



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

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

Meeting was called to order by President Richard Winn at 19:30 (7:30) hours.

**Minutes:** October 11<sup>th</sup>, 2023 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Jamie Lagassie to accept the October 11<sup>th</sup>, 2023 minutes 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 Larry Gillen. Motion carried.

**Payment of Bills**

***Bills submitted for District:***

District		
Amount	Payee	Account Name
\$89.76	Home Depot	Fire Marshall

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

Riverton		
Amount	Payee	Account Name
\$20.00	Reimbursement to Kevin Archer (Cash, 2 pumphouse signs)	Hydrants
\$730.85	Firematic Supply Co	New Equipment

\$10.02	Verizon Ipad Bill	Telephone
\$50.00	Keith Byrne (District Ofc Training)	Fire School
\$93.00	Reimbursement to Tyler O'Neil (Exam Fee)	Fire School
\$57.26	Amazon (PD FF CC)	Building Maintenance
\$70.80	Staples (CC)	Building Maintenance

*Chief Jim Shanley submitted Bills for Pleasant Valley:*

<b>Pleasant Valley</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$165.00	Konopka Electric	Equipment Maintenance
\$61.19	Verizon	Telephone
\$27.76	Amazon (CC)	Building Maintenance
\$5,791.50	First Due Services (R3 Brakes)	Equipment Maintenance
\$730.00	First Due Services (E6 Valve Damage)	Equipment Maintenance
\$125.00	First Due Services (E6 Pump Test)	Equipment Maintenance
\$1,552.20	Goff's Equipment (snow blower)	Miscellaneous
\$34.99	O'Reilly First Call (algae eater)	Equipment Maintenance
\$280.21	Rock-N-Rescue (rescue equipment) (CC)	New Equipment
\$870.00	Air Cleaning Specialists	OSHA Compliance
\$223.50	Gowans Knight (E6 Oil Seals)	Equipment Maintenance
\$21.83	True Value of Winchester (batteries)	Equipment Maintenance
\$185.00	Strategic Safety Dynamics (2 pr gloves)	New Equipment
\$29.18	USA Waste	Building Maintenance
\$50.00	Keith Byrne	Fire School

\$4,252.09	Babrielli - Kenworth (R3 fuel)	Equipment Maintenance
------------	--------------------------------	-----------------------

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

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$280.00	First Due Services, inc	Equipment Maintenance
\$29.50	Amazon (PD FF CC)	Building Maintenance
\$106.65	Bulletpoint Mounting Solutions (CC)	New Equipment
\$809.71	T&J Rescue Enterprises	New Equipment
\$50.00	Keith Byrne (inst HAZMAT class)	Fire School

Marie Gillen inquired about the AFC billing process. The board explained that their billing process wasn't timely. Larry Gillen inquired about the pump test. Jim Shanley stated that Brandon was worried about it after a call in New Hartford. Frontier Bills were discussed. Amy O'Toole explained that Jim Shanley dropped the extra Frontier lines years ago before Riverton and Barkhamsted East.

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

Richard Winn received the quotes for snow plowing from Will Smith today. It would be \$2,750 per firehouse and stated that the price hasn't changed from last year. Norman Bird expressed that he only has \$1,000 in his budget line for snow plowing and Larry Gillen stated that the pumphouse plowing would come out of hydrants. Therefore the cost would have to be split between the hydrants and snow plowing line in the budget. There was a motion made to authorize the president Richard Winn to accept the offers and sign, date and send the quotes back to Will Smith accepting the proposal quotes for the upcoming snow season. The motion was made by Keith Archer and it was seconded by John Andryzeck. Motion carried.

**Correspondence:**

- Richard Winn expressed that he received a notice of the Simsbury Light Parade if anyone is interested. Stephen Elovirta mentioned that Barkhamsted East voted not to go this year, so they would be able to cover the town if any of the other departments would like to attend.

**Chief's Report:**

<b>Pleasant Valley</b> <i>Chief Shanley reported:</i>					
<b>Interior Firefighters</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>	<b>Responded to number of Calls:</b>
13	4	1	18	2	24

<b>Riverton</b> <i>Chief Bird reported:</i>					
<b>Interior Firefighters</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>	<b>Responded to number of Calls:</b>
11	6	2	19	2	17

<b>Barkhamsted East</b> <i>Chief Elovirta reported:</i>					
<b>Interior Firefighters</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>	<b>Responded to number of Calls:</b>
9	9	3	21	0	7

<b>Barkhamsted Fire District Total</b>				
<b>Interior Firefighters:</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>
33	19	6	58	4

**LCD:** Stephen Elovirta reported that the LCD did not meet.

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

**Fire Marshal's Report:** Jamie Lagassie reported that it was a busy month. He visited the meeting house apartments, the Riverton Fair, and the Barkhamsted School.

