



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

Meeting Date: April 12th, 2023

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

Minutes: March 8th, 2023 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Norman Bird mentioned that there was a reimbursement to Chaz McCaw for \$2,886.91 that got missed in the bills section of last month's minutes. Motion made by Jamie Lagassie to accept March 8th, 2023 minutes as amended and it was seconded by Dick Ransom. 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. Karl Jacobs made a motion to approve the treasurer's report and it was seconded by Dick Ransom. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$157.80	Uline Eye Wash	OSHA Compliance
\$317.00	Fire Equipment Headquarters	OSHA Compliance

Chief Norman Bird submitted bills for Riverton:

Riverton

Amount	Payee	Account Name
\$76.03	Home Depot	Hydrants
\$134.50	New England Lube (CC)	Gas / Diesel
\$3,634.95	MES Shipman's	New Equipment
\$737.86	MES Shipman's	New Equipment
\$1,003.47	Firematic Supply Co.	New Equipment
\$475.00	Tower Generator	Equipment Maintenance
\$503.37	MES Shipman's, Qt Air Test & Repair	Equipment Maintenance
\$10.02	Verizon	Telephone
\$140.97	Staples (CC)	Building Maintenance
\$29.96	Marandinos (CC)	Building Maintenance

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

Pleasant Valley		
Amount	Payee	Account Name
\$50.73	Verizon	Telephone
\$21.23	Stop & Shop (Reimburse Shawn Wainman)	Conference
\$159.42	Zoom	Fire School
\$56.46	True Value of Winchester (U4 Tools)	Miscellaneous
\$14.13	Marandinos/Food Town	Building Maintenance
\$1,220.54	Zoeller Tire (R3 fronts)	Equipment Maintenance
\$130.00	Fire Equipment Headquarters (HCN meter)	Equipment Maintenance
\$949.00	First Due Services (E6 valve repair)	Equipment Maintenance

\$25.37	USA Waste	Building Maintenance
\$475.00	Tower Generator (annual service)	Equipment Maintenance
\$62.27	Amazon	Miscellaneous
\$7,259.95	MES (PPE)	New Equipment
\$44.94	Marandinos (water)	New Equipment

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

Barkhamsted East		
Amount	Payee	Account Name
\$162.53	Sophias Pizza (CC)	Fire School
\$85.05	Harbor Freight (CC)	New Equipment
\$180.97	Tractor Supply (CC)	Equipment Maintenance
\$594.00	Tiger Tough (CC)	New Equipment
\$25.00	Millard Welding (CC)	New Equipment
\$63.43	Larsen Ace Hardware	Building Maintenance
\$3,340.45	MES/ Shipman's	New Equipment
\$475.00	Tower Generator	Equipment Maintenance
\$115.00	Hollands (Tool Fuel)	Equipment Maintenance

It was mentioned that the DEEP Forestry Grant has an invoice deadline of May 14th, therefore they need proof of payment prior to receiving the equipment.

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

Jamie Lagassie is concerned about the equipment maintenance expenses. Amy O'Toole mentioned there will not be enough contingency to cover the overages in equipment maintenance. It was mentioned that all three departments will be receiving money from the DEEP grant. Jamie Lagassie inquired about what maintenance needs to be done in the next two

months. Repairs need to be approved by Richard Winn prior to fixing them. Richard Winn stated we cannot go over the bottom line of the budget and that the district needs to watch every penny.

Correspondence: Amy O'Toole mentioned that they received a correspondence from Northwest Community Bank stating that they are changing the service fee structure.

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	16

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	7	4	21	2	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	13

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

LCD:

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

Fire Marshal's Report: Jamie Lagassie reported that he visited several places including the Log House, Apartments, First Church, Mallory Brook, and Squire's Tavern.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - Did not meet prior to the district meeting, but Norman Bird kindly offered to do a walk through of Riverton after the district meeting.

Firefighter Award: The district received hard copies and certificates in the mail, so the chiefs can come pick through them to find their members. The service award program summary was passed out at the meeting. Richard Winn mentioned that a couple of people got paid out this year. He stated he worked with Kenny Cyr's family. Norman Bird stated this is just another reason that he goes above and beyond his duties as the President of the fire district.

Norman Bird mentioned that they need beneficiary forms for Riverton. The members can check with Amy about her files and their current beneficiary form in the folder. Richard Winn and Amy O'Toole will meet to exchange files.

Health and Safety: (John Andryzeck and Marie Gillen) - Norman Bird mentioned that we should put the pre-employment checklist forms on the website so they are there. Jamie Lagassie mentioned that the chest x-ray if your age ends with a 0 or 5 should be added to the checklist. It was stated that the district needs to create and post a private physician form too. American Family care is going to ask the members if they would like their bloodwork results emailed to them or whether they want to come pick them up. Hep B is in the packet of forms and the district is going to trust that it is filled out.

