



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

Meeting Date: April 13th, 2022

Meeting was called to order by President Richard Winn at 19:42 (7:42) hours.

Minutes: March 9th, 2022, board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. No discussion. Motion made by Dick Ransom to accept March 9th, 2022 minutes seconded by Jamie Lagassie . Motion carried.

Treasurer's Report:

The treasurer's report was emailed prior to meeting for review. Noted that new equipment was charged to the wrong department and Amy O'Toole will look into it. Karl Jacobs made a motion to approve the treasurer's reports seconded by John Andryzeck. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$121.00	CT Occupational Medicine Partners, LLC	Health & Safety
\$264.58	Berkshire Alarm (upgrade to 5G)	
\$2,080	King, King & Associates CPA's	Audit
\$240.00	Litchfield County Regional Fire School (propane props)	Fire School

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$825.00	First Due (Grange Pump Coolant System)	Hydrants

\$27.98	O'Reilly Auto Parts	Hydrants
\$74.25	Staples (Credit Card)	OSHA Compliance
\$17.42	Reimbursement to Freeman McCaw	Conferences
\$31.85	Lowes (Credit Card)	OSHA Compliance
\$639.00	Norman Bird Credit Card	Conferences
\$287.00	Matt Ripley Chief Granville Fire Department	Conferences
\$912.51	Duo-Safety Ladders	New Equipment
\$253.50	Fire Equipment Headquarters	Equipment Maintenance
\$475.00	Tower Generator	Equipment Maintenance
\$140.00	Fire Control Services	Equipment Maintenance
\$1,816.96	Ace Automatic Transmission	Equipment Maintenance
\$10.02	Verizon	Telephone
\$19.47	Stop and Shop (District CC) – Split evenly amongst 3 departments	Miscellaneous
\$87.52	True Value of Winchester	Miscellaneous

Chief Jim Shanley submitted Bills for **Pleasant Valley (sent out via Email):**

Pleasant Valley		
Amount	Payee	Account Name
\$40.78	O'Reillys (U4 wipers)	Equipment Maintenance
\$32.30	First Due Services (R3 Coupler)	Equipment Maintenance
\$195.35	True Value of Winchester	Building Maintenance
\$111.21	Strobes and More (U4 Siren)	Equipment Maintenance
\$71.03	Verizon (includes FM phone)	Telephone
\$19.47	Stop & Shop (Credit Card) Water	New Equipment
\$85.98	Amazon (Credit Card)	Communication Equipment Maintenance
\$275.00	Klebe Oil (annual service plan)	Heat

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

Barkhamsted East		
Amount	Payee	Account Name
\$53.25	Staples (District CC)	Building Maintenance
\$ 100.00	Reimbursement to Stephen Elovirta (PO Box)	Building Maintenance
\$198.63	Cherry Brook Pizza (District CC)	Conferences
\$612.00	Fire Equipment Headquarters	Equipment Maintenance
\$116.16	Larsen Ace Hardware	Building Maintenance
\$19.47	Stop & Shop (Drinking Water)	Miscellaneous

John Andryzeck made a motion to pay the bills seconded by Jamie Lagassie. Motion carried.

Correspondence:

- Richard Winn received a form from State Office of Policy and Management which has to be signed and sent back which can get the \$2,500 grant for roads, road maintenance, and snowplowing.
- Snow Plowing reached out to see if the district was happy with what they had this year and whether the district would like him to rebid again for next year. The consensus was that by the end of the year he did a reasonable job, but it is too early to consider snow plowing for the upcoming year.

Chief's Report:

Pleasant Valley					
<i>Chief Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
13	6	0	19	3	14

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:
7	9	3	19	0	3
Barkhamsted Fire District Total					
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:	
32	21	9	62	6	

LCD: Stephen Elovirta reported that they did not meet this month.

Daytime Driver's Report: Richard Winn has received the report and it will be forwarded by Richard Winn after the meeting.

Fire Marshal's Report: Jamie Lagassie noted that he did two inspections one on the Praise Church and some follow up with the Plaza. Jamie Lagassie noted that the pumps in the pumphouses should be ran every week by code. We would like Kevin to keep on top of running it weekly and keep it documented. Richard Winn mentioned that we might as well create a spreadsheet with the date and time when it was run, so there is a running record of it. Jim Shanley mentioned that the new controllers will run it at scheduled times that you set.