**Committee Reports:**

**Capital:** (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) -None.

**Firefighter Award:** Richard Winn inquired whether he received all of them. Norman Bird stated that he gave his.

**Health and Safety:** (John Andryzeck and Marie Gillen) - Marie Gillen stated that she sent a question to Robin about the billing of physicals.

**Policy Working Group:** (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - The working group is going to be sending the confined space policy back to the three departments, the accounting manual was approved, the budget policy was updated and the fire extinguisher policy will be sent back to the board. Kevin Archer provided a roadway safety policy which will be sent back to the departments. Also the PPE policy will be sent back to the departments for review. There will be several policies to approve next month.

**Personnel:** (Direct Deposit for Kevin- Still waiting to hear back from the auditors) - None.

#### **Unfinished Business:**

1. **Grants-** Norman Bird stated that they started to install the antennas in both Pleasant Valley and Riverton, and they should begin installation in Barkhamsted East soon. They scanned UHF & VHF channels. There was one round of testing completed with the portable radios, sent the testing results back to them, and we are going to have to call the state to figure out where they are in their progress. Norman Bird stated that unless there are major malfunctions in them then we should be able to keep the code plugs. Jim Shanley reported that the first invoice has been paid in full and then reminded everyone that there will be a second invoice once the installation is complete. However, that is more than likely months away because it has to be paid once the installation is fully completed.
2. **Utility 4 & Pleasant Valley Apparatus** - Kevin Archer mentioned that Utility 4 has been listed and there were 6 inquiries, however none of them had turned into anything yet. It was decided that we should list it again on List Serve, Craigslist and Facebook Marketplace since those platforms are free, prior to listing it on a sale commissioned website. We would revisit the listing of Utility 4 at the next district meeting if needed.

Jim Shanley mentioned that the ARPA money got approved. He has full quote numbers for the body, cab and chassis but only has soft quote numbers for the lights. The body estimate time frame is about a year and requires 50% payment up front to secure it whereas the cab and chassis estimate time frame is about six months and requires a letter of PO to secure. There will be a need to amend the call to the town and remove the other \$40,000 since it was obtained by securing ARPA funding. Amy O'Toole mentioned that the truck order wording is problematic

and they need to get it set in stone as a fixed price as East Windsor's fire department had to pay an extra \$130,000 for their truck purchase.

3. **Riverton Fire Station** - Norman Bird stated that the funding that they requested at the town meeting would only be phase I of the repairs needed. They are still going to need funding for phase II of repairs.
  
4. **SCBA Upgrades** - Richard Winn asked whether either Barkhamsted East or Riverton has gotten anywhere in obtaining a SAM number. Neither department had made any progress, and Richard Winn stated that they need to start working on it. He also mentioned that state grant priorities are changing and they are gearing it more towards PPE. He is looking to put the grant together and asked if Wednesday would be a good day. Norman Bird inquired about whether the compressor would be replaced since it is already 18 years old. Jamie Lagassie mentioned that Winsted is working on getting a new compressor for their department. Jim Shanley mentioned that we would need to have quantities of each item before getting quotes. It was decided that they would meet on the 29th at 7:00 pm at Pleasant Valley to work on the grant. The departments need to have the air pack number, the number of SCBA bottles and the number of masks needed for that meeting. Stephen Elovirta mentioned that he has questions about the SAM application and Jim Shanley said that he was welcome to call him. Richard Winn asked if there were grant narratives available and if there were if he could send them to him. Norman Bird is going to call to obtain more information about the compressor. Jim Shanley and Richard Winn mentioned that it should be one size bigger than the one we currently have and Karl Jacobs mentioned that you should check the service and power to the compressor to ensure that it will be adequate for a new compressor.

**Fuel Contract** - The fuel and furnace contracts for the department were discussed. Stephen Elovirta mentioned he had been using Carlson for Barkhamsted East. Pleasant Valley and Riverton are tied into Klebe still. The contract with Klebe is \$299 per furnace and there is a 30% discount on emergencies. Norman Bird suggested that C & G was a great alternative for AC & Heating. Jim Shanley would like to see the repairs to their furnace completed under the contract since they have a sectional control module that is out.

