



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

Meeting Date: December 13th, 2023

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

Minutes: November 8th, 2023 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by John Andryzeck to accept the November 8th, 2023 minutes and it was seconded by Dick Ransom. Motion carried.

President Richard Winn asked for approval of the special meeting minutes. Motion made by Keith Archer to accept the November 8th, 2023 special minutes and it was seconded by Larry Gillen. 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. Larry Gillen made a motion to approve the treasurer's report and it was seconded by John Andryzeck. Motion carried.

Payment of Bills

Bills submitted for District:

District		
Amount	Payee	Account Name
\$135.80	The Hartford Courant	Legal
\$150.00	Litchfield County Regional Fire School	Fire Marshall
\$120.00	Litchfield County Regional Fire School (standpipe drill)	Fire School - split three ways

\$625.00	Litchfield County Regional Fire School (live burn - split three ways)	Fire School
\$731.16	Schmidt Property Maintenance	Snowplowing
\$731.16	Schmidt Property Maintenance	Snowplowing
\$731.16	Schmidt Property Maintenance	Snowplowing

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

Riverton		
Amount	Payee	Account Name
\$215.90	Fire Equipment Headquarters - Split Invoice	OSHA Compliance
\$103.85	Fire Equipment Headquarters - Split Invoice	Equipment Maintenance
\$981.31	MES Shipman's	New Equipment
\$1,951.90	MES Shipman's	New Equipment
\$249.23	Reflective Pro (Steph's CC)	New Equipment
\$235.34	Powercall Sirens (Steph's CC)	New Equipment
\$1,159.56	Firematic Supply Co.	New Equipment
\$145.00	Firematic Supply Co.	New Equipment
\$651.84	NAPA (NB's CC)	New Equipment
\$69.90	Fire Equipment Headquarters	Equipment Maintenance
\$40.78	O'Reilly Auto Parts	Equipment Maintenance
\$10.02	Verizon iPad Bill	Telephone
\$8.15	True Value (Dist Account)	Building Maintenance
\$27.97	Home Depot (Kevin's CC)	Building Maintenance

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

Pleasant Valley

Amount	Payee	Account Name
\$16.17	Stop & Shop (drinking water)	New Equipment
\$209.95	Fire Equipment Headquarters	OSHA Compliance
\$742.00	Klebe Fuel Co.(heat repairs)	Heat
\$169.07	Harbor Freight (ramp)	Miscellaneous
\$47.92	Home Depot (totes)	Miscellaneous
\$21.99	O'Reilly First Call (DEF)	Gas / Diesel
\$71.26	Verizon	Telephone
\$84.60	MES (R3 light tower)	Equipment Maintenance
\$8405.51	Strobes and More	Capital

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

Barkhamsted East		
Amount	Payee	Account Name
\$1,422.67	MES / Shipman's	New Equipment
\$455.14	Firematic	New Equipment
\$392.00	Fire Equipment Headquarters - split	OSHA Compliance / Equipment Maintenance
\$180.00	Fire Equipment Headquarters (CC)	New Equipment
\$383.99	Home Depot (CC)	Building Maintenance

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

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	4	1	18	2	16

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
12	6	2	20	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	5

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
34	19	6	59	4

LCD: Stephen Elovirta reported that LCD did not meet.

Daytime Driver's Report: Report will be emailed out after the meeting.

Fire Marshal's Report: No report as Jamie Lagassie was not present at the time.

Committee Reports:

Capital: (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) -

Firefighter Award: Richard Winn mentioned that he needs to do the FF Award still.

Health and Safety: (John Andryzeck and Marie Gillen) - John Andryzeck stated that the spreadsheet hasn't been updated. Jim Shanley said that he had talked to Robin today and she recognized that they were not copying the chiefs in the emails and stated that they would go back to copying the chiefs on the emails. Also AFC's billing was mentioned because of how AFC is very behind on billing our departments and many others. Amy O'Toole reminded the board that we had to ask the guy last year to get the bill for the audit.

Policy Working Group: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - There were changes to the accounting manual related to cash disbursement and automatic payments on page 10 and page 21. There was a motion made to accept changes to the accounting manual was made by John Andryzeck and seconded by Keith Archer. Richard Winn stated that he has not got the direct deposit for Kevin to work for Quickbooks and that it was on his list to figure out.

There was a Roadway policy that Kevin provided a template for the district. Norman Bird mentioned that the policy is only looking at highways versus looking at local roadways since it does not mention local roads. The decision was that the policy should be adjusted as necessary with the chiefs and Kevin and then be sent out to the membership. Jim Shanley mentioned that the Safety Standown would be a good way to vet the roadway policy. The policy committee will need to meet. They decided to meet on January 3rd at 6:00 pm at the Pleasant Valley Fire Department and the policies once reviewed by the committee will have to be sent out to the board members ahead of time.

Personnel: (Direct Deposit for Kevin- Still waiting to hear back from the auditors) - Amy O'Toole mentioned that she paid last year's retirement to Kevin. Amy also mentioned that she is ready for audit and it is in the file cabinet.

