



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

Meeting Date: July 12th, 2023

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

Minutes: June 14th, 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 Dick Ransom to accept June 14th, 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. Karl Jacobs made a motion to approve the treasurer's report and it was seconded by Jamie Lagassie. Motion carried.

Stephen Elovirta mentioned that he worked hard all year to ensure that he was under budget. He did ask Amy O'Toole if his amounts were what he had left and it was currently what he had. At the time it was current, however, he did not realize there were going to be additional credit card charges from the fuel company and therefore, between the fuel charge and his purchases his budget was overspent. The board told him not to worry about it, that there wasn't anything he could do about the additional fuel charge and they appreciated his effort to stay under budget.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$4,277.19	Reimbursement to the Town of Barkhamsted	Gas / Diesel

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
June		
\$208.33	Litchfield County Regional FireSchool (live burn)	Fire School
July		
\$503.37	MES Shipmans, Qt Air Test & Repair	Building Maintenance
\$32.22	Parts Authority	Gas / Diesel
\$10.02	Verizon	Telephone
\$6.45	Norcom	Communication Equipment Maintenance
\$400.00	Riverton Fire Department	Fire School
\$185.00	CT State's Firefighter Association	Miscellaneous

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

Pleasant Valley		
Amount	Payee	Account Name
June		
\$208.34	Litchfield County Regional Fire School (live burn)	Fire School
July		
\$70.98	Verizon	Telephone
\$35.98	O'Reilly First Call (DEF)	Equipment Maintenance
\$956.31	Home Depot (U4 Tools)	Miscellaneous
\$25.37	USA Waste	Building Maintenance
\$69.90	Amazon (U4 Brake Lights)	Equipment Maintenance
\$1,018.48	New Hartford Volunteer Ambulance	Fire School

\$35.00	CT State Firefighters Association	Miscellaneous
\$80.00	CT State Firefighters Association	Miscellaneous

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

Barkhamsted East		
Amount	Payee	Account Name
June		
\$140.68	Sign Warehouse (CC)	New Equipment
\$1,297.00	Firematic Supply Co.	New Equipment
\$311.00	MoparGenuineParts	New Equipment
\$293.75	SRE Outdoors	New Equipment
\$208.33	Litchfield County Regional Fire School (live burn)	Fire School
July		
\$167.31	Larsen Ace Hardware	Building Maintenance
\$150.00	CT State Firefighters Association	Miscellaneous

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

Correspondence:

- Received a check and letter from the November 5th incident. Norman Bird said part of it was the meter repairs and the rest of it is from manpower reimbursement. The money is going to be put into equipment maintenance.
- Jim Shanley reported that he was still missing the forestry grant check.
- VFIS has accident and sickness coverage that comes with an optional program for immediate family. The renewal price is \$4,346 which is the same as the current price. The optional add on program is about \$15 per member, which comes out to be \$752.64. Richard Winn is going to have Jeff come out and explain the benefits. Jamie Lagassie said we could explore the E-Learning courses.

It was decided that it would be a special meeting on August 16th instead due to the number of board members that would be unable to attend the regular meeting date of August 9th.

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	15

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	7	4	21	2	18

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	6

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

LCD: Stephen Elovirta emailed out the report.

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, old century woodworking, the Pleasant Valley Store and the animal hospital.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - The Capital Committee is to meet in September.

Firefighter Award: Richard Winn received the documents from Pennflex and is going to send them out to the Chiefs. The Chiefs are to send the pay per call data to Amy before the end of the week.

Health and Safety: (John Andryzeck and Marie Gillen) - None.

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - The Policy Committee is to meet in September.

Personnel: Online banking was discussed for the paid firefighter. However, Amy O'Toole is still waiting to hear back from the bank since the lady was on vacation and hasn't gotten back to her yet. Jim Shanley was wondering if we should elect to suspend the bylaws for that particular purpose.

