



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

**Meeting Date:** December 8<sup>th</sup>, 2021

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

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

**Treasurer's Report:**

Treasurer's report was emailed on December 7<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
\$1,044.00	CT Occupational Medicine Partners, LLC	Occupational Health & Safety
\$1,030.86	Berkshire Alarms	Fire Alarms
\$3,000.00	King & King Associates	Audit
\$78.12	Stop & Shop	Miscellaneous
\$75.00	Fire Equipment Headquarters	Fire Extinguishers

*Chief Norman Bird submitted bills for Riverton:*

Riverton
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<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$74.00	Sterling Now (District CC)	Occupational Health and Safety
\$47.98	O'Reilly Auto Parts	Gas/Diesel
\$22.43	Xtramart (District CC)	Gas/Diesel
\$349.15	Fire Equipment Headquarters	Equipment Maintenance
\$755.57	Shipman's SCBA Repair	Equipment Maintenance
\$1.10	True Value	Equipment Maintenance
\$10.02	Verizon	Telephone
\$5.75	Motorola Solutions	Communication Equipment Maintenance
\$600.00	Litchfield County Regional Fire School	Fire School
\$12.87	Amazon (District CC)	Fire School
\$75.00	Litchfield County Regional Fire School	Fire School
\$500.00	Litchfield County Regional Fire School	Fire School
\$9.49	True Value	Building Maintenance
\$858.00	Fire Equipment Headquarters	Building Maintenance
\$37.98	True Value	Building Maintenance
\$18.99	True Value	Building Maintenance
\$275.00	Pleasant Valley Fire Department	Fire School

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

<b>Pleasant Valley</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$550.00	Litchfield County Regional Fire School	Fire School
\$108.25	MES Shipman's (2 SCBA Repairs)	Equipment Maintenance
\$786.00	MES Shipman's	New Equipment
\$37.18	Verizon (includes FM phone)	Telephone
\$316.26	Defender Marine (New Boat equipment)	Capital – PV Boat
\$250.00	First Due Services (R3 trans)	Equipment Maintenance
\$449.70	Fire Equipment Headquarters (annual service ports)	OSHA Compliance
\$92.52	True Value of Winchester	Equipment Maintenance
\$37.99	Tractor Supply (VISA, hitch for boat)	Capital – PV Boat

\$45.75	Michael Angelo's (Reimbursement to Shawn Wainman)	Fire School
\$33.53	Dount Station (Reimbursement to Shawn Wainman)	Fire School
\$4.33	US Postal Service	Legal

*Assistant Chief John Andryzeck submitted Bills for **Barkhamsted East**:*

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$159.51	Stephen Elvorita (Reimbursement to Capital)	Capital
\$57.42	Amazon (District CC)	New Equipment
\$167.18	Amazon (District CC)	New Equipment
\$31.89	Tractor Supply (District CC)	Miscellaneous
\$19.92	True Value	Miscellaneous
\$105.00	Fire Equipment Headquarters	OSHA Compliance
\$236.68	Larsen Ace Hardware	Building Maintenance
\$135.13	Norcom	Communication Equipment
\$325.00	MES/Shipman's	New Equipment
\$225.00	Reimbursement to Pleasant Valley CPR	Training

Norman Bird reported that he has been off at Fireschool for the past three months and the people who attended with him thought the Chief's course was a homerun.

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

Richard Winn mentioned that the Chiefs will have to be very close and careful with their budgets and may need to cut back on other areas. Jamie Lagassie mentioned that he would appreciate an hourly break down by job and an itemized bill, so we can clearly see what we are paying for. Richard Winn suggested that two or three people should go through the invoices and have people figure out where the money was spent.

**Correspondence:**

- Jack Rebeck passed away
- Marq's retirement party
- Summit 2025
- NFIRS-
- Hose Testing -

**Chief's Report:**

Pleasant Valley <i>Chief Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to Number of Calls:
10	6	0	16	2	13

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to Number of Calls:
12	6	6	24	3	10

Barkhamsted East <i>Chief Elovirta reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to Number of Calls:
8	9	2	19	0	10

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
30	21	8	59	5

**Fire Marshal's Report:** Jamie Lagassie reported he inspected multiple properties. He needs to do the grange, Riverton Fire House and the churches.

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

**LCD:** LCD did not meet.

**Committee Reports:**

**Capital:** The capital committee will meet after the first of the year.

**Firefighter Award:** Norman Bird reported that he forwarded the updated LOSAP report and Richard Winn said that he will email the report with the points.

Norman Bird mentioned the benefits that firefighters will have, and it was decided that we should do an explanation of benefits at the next district wide meeting. It would clarify the insurance, personal vehicle insurance and the LOSAP program. Amy O'Toole mentioned that VESO has been cancelled.

**Health and Safety:** (John Andryzeck and Marie Gillen) – Jim Shanley mentioned that some of his members were concerned with the lack of evening hours, that the spirometry test required proof of COVID vaccine or a negative test within the last three days, and they have some questions / concerns about what would take one person off-duty versus maintain active-duty. It was suggested that they should have a meeting with Jeanine, three chiefs and the health and safety committee. The lack of evening hours is due to the hospital not allowing over time.

**Policy:** Needs to meet.

**Personnel & Update on Hiring Process:** The district has received 2 applications so far, but it is still open for another 10 days. The cost of the written test is between \$750 to \$1,000. The committee will meet to go through the applications after the closing date.

#### **Unfinished Business:**

**1. Update on Grants:** Norman Bird reported that Dave Parr is retiring. We are applying for the radio grant which is due December 17<sup>th</sup>.

**2. Discussion and Possible Action on Insurance Coverage:** If driving personal vehicle to scene your own insurance is responsible if there is an accident with District Insurance just reimbursing your deductible.

**New Business:** There was a motion to add ARPA, Juniors, and COVID to the agenda. The motion was made by John Andryzeck and seconded by Dick Ransom. Motion carried.

**1. COVID:** Barkhamsted is currently in the red zone, there has been 3 fatalities and current recommendations for an enclosed space is to be masked regardless of your vaccination status. The district will leave it up to the individual departments to set their own policies and recommends all follow the CDC and state guidelines.

**2. American Rescue Plan Act:** Norman Bird reported that Fire Departments are receiving money through this program. He would like to submit ideas into this process which include 4 Jump Kits for Riverton, obtain an AED for the station. Amy O'Toole clarified that the money has

to be used for preventative COVID measures, but regular medical equipment does not qualify. Norman Bird will send the wish list to Richard Winn before next week, which includes an ice sled, a fiber drop into the town garage, raising antennas at BE, and pagers.

**3. Juniors:** Norman Bird reported that he had a junior recently apply for membership using the regular application form for the Fire Department. Norman Bird found a form from January 2011 that had the details of the Junior Program and wanted to inquire whether the chiefs were still using it.

Training Officer Program: Richard Winn inquired what are good nights? Barkhamsted and Winsted will pilot the SWAT analysis at the Fire School.

There was a motion to adjourn at 8:42. The motion was made by Ralph Scarpino and seconded by Dick Ransom. Motion carried.

#### **Attendance**

President: Richard Winn

Vice President: Richard Ransom

Treasurer: Amy O'Toole

Directors: Jamie Lagassie (left at 8:21), John Andryzeck, Ralph Scarpino, and Karl Jacobs (Virtual)

Chiefs: Norman Bird and Jim Shanley (left early)

District Clerk: Amanda O'Toole

Absent: Stephen Elovirta & Larry Gillen

**Next Meeting:** January 12<sup>th</sup>, 2022, 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.