjourn made by Jamie Lagassie at 9:30pm. 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: Amanda O'Toole

Guests: Marie Gillen

Absent: Norman Bird, Stephen Elovirta

## **Next Meeting:**

April 14<sup>th</sup>, 2021 to be held at the Riverton 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.