



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

Meeting Date: October 11th, 2023

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

Minutes: September 13th, 2023 board minutes and the annual board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Jamie Lagassie mentioned in the Utility 4 section the wording isn't quite correct as Kevin was bringing the usage and cost analysis to the meeting rather than a formal truck proposal. Also, there was a typo in the correspondence section where it stated Chief Stanley versus Chief Shanley. Therefore, the minutes will be amended to show both of those corrections. Motion made by Dick Ransom to accept the amended September 13th, 2023 minutes 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. Norman Bird inquired about the DEEP grant credit and Amy O'Toole stated that it was already credited to Riverton's new equipment. Amy O'Toole mentioned she also still has one more entry to enter. Jamie Lagassie made a motion to approve the treasurer's report and it was seconded by Keith Archer. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$240.00	County Fire Chiefs	

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

Riverton		
Amount	Payee	Account Name
\$800.00	First Due (PH's Pump Tests)	Hydrants
\$655.00	Fire Due, E4 Flow Meter Calibrations	Equipment Maintenance
\$596.82	Tower Generator	Equipment Maintenance
\$318.50	Gowans Knight	Equipment Maintenance
\$255.66	Yankee Laundry (NB's CC)	Equipment Maintenance
\$1,094.63	MES Shipmans, Qt Air Test & PM	Equipment Maintenance
\$35.98	O'Reilly Auto Parts	Equipment Maintenance
\$10.02	Verizon Ipad Bill	Telephone
\$6.45	Norcom	Communication Equipment Maintenance
\$1,300.00	Litchfield County Regional Fire School	Fire School
\$20.33	Home Depot (PD FF CC)	Building Maintenance
\$1,367/50	First Due Pump Tests	OSHA Compliance

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

Pleasant Valley		
Amount	Payee	Account Name
\$50.96	Verizon	Telephone
\$419.17	Tractor Supply (Air Comp Install)	Equipment Maintenance
\$41.75	True Value of Winchester (Air Comp Install)	Equipment Maintenance
\$505.88	MES (boots Wilson)	New Equipment
\$125.00	First Due Services (U4 annual)	Equipment Maintenance

\$160.00	First Due Services (E6 Pump test)	OSHA Compliance
\$14.62	Dollar General (paper goods)	Building Maintenance
\$112.08	Amazon (rope equipment)	New Equipment
\$2,098.79	Rock-N-Rescue (rescue equipment)	New Equipment
\$570.00	Konopka Electric (Air Comp Power)	Building Maintenance
\$25.99	Marandino's (paper goods)	Building Maintenance
\$10.20	US Postal Service (return)	New Equipment
\$1,505.41	First Due Services (R3 Fuel)	Equipment Maintenance
\$500.00	First Due Services (E6 Pump Test)	OSHA Compliance
\$555.00	Laurel City Towing (R3 Fuel)	Equipment Maintenance
\$29.18	USA Waste	Building Maintenance
\$72.73	Reimbursement to Jamie Lagassie (ABC Pizza)	Fire School

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

Barkhamsted East		
Amount	Payee	Account Name

Chief Elovirta reported that Barkhamsted East had no bills to submit this month.

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

Chief Shanley mentioned that the Rescue died on the way to the fire school two weeks prior to the meeting. First Due was not able to fix it, so the truck was towed to Enfield where they replaced the fuel pump, but that did not fix it, and the brakes wouldn't hold on the hill so they need replacing which will cost about \$6,500 to \$7,000 dollars. Eventually they were able to resolve the problem. Jim Shanley also mentioned that there is a head gasket leak which will cost approximately \$9,000 to replace, it is safe to deter for now, but will need to go into the budget for the next year. Keith Archer asked about converting the brakes to a different type of braking system. Jamie Lagassie mentioned that the truck didn't have a brake problem before so could it be too small of brakes or a glazing issue. Richard Winn said that they should discuss this with Brandon from First Due.

