



**Barkhamsted Fire District
Board of Directors
Monthly Business Meeting Minutes**

Meeting Date: March 8th, 2023

Meeting was called to order by President Richard Winn at 19:33 (7:33) hours.

Minutes: February 8th, 2023 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Karl Jacobs to accept February 8th, 2023 minutes and it was seconded by Larry Gillen. Motion carried.

Treasurer's Report:

The treasurer's report was emailed prior to meeting for review. President Richard Winn asked for approval of the treasurer's report. Jamie Lagassie made a motion to approve the treasurer's report and it was seconded by Larry Gillen. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$7,665.00	American Family Care	Occupational Health
\$10,000.00	Raymond James	Firefighter Award Program
\$4,000.00	King, King & Associates	Audit

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$743.59	MES Shipman's	New Equipment

\$17.99	Fire Equipment Headquarters	Equipment Maintenance
\$10.00	CT DMV- TK 34 Registration (Credit Card)	Equipment Maintenance
\$28.00	Klebe Fuel (Hot Water Heater)	Heat
\$230.00	Klebe Fuel (Hot Water Heater)	Heat
\$10.02	Verizon	Telephone
\$100.00	Bantam Fire Department (Seminar)	Fire School
\$46.40	ABC Pizza (DEEP WildFire Training)	Fire School
\$9.02	True Value (District Acct)	Building Maintenance
\$2,886.91	Reimbursement to Chaz McCaw	Conferences

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

Pleasant Valley		
Amount	Payee	Account Name
\$50.73	Verizon	Telephone
\$79.72	Lowes (tools)	New Equipment
\$71.26	True Value of Winchester	Equipment Maintenance
\$200.00	Flashback Welding	Equipment Maintenance
\$900.00	Firematic (Rescue Tools Annual ISM)	Equipment Maintenance
\$1,280.00	First Due Services	Equipment Maintenance
\$62.27	Amazon	Miscellaneous
\$212.70	MDF Instruments	New Equipment
\$19.68	True Value of Winchester	Building Maintenance

\$725.00	First Due Services (E6 tank drain)	Equipment Maintenance
\$395.00	Fire Equipment Headquarters (Cascade Hydro)	Equipment Maintenance
\$258.67	Fire Equipment Headquarters (SCBA bottle repair)	Equipment Maintenance
\$1,550.00	Axles & Gears Inc. (E5 ABS)	Equipment Maintenance
\$25.37	USA Waste	Building Maintenance
\$30.02	AutoZone (Reimbursement to B. Shiloshi)	Equipment Maintenance

Karl Jacobs asked about Pleasant Valley's First Due bills.

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

Barkhamsted East		
Amount	Payee	Account Name
\$31.55	Larsen Ace Hardware	Building Maintenance
\$9.01	True Value of Winchester	Miscellaneous
\$35.98	O'Reilly	Equipment Maintenance
\$20.99	O'Reilly (Credit Card)	Equipment Maintenance
\$865.33	Firematic Supply Co. Inc.	Capital - E3 Hard Suction
\$1,059.00	First Due Services LLC	Equipment Maintenance
\$123.33	Tractor Supply (Credit Card)	New Equipment
\$115.10	Staples (Credit Card)	Building Maintenance
\$35.00	CT DMV (Credit Card)	Equipment Maintenance

Larry Gillen saw a lot of things that could be done in house that were done outside after reviewing some of the equipment maintenance bills.

Karl Jacobs made a motion to pay the bills as presented. It was seconded by Jamie Lagassie. Motion carried.

Karl Jacobs amended motion to include the FDIC conference bills. **It was a reimbursement to Chaz McCaw for \$2,886.91 to reimburse him for the FDIC conferences.** The amended motion was seconded by Jamie Lagassie. Motion carried.

Correspondence: Richard Winn mentioned that he received an engagement letter and rep letter from King, King & Associates.

