



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

Meeting Date: September 14th, 2022

Meeting was called to order by President Richard Winn at 19:30 (7:30) hours.

Minutes: August 10th, 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 August 10th, 2022, minutes and it was seconded by John Andryzeck. Jamie Lagassie abstained. Motion carried.

Treasurer's Report: The treasurer's report was emailed prior to meeting for review. Jamie Lagassie made a motion to approve the treasurer's reports seconded by Larry Gillen. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$497.00	CT Occupational Health	Occupational Health & Safety
\$1,030.86	Berkshire Alarm	Fire Alarms & Communication
\$500.00	Litchfield County Regional Fire School	Fire School

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$26,245.00	HTH Automatic Sprinklers (Pump Controllers)	Hydrants
\$1,150.36	MES – Shipman's (Compressor PM)	Equipment Maintenance

\$535.00	First Due, TK-34	Equipment Maintenance
\$500.00	First Due, SQ-51	Equipment Maintenance
\$58.99	Amazon (PD FF CC)	Equipment Maintenance
\$98.81	Levine's (PD FF CC)	Equipment Maintenance
\$10.02	Verizon	Telephone
\$720.00	Marjorie Arnold (EMR Practical)	Fire School
\$77.87	Staples (Norman CC)	Miscellaneous

Chief Jim Shanley submitted Bills for Pleasant Valley:

Pleasant Valley		
Amount	Payee	Account Name
\$425.36	Amazon (elect cord reels)	OSHA Compliance
\$500.00	Konopka Electric (Cord reels)	OSHA Compliance
\$229.83	Defender Industries (B2 fuel tank)	Equipment Maintenance
\$20.78	True Value of Winchester (dry hydrant paint)	Hydrants
\$13.98	O'Reilly First Call (lube on E4)	Miscellaneous
\$100.00	State Line Oil (reimburse Juan Jaramillo)	Heat
\$1,168.51	Northeastern Fire (E6)	Equipment Maintenance
\$10.24	New Hartford Mart	Gas/Diesel
\$23.96	Marandino's (water)	New Equipment
\$27.83	Boats.net (B2 gasket)	Equipment Maintenance
\$329.96	Tractor Supply (U4 Fuel pump)	Miscellaneous
\$197.25	Home Depot (U4 shop vac, tools)	Miscellaneous
\$18.51	True Value of Winchester (electr parts)	Equipment Maintenance
\$383.00	Overhead Door	Building Maintenance
\$61.30	Verizon	Telephone
\$725.00	CT Training & Consulting	Fire School
\$35.89	Levines Automotive	Equipment Maintenance

\$491.99	Northeastern Fire (E6 Door Switch)	Equipment Maintenance
\$4,035.83	First Due (E5 R3 PM)	Equipment Maintenance
\$25.37	USA Waste	Building Maintenance

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

Barkhamsted East		
Amount	Payee	Account Name
\$14,716.98	First Due Services, LLC	Equipment Maintenance
\$3,549.00	First Due Services, LLC	New Equipment
\$249.43	Reflective Pros (CC)	New Equipment
\$356.43	Strobesnmore (CC)	New Equipment
\$26.58	Amazon (CC)	Building Maintenance
\$474.73	New Boston Crane (PD FF CC)	Equipment Maintenance
\$17.00	Zolle Webstore	Miscellaneous
\$1,200.00	First Due Services, LLC	OSHA Compliance

Jamie Lagassie made a motion to pay the bills seconded by Keith Archer. Motion carried.

Correspondence: None.

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	2	19

Riverton					
<i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	6	5	21	1	17

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	11
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Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
30	21	8	59	3

LCD: Did not meet.

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

Fire Marshal's Report: It was mentioned that we need to figure out a filing system to keep documents from the Fire Marshal. It was suggested that the reports are scanned and entered Emergency reporting, but that the district should invest in a filing system for the Fire Marshall. He reported that he inspected the three fire stations, and the chiefs received some housekeeping items that need to be taken care of. Jamie Lagassie reported that he went to Foxridge apartments, meeting house road apartments, Brass Horse, Barkhamsted School, Mallory Brook and the Town Garage to complete the inspections. He inquired about the fee for a blasting permit and whether there was a standard fee. He had collected \$50 for a blasting permit.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie, Larry Gillen and 3 chiefs) – The committee will have to meet soon. Norman Bird mentioned that Riverton has rot on 4 bay windows and some plumbing work that needs to be done. He will come with a proposal to the next district meeting. Also Richard Winn noted that there is deteriorating blocks in Riverton and Pleasant Valley has cracks in their pavement.

