



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

Meeting Date: October 14th, 2020

Meeting was called to order by President Richard Winn at 19:32 (7:32) hours.

Minutes: September 9th, 2020 board minutes were distributed before the meeting. President Richard Winn asked for approval of the September 9th, 2020 minutes. Motion made by Jamie Lagassie to accept the September 9th, 2020 minutes seconded by Norman Bird. Motion carried.

Treasurer's Report:

Treasurer's report was emailed on October 4th prior to meeting for review and there was no discussion. Karl Jacobs made a motion to approve the treasurer's report. It was seconded by Jamie Lagassie. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$524.00	CT Occupational Medical Partners	Occupational Health and Safety

Chief Larry Gillen submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$169.95	First Due Services, LLC	New Equipment

\$1,612.00	First Due Services, LLC	Equipment Maintenance
\$273.75	First Due Services, LLC	Equipment Maintenance
\$252.00	Fire Equipment Headquarters	Equipment Maintenance
\$100.00	Litchfield County Regional Fire School	Fire School
\$347.00	Klebe Fuel	Heat
\$29.00	Gowan's Knight	Equipment Maintenance
\$16.13	True Value of Winchester	Equipment Maintenance
\$12.99	O'Reilys Auto Part	Equipment Maintenance
\$165.00	Norcom	Communication Equipment Maintenance
\$ 1,522.76	Dowling Ford	Equipment Maintenance
\$2,825. 00	First Due Services, LLC	OSHA Compliance

Shawn Wainman submitted Bills for Pleasant Valley:

Pleasant Valley		
Amount	Payee	Account Name
\$80.83	Mario's Tuscany Grill	Fire School
\$20.04	Verizon	Telephone
\$44.99	Tractor Supply (Credit Card)	Equipment Maintenance
\$182.86	MHQ (U4 Tray)	Equipment Maintenance
\$33.34	MHQ (U4 Keys)	Equipment Maintenance
\$20.00	Litchfield County Fire Chiefs Emergency Plan	Miscellaneous
\$80.00	Air Cleaning Specialist (U4 Exhaust Part)	Equipment Maintenance
\$644.80	Gowan's Knight (dry hydrant parts)	Hydrants
\$30.94	True Value Hardware (U4)	Equipment Maintenance
\$23.06	USA Waste	Building Maintenance
\$37.74	Stop & Shop (Credit Card)	Fire School
\$101.96	Riverton General Store	Fire School

Chief Stephen Elovirta submitted Bills for Barkhamsted East:

Barkhamsted East		
Amount	Payee	Account Name
\$3,097.25	First Due Services, LLC	Equipment Maintenance

\$1,592.38	First Due Services, LLC	Equipment Maintenance
\$1,897.60	First Due Services, LLC	Equipment Maintenance
\$974.95	First Due Services, LLC	Equipment Maintenance
\$467.44	First Due Services, LLC	Equipment Maintenance
\$472.40	First Due Services, LLC	Equipment Maintenance
\$17.20	Stop and Shop (Water) – District CC	Miscellaneous
\$84.30	Charter Communication	Telephone
\$2,360.93	Shipman’s Fire Equipment	OSHA Compliance
\$850.00	LCRFS (Amanda FF2)	Fire School

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

Larry Gillen mentioned that we did receive a fraud Verizon bill, that came with the districts information on it. It was not paid but brought to the attention of the district.

Correspondence: None.

Chief’s Report:

Pleasant Valley Chief <i>Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
14	5	1	20	4	10

Riverton Chief Gillen <i>reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
11	5	4	20	1	12

Barkhamsted East Chief Elovirta reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
7	9	3	19	2	8

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
32	19	8	59	7

Correspondence: N/A

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

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

LCD: The LCD held a zoom meeting and is still following up on grant money. Barkhamsted was the only town that LCD received an official memo from following the storm. A group of board and department members met with LCD to receive the issues they encountered throughout the tropical storm. LCD is working on getting more people ready to go when these situations occur. The calls are now going to be sorted by priority rather than the CAD inputting it in by the order the calls were placed in. LCD also ratified radio protocols and it explains the radio communication procedure, Eversource priorities and protocols during the storm. Norman Bird mentioned that they might create a Technology Committee but they haven't got it up and running yet.

