



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

**Meeting Date:** June 9<sup>th</sup>, 2021

Meeting was called to order by President Richard Winn at 19:34 (7:34) hours.

**Minutes:** May 12<sup>th</sup>, 2021 board minutes were distributed before the meeting. President Richard Winn asked for approval of the May 12<sup>th</sup>, 2021 minutes. Discussion occurred about an area of the minutes that needed correcting. Motion made by Karl Jacobs to accept the May 12<sup>th</sup>, 2021 minutes as amended and it seconded by Jamie Lagassie. Motion carried.

The annual meeting minutes were distributed prior to the meeting. President Richard Winn asked for approval of the May 12<sup>th</sup>, 2021 annual meeting minutes. Discussion occurred about an area of the minutes that needed correcting. Motion was made by Jamie Lagassie to accept the annual meeting minutes as amended and it was seconded by Karl Jacobs. Motion carried.

**Treasurer's Report:**

Treasurer's report was emailed on June 7<sup>th</sup> for review. Karl Jacobs made a motion to approve the treasurer's report. It was seconded by Ralph Scarpino. No discussion. Motion carried.

**Payment of Bills**

*Bills submitted for District:*

District		
Amount	Payee	Account Name
\$392.90	Reimbursement to Town of Barkhamsted – PC Wizard	Computers
\$20,644.35	Litchfield County Dispatching	Dispatching

*Chief Norman Bird submitted bills for Riverton:*

<b>Riverton</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$159.54	Reimbursement to Norman Bird (Zoom subscription)	Occupational Health & Safety
\$324.95	Fire Equipment Headquarters	New Equipment
\$299.00	Staples (PV District CC)	New Equipment
\$138.25	Best Buy (PV District CC)	New Equipment
\$13,547.50	Turnpike Motors (E-4 Repair)	Equipment Maintenance
\$32.23	O'Reilly	Equipment Maintenance
\$60.00	New England Lubricants	Equipment Maintenance
\$10.02	Verizon	Telephone
\$106.13	Norcom	Communication Equipment Maintenance
\$23.50	Norcom	Communication Equipment Maintenance
\$75.00	Reimbursement to Tyler O'Neil (flashover course)	Fire School
\$150.00	Litchfield County Regional Fire School	Fire School
\$1,150.00	Litchfield County Regional Fire School	Fire School
\$660.00	Litchfield County Regional Fire School	Fire School
\$29.42	True Value (Riverton's account)	Building Maintenance
\$33.86	True Value (District account)	Building Maintenance
\$10.38	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>
\$ 517.50	First Due Services (R3 Door, E6 DEF)	Equipment Maintenance
\$21.22	True Value Hardware (Misc Hardware)	Equipment Maintenance
\$23.06	USA Waste	Building Maintenance
\$397.86	Amazon (District CC)	Communication Equipment Maintenance
\$43.62	O'Reilly First Call (DEF)	Equipment Maintenance

\$ 47.44	Verizon (FM Phone)	Telephone
\$45.00	Edward Jones (boat trailer repair)	Equipment Maintenance
\$469.00	Fire Equipment Headquarters (meters)	Equipment Maintenance
\$32.70	Shipman's Fire Equipment (SCBA Repair)	Equipment Maintenance
\$98.23	True Value Hardware (pain, batts, bulbs)	Building Maintenance
\$60.00	New England Lubricants	Gas/Diesel

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

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$131.76	Peggy's Personalized Promos	New Equipment
\$139.30	Staples (District CC)	Miscellaneous
\$62.65	Charter Communications	Telephone
\$933.12	Shipman's Fire Equipment	New Equipment
\$50.00	Hartford County Fire Emergency Plan	Miscellaneous
\$206.32	Paine's Recycling	Miscellaneous
\$34.17	Larsens Ace Hardware	Building Maintenance
\$394.90	PC Wizards	Computers
\$50.00	Litchfield County Regional Fire School	Fire School
\$120.00	NE Lubricants	Equipment Maintenance
\$32.97	O'Reilly's	Equipment Maintenance
\$155.00	On Scene Tags	OSHA Compliance

Jamie Lagassie made a motion to pay the bills as presented and it was seconded by Dick Ransom. 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>
10	4	0	14	2	12

Riverton					
Chief Bird reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	6	5	21	2	14

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

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 completed some office work and conducted a couple of inspections. He also assisted the building inspector. Richard Winn reported that he will distribute a trifold to help make inspections smoother.

There was a motion to add four bills – 3 for Riverton and 1 for Barkhamsted East. It was made by Dick Ransom and seconded by Ralph Scarpino.