Firefighter Award: (Richard Winn) – Richard Winn stated that he needs to update the chart and there was one person paid out who got his lump sum check last week.

Health and Safety: (John Andryzeck and Marie Gillen) – AFC and Concentra went to the fire school to give presentations. If your age ends with a 5 or a 0 then you are going to be required to get your chest x-ray. American Family care is willing to open on a Saturday if there are 10 or more firefighters that are willing to go on the same date. Their goal is to start care within 15 minutes of arrival to their facility. Also, they are working on launching an online portal where the district would have access to their members compliance with the physical requirements. Norman Bird mentioned there might be some pushback from some members about the update in requirements.

There was a motion to go with American Family Care for our firefighter physicals. The district will be creating a list of requirements that will need to be completed with your personal physician and your physician will be required to sign off on if you opt to go that route. Fire Police and Exteriors are now required to get blood work done and chest x-rays every five years. It was made by Karl Jacobs and seconded by John Andryzeck. Motion carried.

Policy: (Richard Winn, Jim Shanley, Freeman McCaw Jr and Charles McCaw III) – The policy committee is going to begin meeting.

Personnel: (Jamie Lagassie, Richard Winn, Keith Archer, and 3 chiefs) – Richard Winn is going to provide the raise and pay adjustment information to Amy O'Toole and she will adjust accordingly.

1. **Grants:** Kevin Archer stated that they received the grant from the Auxiliary for Community Health was approved, so the district will be getting two combi tools which one will be for Barkhamsted East and the second one will be for Riverton. The batteries are bigger and stronger than the one that are currently in Pleasant Valley's combi tools, therefore they will not be interchangeable with the new and the old tools. Kevin Archer requested assistance for taking a picture and creating a press release for the paper.

Norman Bird mentioned that the DEEP Forestry Grant is on hold currently. The federal government put a freeze on it until they see if there is money remaining in their budget.

2. **FEMA Grant:** Jim Shanley reported the 3rd time applying for the radio grant was a success and they received the full amount. The Chiefs need to review and then need accept the grant. There was a motion to accept the FEMA grant for the Barkhamsted Fire District. A motion was made by Jamie Lagassie and seconded by John Andryzeck. Motion carried.
3. **Barkhamsted East Brush Truck:** Stephen Elovirta reported that they received four bids back. The top two contenders were Fire Matic and Northeast. Northeast had two pages of exceptions while Fire Matic had no exceptions. Richard Winn mentioned that he does not want the district to go through lease purchasing again and is hopeful that there is enough surplus to make it happen without leasing. Stephen Elovirta mentioned that there is no prepayment and they are currently stating that it will be completed by 240 days after the arrival of the chassis.

Jamie Lagassie made a motion to approve the purchase of the Brush Truck at a cost not to exceed \$235,000. It was seconded by Larry Gillen. John Andryzeck abstained.

4. **Supplemental First Responder (EMS):** Norman Bird reported that they are waiting for the Board of Finance meeting to approve the additional expenses for the EMS class and testing. They are hoping to get paid back by the town for their training.

5. **Smoke Detector Program:** Jamie Lagassie will be meeting with Red Cross on October 5th and will get paperwork for the district to fill out. He mentioned in Winsted they held a drive for the town residents to come and pick up smoke detectors and they also installed smoke detectors at houses after fire calls. They are 10-year detectors, and the department is allowed to install 3 smoke detectors per house. The person must sign off that they received the smoke detector, the department should test them, and discuss an escape plan with the residents. The department then goes and fills out a form, completes a quick inspection and survey. It is a great program and they will show up with more detectors when you need them.

New Business:

1. **Discussion and possible action on photo policy:** John Andryzeck reminded everyone that if you are there as part of the fire department, you do not take pictures on your personal device. If you are taking pictures, your phones are then the possession of the Fire Marshal and will be kept throughout the investigation. Taking photos creates a huge liability for the department. No photos should ever be posted on personal accounts or taken on personal devices. He asked the Chiefs to reiterate the policy to their members at their next monthly meeting.

A motion was made by John Andryzeck to adjourn seconded by Dick Ransom. Motion carried. President Richard Winn adjourned the meeting at 20:52 (8:52) hours.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: John Andryzeck, Keith Archer, Larry Gillen, Jamie Lagassie, and Karl Jacobs (virtual)

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: Marie Gillen

Absent:

Next Meeting:

October 12th, 2022 @ Riverton Fire House 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.