



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

Meeting Date: February 14th, 2024

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

Minutes: January 10th, 2024 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Karl Jacobs to accept the January 10th, 2024 minutes and it was seconded by Jamie Lagassie. Motion carried.

President Richard Winn asked for approval of the special meeting minutes. Motion made by Jamie Lagassie to accept the January 10th, 2024 Special Meeting Minutes and it was seconded by Dick Ransom. 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

Chief Norman Bird submitted bills for Riverton:

Riverton		
Amount	Payee	Account Name

\$303.00	ESO (Rover Subscription - Rope Team)	Computers
\$98.68	Zoll (PD FF CC)	New Equipment
\$7,222.00	Firematic Supply Co	New Equipment
\$18.98	True Value	Equipment Maintenance
\$101.22	Gear Wash	Equipment Maintenance
\$28.98	O'Reilly Auto Parts	Equipment Maintenance
\$30.31	Amazon (NB CC)	Equipment Maintenance
\$41.64	Amazon (NB CC)	Equipment Maintenance
\$10.02	Verizon Ipad Bill	Telephone
\$109.80	Michael Vincent P&H	Building Maintenance
\$36.00	Reimbursement to Tyler O'Neil	Building Maintenance
\$28.47	S&S Water (PD FF CC)	Miscellaneous

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

Pleasant Valley		
Amount	Payee	Account Name
\$61.04	Verizon	Telephone
\$35.27	Amazon	Building Maintenance
\$15.00	St. Pierre of CT (chain repair)	Equipment Maintenance
\$40.40	Ollies Outlet (entry runner)	Building Maintenance
\$33.00	O'Reilly's Auto (DEF E6)	Gas/Diesel
\$872.92	AED.US (R3)	New Equipment
\$12.58	Fire Supply Depot	Equipment Maintenance
\$150.00	New Hartford Vol. Ambulance (CPR x 15)	Fire School
\$220.97	MES (boot Gibb)	New Equipment
\$70.79	Global Test Supply (meter element)	Equipment Maintenance

\$112.69	Amazon (R3 winch control)	Equipment Maintenance
\$652.95	Wildland Warehouse *DEEP grant	New Equipment

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

Barkhamsted East		
Amount	Payee	Account Name
\$13.49	Larsen Ace Hardware	Building Maintenance
\$671.40	NAPA (CC)	Equipment Maintenance
\$829.40	St. Pierre of Connecticut (E3 chains)	Equipment Maintenance
\$155.10	Zoll	Equipment Maintenance
\$115.00	New England Lubricants	Equipment Maintenance
\$130.00	New Hartford Ambulance - CPR Training	Fire School

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

Correspondence:

- Richard Winn will forward Kevin Archer’s correspondence to the district. Kevin Archer wrote a letter to commend the tremendous efforts of the Pleasant Valley and Riverton First Responders. In the beginning of 2024 within the first 5 weeks, there were calls including a pediatric cardiac arrest, overdose and others that the first responders handled equitably, professionally as medical personnel volunteers. Three of those calls were fatalities and he explained those are the calls that some first responders go without ever seeing those calls in their time of service. After Kevin Archer finished reading the letter, Norman Bird also commended and thanked Kevin Archer for his efforts and response to those calls.

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	27
----	---	---	----	---	----

Riverton <i>Chief Bird reported:</i>					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
12	6	2	20	2	27

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	16

Barkhamsted Fire District Total				
Interior Firefighters:	Exterior Firefighters:	Fire Police:	Total:	Juniors:
32	19	6	57	4

LCD: Stephen Elovirta reported that he never received the invite to the latest LCD meeting, therefore he was unable to attend the meeting this month. Jamie Lagassie mentioned that his invitation to the LCD meeting ended up in his Spam folder days after the meeting. Therefore, Stephen Elovirta is unsure of how many people made or attended the meeting. It seems as if they barely had enough attendants to make a quorum.

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

Richard Winn informed the district that the FEMA website changed their requirements and made security updates. Therefore, each department needs a different email, so NFIRS are all set for Pleasant Valley, but both Barkhamsted East and Riverton need to have their own separate email address to get their NFIRS updated.

Fire Marshal's Report: Jamie Lagassie updated that it was a busy month last month. He visited and met with the Cook Multifamily, the Riverton Store and Apartments, the Shannon Drive Group Home, Hitchcock Chair, and the Old North Group Home. He mentioned that the group

home on Shannon Drive was in need of a follow up visit due to a lack of organization in their paperwork.

Committee Reports:

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

Firefighter Award: Stephen Elovirta mentioned that he was missing Gary Valickis's address. Some district members believe that he would be able to figure that out by visiting Al's auto in Canton. Riverton's numbers are updated, but still need addresses. Members that have not been with the department for a full year are not eligible this year. Richard Winn will submit. He mentioned that some individuals still have balances but they never got paid out because a key person who usually initiated the payouts retired. Therefore, Richard Winn is going to have to get it squared away next month.

Health and Safety: (John Andryzeck and Marie Gillen) - Jamie Lagassie mentioned that anything billed prior to July 1st will be waived. Richard Winn mentioned that he received the bill for the Fire School today.

Policy Working Group: (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - Norman Bird wanted to bring up the safe roadway operations policy to the district prior to the safety standdown. Stephen Elovirta thought that they were waiting to approve this policy until after the Safety Standdown. Jamie Lagassie thought that the Safety Standdown is a good place to discuss this policy with everyone in the district and that the district should vote on the policy next month.

Richard Winn needs draft budgets for each department one week prior to the meeting.

