



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

**Meeting Date:** February 8<sup>th</sup>, 2023

Meeting was called to order by President Richard Winn at 19:31 (7:31) hours.

**Minutes:** January 11<sup>th</sup>, 2023 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Dick Ransom to accept January 11<sup>th</sup>, 2023 minutes with the correction and it was seconded by John Andryzeck. 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 Keith Archer. Motion carried.

Norman Bird mentioned that the treasurer in New Hartford Fire District is paid way more money for a job that is similar to Amy's. He mentioned their treasurer's salary is \$11,000. He mentioned that Amy deserves more money and wants to budget for it in the upcoming year.

**Payment of Bills**

*Bills submitted for **District:***

District		
Amount	Payee	Account Name
\$580.00	CT Occupational Medicine Partners LLC	Occupational Health & Safety
\$160.00	Litchfield County Fire School	BE Fire School
\$110.00	Litchfield County Fire School Fit Testing	OSHA Compliance

\$75.00	Litchfield County Fire School	Conferences
\$1,210.99	Quickbooks	Computers
\$300.00	CT Fire Marshall	Conferences
\$130.00	On Scene Accountability Tags	OSHA Compliance

Chief Norman Bird submitted bills for **Riverton**:

<b>Riverton</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$303.00	ESO (Rover Subscription - Rope Team)	Computers
\$110.49	New Boston Crane Svc & Sleds	Equipment Maintenance
\$275.00	Klebe Fuel (Annual Service Boiler)	Heat
\$275.00	Klebe Fuel (Annual Service Propane)	Heat
\$10.02	Verizon	Telephone
\$20.49	True Value (Dist. Account)	Building Maintenance
\$21.96	Stop & Shop (KA's card)	Building Maintenance

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

<b>Pleasant Valley</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$50.71	Verizon	Telephone
\$95.67	Lowes (Sawyer bags)	New Equipment
\$23.39	O'Reilly (Reimburse Chris Kulinski)	Equipment Maintenance

\$45.47	O'Reilly (U4 tools)	Miscellaneous
\$14.99	O'Reilly (diesel 911)	Gas and Diesel
\$21.96	Stop and Shop (water)	New Equipment
\$319.11	Amazon (traffic vests)	New Equipment
\$69.99	Tractor Supply (U4 Hitch)	Miscellaneous
\$60.00	CT Fire Chiefs Association	Miscellaneous
\$28.59	Amazon	Equipment Maintenance
\$423.49	Sullivan's Northwest GMC (E5 diagnostic)	Equipment Maintenance
\$3,217.26	First Due Services (E6 Repair, R3 Repair, E5 diag, U4 oil)	Equipment Maintenance
\$346.89	Amazon (E5 ABS module, may not be complete TBD)	Equipment Maintenance
\$275.00	Klebe (service contract)	Heat

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

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$40.47	Stop & Save	Miscellaneous
\$28.86	Larsen Ace Hardware	Building Maintenance
\$130.00	On Scene Tags	OSHA Compliance
\$79.22	Carlson Heating, Air, & Hot Water Inc.	Building Maintenance

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

**Correspondence:** Richard Winn mentioned that King & King doesn't file with the state of Connecticut. The district also needs to file for an appointment of an auditor. We don't have revenues over a million so they need to fill out an extension. Richard Winn stated he will forward Clifton's email to Amy O'Toole.

**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	15

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
9	7	4	20	1	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	7

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

**LCD:** The report was sent out prior to the meeting.

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

**Fire Marshal's Report:** Jamie Lagassie reported that he inspected a group home on Old North Road, a 4 family house East River Road, the motels at the Brass Horse, the landfill, and the Shannon Drive Group Home. It was a busy month.

**Committee Reports:**

**Capital:** (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - Richard Winn will forward the capital committee meeting notes. He was wondering why we had \$80,000 in SCBA and the answer is to update the compressor. The capital committee needs to meet in the near future.

**Firefighter Award:** Richard Winn mentioned they were slow at responding back. He stated we have a fund balance and need to pay \$17,600 and was asking the district if we want to leave the fund balance and send a check. There was a discussion. The motion was made by Jamie Lagassie to use \$10,000 out of the line item and use the rest out of the fund balance. It was seconded by Karl Jacobs. Motion carried.

**Health and Safety:** (John Andryzeck and Marie Gillen) - Jim Shanley mentioned he has not received a report from AFC. He is working with Marie. He mentioned that AFC is making the exteriors need to fill out the questionnaire. There has been a pattern of blood work being billed through personal insurances and making sure members are checking their insurance statements. Jamie Lagassie stated that he would follow up with the billing and contact AFC to see if they could straighten it out.

**Policy:** (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - They had a brief meeting due to the bad weather and haven't yet set a date. They will need to meet again.

**Personnel:** Kevin Archer is coming up on one year of employment and needs to meet to review his progress and come up with a game plan for the future. They will meet at 6:30 prior to the district meeting on March 8th.

Richard Winn mentioned that a new committee is going to need to be formed so it can look into contracts that protect both the fire district and fire department. They would need at least 1 person from each department. Amy O'Toole mentioned that in the past we paid a loan with no assets which creates an issue, so they need to figure it out to protect both the fire district and fire departments.

