



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

Meeting Date: July 13th, 2022

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

Minutes: June 8th, 2022, board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. No discussion. Motion made by Jamie Lagassie to accept June 8th, 2022, minutes and it was seconded by John Andryzeck. Motion carried.

Treasurer's Report:

The treasurer's report was emailed prior to meeting for review. Norman Bird requested that the font size be increased so it is easier to read. Jamie Lagassie 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
\$778.00	CT Occupational Health	Occupational Health & Safety

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
2021-2022 Fiscal Year		
\$212.09	Reimbursement to Marie Gillen	New Equipment
\$146.00	Fire Control Services	Equipment Maintenance
\$10.02	Verizon	Telephone
2022-2023 Fiscal Year		
\$44.02	True Value (PD FF CC)	Hydrants
\$237.00	New England Lube (PD FF CC)	Gas / Diesel

\$51.01	Larsen True Value (PD FF CC)	Building Maintenance
\$22.79	Stop & Shop (PD FF CC)	Building Maintenance

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

Pleasant Valley		
Amount	Payee	Account Name
Fiscal Year 2021-2022		
\$32.99	Tractor Supply	Equipment Maintenance
\$18.75	DKDecals (helmet trim)	Equipment Maintenance
\$61.04	Verizon	Telephone
\$28.50	True Value of Winchester	Fire School
\$39.37	New Hartford mart	Gas / Diesel
\$10.38	Stop & Shop (CC – water)	New Equipment
\$1,168.51	Northeastern Fire (E6 headlights, R3 AC)	Equipment Maintenance
Fiscal Year 2022-2023		
\$89.95	Tractor Supply (U4 Tools)	Miscellaneous
\$158.96	eTrailer (Boat 1)	New Equipment
\$41.96	O'Reilly First Call	Equipment Maintenance
\$25.37	USA Waste	Building Maintenance
\$2,206.56	MGB Tire (U4 Tires)	Equipment Maintenance
\$230.47	Home Depot (U4 Tools)	Miscellaneous
\$77.39	Stop and Shop (water)	New Equipment
\$182.00	Chem-X (truck wash)	Equipment Maintenance
\$55.00	Amazon (containers)	Equipment Maintenance

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

Barkhamsted East		
Amount	Payee	Account Name
\$325.23	Napa Auto Parts	Equipment Maintenance
\$527.50	MGB Tire (CC) Trailer Tires	Equipment Maintenance
\$33.25	Larsen Ace Hardware	Building Maintenance
\$50.00	Hartford County Fire Emergency Plan	Miscellaneous
\$150.00	CT State Firefighter Association	Miscellaneous

Dick Ransom made a motion to pay the bills seconded by John Andryzeck. Motion carried.

Correspondence:

- Richard Winn reported that he received a communication from the state which they need returned to them confirming the receipt of grant money.

Chief's Report:

Pleasant Valley					
<i>Chief Jim Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
13	5	0	18	2	11

Riverton					
<i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	6	5	21	1	12

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	8

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
30	20	8	58	3

LCD: Stephen Elovirta emailed out the report prior to the meeting.

Daytime Driver's Report: The reported was emailed out prior to the meeting.

Fire Marshal's Report: Jamie Lagassie reported that there was a paint booth installation, is meeting with the Animal Hospital, inspected the campground.

Amy O'Toole arrived at 7:43 pm.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie, Larry Gillen and 3 chiefs) – Meeting to be determined.

Firefighter Award: (Richard Winn) Richard Winn reminded the chiefs that the reports should be posted for 30 days.

Health and Safety: (John Andryzeck and Marie Gillen) – Richard Winn explained that the medical provided is closing the Torrington office. Marie Gillen reported that there are other office locations in Waterbury, Windsor and Hartford. Jamie Lagassie is going to send out an email to the Winsted Area Chiefs and is hoping that Hartford Hospital will open a place up to complete the physical. Marie Gillen is going to take the charts and store them in a file cabinet at one of our firehouses until the district has decided on a medical provider. Richard Winn stated that the Winsted Area Chiefs should look at this as a group because there is more likely a better outcome this way. The district is going to wait to see what comes out of the Winsted Area Chiefs at the meeting next Wednesday. Kevin Archer is going to purchase a fireproof fire cabinet to store the medical records. If there is an injury and worker's comp they should go to either the Winsted Health Center or Torrington Health Center.

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

Personnel: (Jamie Lagassie, Richard Winn, Keith Archer, and 3 chiefs) – This committee needs to schedule a meeting to review Kevin's performance.

