



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

Meeting Date: August 16th, 2023

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

Minutes: July 12th, 2023 board minutes and the annual board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Jamie Lagassie to accept July 12th, 2023 minutes 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 discussed that he believes the \$2,500 from the DEEP grant was not charged back to new equipment for Riverton. The \$1,018.48 charge from Litchfield County Regional Fire School that was charged to Riverton, needs to instead be charged to Pleasant Valley. Norman Bird mentioned that his CT Firefighters Association Bill of \$185 dollars was intended to be charged to the last fiscal year, but Jamie explained that because it is a membership for the upcoming year, then we cannot put the bill in the previous fiscal year. He also mentioned that he did not see the \$520 subtracted from their equipment maintenance line for the meter that was damaged and reimbursed by Norfolk after their incident. Dick Ransom made a motion to approve the treasurer's report with amendments and it was seconded by John Andryzeck. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$1,008.53	Usbancorp	Loan Payment
(\$205)	(VFIS) Credit	Insurance
\$4,346.00	VFIS	Insurance

\$2,795.85	MES	OSHA Compliance
\$9,000.00	FireTec	Capital Reserve Fund
\$5,025	Klebe Fuel	Hydrants

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$310.00	Fire Due (School St PH)	Hydrants
\$791.80	First Due (Grange PH)	Hydrants
\$4,945.92	First Due (Annual PM's, New Batts and Wheel Pulls- All Planned)	Equipment Maintenance
\$1,758.82	First Due (E5 Annual PM's)	Equipment Maintenance
\$3,889.17	First Due (T34 Annual PM's)	Equipment Maintenance
\$1,292.82	First Due (Squad 51 Annual PM's)	Equipment Maintenance
\$223.50	Gowan's Knight	Equipment Maintenance
\$725.62	Zeller Tire (E55 Front Tires)	Equipment Maintenance
\$186.20	Task Force Tips	Equipment Maintenance
\$12.20	NAPA (Kevin's CC)	Equipment Maintenance
\$166.96	Pete Store (Kevin's CC - TK 34)	Equipment Maintenance
\$13.11	Parts Authority	Equipment Maintenance
\$10.02	Verizon Ipad Bill	Telephone
\$450.00	Brookfield Fire Department (Officer II Class)	Fire School
\$30.16	S&S Water (Kevin's CC)	Miscellaneous
\$81.00	Reimbursement to Tyler O'Neil	Miscellaneous
\$260.00	Fire School (2 class)	Fire School

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

Pleasant Valley		
Amount	Payee	Account Name
\$50.97	Verizon	Telephone
\$158.10	Lombard Ford (CC)	Equipment Maintenance
\$3,275.00	Amazon (pres washer)	New Equipment
\$58.36	USA Waste	Building Maintenance
\$7.43	Tractor Supply (Reimbursement to Chris Kulunski)	Equipment Maintenance
\$29.96	Marandino's (drinking water)	New Equipment
\$132.88	WeatherTech (rain guards U4)	Miscellaneous
\$114.32	Home Depot (CC)	Miscellaneous
\$201.00	Chem X (CC)	Equipment Maintenance
\$103.34	Larsen Ace Hardware (Reimbursement to Chris Kulunski)	New Equipment
\$62.68	O'Reilly First Call (U4 Wipers)	Equipment Maintenance
\$125.00	First Due Services (U4 DOT)	Equipment Maintenance
\$1,512.90	First Due Services (R3 PM and repair)	Equipment Maintenance
\$5,090.35	First Due Services (E6 PM and repair)	Equipment Maintenance

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

Barkhamsted East		
Amount	Payee	Account Name
March - *Accidentally billed to Riverton, Norman stated he sent it back months ago saying that it did not belong to Riverton and it took them until now to correctly send the bill to the right department.		

\$161.30	Firematic	New Equipment
June		
\$48.22	Larsen Ace Hardware	Building Maintenance
\$30.16	Stop & Shop (CC)	Miscellaneous
\$499.84	Stobesmore	New Equipment
\$8.54	True Value of Winchester	Miscellaneous
\$55.80	Home Depot (CC)	Building Maintenance

Dick Ransom inquired about one of the bills and mentioned that he thought the price was a bit expensive. Karl Jacobs made a motion to pay the bills as presented. It was seconded by Dick Ransom. Motion carried.