Norman Bird would like to commend our paid firefighter for all of his work on the lists including the AED's, inventoried new AED's, common approach to SCBA checks. Richard Winn mentioned that he also got sent the SCBA cylinder list and there is a lot more data we can put in, so Richard Winn will send a list to the three chiefs so two or three people could obtain the information he is looking for including original manufacturing data, hydrdo date, cylinder number, make, cost, etc.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Norman Bird, Jamie Lagassie and 3 chiefs)

The capital committee did not meet, but when we go into budget Richard Winn is going to bring capital up. Kevin, Norman and others have been working on getting the price to update the new controls in the pumphouses.

Firefighter Award: Richard Winn has the annual documents, and everything has been finalized. We had enough forfeitures that we did not have to pay anything in including the people who got paid out this year.

Health and Safety: (John Andryzeck and Marie Gillen) Nothing to report.

Policy: (Richard Winn, Ralph Scarpino, Freeman McCaw Jr and Charles McCaw III) – None.

Personnel: Will keep it on and will meet at Kevin's six month mark and follow up about the training person.

Unfinished Business:

1. **Grants:** Norman Bird reported that they got their cancelled checks back from DEEP. Jim Shanley reported that the six chiefs sent a common letter to the congressmen and two representatives. He received acknowledgements back. A person from Chris Larsons office called to clarify some details and ensure they have a good understanding. They are meeting now or very soon to start evaluating them. We should hear around the first of May.
2. **The District Patch:** Stephen Elovirta sent out a sample to everyone and going to add the fire departments to the patch near the roof of the damn house. He will send it out to everyone. If someone does not like the revision, they need to reach out to Richard Winn or Stephen Elovirta directly. Jamie Lagassie made a motion to go forward with the patch with the proposed changes and it was seconded by John Andryzeck. Motion carried.
3. **Discussion of FY 2022-23 Budget:** Richard Winn presented the capital plan to the district. Norman Bird presented on the details and vendors of the pumphouse controller project and mentioned that it is a ball park price plan. Dick Ransom made the motion to add the Hydrant System Upgrade to agenda as a capital project for the May meeting for \$65,000. It was seconded by John Andryzeck. Jim Shanley asked if it was possible that assessment could be levied within 2,000 feet of the pump. Richard Winn said probably not but he will research it, and Jamie Lagassie mentioned that everyone benefits from it. Motion carried.

Richard Winn said looking at the capital plan and we move the BE pumper since is slated for the next physical year out a year or two (23/ 24 or 24/25) then it is looking at that we have to borrow money. Some of the wildcards in the capital budget include hose (depends on the amount that needs to be replaced), radios, and SCBA money depending on the Fire Act and Radio grant.

Stephen Elovirta mentioned that they are close on the specs and Richard Winn said to bring them to the May or June meeting depending on the timing, so the board can review them. Richard Winn stated that they would have to have a special meeting on that and potentially go to a lease purchase, additionally you must go through the bid process too. We cannot take it to the taxpayers without a dollar amount.

Richard Winn reported that we are currently 12,000-13,000 short on the budget. Kevin mentioned that the tires on our utility vehicle are not very good in the winter weather. It costs

about 2,400 to put all terrain tires on there. However, it is closer to 15,000 due to the need for all terrain tires for the utility vehicle.

Richard Winn told the chiefs to pass on the information about the turbos, that they have to let them sit there for a while before backing them in at the firehouse.

The department and district budgets were reviewed. He removed annual pump testing of 2,000 from Barkhamsted East equipment maintenance line since it falls under OSHA compliance. Jamie Lagassie is wondering what is including in the PM expense of \$3,000 and states that it should include repairs if the district is budgeting that much. Richard Winn removed 3 lines of repairs from Pleasant Valley budget each at \$1,500. For Riverton Engine 4 maintenance and tanker maintenance to \$3,000. With the changes, the budget is off by \$9,000. Richard Winn is going to put the mill rate at 1.72. Richard Winn changed the contingency to be \$12,492 and that makes it balance.

Jamie Lagassie made a motion to present the budget as is to the taxpayers. It was seconded by Dick Ransom. Motion carried.

4. Annual Meeting: Richard Winn presented a draft of the annual warning to the district and will add a call for the pumphouse.

Ralph Scarpino did inform Richard Winn prior to this meeting that he will not be running again for the upcoming year, so we will need another director. He asked if there was anyone else who did not want to run or wants to run for another position. But if you know of someone who would like to be a director, let him know so they can present a slate.

Richard Winn thanked Ralph Scarpino for his time served and explained that he has been an asset to the district and helped us, prodded us and made us think about things from a different perspective. I'd love to see someone outside the fire service run for the position.