Richard Winn stated the Chiefs should remind their members to do their duties in order to get their equipment back in service after drills, weekend and evening calls. Make sure the fuel stays about $\frac{3}{4}$ of a tank.

1. **Grants** – Jim Shanley reported that the Forestry Grant is due at the end of the month. He reported that FEMA has not reported anything on the radio grants.

2. **The District Patch:** Stephen Elovirta presented the latest rendition of the patch. The door color of the dam house is going to be changed. He stated the removal price was 8 dollars, to sew on a new patch is 8 dollars, so it is 16 dollars per coat. The new patch cost approximately 5 dollars for a total of approximately 21 dollars.
3. **Barkhamsted East Brush Truck Purchase:** Stephen Elovirta reported that they received one bid that contained 2 pages of exceptions. He called the vendors who did not bid to get feedback from them of why they didn't place a bid and the general feedback that he received was that they were too specific. Therefore, the committee is going to make it more generic and send it out with ranges or equivalent statements. He is going to put it out in August and have a September 1st deadline. Stephen Elovirta will bring the new generic specs to the August meeting.
4. **Pump Houses:** Norman Bird reported that the contractor, sub-contractors representatives, fire marshal, building inspector and others met to discuss and review the project. During that meeting Richard Winn signed the project and the controller is expected in 6-8 weeks with an approximate September installation.
5. **Supplemental First Responder (EMS):** Norman Bird reported they have found an instructor out of Bantam to run the EMR class. The class has a total of 16 students and 11 of which are from Barkhamsted Fire Department. The total approximate cost of the class is \$905. The breakdown of the cost is as follows: the tuition costing \$400, the textbook and online access costing \$300, the national registry test costing \$85 and the practical costing \$120. He reported that Richard Winn, the 3 Chiefs, Don Stein and himself had a meeting where it was suggested to go to the town ARPA committee and ask for \$12,000 to cover the cost of the class. However, it would need the approval of the ARPA committee, the Board of Finance, and the Board of Selectmen, therefore even if approved, they would not be able to cut a check until mid-August or later. Currently, there are two outstanding bills for a total of \$7,700 and the bills will be split and charged to each department's training individually with anticipated reimbursement by billing the Town once the approval of the funding occurs. There are 6 members from Riverton, 3 members from Pleasant Valley and 2 members from Barkhamsted East attending the EMR class.

There was a motion to pre-approve the \$7,700 to cover the outstanding bills from the EMR classes. The motion was made by Jamie Lagassie and seconded by Keith Archer. Motion carried. Amy O'Toole inquired about the W-9 for the instructor.

New Business:

1. **Bank Resolution:** Jamie Lagassie made a motion to authorize the TD Bank signers as the accountant, president, and vice president. It was seconded by Keith Archer. Motion carried.

- 2. Donation of a Combi Rescue Tool:** Kevin Archer explained that he would like to write a grant for the Winsted Auxiliary for Community Health with the hopes of getting 2 combi tools for Riverton and Barkhamsted East Fire Department. It would allow him to begin extrication without the rescue truck and would prevent a delayed response time. He explained that their would-be annual maintenance fees and a need for ground rules. There was some discussion on the benefits and concerns of the board. Keith Archer stated that he would like future capital projects to let all three departments have a say on the brand that they purchase if they would like to keep things consistent across the departments.

Larry Gillen made a motion to authorize the writing of a grant of the two combi tools and if it is determined that they are going to fund only a singular tool then it will go on the utility truck. Therefore, no matter where the paid firefighter is that there would be an extrication tool and the cribbing needed to begin the process. It was seconded by Jamie Lagassie. Motion carried.

- 3. Filling of the Community Garden Water Tanks:** Keith Archer reported that the community garden now has the large tank in addition to three smaller tanks. He would like Pleasant Valley to contribute by filling the smaller tanks since Riverton and Barkhamsted East have been alternating the fillings of the large tank. It was agreed that if Keith Archer gets a text that they need water, he will reach out to all the departments to coordinate who is going to fill the tanks.

A motion was made by Jamie Lagassie to adjourn seconded by Keith Archer. Motion carried. President Richard Winn adjourned the meeting at 20:33 (8:33) hours.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: John Andryzeck, Larry Gillen, Jamie Lagassie, and Keith Archer

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole (late)

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: Marie Gillen & Freeman McCaw Jr

Absent: Karl Jacobs

Next Meeting:

August 10th, 2022 @ Barkhamsted East Fire House 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.