Unfinished Business:

1. **Grants-** Norman Bird mentioned that there has been no update from the state or vendor, but it seems like every other department has experienced the same thing. Richard Winn recommended names of two representatives that could potentially help get things done. Keith Archer mentioned that it was a sloppy installation in Riverton and that he hopes it is better for other departments.
2. **Utility 4 & Pleasant Valley Apparatus** - Jim Shanley reported that they have placed an order for the cab & chassis, but are still waiting for final numbers from the body guy. They have purchased lights from Strobes & More.

The repairs to E6 from the pump damage were submitted to VFIS. They are going to pay the claim and the district should see a check. The check will go back towards their equipment maintenance line. Keith mentioned that since we have a clear pump test, we should float the idea past the claim guy to see if we can get money to pay for the other pumper and not send a letter to New Hartford. They would have to discern whether it is normal wear and tear vs catastrophic.

Amy O'Toole mentioned that a check showed up in her mailbox and she was not aware that the check was there and that the utility was sold. Kevin Archer stated it was sold to a dealer down in Rhode Island. He mentioned the committee started to look at the truck specs and state bid. Kevin has gotten three different estimates for the cap, lighting package and graphics.

Kevin Archer asked what the contingency plan was for the Utility since they will not have one. The primary vehicle will be Squad 51 but he was wondering what truck should be used if they were to encounter any issues. Larry Gillen suggested Engine 55 but it has a manual transmission. Jim Shanley asked what the other options are. Some options were the pumper, the brush truck in Barkhamsted East or Kevin's personal vehicle. It was decided upon to not use Kevin's personal vehicle as they could only pay the deductible. The board decided that Kevin has the discretion to take whatever vehicle is appropriate based on the call.

The committee decided against putting a fuel cell in the new utility truck. Keith Archer mentioned that the fuel consumption for Barkhamsted East and Riverton is minimum and low, besides not having a fuel cell will prevent rot due to no water getting trapped under the fuel cell. Kevin Archer presented some statistics related to the fuel consumption of the departments that he got from the Emergency Reporting system. Keith Archer mentioned that if you can pitch it in the right direction then you should be able to fill Engine 55 at the Town Pump. Jamie Lagassie agreed that fuel is corrosive, an extreme cost and causes damages. Rich Novac offered fuel on wheels at any time. The pumphouses fuel consumption was discussed and Jamie Lagassie stated that they should fix the roof ladder to the building.

The differences between Ford & Chevy were discussed further. John Andryzeck questioned how they would transport the snowblower if they got a cap & slide out tray on the new utility truck. They have a ramp and a place to attach it to the back of the truck. Keith explained the Fuel tank of Ford is 36 gallons while Chevy is 24 gallons. Stephen Elovirta inquired whether there would be DEF or DEF related issues. It was reported that these trucks do not have as many issues. Jamie Lagassie stated he personally is a fan of gas trucks. Richard Winn stated that if we were to get a gas truck then we would need a gas card. Larry Gillen inquired whether it would need emergency lights. Jim Shanley stated that he would like a four door cab to transport people. Fuel economy was discussed.

The price of the different truck options and packages were discussed at length. There was a motion made by Keith Archer to move to the purchase for the new utility truck to the taxpayers. The purchase of the new utility truck is not to exceed \$75,000 and will use the \$56,500 that comes from the sale of Utility 4. The motion was seconded by Karl Jacobs. Motion carried.

Stephen Elovirta mentioned that if the transmission of Squad 51 becomes an issue we should consider whether we really need that vehicle.

3. **Riverton Fire Station** - Norman Bird mentioned that Riverton got three different prices for the Riverton & Pumphouse HVAC contract which were within 80 dollars of each other so they went with the C & G contraction. As for the renovations nothing has been done yet but the building committee is going to meet throughout the winter until April.
4. **SCBA Upgrades** - The SCBA committee met. Richard Winn reported that Brian Chapman has the equipment list and needs some numbers for it prior to January 3rd. Norman Bird stated that it includes a new compressor. Richard Winn stated he has not yet heard back from New Hartford.
5. **Invoice Payments** - It will be looking at setting up electronic payment for some of the bills. Kevin Archer mentioned that O'Reilly stated that a \$35 invoice has not yet been paid.
6. **District Pumpers** - The district pumpers were discussed previously under policy.

New Business:

1. **Red Cross Community Preparedness Program** - Norman Bird mentioned that the Red Cross has other programs including Red Cross Ready, Hands On Only CPR and other programs. He talked about potentially inviting a red cross representative to talk to us. It was mentioned that we should possibly hand these programs over to the Senior Center or Lions club. Richard Winn stated that the 3 chiefs could decide amongst themselves.

Keith Archer made a motion to adjourn the meeting at 8:34 (20:34) and it was seconded by Dick Ransom. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: John Andryzeck, Keith Archer, Larry Gillen, Karl Jacobs (virtual), and Jamie Lagassie (virtual - late & left early)

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole
Clerk: Amanda O'Toole
Paid Firefighter: Kevin Archer
Guests:
Absent:

Next Meeting:

January 10th, 2024 @ Riverton Fire House 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2023