



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

**Meeting Date:** January 10<sup>th</sup>, 2024

Meeting was called to order by President Richard Winn at 19:35 (7:35) hours.

**Minutes:** December 13<sup>th</sup>, 2023 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Karl Jacobs to accept the December 13<sup>th</sup>, 2023 minutes and it was seconded by Keith Archer. 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 Larry Gillen. Motion carried.

**Payment of Bills**

*Bills submitted for District:*

District		
Amount	Payee	Account Name
\$2,115.95	ESO Solutions, Inc.	Computers
\$192.86	Hartford Courant	Legal
\$50.00	Reimbursement to Jamie Lagassie	Fire Prevention

*Chief Norman Bird submitted bills for Riverton:*

<b>Riverton</b>		
<b>Amount</b>	<b>Payee</b>	<b>Account Name</b>
\$231.00	New England Lub (PD FF CC)	Gas / Diesel
\$69.93	MES Shipman's	New Equipment
\$323.95	MES Shipman's	Equipment Maintenance
\$32.95	Amazon (PD FF CC)	Equipment Maintenance
\$10.02	Verizon Ipad Bill	Telephone
\$21.00	Norcom	Communication Equipment Maintenance
\$11.39	True Value (District Acct)	Building Maintenance
\$33.24	True Value (District Acct)	Building Maintenance
\$3.89	Home Depot (PD FF 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>
\$14.90	US Postal Service	Miscellaneous
\$83.83	Witmer Public Safety	New Equipment
\$4,003.86	MES (PPE Wilson, DEEP Grant)	New Equipment
\$34.65	Glick Fire Equipment (CC)	Equipment Maintenance
\$77.00	New England Lubricants	Gas / Diesel
\$219.79	MES (Boots Eagleston)	New Equipment
\$50.24	True Value of Winchester	Equipment Maintenance
\$185.00	Laurel City Towing (E6)	Equipment Maintenance
\$26.98	Amazon (CC)	Building Maintenance
\$58.36	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>
\$67.70	Home Depot (CC)	New Equipment
\$357.00	Home Depot (CC)	Building Maintenance
\$209.80	Home Depot (CC)	Building Maintenance
\$265.88	Dive Rescue Intl (CC)	Fire School
\$265.88	Dive Rescue Intl (CC)	Fire School
\$392.00	Fire Equipment Headquarters	OSHA Compliance

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

**Correspondence:**

- None.

**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>
12	6	2	20	2	10

Barkhamsted East					
Chief Elovirta reported:					
Interior Firefighters	Exterior Firefighters:	Fire Police:	Total:	Juniors:	Responded to number of Calls:
7	9	3	19	0	14

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

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

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

**Fire Marshal's Report:** Jamie Lagassie reported that he went to meet with Tractor Supply & the owner of Mallory Brook Plaza to discuss preliminary renovations. The cinema is no longer connected to the sprinkler system, but still secured. There was 3 5th graders who submitted posters to the Fire prevention poster contest. He also visited the apartments.

**Committee Reports:**

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

**Firefighter Award:** Richard Winn mentioned he noticed one person that is off already because Jamie Lagassie's son is not old enough. However, we still have enough of a balance to pay for 400 & 800. Richard Winn is going to send the award sheet out to Chiefs prior to sending the finalized version over.

**Health and Safety:** (John Andryzeck and Marie Gillen) -Jim Shanley mentioned that there is no communication of results. Marie Gillen passed out a spreadsheet prior to the start of the meeting but the spreadsheet was not up to date and the chiefs are still not getting the results of their members. Keith Archer mentioned that since budget season is coming, we should probably look into options to incorporate more into our cancer screening process. Jamie Lagassie called Jeff to see what additional testing they can incorporate during the firefighter physicals. He is still waiting to hear back from him and looking to get a meeting set up.

**Policy Working Group:** (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - The mission statement, emergency vehicle response, fire extinguisher, organizational statement and

confined space policy was reviewed by the board of Directors individually prior to the meeting. Karl Jacobs mentioned that he found a section in the emergency vehicle response policy that states to add text about CBO 2 course. It was decided that we needed to amend that policy to remove that line. There was a motion to approve the amended emergency vehicle response policy along with the mission statement, fire extinguisher, organizational statement and the confined space policy. The motion was made by Karl Jacobs and seconded by Keith Archer and Jamie Lagassie simultaneously. Motion carried. Jim Shanley will upload the updated policies to the website after Richard Winn sends the policies to him.

**Personnel:** (Direct Deposit for Kevin?) - Jamie Lagassie that we are coming up on Kevin's 2 year anniversary with the fire district and that we should probably complete another review for Kevin. Richard Winn would like to get a night set up to complete the review and meet with the Policy committee.

#### **Unfinished Business:**

1. **Grants-** Norman Bird tested radios with code plugs. He reported that there are small issues but nothing major. He had a meeting scheduled with the vendor on January 11th to talk about installation and set up of the radios. Both Jim Shanley and Norman Bird need proof of payment for the forestry grant.
2. **Riverton Fire Station** - Norman bird reported that the building committee is going to meet to set up specs and have a bid within 2 months.
3. **SCBA Upgrades** - Richard Winn reported that he wants the district to consider a grant writer for the SCBA grant due to his schedule not aligning well with the grant deadlines. Jamie Lagassie agreed that the district should hire a grant writer and that we could potentially split the cost of the grant writer with New Hartford. Richard Winn will discuss with the grant writer to see what the price includes.

The board meeting was suspended until after the special meeting ended. The board meeting resumed at 8:07 pm (20:07).

4. **Utility 4 & Pleasant Valley Apparatus** - Jim Shanley reported that he had no updates on the Pleasant Valley Apparatus. Kevin Archer reported that \$75,000 will cover the utility truck but it needs to be ordered. There was a motion for the President Richard Winn to enter into an agreement to purchase the new utility truck and equipment in an amount not to exceed \$75,000. The motion was made by Larry Gillen and seconded by Dick Ransom. Motion carried.

#### **New Business:**

1. **Hose & Ladder Testing-** Richard Winn wasn't sure if this should just be discussed administratively or as a board discussion, but the hose testing has been screwed up every year as they have been copying and pasting from reports from the previous years. Jamie Lagassie mentioned he put it out to everyone and only got one bid back for hose and ladder testing last year. Richard Winn suggested that we need to have more people to keep an eye on what they are doing with hose testing. Norman Bird mentioned that Kevin Archer has updated ER to be as accurate as possible so what happens if we use those reports for the hose testing. Jamie Lagassie inquired whether we should schedule a meeting, but Richard Winn suggested that we look at the parameter of cost and bring it back to the board if the price falls outside of the parameter.

Jamie Lagassie made a motion to adjourn the meeting at 8:14 (20:14) and it was seconded by Dick Ransom. Motion carried.

### **Attendance**

President: Richard Winn

Vice President: D. Richard Ransom

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

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole

Clerk: Amanda O'Toole

Paid Firefighter: Kevin Archer

Guests: Bruce Weller, Tyler O'Neil, Marie Gillen (left at 7:33)

Absent:

### **Next Meeting:**

February 14<sup>th</sup>, 2024 @ Barkhamsted East Fire House 19:30 (7:30pm)

Respectfully submitted,

*Amanda O'Toole*, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.