New Business:

A motion was made to add a training gap, first responder, Pleasant Valley's Fundraising letter, pager bid, disposal of extrication tools to the agenda. It was made by Jamie Lagassie and it was seconded by Karl Jacobs.

1. Training Gap – Chief Lagassie mentioned how they are training members looking to join their department in Winsted. They are immediately engaged at must do the required OSHA course. Jamie Lagassie interviews them, sends them for a physical, drug test, and they get emails with on-line training, and they get via email. The training includes blood borne pathogens, haz-mat awareness, harassment, and haz communication. We issue those courses before they can

respond to any calls and then they give them the turn out gear after it is completed. Norman Bird is going to investigate the VFIS training and Richard Winn stated that VFIS is using targeted solutions. Jamie Lagassie explained that the paid website that Winsted is using is approximately \$50-\$70 dollars per person and they can access a range of training options including EMT and EMR continuing education. If you miss the bloodborne or the haz-mat then there is a gap in the training. Norman Bird explained that he is going to dig into that training. Richard Winn said the fire school discussed that they might create an OSHA compliance curriculum and you would have to bought 100 license and assign them to certain people.

2. First Responder – Norman Bird stated at their April business meeting that they voted to become supplemental first responders and following the footsteps of Pleasant Valley, Winsted and New Hartford. We don't have any specifics drawn up yet and we are waiting to hear for when New Hartford Ambulance is going to be bring up a class.

3. Pleasant Valley's Fundraising Letter- Norman Bird reported that a lot of people at the Riverton business meeting who were upset at the Pleasant Valley Fire Department because for the two years now that have not yet mentioned the other departments in the letters. Jamie Lagassie mentioned that they were supposed to handpick the letters out of the areas after they got the postal list from Postmasters. Larry Gillen explained that even by sending to only the Barkhamsted zip code, however, they are still hitting first due areas of Riverton. Norman Bird inquired about including mentioning that there are two other fire departments in town and Jim explained that they had put in the other two some years ago, but since changing to only their first due area they do not include them. Stephen Elovirta mentioned that some members of his department are wondering how many boats they need because they are asking for money about for a third boat. Norman Bird suggested getting the corporate officers and chiefs together to have a conversation about this. Richard Winn mentioned that this is a good starting place, but the district does not have a place in this. Jim Shanley mentioned that this was not brought up to the district level last year and they used the same mailing list. Karl Jacobs asked for names and addresses of those who received it so Pleasant Valley can work on the list. Stephen Elovirta mentioned that it is not even so much the addresses, but the wording of the letter makes it sound like you are the only department in town. Additionally, towns people are already paying fire tax for a reason. JR mentioned that it was one thing when they are fundraising and working for their money, but now he feels that this approach is lazy. Richard Winn suggested that the leadership will get together to talk about this. Karl Jacobs mentioned that this is the first time they have heard of this friction in two years.

4. Pager Bid – The town received the COVID money, and we got money for 30 new pagers, so the question is that we should go out to bid and it is at \$15,000. The question is who goes out to bid the district or department and then who pays for them. Stephen Elovirta mentioned that he talked to Don Stein and he said to bring the invoice to them and they would take care of it from there. Richard Winn mentioned that any one of the departments could send it out as long

as they put that it is for all three fire departments in Barkhamsted. Richard Winn said to ask Don Stein about whether they have to go out to bid and follow what the town guidance says.

5. Disposal of Extrication tools – Jim Shanley stated when they got the electric tools, they kept a skeleton of the hydraulic tools like a cutter or spreader. They do not think that they are going to use. They have additional surplus hydraulic equipment and Drakeville Fire Department would be interested in requiring that. It has some value, but a lot of departments are advertising similar rescue equipment. Jim Shanley is going to ask for permission to explore options and he will not act until bringing it to the board again. Dick Ransom is making a motion to donate the hydraulic tools to Drakeville if they want them. It was seconded by Ralph Scarpino. Motion carried. John Andryzeck & Jamie Lagassie abstained.

A motion was made by Jamie Lagassie to adjourn seconded by John Andryzeck. Motion carried. President Richard Winn adjourned the meeting at 21:24 (9:24) hours.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: John Andryzeck, Jamie Lagassie, Karl Jacobs (Virtual), and Ralph Scarpino

Chiefs: Jim Shanley and Norman Bird

Treasurer:

Paid Firefighter: Kevin Archer

Guests: Marie Gillen, JR

Absent: Amy O'Toole & Amanda O'Toole

Next Meeting:

May 11th, 2022 @ Barkhamsted East 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.