



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

**Meeting Date:** March 13<sup>th</sup>, 2024

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

**Minutes:** February 14<sup>th</sup>, 2024 board minutes were distributed before the meeting. President Richard Winn asked for approval of the minutes. Motion made by Jamie Lagassie to accept the February 14<sup>th</sup>, 2024 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 Larry Gillen. Motion carried.

**Payment of Bills**

*Bills submitted for District:*

District		
Amount	Payee	Account Name
46,940.00	Davidson's Chevrolet	Capital

*Chief Norman Bird submitted bills for Riverton:*

Riverton		
Amount	Payee	Account Name
\$49.98	Amazon (PD FF CC)	Hydrants
\$57.18	Home Depot (PD FF CC)	Hydrants

\$200.00	Firematic	Equipment Maintenance
\$54.98	Parts Authority	Equipment Maintenance
\$6,329.00	Camerota Truck Parts, SQ 51	Equipment Maintenance
\$476.99	First Due, SQ 51	Equipment Maintenance
\$10.02	Verizon Ipad Bill	Telephone
\$650.00	CT Custom Fire Training	Fire School
\$78.13	Staples (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>
\$39.95	Fire Penny (R3 auto eject cover) (CC)	Equipment Maintenance
\$20.07	Stop and Shop (water)	New Equipment
\$61.05	Verizon	Telephone
\$900.00	Firematic Supply (hydraulic PMs)	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>
\$33.77	Larsen Ace Hardware -above includes \$.50 finance charge	Building Maintenance
\$200.00	Firematic (Hurst Maint)	Equipment Maintenance

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

**Correspondence:**

- Jim's correspondence will be discussed during the budget.

**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	1	20

<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	17

<b>Barkhamsted East</b> <i>Chief Elovirta 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>
7	9	3	19	0	6

<b>Barkhamsted Fire District Total</b>				
<b>Interior Firefighters:</b>	<b>Exterior Firefighters:</b>	<b>Fire Police:</b>	<b>Total:</b>	<b>Juniors:</b>
32	19	6	57	3

**LCD:** Stephen Elovirta mentioned that Plymouth and Winsted are concerned about the large increases due to police services.

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

**Fire Marshal's Report:** Jamie Lagassie reported that he spent lots of time in Riverton due to the Hitchcock chair parking on both sides of the road blocking traffic. He also followed up with the

group home and said everything is repaired. He is going to follow up to confirm. The new tenant is expanding vendors and farmer's markets so parking will be a problem.

### **Committee Reports:**

**Capital:** (John Andryzeck, Rich Winn, Jamie Lagassie and 3 chiefs) - The district reviewed the upcoming capital budgeted projects which included \$10,000 worth of hose scheduled in 2024-2025, and \$300,000 in SCBA.

**Firefighter Award:** Richard Winn is going to send this off once he makes some corrections.

**Health and Safety:** (John Andryzeck and Marie Gillen) - There is no invoice from AFC yet.

Amanda O'Toole arrived at 7:52 pm.

**Policy Working Group:** (Rich Winn, Freeman McCaw Jr and Charles McCaw III) - Norman Bird mentioned that the safety standdown had good attendance, Keith Archer took some notes down when they were reviewing the Roadway safety policy. Additionally, they talked about John Cessa's accident, but overall the policy is going to need tweaks and then will be brought back to the district.

**Personnel:** (Direct Deposit for Kevin?) - Jamie Lagassie said that they mentioned what types of calls that Kevin Archer could go on after hours at the safety standdown. Richard Winn also thanked Juan, Bailey, and Kevin for their response and medical assistance for his wife.

Jamie Lagassie wanted to ensure the FDIC was approved. Four of them are going to get together with a credit card. Some of the people attending wanted to leave on Friday, but it was decided the group will work together to work on the schedule for FDIC. Richard Winn mentioned it is more convenient when everyone flies together.

### **Unfinished Business:**

1. **Grants-** Norman Bird mentioned that he is frustrated with the state as it has been six weeks and they are still waiting for the code plug. Richard Winn stated that it tends to happen due to the disconnected communication between state employees. Norman Bird isn't successfully getting any replies or responses from Patrick, but he is going to still remain persistent.
2. **Utility 4 & Pleasant Valley Apparatus** - Jim Shanley has no update on the Pleasant Valley Apparatus. Kevin Archer reported that the truck will be in Canton in 2-3 weeks. Amy O'Toole needs an invoice about how much it is going to cost in order to provide a check for the truck. The CAP will not be installed until mid April and then the graphics will be going on afterwards. It is anticipated to be fully in service by May. He also wanted to discuss gas expenses and how the district wanted to approach that. It was decided that

he needs to set up a card with the tax exempt status, so he will be able to refill the utility truck.

3. **Riverton Fire Station** - Norman Bird mentioned he is being persistent with the lead carpenter trying to get prices, but he has not received them yet. Afterwards, he is going to get prices from two others as well. He needs to obtain prices from the plumber, painter, and chimney person.
4. **SCBA Upgrades** - The SCBA grant was submitted and it includes 63 breathing apparatus, a compressor for Riverton Fire Station, RIT packs and spare bottles. Norman Bird had to do a lot of rewriting after the contractor. Norman Bird is hopeful that our application will make it through the algorithm to get to some human eyes. Richard Winn wanted to thank Norman Bird as he picked up the slack and was able to get this grant submitted for the district. Keith inquired about the time frame for this grant and it depends on the peer review period.
5. **LCD representative** - There was a motion to nominate Stephen Elovirta as the LCD representative for the fire district. The motion was made by Keith Archer and seconded by Jamie Lagassie. Motion carried.