Chief's Report:

Pleasant Valley <i>Chief Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
13	3	0	16	2	18

- Chris Kulunski stated that you could get between \$80,000 - \$100,000 for a serviceable Engine 5 truck. They are reevaluating what Pleasant Valley needs and would like to sell it while it is still serviceable. Pleasant Valley feels like they are one more failure away from having it beached because General Motors has stopped making all the parts for it. They would like to use the money from the sale to purchase another truck. They will consider the need of a reserve pumper. It does not impact the ISO. They are looking for permission to communicate with agencies that sell trucks in Vermont and would like to list the engine at asking price. Jamie Lagassie stated the district should get whatever money we can.
- There was a motion that Richard Winn in combination with Pleasant Valley has the authority to list Engine 5 for \$120,000 and lower it as needed when they are in agreement. The motion was made by Jamie Lagassie and seconded by Larry Gillen. Motion carried.

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	7	5	22	1	10

Barkhamsted East <i>Chief Elovirta reported:</i>					
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Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
7	9	3	19	0	5

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
29	19	7	55	3

LCD: Stephen Elovirta reported he wasn't able to attend the meeting. Jamie Lagassie mentioned there will be a special meeting on March 9th to vote for the \$12 service per capita and adding the \$50,000 usage fee.

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

Fire Marshal's Report: Jamie Lagassie reported that he visited a group home near Barkhamsted East, Praise Christian Church and the family dollar addition.

Richard Winn mentioned there is a public service announcement on temporary heaters that was created by the state police and Litchfield county fire marshalls. To view this public service announcement please visit the fire school website.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - Richard Winn asked about issues with the compressor and it was stated that the gasket can be fixed with a \$200 replacement. He mentioned 2024 & 2025 hose replacement. Norman Bird mentioned that there are urgent repairs on the firehouse which isn't new news. They have completed some stop gap repairs. The cost of the repairs would be approximately \$136,000 and with a 15 % contingency which comes out to be \$35,000. The capital committee is to meet at 6:30 prior to the district meeting on April 12th to do a walk through of Riverton.

Firefighter Award: Richard Winn mentioned that the document he received was a PDF file, so he would need to print them out for everyone. Richard Winn asked the Chiefs to ask which members want the forms and then they can only print those members who would like a copy of it. There was a collective offer by the district to help Richard Winn in whatever and anything that he needs.

Health and Safety: (John Andryzeck and Marie Gillen) - Norman Bird brought up some concerns about American Family care.

1. Chiefs are not getting physical reports and clearances of their members.
2. There is no department name on the form so they might not know which department they are from within the Barkhamsted Fire District.
3. There have been no chest x-rays completed.
4. Blood work results are not being mailed to members.
5. Concerned about Hepatitis B and whether it is happening or not.

Richard Winn stated that the Chiefs do not need the physical report, but only need whether their members are cleared or not.

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - Norman Bird completed a meeting summary. Richard Winn asked when a good time was to meet. They went through some simple policies that don't need too many changes and can mark them as updated. Richard Winn mentioned he would like the accounting manual to be done by June 30th and needs to add the dollar amounts to it.

Personnel: Jamie Lagassie stated that the personnel committee met for Kevin Archer's one year review. The committee recommends that Kevin should be taken off probation and promoted to Lieutenant. There was a motion to take Kevin Archer the paid firefighter off of probation, give him a promotion rate increase percentage and that he be promoted to Lieutenant. The motion was made by Jamie Lagassie and seconded by Karl Jacobs. Motion carried.

Norman Bird mentioned that Kevin Archer is doing a wonderful job serving the district.

Unfinished Business:

1. **Grants-** Norman Bird reported that there was a survey completed for the installation of the radios. Stephen Elovirta is the point of contact, they have a project manager and the radios are expected to arrive in June. Jim Shanley mentioned the state is catching up and approving the radio programming.
2. **Barkhamsted East Brush Truck** - Stephen Elovirta reported that everything looks good with the brush truck. They have a drill planned to go over the equipment and they are working on getting it loaded with all the equipment. The truck will keep the same name Engine 3.
3. **Supplemental First Responder-** Norman Bird reported that they need to get medical controls approval for BVM's & Oxygen, so there is delay on the equipment as they are waiting to get the sign off on it. They have got protocols in place, LCD is ready,

