



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

Meeting Date: January 11th, 2023

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

Minutes: December 14th, 2022 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Norman Bird mentioned that \$687.50 should have been added to the Riverton bills for last month to Schmidt Property Maintenance for snow plowing. Motion made by Jamie Lagassie to accept December 14th, 2022 minutes with the correction and it was seconded by Keith Archer. 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. Norman Bird mentioned the expense for \$1,862.97 was charged to Riverton's New Equipment when it should be charged to Barkhamsted East. Keith Archer made a motion to approve the treasurer's report and it was seconded by Jamie Lagassie. Motion carried.

Payment of Bills

*Bills submitted for **District:***

District		
Amount	Payee	Account Name
\$125.00	Enzo Clinical Labs	Occupational Health & Safety

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

Riverton

Amount	Payee	Account Name
\$1,379.92	Staples (Paid FF CC)	Computers
\$10.02	Verizon	Telephone
\$60.00	CT Fire Chiefs Association	Miscellaneous
\$687.50	Schmidt Property Maintenance	Snowplowing

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

Pleasant Valley		
Amount	Payee	Account Name
\$25.37	USA Waste	Building Maintenance
\$50.73	Verizon	Telephone
\$3.60	True Value of Winchester	Building Maintenance
\$101.95	Tractor Supply Co.	Miscellaneous
\$8.84	Home Depot	Miscellaneous
\$33.94	Marandino's (drinking water)	New Equipment
\$18.60	Beman True Value	Miscellaneous
\$3,640.40	HeatZone Tech (PV Chimney Repair)	Building Maintenance
\$35.98	O'Reilly First Call (DEF)	Equipment Maintenance
\$28.59	Amazon	Equipment Maintenance
\$687.50	Schmidt Property Maintenance	Snowplowing

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

Barkhamsted East

Amount	Payee	Account Name
\$481.00	Carlson Heating, Air & Hot Water Inc.	Heat
\$89.99	New Boston Crane Svc & Sleds	New Equipment
\$69.26	Larsen Ace Hardware	Heat
\$219.25	New England Lubricants	Equipment Maintenance
\$150.80	Harbor Freight (CC)	New Equipment
\$109.00	Home Depot (CC)	Building Maintenance
\$687.50	Schmidt Property Maintenance	Snow Plowing
-\$30.82	Home Depot (CC)	Equipment Maintenance
\$2,095.00	Rover Subscription & ER	Computers

Jim Shanley stated that it seems to be that AFC is charging lab work through insurance and no one has received a chest x-ray.

Karl Jacobs made a motion to pay the bills as presented. It was seconded by John Andryzeck. 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	4	0	17	2	21

Pleasant Valley's chimney got fixed on December 30th. Engine 5 has a failure in the ABS braking computer. Jeff is currently searching for a replacement part, but it is a common failure and the recommendation is not to drive it. There is a possibility that we will not find a computer for it. Jeff will continue to look at junkyards and refurbished ones. Larry Gillen inquired whether the truck can be converted into air brakes. Jim Shanley is going to look through the specs from the purchase of the truck to see if there is a requirement about how long the company needs to manufacture parts for the truck and keep everyone updated.

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
9	7	5	21	1	15

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:
29	20	8	57	3

LCD: No report.

Daytime Driver's Report: Report was emailed out prior to the meeting. Kevin Archer stated that his current hours are 8 am to 4 pm and he was wondering if he could switch the hours to 7:00 am - 3:00 pm or 7:30am to 3:30 pm since the call volume is higher in the morning and vendors have the tendency to want to meet at 8:00 am. Jamie Lagassie stated 8 hours is 8 hours and Jim Shanley stated he had no objection to the change and Norman Bird thinks it's a wonderful idea. Kevin said he is going to be working from 7:00 am to 3:00 pm. Richard Winn stated that Quickbooks is having trouble tracking the time and didn't add Kevin's time off when it was supposed to. Kevin submits a time sheet to Amy O'Toole.

Fire Marshal's Report: Jamie Lagassie inspected the Dollar Tree, the senior center kitchen, and did a tank removal inspection on Pine Mountain Circle. He reported he will be gone for a Saturday / Sunday since he has to drive from Florida. He was wondering if there was any other interest in Fire Officer I, currently it seems like January is a tough time for people to attend classes.

There was a moment of silence for Kenneth Cyr who served as a firefighter in Pleasant Valley for 7 years and as their chief for three years. Calling hours for Kenny are Saturday January 21st from 9:00 - 11:30 at the New Britain Memorial & Donald D. Sagarino Funeral Home.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - Nothing to report. Norman Bird stated he was working on a fire station repair spreadsheet and Richard Winn asked the other chiefs to put together any capital items they may need done for the firehouses. There was mention of turning over the firehouses to the fire district, which is something that would be done to protect the district.

Firefighter Award: Richard Winn sent it to Pennflex.

Health and Safety: (John Andryzeck and Marie Gillen) - The three chiefs discussed whether or not the members who haven't got their physicals should receive a grace period or whether it should only be given to members who have been trying.

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - This committee is going to meet on January 25th at 7pm as a working group at the Riverton Fire House.

Personnel: Already discussed.

Unfinished Business:

1. Grants- Norman Bird reported that they decided to go with Kenwood for the radio grant. Therefore, there will be a substantial surplus which they can amend the application and potentially spend the balance on additional radios. Jamie Lagassie stated he would like to get the Fire Marshall and the Deputy Fire Marshall a radio if possible. Richard Winn reported that he mailed in the press release for the two new tools. Jim Shanley stated they put it onto the website and Stephen Elovirta stated that they posted it on their Facebook page too.
2. Barkhamsted East Brush Truck - Stephen Elovirta reported that he called Jeff and the lettering is in progress. They will be getting the grip strips on the running board soon and the pump will ship on the 20th, so they are still on track for the end of the month timeline and still under the not to exceed amount. He stated that the department has not found the title for Engine 3 yet. Richard Winn stated that there might not have been a title since they didn't need to register them. He suggested sending a form to the department of motor vehicles and can apply for another title or give them a bill of sale. Stephen Elovirta noted he had the certificate of origin for Engine 1 and the quads.

3. Pump Houses- Norman Bird reported that the district was billed \$32,000 and the check was a little delayed but it was sent by Amy, therefore, they will refund us the \$900.
4. Supplemental First Responder- Norman Bird reported that he submitted the application and is working on getting prices on the jump kits. Some people still need to take the practical and written exams. It cost a total of \$4,400 for the tuition and \$3,300 for the textbooks, which they will receive a check from the Town of Barkhamsted to cover those expenses. They plan to start their supplemental first responder program at the end of February.
5. Reduction of Utility Costs - Jim Shanley sent an email out prior to the meeting and there are six accounts total for the district. It takes an average of 1-2 months to switch over the account. Richard Winn will work with Jim Shanley on switching electricity providers. There was a motion made by Keith Archer to authorize the president of the district to work with Jim Shanley to switch over electricity providers. It was seconded by Jamie Lagassie. Motion carried.

New Business:

1. FDIC Conference - Keith Archer mentioned that there are 1 or 2 members interested in their department. The chiefs should bring names of people who are interested to the February meeting since the conference is being held in April.

Jamie Lagassie made a motion to adjourn the meeting at 8:25 (20:25) and it was seconded by Keith Archer. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

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

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer:

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests:

Absent: Amy O'Toole

Next Meeting:

February 8th, 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.