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	3	1	17	2	24

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
10	7	2	19	2	17

Barkhamsted East <i>Chief Elovirta reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
9	9	3	21	0	11

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
32	19	6	57	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 he completed a bunch of office work, attended to a pumphouse tank issue, and Klebe is working on researching a different type of tank

because the tank needs to be higher than the fuel pump. Kevin Archer will follow up with Klebe to find out about their research. Jamie also talked to the building official and fire marshal of Winsted about the pumphouse. It was decided that they will work on the tank that has been replaced, but the second one tank will be there to do in the future. Larry Gillen inquired about getting an electrical pump, but Jamie and Keith said that was expensive. As long as HDH doesn't find an official code related to the pumphouse, then it becomes a recommendation. Jamie explained that there was a poster contest going on at Barkhamsted Elementary that would occur with the fourth and fifth graders. He suggested that we give two \$50 gift cards to both the contest winners. Richard Winn mentioned that it supports fire prevention and could come out of their budget as long as there is the money for it. The district board had no objections with providing the gift cards to the contest winners or Kevin Archer purchasing lunch for the firefighters working at fire prevention.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - The Capital Committee met prior to the October meeting, but no changes were made to the Capital Plan. A main topic of discussion is that the district needs more office space. Richard Winn discussed potential options for the future including the old lavieri insurance building, closing in the overhang at the back of Barkhamsted East, or extending beyond the kitchen at Pleasant Valley and putting it onto stilts and having it raised.

Firefighter Award: Richard Winn stated that he forgot to look at this, but that they need to get him department totals.

Health and Safety: (John Andryzeck and Marie Gillen) - Chief Norman Bird brought up some concerns he had regarding AFC. He mentioned that the package for AFC got changed yet again. Chief Shanley mentioned that he has yet to hear about the passing status of one of his members. Richard Winn mentioned that the Fire School has yet to get billed. Amy O'Toole contributed that their billing is very delayed and took over 8 months for our bills to arrive.

Policy: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - Everyone in this committee has assignments and they have to pick a date to meet again. **It was decided that they will meet at 6:30 at Barkhamsted East on November 8th prior to the next district meeting.**

Personnel: (Direct Deposit for Kevin- Still waiting to hear back from the auditors) - In regard to the direct deposit for our paid firefighter, Rich did not hear back from the auditors. Amy O'Toole mentioned that we still need to talk about retirement too for Kevin. Richard Winn mentioned that there was some way to set it up in Quickbooks, but you may have to pay each month and per employee. Keith Archer inquired about putting him on the town's payroll and retirement. Richard Winn advised that the district should stay away from that as there are competing interests and it would create muddled waters. Amy O'Toole explained that the

Simple IRA would be a 3% match and 6% bonus which is hard to administer for a singular employee. Jamie Lagassie mentioned a Hooker and Holcomb LOSAP program and Amy stated Millman does something similar but administration costs thousands of dollars. Jim Shanley asked if we could add him to the FFAward program and someone should reach out to Pennflex and ask them. Richard Winn stated a potential problem would be that he would have to cash out once he turned 62 or 63 years old. Richard Winn stated we could also just give him the percentage and Kevin would be responsible to invest it somewhere. Kevin Archer and Richard Winn are going to discuss this and will decide upon the route that they would like to pursue for Kevin's retirement. They are to get back to Amy with their decision.

Unfinished Business:

1. **Grants-** Jim Shanley reported that he found his \$2,500 DEEP grant check. Also he reported that the radio grant is moving along. The departments have the equipment and they are hoping to have installation by Christmas, but they are working through technical issues and need to close before going back to FEMA to spend the leftover money.
2. **Utility 4 & Pleasant Valley Apparatus -** Richard Winn stated that the ARPA money appropriation would occur on the Monday following the district meeting and we would not know whether we have secured ARPA money until then. Richard Winn did state that the water line came in higher than anticipated.