4. **Discussion on the 2023- 2024 Budget-** There was a lengthy discussion on the budget. Some of the highlights included:
- a. Norman Bird suggested that the district think about a significant raise for the treasurer.
 - b. A question was asked about switching auditors and Amy O'Toole reported that there are probably other smaller firms, but she doesn't believe it would be worth investigating because the prices are similar across the board.
 - c. Kevin Archer presented a wishlist of things he would like to see purchased as our paid firefighter. The wish list included a snowblower, string trimmer, and a blower. It was discussed whether he would need a trailer or ramp. If the district leaves the money in Miscellaneous, then they should have plenty to cover those purchases.
 - d. Jamie Lagassie reported that he may need the updated books since the fire code is being updated.
 - e. Larry Gillen will contact his daughter to find out how much money is left in the fire prevention line.
 - f. Barkhamsted East would like an upgraded laptop for the people that are teaching sessions at BE and a nicer projector.
 - g. Jamie Lagassie stated we need to have a list of dry hydrant maintenance and if you have money left in your budget, then they should be completing an upgrade.

Then the individual departments' budgets were presented.

- The expense of the supplemental first responder program, the oxygen bottle leases and the replacement of supplies were discussed. It is a lot of money to be spent on EMS supplies. Norman Bird mentioned that it is due to the oxygen bottles and the 7-8 jump kits. Jamie Lagassie mentioned that the ambulance should be replacing the consumables.
- Keith Archer mentioned we have to figure out where to save money and we need a realistic number for repair expenses in the budget. Jamie Lagassie would like to determine how many gallons we use and Richard Winn stated he is sure that Klebe would be able to tell us.
- Norman Bird reported he found the title for Tanker 34. It was decided that no action needed to be taken to switch the title ownership from Riverton Fire Department to Barkhamsted Fire district at this time.
- Contract Committee - It was inquired whether any members would be interested in joining. He is going to send the contract to Richard Winn, review it and go over it at the next meeting.

New Business:

VFIS is holding a drivers training and we could get 3 seats for no cost. The chiefs should email Richard Winn if they have anyone interested in this training.

Congratulations to Stephen Elovirta who is a new fire instructor at Litchfield County Regional Fire School.

1. **Utility 4-** Kevin Archer is looking to downsize Utility 4 because he doesn't have the same needs as Marq. It only gets 10 miles per gallon, between fuel and oil changes we have spent \$7,000. Kevin explained he really needs something to hold the fuel cell, 4 tires, a 250 or 350 and that can hold between 800 to 1,000 pounds. He would like to go with something that runs on gas because there is better fuel economy, cheaper repairs, and less costs in oil changes. The trade in for Utility 4 can be between \$65,000 - \$75,000. Richard Winn stated that we should hold off until it determines what Pleasant Valley's group determines to see if Utility 4 would fit their needs.
2. **On Boarding of New Members** - Norman Bird mentioned that there are different programs that offer various courses for on-boarding training. There is Trident, VFIS or Rescue I. He is looking for the paid firefighter to investigate these training options. Richard Winn will see how much time he has and work with Kevin Archer to investigate these training options. Stephen Elovirta mentioned that they have a list of online courses that members need to complete. Jamie Lagassie said Winsted Fire Department does an interview, background check, physical and then the required courses.
3. **Firefighter I Training-** The school committee voted to stop the FF1 summer class. Richard Winn received several emails about it being canceled and he was in Florida when the meeting happened, so he didn't know about this meeting. There was a concern that no one would want to be the lead instructor during the summer. Dick Ransom stated that the course was originally formed to accommodate college students who are on break in the summer. Richard Winn mentioned that he has had to dismiss students because of not completing their online work. Norman Bird mentioned he was worried about the surprise cancellation. He plans to go to the County plan meeting and bring it up there.

Karl Jacobs made a motion to adjourn the meeting at 9:58 (21:58) and it was seconded by Jamie Lagassie. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: Jamie Lagassie, Karl Jacobs, Keith Archer, and Larry Gillen

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer
Guests: Chris Kulunski, Shawn Wainman
Absent: John Andryzeck

Next Meeting:

April 12th, 2023 @ Riverton Fire House 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2023