Committee Reports:

Capital: They did not meet prior to this meeting. It was decided that they would meet at Barkhamsted East at 7:00 before the November board meeting.

Firefighter Award: Stephen Elovirta reported that he posted his report for the members. President Richard Winn inquired about how much was budgeted and whether points were added in for postions held. The answer was \$22,500 was budgeted. There was a motion to have two tiers \$400 and \$800 for the award program. The motion was made by Jamie Lagassie and seconded by John Andryzeck. Richard Winn reported that there are going to be four people who are going to get paid out this year.

Chief Stephen Elovirta asked about the NFIRS report. Jim Shanley must have accidentally taken the FID number that he needs for his call, but since Jim Shanley was not in attendance, then they will have to talk about it at a later time.

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

Policy: None.

Unfinished Business:

1. Update on Grants: We are going to reapply for the radio grants with Winsted, Norfolk, New Hartford and Winsted.

2. Discussion and possible action on PTSD Policy: Jamie Lagassie provided Winsted's PTSD policy and Richard Winn is going to go in and make some edits to it before sending it out to the board and then the chiefs. The members who attended the Stress First Aid class should be able to provide their input into the policy as well.

New Business:

1. Discussion and possible action on website: There has been a couple of complaints about the website not being up to date. The minutes have not been posted in quite a while and the apparatus are not up to date either. It was brought to the board that each department would like access to their own section and the software, so they would be able to regularly update it. The board has decided that we need to find someone to keep the website up to date.

2. Discussion and possible action on new NFIRS: Richard Winn reported that there is currently limited information about what they are doing, but the reports are no longer going to the state, rather they are going directly to the Federal Government. More information will be to follow as they obtain more information about this. Currently they have asked for two contacts, so Richard Winn put himself and then the respective chief as the two contacts.

3. Discussion and possible action on COVID 19 Contact Tracing: Norman Bird reported that we need to continue being vigilant by taking temperatures, being proactive and should be completing contact tracing. It was brought to his attention that the definition of close contact is closer than 6ft apart for 15 minutes. Which we should consider the fire trucks as a possible area of close contact between the members. There is very limited leeway for essential workers, and it is possible to have fire incident COVID-19 exposures that lead to the need for mutual aid coverage. So it is very important to maintain the six foot distance and continue being vigilant.

4. Discussion and possible action on 2020 Safety Standdown:

Topics for the stand down are going to be:

- ❖ Possible LCD presentation (Stephen Elovirta is going to contact and ask if they can present virtually)
- ❖ COVID
- ❖ PTSD Policy

It was noted that everyone should be cleaning regulators with Fresh Gear. The safety stand down is going to be held virtually as a precautionary measure to maintain the social distance and limit close contact.

There was a motion to add the discussion and possible action of propane to the agenda. It was made by Norman Bird and seconded by Karl Jacobs.

5. Discussion and possible action on Propane: Norman Bird will be putting together a district wide analysis of heat and propane. There was a discussion about their current heat and propane services. He is going to see whether we can get a package deal for the entire district for heat and propane. Norman Bird will meet with Amy O'Toole to discuss his findings.

A motion was made by Jamie Lagassie to adjourn the meeting and it was seconded by John Andryzeck. Motion carried. President Richard Winn adjourned the meeting at 8:32.

Attendance

President: Richard Winn

Vice President: Richard Ransom

Treasurer: Amy O'Toole

Directors: John Andryzeck, Karl Jacobs, Norman Bird, Jamie Lagassie and Ralph Scarpino

Chiefs: Stephen Elovirta and Larry Gillen

District Clerk: Amanda O'Toole

Absent: Jim Shanley

Guest: Shawn Wainman

Next Meeting:

November 11th, 2020 to be held at the Barkhamsted East Fire House at 19:30

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.