



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

**Meeting Date:** September 13<sup>th</sup>, 2023

Meeting was called to order by President Richard Winn at 19:32 (7:32) hours.

**Minutes:** August 16<sup>th</sup>, 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 August 16<sup>th</sup>, 2023 minutes and it was seconded by Karl Jacobs. 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.

**Payment of Bills**

*Bills submitted for District:*

District		
Amount	Payee	Account Name
\$2,700.96	Town of Winchester	Fire Marshall's Salary
\$10,891.00	VFIS	Insurance
\$9,558.00	VFIS	Insurance
\$120.00	Litchfield County Fire Chiefs Emergency Plan	Miscellaneous
\$1,030.86	Berkshire Fire Alarms	Fire Alarms

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

Riverton		
Amount	Payee	Account Name
\$4,806.91	Pleasant Valley Fire Department (New Radios Grant)	Reserve Capital
\$687.51	Konopka Electric (School St Pumphouse)	Hydrants
\$79.30	Parts Authority	Equipment Maintenance
\$64.94	O'Reilly Auto Parts	Equipment Maintenance
\$10.02	Verizon Ipad Bill	Telephone
\$91.44	Reimbursement to Tyler O'Neil (Officer II Course Book)	Fire School
\$160.00	State of CT (Boiler Inspections)	Building Maintenance
\$60.76	True Value (District Acct)	Building Maintenance
\$183.17	O'Reilly (District Acct)	Building Maintenance
\$21.96	S&S Water (PD FF CC)	Miscellaneous
\$448.00	Fire Equipment Headquarters	Equipment Maintenance
\$93.50	Fire Equipment Headquarters	Equipment Maintenance

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

Pleasant Valley		
Amount	Payee	Account Name
\$50.96	Verizon	Telephone

\$35.98	O'Reilly First Call (DEF)	Equipment Maintenance
\$54.98	Tractor Supply (tools, fuel cell)	Miscellaneous
\$865.64	Zeller Tire (U4 front)	Equipment Maintenance
\$183.17	O'Reilly First Call (absorbent)	Miscellaneous
\$539.98	Tractor Supply (fuel cell, mat, U4)	Miscellaneous
\$252.29	Amazon (hand light battery)	New Equipment
\$80.00	Boating Certificates LLC (Kulunski)	Fire School
\$447.00	Fire Equipment Headquarters	Equipment Maintenance
\$29.18	USA Waste	Building Maintenance

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

<b>Barkhamsted East</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$291.00	Logan Steel Inc (CC)	Equipment Maintenance
\$262.00	First Due Services, LLC (E3)	Equipment Maintenance
\$1,061.89	First Due Services, LLC (E1)	Equipment Maintenance
\$2,465.06	First Due Services, LLC (T2)	Equipment Maintenance
\$800.00	First Due Services, LLC (Pump Test)	OSHA Compliance
\$39.98	Tractor Supply Co (CC)	New Equipment
\$49.05	Larsen Ace Hardware	Miscellaneous
\$598.00	Carlson Heating, Air & Hot Water (CC)	Heat
\$183.16	O'Reilly's (Speedydri)	Miscellaneous

\$44.95	Fire Equipment Headquarters	Equipment Maintenance
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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 collaboration between the New Hartford Ambulance, New Hartford Fire and Pleasant Valley Fire were at the River rescue call. Their collaborative efforts led to an optimal patient outcome even with the difficult extrication due to the rocky terrain. Firefighters were able to provide the EMT's with patient vitals off the monitor while the patient was on the stokes basket and the patient was transported as a Trauma alert to St Francis. Nick Maltby said that his crew was thankful and thoroughly impressed by how professional and skilled the departments were throughout the duration of the call.

**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	17

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
11	6	2	19	1	18

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	12

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
33	17	5	55	3

**LCD:** Stephen Elovirta reported that the LCD meeting was canceled last month.

**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 Barkhamsted Elementary School, NWR7 Middle School, a house tank removal, Family Dollar and more. He stated that it was a busy month.

**Committee Reports:**

**Capital:** (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - The Capital Committee met prior to the September meeting and Richard Winn shared that they are going to potentially act on a \$45,000 proposal to complete some critical Riverton Fire Station repairs after assessing and shifting some place holder areas in the Capital Plan. Additionally Pleasant Valley will be going to the town ARPA meeting asking for \$40,000 to help them cover their additional incurred expenses when purchasing a new truck. They will need to still go to the taxpayers in order to get the other \$80,000 out of the capital reserve fund from the sale of their other engine.

**Firefighter Award:** Richard Winn reported that he has received Pleasant Valley's points but he still is waiting for Barkhamsted East and Riverton to send their reports to him.

**Health and Safety:** (John Andryzeck and Marie Gillen) - It was discussed whether there would be any updates done to the physical form for the upcoming year. Jamie Lagassie reported he was still using the same forms as last year and determined that the district would proceed the same way and use the same forms as last year.

**Policy:** (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - The Policy Committee met the Wednesday before the district meeting to discuss updating district policies. Individuals have been assigned to review specific policies, make any adjustments and tweaks prior to bringing them back in front of the committee and district. There is a new regulation that PPE needs to be cleaned every 90 days and the state has sent out a model, so we will need to incorporate that into our new policy. Additionally, we can no longer store PPE where there is diesel exhaust, so both Riverton and Barkhamsted East are going to need to figure out how to update their stations in order to accommodate this new regulation.