There has been no more information on Hartford Hospital participating in Occupational Health. Richard Winn will submit the names for the Worker's comp on-boarding training to see whether it is worth adding for our new members.

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - Norman Bird stated that he attended a great PTSD presentation at the County Chiefs meeting and from that meeting it was determined that the district needs a policy on PTSD. Jamie Lagassie mentioned that Winsted has a policy which we can build off of. The policy number for Winsted is 5-014. Larry Gillen asked whether AFC has a program like St. Francis or Greenwoods.

In the February meeting, There was a motion to change the policy on photography on scenes to state there is a mandatory 24+ hour wait period on any posts related to emergency scenes and it needs to be reviewed by a Chief Officer prior to posting on social media. Keith Archer mentioned that the new rule about no social media postings with photos of any emergency scene prior to the 24+ hour wait is not being followed. He inquired whether there was disciplinary action for not following this rule. Richard Winn suggested that the Chiefs should send the policy out to their membership again to inform and reinforce the new policy.

Personnel: None.

Unfinished Business:

1. **Grants-** The radio grant is proceeding and the radios are to be installed in either May or June.
2. **Barkhamsted East Brush Truck -** None.
3. **Supplemental First Responder-** Norman Bird reported that they started the supplemental first responder program last month and have had 2-3 calls already. It is going well. They still have a few people who need to take the written test. He inquired about whether there should be a district tone for supplemental first responders. Jamie Lagassie asked how many people do you need responding to those calls. It was decided that the dispatching tone issue would be worked out amongst the three Chiefs.

Norman Bird reported that Amerigas picked up the propane tanks and Norman told Amy that a bill may be coming to her.

4. **Discussion on the 2023- 2024 Budget-** There was a lengthy discussion on the budget. Some of the highlights included:
 - a. Adjusted heat and electricity to reflect the increase in cost.
 - b. Call Klebe and tell them to hold off on fuel delivery until after the fiscal year. Continue with propane.
 - c. Jamie Lagassie suggested reviewing all equipment maintenance bills and getting a hold on spending. It was stated that new equipment is more expensive to work on than old equipment.
 - d. Richard Winn reviewed Kevin Archer's wishlist of items.
 - e. The diesel transfer tank was discussed since Engine 55 cannot fill up at the town pump and it leaks currently. It was decided to do research and purchase a new tank out of miscellaneous.
 - f. Jim Shanley discussed electricity costs and mentioned that it took from December to April to switch providers.

There was a motion to accept the budget as presented and bring it to the taxpayers next month. The motion was made by Jamie Lagassie and seconded by Keith Archer. Motion carried.

1. **Utility 4-** Chris Kulunski reported that Engine 5 is listed currently for \$110,000 and has gotten lots of interest on the posting. Pleasant Valley evaluated the needs of the apparatus when Engine 5 leaves to be something that pulls the boats, a first responder

vehicle, carry brush fire equipment, and the back up rescue. They determined that they need something with a box rather than a utility body. They have reached out to vendors for prices but have not received any solid prices. Kevin Archer wants to pursue downsizing the utility, however Pleasant Valley determined that the utility isn't suited to their needs in terms of the compartments.

2. **On Boarding of New Members** - Previously discussed in the policy section.
3. **Accounting Manual**- Richard Winn needs numbers to put into the accounting manual. Amy O'Toole is to review, correct and adjust the manual, so they can send a draft to the auditors. It is to be gone over next month so it is completed prior to July 1st. Karl Jacobs noted that there are two things missing in the manual including the firefighter award payment and the pay per call program.

New Business:

1. **Lt. Archer taking Fire Officer I** - Kevin Archer would like to take fire officer I which is a total of 80 hours, at an accelerated pace, and begins on June 2nd. He would miss a total of 2 workweeks in order to take the class. Both Amy O'Toole and Jamie Lagassie said to send him and get the dates of the class out to the members so the district can get coverage.
2. **Snow Plowing** - Jim Shanley mentioned that there is damage to the Pleasant Valley lawn. Amy O'Toole mentioned that everyone has damage because the ground didn't freeze. Stephen Elovirta mentioned that their members are taking care of it and the town is working on repairing the damage. Keith Archer stated that we should add a section into the plowing contract next year that states they are responsible for fixing the damages to the ground.

Jamie Lagassie made a motion to adjourn the meeting at 9:08 (21:08) and it was seconded by Karl Jacobs. 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 Kulunksi, JR, Shawn Wainman

Absent: John Andryzeck

Next Meeting:

May 10th, 2023 @ Barkhamsted East Fire House 19:30 (7:30pm)

Respectfully submitted,
Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2023