**Unfinished Business:**

1. **Grants-** Jim Shanley and Norman Bird ordered MES gear and it is going to be a 3-6 month delivery period. Norman Bird mentioned that the radio grant, site survey, original grant appropriation 137 radios and there is a surplus of \$300,000 approximately after the installation mid summer. The recommendation is to amend the grant with chiefs,

subordinate officers and fire marshalls. If the amendment is denied for additional radios then they may use additional grant money for SCBA's.

2. **Barkhamsted East Brush Truck** - Stephen Elovirta reported that the final inspection occurred for the Brush Truck and only minor tweaks need to happen including the compartment. If it is ready to go by Friday, then it will be brought on Tuesday the 21st. He talked with Brian Finch and it will come on the insurance, but recommends no hard driving for those 10 days. He has a copy of the title and insurance will go into effect on Tuesday when the key is in hand. Billy is going to take the old Engine 3 home on Sunday and it is going to be taken off the insurance the day it is picked up.
3. **Supplemental First Responder**- Norman Bird reported that the commissioner has signed off, they are going to get Winsted's discount for medical supplies, need to have a dispatch protocol and contact LCD and they hope to be operational next month with the supplemental first responder program.

Riverton tanker was not registered and Kevin left a copy of registration for the 2 new engines at US bank. The tanker belongs to Riverton because there was a FEMA grant match of \$90,000, which means it would be registered to Riverton and needs to be added to the fixed assets.

Update on Pleasant Valley Engine 5: Jim Shanley reported that there was no real change. JR found a module on Amazon so they ordered it. Jeff doesn't recommend switching to air brakes. They were wondering if they could approach someone about an appraisal. It was mentioned that FEMA trucks, the money would go back to them, but after it is owned for 10 years then it doesn't apply anymore. John Andryzeck knows a place in Canada that is taking the computers apart and putting them back together. It was decided that they are going to do an appraisal on the truck.

4. **Reduction of Utility Costs** - Jim Shanley switched the two Pleasant Valley accounts to Xoom Energy. It was successful and they are being charged 16 cents per kilowatt hour. He is going to switch all of the other accounts in the district if everyone is okay with it.

Berkshire Trail Riders - Stephen Elovirta mentioned that there is a Selectmen's meeting next month where Collin O'Rasky will be awarding a \$1,000 grant.

#### **New Business:**

1. **FDIC Conference** - They discussed members who may be interested in attending the FDIC conference. There was a motion to send up to 4 people to the FDIC conference and cover registration, airfare, a hotel room and one dinner. It was made by Jamie Lagassie

and seconded by Dick Ransom. Motion carried. The district will reimburse the members or may charge it to Kevin's or Amy's credit card.

2. **Discussion on Budget** - Richard Winn stated that there was no grand list yet. Richard Winn stated that the mill rate should go down. Norman Bird would like to see an additional increase in the treasurer's salary. Karl Jacobs stated that equipment maintenance needs additional investigation and look into the more expensive bills and the details they provided. Richard Winn suggested that Larry Gillen, JR, and Keith Archer look through the bills to see what they think about whether we should adjust the budget number to reflect the spending or adjust bills and ensure that there is a breakdown of each expense. Amy O'Toole is going to send them the equipment maintenance bills from the past two years. They discussed other options including sharing a town mechanic, sending the apparatus out to be fixed and or going out to bid for it. The district is going to need a dollar amount on onboarding training for new members.

There was a motion to add Photography on Scenes to the agenda. Motion was made by Keith Archer and seconded by Jamie Lagassie.

3. **Photography on Scenes**- There was an issue that the next of kin found out via Facebook rather than from the officers on scene. It can result in a \$2,000 fine or a year in prison. Jamie Lagassie mentioned that Winsted Fire Department can't take pictures, emphasized that nobody needs to see it, and they are against social media. John Andryzeck emphasized that he has been on scenes where the cell phones are more frequently coming out of the officers pockets to take photos of the scene. Photos should be taken for training purposes only and the chief officer needs to authorize it, if not authorized it will result in the seizing of the phone at the fire scene. There should be a 24+ hour wait to post anything related to an emergency call and if there was a fatal or near fatal then no photos should be taken at all. He recommended that the policy should be updated and no photos should be taken on mutual aid calls.

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. The motion was made by Keith Archer and seconded by Jamie Lagassie. Motion carried.

Norman Bird inquired whether he could get rid of a computer. Larry Gillen requested to go through the files prior to getting rid of it. Norman is going to get rid of the computer after Larry goes through the files to see if anything else needs to be saved for their fire department records.

Karl Jacobs made a motion to adjourn the meeting at 8:56 (20:56) and it was seconded by Jamie Lagassie. Motion carried.

**Attendance**

President: Richard Winn

Vice President: D. Richard Ransom

Directors: John Andryzeck, 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:

Absent:

**Next Meeting:**

March 8<sup>th</sup>, 2023 @ Pleasant Valley Fire House 19:30 (7:30pm)

Respectfully submitted,

*Amanda O'Toole*, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2023