Correspondence:

- Chief Stanley received a letter from the New Hartford Volunteer Ambulance that expressed how valuable the first responder service is to the residents of Barkhamsted and New Hartford. It ensured that residents received prompt medical care especially with the expansion to Barkhamsted East. The letter stated specifically how valuable of first responders that Kevin Archer and Shawn Wainman have been.
 - Stephen Elovirta inquired about whether Kevin is supposed to incur overtime for medical response calls. Richard Winn said it is left to Kevin’s discretion about medical calls especially if they are serious such as the cardiac arrest. If he puts in for overtime, then we are paying for it.

Chief’s Report:

Pleasant Valley <i>Chief Shanley reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
13	2	0	15	2	25

Riverton <i>Chief Bird reported:</i>					
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Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
11	6	3	20	2	24

- Norman Bird mentioned that he was very proud of Bill Ballard with his successful completion of Firefighter I.

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

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
30	18	7	55	4

Amy O'Toole arrived.

LCD: Stephen Elovirta emailed out the report. He stated that the meeting was all about the future of LCD and the different types of response channels. Jamie Lagassie included that there was a conversation about the Police Departments and the amount of they use, so LCD is hoping to bill call volume in the future, so the towns rates who do not have a police department hopefully will not see an increase as the police department radio activity is about 60-70%. Stephen Elovirta also mentioned that they will begin to use a computer generated voice for dispatch. Jamie noted that LCD is experiencing a higher call volume and is potentially going to need 1 more dispatcher in the future. President Richard Winn mentioned that they should investigate the potential need in more detail.

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

Fire Marshal's Report: Jamie Lagassie reported that he met with a lot of places including the senior center, Church, and Dollar Tree and made some phone calls. He also met with an electrician after a pole came down and the electricity traveled through the ground and burned the lower part of the garage.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - The Capital Committee is to meet prior to the September meeting at 6:00pm. Any Chief should send Richard Winn their anticipated department needs / maintenance for the next 25 years.

Firefighter Award: Norman Bird wanted to discuss points. He would like to see the special district go from 15 to 10, the Chief from 20 to 25, the Vice President of the Fire Department go from 10 to 5 and the Commissioners / Directors of the Fire Department go from 15 to 5. Richard Winn mentioned that would max out the Chief's points and Norman Bird said he knows and it is the principal behind it. This would have to be voted on for next year. LOSAP should be posted and it has to be posted for 30 days. Richard Winn said if the Chiefs have not done so already then they need to get them posted.

Health and Safety: (John Andryzeck and Marie Gillen) - Discussed AFC about the identity/ privacy breach that happened. It is a federal reporting requirement to send a letter when these types of breaches happen. Jamie Lagassie mentioned that there were no complaints from Winsted when they went there from April to June. It seems that the long waits have gone away.

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - The Policy Committee is to meet the Wednesday prior to the district meeting in September. It is going to happen at 7:00pm in Riverton.

Personnel: None.

Unfinished Business:

1. **Grants-** Jim Shanley reported that the radio delivery is now anticipated for September. Jim Shanley has the matching numbers.
2. **Utility 4 & Pleasant Valley Apparatus** - Amy O'Toole stated that the sale of the truck was not a certified bank check, however both Richard Winn and Jim Shanley stated they were aware of that. Jim Shanley reported that they sold Engine 5 to a department outside of Pittsburg and they would have to give the fire site they listed it on 10% of the sale which would be \$9,000. The Pleasant Valley Truck Committee has been meeting regularly and distributed a replacement plan / anticipated specs at the meeting. Richard Winn stated that this could be discussed further at the next Capital meeting. Jamie Lagassie was wondering if it would be cheaper as a state bid however, Chris Kulunski stated that those numbers on the replacement plan were off of the state bid.
3. **Fire District Accounting Manual** - Norman Bird stated that he agreed with the accounting manual changes. Amy O'Toole stated that the Bank has no formal option for

direct deposit. The options are that she can do it remotely by herself and transfer from the district account to his account. Richard Winn inquired about doing online payment by setting up a secondary bank account where they can cover payroll, utilities and other automatic bills. Jamie Lagassie asked whether we could pay the Town of Barkhamsted, however Richard Winn said that would create some issues with the money being passed around between the Town and the district. Richard Winn stated that he would ask King, King & Associates about the 2nd bank account when he talked to them about the accounting manual.