**Daytime Driver's Report:** Norman Bird reported that the back siding to the pump house was replaced along with the exhaust muffler. Stephen Elovirta reported that we will want to do small diameter hose testing in July, so we should get help for Marq to complete this. Also, the Ford Vehicle needs to be repaired due to a recall. Therefore, we have to send it out to get the repair.

**LCD:** Stephen Elovirta distributed LCD financials and their minutes.

**Committee Reports:**

**Capital:** It was noted that the Pleasant Valley Roof had additional costs, but it was still within the total of the capital project, so Amy O'Toole is going to pay the full balance.

**Firefighter Award:** Jim Shanley sent out an email that said Jamie Lagassie should have been 800, instead of 400. George didn't receive a certificate however he will get one this upcoming round. It was decided to use the fund balance and add it in.

There was a motion to authorize Jamie Lagassie to get additional funds for last year firefighter's award program. The motion was made by Larry Gillen and seconded by Karl Jacobs. Jamie Lagassie abstained. Motion carried.

President Richard Winn reported he will send something off to them. He also reported that Michelle shared that the market was looking pretty well and he is able to share the review if board members would like to look at it.

Norman Bird requested that the admin of Emergency Reporting look into transferring the 319 pages of Firehouse information into the new system. Currently, it seems as if we would have to type them all in manually.

**Health and Safety:** (John Andryzeck and Marie Gillen) – None.

**Policy:** There was a concern brought up that a Pleasant Valley member does not get the opportunity to qualify for pay per call because the six months does not align with his residence in Connecticut. Currently the policy says that you need 6 trainings and 6 calls. President Richard Winn said he would review the policy and see if it could be tweaked to help this member be able to qualify for the pay per call.

Jamie Lagassie reported that he would send out the Tick policy with the changed fire department name. He inquired whether each apparatus had bug spray and SDS sheets.

Richard Winn brought up the SWAT analysis that he is going to be running with some state instructors, officers, and Winsted Area Chiefs. He'd like the district to participate too because it is a good process to go through.

Jamie Lagassie asked if there would be a certificate, documentation or a sign sheet. There needs to be a way to verify the training in Emergency Reporting.

**Personnel:** The personnel committee met on Thursday, June 4<sup>th</sup>. They created a draft job description of the paid firefighter position. Jamie Lagassie reported that they are going to meet with the training officers during the next meeting, before they start the training officer job description. He reported the Tyler O'Neil has been given directions on the Communication position and will begin to work on it.

## **Unfinished Business:**

**1. Update on Grants:** Jamie Lagassie reported that the next grant cycle is in later October. Stephen Elovirta mentioned that firmware 21 does not communicate with firmware 23. Jamie Lagassie added to that by saying fireware 22 roams off towers and there is no acknowledgement of it. However, you cannot choose which firmware you receive from Motorola. Also, he said that they are currently working on awarding the grants.

Amy O'Toole reported that American Rescue Plan stated that the money may be used for the following purposes: COVID, infrastructure, ventilation of public buildings, drinking water, sewer, broadband, roads, and premium pay for people.

**2. Discussion and possible action on website:** No information from Keith.

## **New Business:**

Norman Bird inquired whether the lowband radio cabinet can be given to Tyler O'Neil. Also, it says that the transfer switch for the old generator can be either junked or given away. He also reported that Barkhamsted East is all set and got rid of its foam gallons. However, the rest of the stations are a work in progress. The foam on the apparatus is a separate bid, so that will not be removed for a while.

Stephen Elovirta asked whether they should renew the 3370. There are no radios on it, so it was decided to let it lapse.

Amy O'Toole gave a reminder that it is time for pay per call.

**1. Discussion and possible action on committee appointments** None.

FDIC: Is going to be held during the first week of August. The flights were covered with the credits from last year, however they may need to pay for checked luggage. Richard Winn reported that he has received the confirmations. The only thing left is that they need to be picked up from the airport and taken to the hotel.

LCD Contract: Received the contract in the mail and it begins on July 1<sup>st</sup>, 2021.

There was a motion to authorize to enter into agreement of LCD and pay the 1<sup>st</sup> installment. The motion was made by Jamie Lagassie and seconded by Ralph Scarpino. Motion carried.

There was a motion to adjourn at 9:00. The motion was made by Jamie Lagassie and seconded by Dick Ransom Motion carried.

**Attendance**

President: Richard Winn

Vice President: Richard Ransom

Treasurer: Amy O'Toole

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

Chiefs: Norman Bird, and Stephen Elovirta

District Clerk: Amanda O'Toole

Absent: John Andryzeck & Jim Shanley

**Next Meeting:**

July 14<sup>th</sup>, 2021 to be held at the Riverton Fire House at 19:30

Respectfully submitted,

*Amanda O'Toole*, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.