Personnel: (Direct Deposit for Kevin?) - Jamie Lagassie explained that the personnel committee met. They completed a review for Kevin and it was the general consensus that Kevin was doing a good job, he was given goals for the upcoming year and will be attending calls after hours when it is a serious call. It should be mentioned in the departments so members are aware that Kevin could potentially be responding to calls that occur outside of work hours with them. His start date was 2/22/2022, so they may have to provide Kevin with retro pay and a pay increase. Richard Winn mentioned that it may be time to look at a second more administrative position to complete things such as the SCBA grant since Kevin is working above his pay grade at times.

Unfinished Business:

1. **Grants-** Norman Bird reported that he went back and forth with vendors, and they are close to state approval for the radios.

2. **Riverton Fire Station** - Norman Bird reported that the committee met, they are going to get quotes, refresh specs and start with local carpenters. They hope to obtain both specs and quotes by next month.
3. **SCBA Upgrades** - For the SCBA grant, they got a form to Richard Winn, and he reported that he needs New Hartford's information and needs to fill out the form. He is going to forward the form onto the three Chiefs so they can collect and obtain the information. Additionally some critical infrastructure was needed which Jim Shanley said he included the pipeline, dam, school, and other public buildings. Tyler O'Neil also established a FEMA SAM gov account and it was established that the grant writer needs access to those accounts. The window for the grant is closing either March 8th or March 9th.
4. **Utility 4 & Pleasant Valley Apparatus** - Jim Shanley reported that he did not have any new information for the Pleasant Valley Apparatus other than he bought all the lights. Kevin Archer reported that the GM/Chevy dealer approved the order and he will call again on Friday to get the build date window. Norman Bird mentioned that they went back and forth with a vendor in Enfield, they paid them a visit in person and got back a formal quote which stated it would cost \$6,300 to do it. They did state that they were dealing with supply chain issues. Larry Gillen stated that the torque convertor and shift kit needs to be fixed.

New Business:

1. **PFAS**- Richard Winn inquired whether we have any PFAS left. It was determined that we had none left and it was all gone.
2. **Action on authorizing the president to enter into an agreement for Municipal Grant-in-Aid with the State of Connecticut** - Richard Winn needs the authority to sign the municipal grant aid and it has to be used towards roadwork for example plowing the pumphouses. There was a motion made by Jamie Lagassie to authorize the president to enter into an agreement for municipal grant in aid with the state of Connecticut by signing it and returning it to the state. The motion was seconded by Larry Gillen. Motion carried.
3. **Discussion and possible action appointment of LCD representative** - Richard Winn stated that the Chiefs should put it out to their members to see if anyone is interested in being the LCD representative. Jim Shanley stated that they could talk about it at the safety standdown. The vote will occur next month at the district meeting.
4. **Discussion and possible action on OSHA changes** - OSHA is adopting over two dozen NFPA standards. Some of the changes include cancer testing, physicals every two years, more stringent standards on qualifications, risk assessment for mutual aid towns. and officer qualifications. It was presented in a 600 page document but Jamie Lagassie stated

that it is mostly stuff that the district already does. Federal OSHA is now going to cover volunteer fire departments. Stephen Elovirta mentioned that some of the volunteer departments may have to close their doors with the new changes and Jim Shanley mentioned that they may start tying compliance with these NFPA standards into the future grants. Along the lines of grants, it should be looked at whether Riverton has applied for the regional grant between the departments because past history of applying for a grant can impact whether you get the grant since the grants objective is not to keep funding you, but let departments have the ability to start planning ahead for their future needs.

Richard Winn mentioned that they may need to find county wide funding to complete a risk assessment for mutual aid since there is a statewide mutual aid agreement. Jim Shanley mentioned that there are big changes coming with NFIRS in about a year or so. Norman Bird also heard that Emergency Reporting may be going away. Jamie Lagassie inquired about whether anyone has looked into other reporting softwares. Norman Bird mentioned that he came back with an online training packet. He has explored different options including Fire Rescue 1, VFIS, Vector, Workers Comp and Richard Winn suggested he explore Mission CIT. The new requirements state that the members have to have the ability to ask questions to the training officers and chiefs whether it is via email or phone number to contact.

Tyler O'Neil left at 8:31.

Norman Bird would like to object to Riverton's Tanker 34 being in the name of the Riverton because it is the only truck that is not in the fire district's name. Norman Bird stated that he would like to sign the vehicle over to the district and he would be willing to investigate this process and how to do this. Richard Winn stated that he was okay with Tanker 34 being signed over to the fire district. Stephen Elovirta inquired whether they were centralizing the titles for the vehicles somewhere so they could be easily located. Richard Winn mentioned that they have a locking file cabinet for the vehicles titles. Jamie Lagassie asked what it takes to get municipal plates.

Interest in FDIC - Jamie Lagassie and Larry Gillen would like to go to the FDIC conference. It is happening April 15th through the 20th. It was agreed upon that there would be four slots to go to the FDIC if other people were interested.

Jamie Lagassie made a motion to adjourn the meeting at 8:39 (20:39) and it was seconded by Dick Ransom. Motion carried.

Attendance

President: Richard Winn

Vice President: D. Richard Ransom

Directors: John Andryzeck (virtual- arrived late), Larry Gillen, Karl Jacobs (virtual), and Jamie Lagassie

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer:

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: Tyler O'Neil

Absent: Amy O'Toole and Keith Archer

Next Meeting:

March 13th, 2024 @ Pleasant Valley Fire House 19:30 (7:30pm)

Respectfully submitted,

Amanda O'Toole, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2024