4. **Portable Fuel Cell** - Since Kevin's truck will still remain the same, JR mentioned that there is a \$650 poly portable fuel cell. Richard Winn stated that he will discuss it with Kevin Archer and leave it on the agenda for next month.

It also mentioned that someone needs to turn back on heating delivery service since Pleasant Valley is low on fuel. Amy O'Toole suggested that we pick the option not to exceed due to the high expenses last year. Someone needs to get a price for heating fuel delivery for this year.

5. **Riverton Fire Station** - Keith Archer provided a proposed contract between the district and Riverton Fire Department. He has made the changes that the district suggested. Then the contract will need to be brought back to the departments. Jamie Lagassie stated that the contract will need to be done with all 3 departments. It will be added to the agenda again for next month.

New Business:

1. **SCBA Upgrades** - Our current SCBA parts are obsolete for the SCBA packs. The current SCBA bottles that we have now will be compatible with the new packs. Stephen Elovirta suggested that we explore the new SCBA packs. He mentioned that someone provided him with certain recommendations such as no buddy breathing and no RIT high pressure. Jim Shanley recommended that next fall would be a good cycle to apply for. Richard Winn said if the 3 departments agree then you could make it a regional FEMA grant by reaching out to New Hartford about SCBA and their number of riding positions. Richard Winn stated that he will need a committee to come together with at least 1 member from each department. Jamie Lagassie suggested that the department should try other pack types and Stephen Elovirta mentioned that Scott will do a buy back incentive for the SCBA bottles. It was recommended to add a new compressor to the grant.
2. **Pump Station Fuel Tank**- On July 19th, 2023 there was a leak on one of the fuel cells. Klebe was very responsive and DEEP responded. The tank that leaked was from 1969 and the same tank is currently at the other pump house. Klebe gave a proposal for \$5,025 to replace the fuel tank and Konopka would have to raise the electrical switches

which would be about \$500. It was discussed at length about how urgent the replacement of the second tank would be.

There was a motion made by Jamie Lagassie to add the Klebe Fuel Company bill for \$5,025 from the replacement of the leaking fuel tank to the bills. John Andryzeck seconded the motion. Motion carried.

Norman Bird made the recommendation that we replace the second tank this month. Amy O'Toole stated that it wipes out the account and we need to find a way to pay for it if that is the case because we are only one month into the new budget. Jamie Lagassie agrees that the tank should be replaced this month. Kevin Archer mentioned we are also going to need tires for the Utility this year. Jamie Lagassie mentioned putting absorbing pads underneath and a BOOM around it. Keith Archer suggested a kiddie pool underneath it. Norman Bird reiterated that DEEP strongly recommends replacing it and Kevin Archer can confirm that. Dick Ransom mentioned that it could leak tomorrow and he recommended taking the first money out of hydrants and the 2nd one would need the contingency money to cover the cost of the replacement.

Dick Ransom made a motion to replace the tank in the second pumphouse as soon as possible. It was seconded by Jamie Lagassie. Motion carried.

- 3. Hose and Ladder Testing** - Jamie Lagassie and Norman Bird mentioned that all hose testing companies have not been positive experiences. Stephen Elovirta went through the bill and realized he was billed for hose lengths and suction that they didn't have. Amy O'Toole mentioned how they charged us for a truck that they got rid of and we no longer have. Richard Winn inquired about what if the fire school does something during the summer for hose testing. Stephen Elovirta mentioned that all the hose was tested but they were charged for hose and suction beyond what was present. Richard Winn and Amy O'Toole need a fixed bill. The district needs the inventory by foot of what we actually have for hose. Kevin Archer will go into Emergency Reporting and check the inventory against the bill and come back with a revised bill.

Jamie Lagassie made a motion to adjourn the meeting at 9:02 (21:02) and it was seconded by Dick Ransom. 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: Amy O'Toole (arrived late)

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: JR, Chris Kulunski, Shawn Wainman

Absent:

Next Meeting:

September 13th, 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