There was a discussion on the update of direct deposit, many options were discussed, but we need to have the advice of the auditors. Richard Winn has not gotten the chance to meet with King, King & Associates about opening a second bank account or the accounting manual. He will work with the auditors and address these two things at the next meeting.

District / Department contracts were discussed. Stephen Elovirta mentioned that Barkhamsted East wanted to see how the old contract compared to the new contract. He noted that it was pretty similar to the new one. Jim Shanley mentioned that Pleasant Valley discussed the contract and went through that if the department dissolves then it turns over to the district. Jim Shanley thinks our next step should be getting something specific to each department. Keith Archer mentioned that Riverton wants to sign the contract as long as the other two departments do and they are waiting for the other two departments to approve. Norman Bird mentioned potentially getting a lawyer involved and Richard Winn stated that it would make it more complicated and the board decided they would like to keep these contracts simple. Keith Archer stated that Article 6 was added so they could continue to have fundraisers. Norman Bird has sent out the word document containing Riverton's contract so the departments could edit their information accordingly. All the other two departments would have to do is change the name and delete the rental property part. These contracts are going to be signed during the November meeting. It will provide a copy of the contract for the district and a copy for the respective department. The President and the Secretary are the signers on the contract.

**Personnel:** None.

#### **Unfinished Business:**

1. **Grants-** Jim Shanley reported that the radio installation may be happening in October with the hopes of finishing it by Halloween. He reminded the district that even with the approval of the match for the equipment funding that they would still need more money for the installation costs. Norman Bird is hopeful to get more radios with the excess money.

Jamie Lagassie made a motion to approve payments to Pleasant Valley for the radio equipment match funding for the following amounts: Barkhamsted East - \$3,933.58 Pleasant Valley - \$6,320.87 Riverton - \$4,806.91. The motion was seconded by Keith Archer. Motion carried.

Jim Shanley mentioned that Pleasant Valley received funding for 6 swift water suits through the Winsted Auxiliary which would amount to \$9,732. Their request was approved thanks to Kevin's attendance at the meeting.

2. **Utility 4 & Pleasant Valley Apparatus** -Kevin Archer wanted to express that he would still like to trade in Utility 4 since it seems that Pleasant Valley is not interested in it. He explained that the current utility truck costs in tires and fuel alone amount to \$6,083.46 per year. The proposed new utility truck would only cost \$2,912.50 in fuel and tires per

year. This is a difference of \$3,170.96 per year that the district would be saving in fuel and tires alone. Additionally, the new proposed utility truck would have a warranty. He explained that the district would be saving money by trading in the current Utility 4 for the new proposed utility.

Andrew Lefebvre mentioned to Kevin that the current utility would need a new front end about every 5 years and 2 new tires each year. Kevin reminded the district that there is no need to drive a truck this size around town and he is looking to downsize. He explained that the current utility could be traded in for approximately \$50,000 and he would be able to get a F150 for about \$47,000 that includes two tool boxes. He explained that it would provide him with the basics that he needs for the year and they could wait to put additional items on the utility until the next budget year.

Keith Archer mentioned that with an F150 the district would not have the ability to plow or salt the firehouses in house. Jamie Lagassie mentioned that we would not want to beat the utility up by undertaking those winter responsibilities. Norman Bird suggested that we move it onto a committee to explore the proposed new Utility because it would allow the district to save money and the committee could look at the numbers. John Andryzeck mentioned that we should hold onto our current Utility truck as the district has some huge expenses coming out already. Keith would like to create a committee to review truck specs, details and dollar amounts. Karl Jacobs and Jamie Lagassie mentioned their interest in participating in the committee. It was mentioned that the new Utility truck proposal should be sent out in writing prior to the next district meeting to the board members.

Jim Shanley mentioned that he would be attending the ARPA meeting which would be held the following Tuesday after the district meeting to try and get \$40,000 to go towards their new engine expenses. Richard Winn mentioned that there is new guidance from the state about how to protect the PPE gear. The gear can no longer be exposed to diesel exhaust.

3. **Riverton Fire Station** - It was discussed at the capital meeting.
4. **SCBA Upgrades** - Richard Winn mentioned that the process has been started and either Pleasant Valley or Barkhamsted East need to host it. Richard Winn is going to try and get Brian Chapman out to look at SCBA equipment. The grant opens in either November or December so we will have to move quickly. Kevin mentioned that he will call a person that does the flow testing for New Hartford because the guy mentioned that he would like to help get the district what they need. Both Barkhamsted East and Riverton need to get a number from FEMA and are also going to need a dedicated checking account.

#### **New Business:**

1. **Transfers** - Amy mentioned that the transfers will get put in when it is October, so she has not completed them yet.

- 2. Frontier Telephone** - Richard Winn mentioned that Norman Bird allowed the district to save some serious money by meeting with them prior to the district meeting.

Kevin Archer mentioned that he plans to dispose of the leaking fuel cell unless anyone wants it. Pluggy also needs to be picked up. If no one wants it, Richard Winn mentioned that it could potentially become a decoration for the fire school.

Jamie Lagassie made a motion to adjourn the meeting at 8:38 (20:38) 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, 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:

Absent:

**Next Meeting:**

October 11<sup>th</sup>, 2023 @ Riverton Fire House 19:30 (7:30pm)

Respectfully submitted,

*Amanda O'Toole*, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.