#### **New Business:**

1. **Discussion and Possible Action on 2024-2025 Budget** -
  - Richard Winn mentioned the town had re-evaluations this year so the grant list has gone up significantly, therefore the mill rate is going down and will dropped below the motor vehicle cap.
  - It was noted that there has been overages in Equipment Maintenance for the last four years. Norman Bird created a table and took the information out of the transfers that Amy O'Toole had sent out. It was noted that we always end up robbing other accounts to offset the cost of equipment maintenance.

#### **Riverton -**

- Heat is a wildcard based on prices, so therefore, Riverton is guessing at their heat number.
- Equipment Maintenance increased to reflect the table that Norman Bird created. It was noted that pump tests can go to OSHA compliance however the repairs or maintenance required cannot go to OSHA Compliance. Those repairs or maintenance must go to new equipment or equipment maintenance.
- Average unplanned repairs are about \$8,700, so it was mentioned that the district should consider putting that money into the correct budget line rather than having to do transfers at the end of each year.
- Jamie Lagassie mentioned that budgeting is the best guess, so that is why transfers exist, so you can move the money around that we do not use to cover other overages. We still need to plan for expenses, because without that we do not have money for anything that arises.

- Jamie Lagassie mentioned that the district needs to find a place to reduce equipment maintenance since we have a lot of newer equipment theoretically it should be less expensive to maintain and need less repairs. Keith Archer contributed that he thinks that it is the firefighters causing damage to the vehicles. Richard Winn said then we need to fix that and train them properly so that does not happen and they do not cause damage to the vehicles.
- Dick Ransom mentioned that back in his day they needed to balance their budget or the Chiefs lost their jobs. Norman Bird mentioned that Riverton was close to their budget until the starter and transmission blew out on Squad 51.

#### General Budget:

- Audit increased to \$12,000 for now until Richard Winn finds the engagement letter.
- It was mentioned that the district should think about putting a mailbox in front of Pleasant Valley to have the mail delivered there rather than the PO box since the paid firefighter is there everyday to check it.
- Miscellaneous drop to \$5,000.
- Richard Winn is going to contact Jeff about insurance numbers.
- Paid Firefighter needs to go higher for the third year of service and step increase. Richard Winn will dig into this more and get it straightened out, so Amy O'Toole can adjust as needed.
- Fire Prevention - increase by \$2,000 as prices have increased for the items that go in the kids Fire Prevention bags.
- Conferences - Go up \$1,000
- Computers - Jim Shanley mentioned that Pleasant Valley needs a new desktop (this year) and Stephen Elovirta mentioned that Barkhamsted East needs a laptop (next year). It was decided to do one this budget year and one next budget year.
- ESO, ER, Quickbooks - Replacement of ER data platform was discussed thoroughly. It will be looked into more by the people attending the FDIC conference. We need to find out what is replacing it, the cost, and other options out there. The information we need to obtain is the different vendors that provide data platform services, the data related to it, and collect information about the transfer of data and what that migration looks like.
  - As of right now it looks like we cannot do three fire stations on 1 account like we have it set up now, so that means each fire station would need their own account.
  - Jim Shanley recommended that the Chiefs start to pull as much data as they can from the platform such as individual reports.
- Online Training Program- Norman Bird mentioned that we spent all this time looking into online training that he would like to see it in our budget next year. Richard Winn mentioned that he was concerned that we could spend the money and then no one would use it. It needs to be put into a policy and in writing if we want to invest money into it.
- Hydrants - Amy O'Toole mentioned that hydrants are already over spent this year. Norman Bird mentioned that he believes Riverton needs to get a double tank, Jamie

Lagassie added that we could have a rupture or fail and Larry Gillen agreed with both Jamie and Norman. It was decided to put Hydrants at \$15,000.

- Richard Winn said that it was not done yet because the budget does not include Kevin Archer's step increase, but as of right now that would be a 4% increase to the budget.

Pleasant Valley:

- At a 6.53% increase currently although the heat and equipment maintenance numbers are not quite right.
- They currently have no unanticipated expenses in their equipment maintenance line.
- Jim Shanley mentioned that consumables are replaced by the ambulance, but the AED pads, etc the stuff that can expire is not going to be replaced by the ambulance company. Jamie Lagassie inquired about how many AEDs does the district need?
- Jim Shanley said he will update and send the changes out to Richard Winn.

Riverton:

- Snow plowing, heat and new equipment lines were increased.
- Jamie Lagassie asked about the \$1,000 for Fire police stuff, but Larry Gillen mentioned it is usually used as a filler to cover overages. Norman Bird mentioned he is still holding back because they could use a Milkuawee tripod light tower.
- Norman Bird stated he will do an inventory of Fire Police equipment.

Barkhamsted East:

- Stephen Elovirta mentioned there are expensive items that are up for preventative maintenance for both Engine 1 and Tanker 2.
- They discussed doing the front two tires of Engine 1 this year if there is still money left over for that in their department budget.
- For heat, Barkhamsted East is considering doing a mini split rather than a furnace for the front hall.

At the end of the night the budget was at a 5.25% increase to the general budget and the mill rate was 1.40.

Jamie Lagassie made a motion to adjourn the meeting at 9:31 (21:31) and it was seconded by Dick Ransom. Motion carried.

### **Attendance**

President: Richard Winn

Vice President: D. Richard Ransom

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

Chiefs: Stephen Elovirta, Jim Shanley, and Norman Bird

Treasurer: Amy O'Toole

Clerk: Amanda O'Toole (arrived late)

Paid Firefighter: Kevin Archer

Guests:

Absent:

**Next Meeting:**

April 10<sup>th</sup>, 2024 @ Riverton Fire House 19:30 (7:30pm)

Respectfully submitted,

*Amanda O'Toole*, District Clerk

Attachments: materials distributed during meeting and emailed before meeting.

2024