



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

Meeting Date: June 14th, 2023

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

Minutes: May 10th, 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 Karl Jacobs to accept May 10th, 2023 minutes and it was seconded by Keith Archer. Motion carried. Motion made by Keith Archer to accept the annual meeting minutes from May 10th, 2023 and it was seconded by Jamie Lagassie. 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. Jamie Lagassie 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
\$1,613.40	Positive Promotions	Fire Prevention
\$96.18	Hartford Courant	Legal Counsel
\$52.90	Reimbursement to Amy O'Toole	Miscellaneous
\$6,000.00	King King & Associates	Audit
\$126.78	Berkshire Alarm	Fire Alarms

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name
\$172.00	Reimbursement to Tyler O'Neil	Conferences
\$10.02	Verizon	Telephone
\$400.00	Litchfield County Regional Fire School	Fire School
\$64.30	Amazon (Paid FF CC)	Building Maintenance
\$159.42	Zoom (NB CC)	Occupational Health & Safety
\$108.00	Fire Equipment Headquarters	Equipment Maintenance
\$1,150.00	Litchfield County Regional Fire School	Fire School

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

Pleasant Valley		
Amount	Payee	Account Name
\$70.98	Verizon	Telephone
\$1,700.00	Firematic Supply (2 nozzles)	New Equipment
\$78.00	Shutter Bombs	Fire School
\$25.37	USA Waste	Building Maintenance

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

Barkhamsted East		
Amount	Payee	Account Name
\$50.00	Hartford County Fire Emergency Plan	Miscellaneous

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

Correspondence: There was a correspondence from Boulder Ridge about a Chilli Cook Off Fundraiser.

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>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
9	7	4	20	2	12

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	10

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
29	18	7	54	4

LCD: Stephen Elovirta reported that LCD did not meet.

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) - None.

Firefighter Award: Richard Winn stated that after July 1st the Chiefs need to post the rosters and points for 30 days.

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

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - None.

Personnel: None.

Unfinished Business:

1. **Grants-** The radio grant delivery is approximately in August right now. Both Barkhamsted East and Riverton have received their Forestry Grant check, but Pleasant Valley is still awaiting theirs.
2. **Utility 4 & Pleasant Valley Apparatus** - Chris Kulunski has the price drop from \$110,000 to \$100,000 and there has been some interest but nothing solid yet. They have provided additional information as needed, but they have not heard back yet.
3. **Fire District Accounting Manual** - The following items were discussed in regards to the accounting manual.
 - a. Utilities can be monitored via delivery slip, but there is no other way to check in where the departments stand since it gets auto paid by the credit card.
 - b. Richard Winn opens all bank account statements.
 - c. It should be the Chiefs responsibility to monitor assets, retirement and replacement of equipment. Amy O'Toole added that fixed asset listing under her responsibilities.
 - d. Payroll Processing - working on direct deposit with the bank, however it looks like the district may need to do online banking since there would only be one person on the direct deposit. Jamie Lagassie brought up the online banking is potentially able to be hacked. Jim Shanley mentioned that the treasurer would then have access to the online bank statements. Jamie Lagassie mentions that it would also eliminate the second signature. Richard Winn will take a look at the potential for online banking / direct deposit for our paid firefighter.
 - e. Amy O'Toole added changes about payroll processing.
 - f. Richard Winn will need the board to have dollar amount thresholding prepared to enter into the accounting manual.

New Business:

1. **Portable Fuel Cell** - There was a discussion on purchasing a new portable fuel cell. Richard Winn mentioned that nothing will be happening until after July 1st and it is not critical at this moment. Stephen Elovirta and Kevin Archer were thinking of purchasing a small 50 - 75 gallon tank. Kevin Archer would like to have one that is flush against the back of the truck rather than just a cube. The cube costs less and in order to get one that is flush against the vehicle the district would have to wait until they get a new truck. Kevin Archer mentioned he would like to have the custom portable fuel cells for at least 10 years. Richard Winn will complete some research on fuel cells and meet with Kevin Archer and Stephen Elovirta on it in the future. Keith Archer mentioned that it should have a retractable reel and at least 30 feet of hose.

2. **LCD Contract** - Richard Winn stated that the first installment for the LCD contract would be \$21,882. There was a motion to approve the LCD contract and authorize payment of the first installment. The motion was made by Jamie Lagassie and seconded by Dick Ransom. Motion carried.

The audit has already been approved by the board of directors.

3. **Committees for 2023 - 2024 Fiscal Year** - The following members will be taking part in the committees as follows.
 - a. Policy - Larry Gillen, Keith Archer, Jim Shanley, Stephen Elovirta, JR, and Chaz McCaw - Stephen Elovirta mentioned that there was an ATV policy added.
 - b. Capital - Keith Archer, Jamie Lagassie, John Andryzeck, Richard Winn and all 3 Chiefs
 - c. Firefighter Award - Richard Winn will continue to complete this as an administrative function.

Jamie Lagassie made a motion to adjourn the meeting at 8:07 (20:07) and it was seconded by Keith Archer. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

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

July 12th, 2023 @ Riverton Fire House 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2023