Unfinished Business:

1. **Grants-** They are still waiting upon the arrival of the equipment for the radio grant. It is due to arrive in August. Pleasant Valley is handling the finances for the grant. Pleasant Valley Fire Department will seek reimbursement from the Barkhamsted Fire District for the District's share in September.
2. **Utility 4 & Pleasant Valley Apparatus** - It was decided that since they do not currently have the title, then they are going to mail in to request the title from the DMV. Richard Winn inquired who it is registered to. Jim Shanley reported that they have a buyer that gave a verbal offer of \$90,000. The district needs a certified bank check for the sale of the vehicle. Pleasant Valley is going to distribute the equipment that was not sold with it prior to hose testing. They sold the suction and ladders with the truck. They are going to wipe and give them the mobile radios. The officers of Pleasant Valley are going to plan to fully develop the score for the replacement vehicle. The company that listed the vehicle will get 10% for the sale listing. The money that they receive from the sale is going to have to go back into Capital since that is where the money came out of. It would then have to be reallocated back to the truck purchase and they would need to have a town meeting to approve it. Stephen Elovirta inquired what was happening with Utility 4.
3. **Fire District Accounting Manual** - Norman Bird went line by line looking over the changes that Richard Winn made. It seemed to align with the changes suggested at the previous meeting. They are going to add the Vice President role as the additional signer of the checks and to resume the role and responsibilities of the president in their absence. The numbers of the accounting manual were discussed by the board. Richard Winn is going to input the numbers and send the final accounting manual out for review. It is to be voted on next month. Amy O'Toole stated that it will make King, King & Associates happy.

4. **Portable Fuel Cell** - Kevin Archer reported that they are at a standstill until the sale of the vehicle and the officers of Pleasant Valley meet and scope out a replacement vehicle. JR mentioned that there is a 58 gallon poly fuel cell on amazon with a form for \$541. It is square and should be small enough to remove from the truck.

Kevin Archer reported that Utility 4 sustained damage to the back bumper. Currently they are unable to lower the tailgate. There was a report made to VFIS. Amy O'Toole stated that every incident has a deductible. Kevin is going to see if the town can fix the damage. He also reported that there is a filing cabinet in Pleasant Valley foyer that he needs some place to store. It weighs about 500 lbs so he is going to need assistance in moving it to the storage location. It was decided that the district needed to come up with an area to store it.

Stephen Elovirta asked what we were doing with Pluggy, the remote control hydrant. It was agreed upon to take it to Riverton and if they can't fix it then they will toss it.

New Business:

1. **Riverton Fire Station** - Norman Bird reported that he is still concerned about the Riverton Fire Station and he has made many attempts to try and get some renovations going. He attended 3 capital meetings and continued to be pushed off by the committee. He met with 9 vendors in October. After the district meeting where the board was to inspect and conduct a walk through to see the areas that are in need of repairs, only Jamie and Karl attended it. Norman reported there are about \$35,000 of critical repairs. He is concerned about the timeline of this project and reported that things aren't getting better.

Keith Archer said that the contract with the fire district will be a starting point. Jamie Lagassie asked what is the first district responsible for paying for versus what the individual departments are responsible for. Norman Bird stated that is the question that the board of directors need to answer. Richard Winn mentioned that his concern is that these repairs are not in the Capital Plan. Norman Bird mentioned that he has been trying to get the number in the capital plan, but has been unsuccessful. JR suggested that the rot could be the fire district's responsibility versus the concrete that the individual department would be responsible for. He suggested that the district be responsible for what is required to protect their district investments. Richard Winn mentioned that they need a contract to provide protection for the district. Amy O'Toole mentioned that it becomes an audit problem without a contract because then they are putting money into something that they don't own or have any assets in.

It was discussed in depth about the contract. Dick Ransom mentioned his concern about picking on Riverton, however the board explained that they would need contracts with all the departments. Just Riverton would have to be first since they are seeking money to repair their fire department building. Richard Winn brought up what happens if the

department disbanded or ceased to exist. If the department were to disband, then all of the assets go to the district. Keith Archer is going to make proposed changes to the contract and bring it back to the district. Richard Winn said there will be a capital meeting in September that Norman should attend. Dick Ransom mentioned that he is the only member who has equity in the firehouse and he remembers putting stones in it as a kid.

Keith Archer made a motion to adjourn the meeting at 8:49 (20:49) and it was seconded by Jamie Lagassie. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: Jamie Lagassie, Karl Jacobs (virtual), 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: JR

Absent: John Andryzeck

Next Meeting:

August 16th, 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.