**There was a motion to suspend the board of directors fire district meeting until after the conclusion of the town meeting. The motion was made by Jamie Lagassie and seconded by Larry Gillen. The meeting was suspended at 8:01.**

The Town / Special Meeting occurred and the quorum was met. The meeting was called to order at 8:04 by Richard Winn. The meeting was adjourned at 8:09 and therefore the monthly board of directors fire district meeting resumed.

There was a motion to authorize the President Richard Winn to enter into an agreement and contract to buy the body and chassis. The motion was made by Jamie Lagassie and seconded by Dick Ransom. Motion carried.

### **New Business:**

- 1. Payment of Invoices** - There was a concern brought up by Kevin Archer about the speed and process of paying the bills. Amy O'Toole explained that there are many reasons behind the lack of speed with bill payment. For example for Pleasant Valley's department there were invoices from August and September that had yet to be submitted to the district for approval, therefore, she cannot pay them until they are submitted to the district and approved to be paid. Additionally, in the credit card bills there are always bills on there that she does not know about. She acknowledged that Kevin feels aggravated by the fact that vendors are contacting him, but he should be giving them the Chief's contact information because they are the people who are responsible for submitting the invoices for approval each month. Amy O'Toole explained that when bills arrive she is not able to tell from the bill of which department it is and which line item it is supposed to come out from. She needs both pieces of information from the Chiefs in order to get those invoices paid.

Jim Shanley expressed his concern that when a bill comes for example the day after the district meeting occurs, then it automatically sits for 30 days because it needs to be submitted for approval at the following month's district meeting. Keith Archer mentioned that when working with new vendors that the district or Kevin or whoever is making the purchase should make them aware of the fact that it will be between 30 to 60 days before the bills gets paid, so if they do not approve of that then the district can take their business elsewhere. Jim Shanley mentioned that the mail also can sit in the post office for days. Amy O'Toole explained that the post office hours have changed. She is not able to make it to the post office with her full time job. Richard Winn also stated that he is not checking the post office box each day. Richard Winn already asked the auditors if they were able to pay bills electronically and they never answered him. He suggested that we could change the accounting manual policy so the district could set monthly bills to be paid online since other government agencies do this. Amy O'Toole also mentioned she goes to pay bills at least twice a month.

Stephen Elovirta inquired about direct deposit for Kevin. Once again, it was reiterated that the auditors never got back to Richard Winn about this. Richard Winn will look into using quickbooks. There is only one employee, Kevin Archer. Since Amy O'Toole and Amanda O'Toole are elected officials. Jamie Lagassie is paid through Winsted as the Fire Marshall. Richard Winn stated if possible he would rather set up direct deposit through quickbooks. Amy O'Toole questioned what we were going to do with Kevin's retirement money from his anniversary last year. Amy O'Toole would like to accrue it and charge it

back to last year. She would like to get a check issued for last fiscal year, so we would be caught up for his upcoming anniversary in February.

- 2. Pump Damage** - Richard Winn mentioned that there was pump damage sustained to our trucks and that we should never pump anything like basements out with a class A pumper. Additionally we need to be careful pumping from the river and using strainers. He stated that the district may want to create a policy about pumping in particular bodies of water and if there is street flooding, then it becomes a town issue. John Andryzeck asked whether Pleasant Valley or Riverton has a trash pump. Riverton does have a trash pump, but Pleasant Valley does not own a trash pump. Keith mentioned that pumping at 500 gallons a minute was no quicker than a trash pump. He mentioned that he thought the pumpers should get a full retesting after the valves are fixed. It was discussed about whether insurance would cover the damage to the pumps. It was determined that it considers valves and seals to be normal wear and tear maintenance and therefore, would not be covered. There was a discussion about sending a letter to request reimbursement for the damage sustained to the pumper. Keith Archer stated that he would be willing to write a letter to New Hartford and that both Jim Shanley and Richard Winn will sign the letter. Jim Shanley mentioned that Brandon discovered a flaw in the piping because a check valve was installed too close to an elbow. Norman Bird asked if it could be deferred maintenance. Kevin mentioned that his guess would be that the maintenance could cost more than \$4,000.

John Andryzeck mentioned that Stancliff Cove planted some trees and if you happen to be driving by if the departments didn't mind watering the newly planted trees. Each tree should get about 5 gallons of water if you happen to be in the area.

Jamie Lagassie made a motion to adjourn the meeting at 8:34 (20:34) and it was seconded by Karl Jacobs. Motion carried.

### **Attendance**

President: Richard Winn

Vice President: D. Richard Ransom

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

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: Marie Gillen

Absent:

### **Next Meeting:**

December 13<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