There was a motion to go to the voters with the purchase of Pleasant Valley squad truck and the Riverton Fire Station repairs. The purchase of the squad truck in an amount not to exceed \$121,000. The authorization of funds for upgrades to the Riverton Fire station in an amount not to exceed \$45,000. The motion was made by Keith Archer and it was seconded by Jamie Lagassie. Motion carried.

There will be a special meeting at 8:00pm at Barkhamsted East to decide on the appropriation of money out of the capital fund. Richard Winn will send out the warning of the special meeting.

Kevin Archer presented the cost analysis of the F450 versus the F150. It was mentioned that the tires and brakes on the F450 would cost about 5,000 and it would need to be done shortly. Kevin mentioned that he got trade in numbers from three dealerships. Kevin Archer mentioned that if we trade it in to the dealership then we would be required to purchase the new truck from the same dealership. Jamie Lagassie mentioned that we should look into selling it on Firetech because the truck may be worth more to a fire company. Richard Winn mentioned that it could be listed on List Serve as it is free to list and we would have until spring to sell it prior to the new tire expenses. Keith Archer mentioned that we should build a proper truck that fits his needs long term. Richard Winn replied that a lot of thought was put into the prior utility truck

that was purchased, however, the circumstances have changed and the paid firefighter has also changed. Jamie Lagassie inquired if the utility truck was sold tomorrow would Riverton Squad 51 be available for Kevin to drive for an unlimited amount of time and the answer is yes it would be available. Jamie Lagassie made a motion to list the utility truck with its basic information and photos on List Serve since it is free with a proposal to have the starting listing price set at \$65,000. This motion would authorize Richard Winn to have the final approval of the sale and price of the utility. Keith Archer seconded the motion. Dick Ransom asked what the real reason was that Kevin wanted to get rid of the current utility truck and Kevin replied that it is too big and a waste of money for the district. Motion carried.

3. **Riverton Fire Station** - The Riverton Fire Station was discussed at the capital meeting prior to the district meeting.
4. **SCBA Upgrades** - Richard Winn informed the district that there was a SCBA demo that occurred at Pleasant Valley. We would need the number of packs, cylinders, a decision on RIT packs, and the compressor information for the SCBA grant. The Fire Act grant will be out in January. A lot of the framework of this grant is already completed and we need to pull stats from Emergency Reporting. Pleasant Valley may have to lead the grant as the two other departments may not have enough time to obtain SAM numbers and their 501c3 status.
5. **Transfers**- Transfers were emailed out prior to the meeting. Norman Bird mentioned that Riverton purposefully did not try to spend half of their new equipment budget to cover equipment maintenance expenses. Amy noted that so did both of the other departments. Norman Bird was wondering about why he did not adjust his heat to reflect the overages from the previous budget year. Norman Bird mentioned that it would be a problem again this year as he didn't increase Riverton's budget. Amy O'Toole suggested that we do not continue the contract with Klebe and we should set up a not to exceed or max. It was decided that we should remove Klebe's automatic delivery in the meantime. Jamie Lagassie is going to email Kevin with information and instruction on what he needs to do. Norman Bird again brought up his concern that the contingency money is gone and he is going to be in the hole. Jamie Lagassie agreed that he will work with Kevin on the oil for the three departments.

There was a motion to approve the transfers and it was made by Jamie Lagassie and seconded by Dick Ransom. Motion carried.

Amy O'Toole mentioned that the three Chiefs need to go through the fixed asset list and inventory. If they need to add or remove items, please send the information over to Amy O'Toole. The fixed inventory list items can only be items owned by the district and be worth \$1,000 or more per item.

Jim Shanley inquired about whether the boats, vehicles and trailers should be registered with the state and need the certificate of origin. This means the rope trailer needs to be registered. Jamie Lagassie said that they should go to the DMV website and may need to get all new plates.

New Business:

Jamie Lagassie made a motion to adjourn the meeting at 9:07 (21:07) and it was seconded by Larry Gillen. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: Jamie Lagassie, 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: Tom Sullivan & Don Jespersen

Absent: John Andryzeck & Karl Jacobs

Next Meeting:

November 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.