

**Barkhamsted Fire District**  
**Board of Director's**  
**Monthly Business Meeting Minutes**

**Meeting Date: July 12, 2006**

Meeting was called to order by President Winn at 1930 Hrs.

**Minutes**

Minutes of the previous meeting had been distributed prior to the meeting by the Clerk. Motion was made to accept the minutes, as prepared, by Terri Collins. Seconded by Gayle Legeyt. Motion carried.

**Treasurer's Report**

Treasurer O'Toole distributed the written report which is current through early July. The treasurer distributed an accounting of the monetary transfers needed to balance the FY2005-2006 budget. A motion was made by Norman Bird to accept the transfers as presented. Seconded by Terri Collins. Motion carried.

**Bills**

**District**

None presented.

**Barkhamsted East**

<u>Amount \$</u>	<u>Pavable To</u>	<u>Account</u>
60.66	Public Safety Center	New equipment
8.04	Hoffman Hardware	Equipment maintenance
65.00	CT. State Firefighter's Association	Misc- dues
50.00	Hartford Co. Fire Emergency Plan	Fire school
176.25	CT Commission on Fire Prev. and Control	Fire School

**Pleasant Valley**

<u>Amount \$</u>	<u>Pavable To</u>	<u>Account</u>
22.39	Hoffman Hardware	New equipment
81.28	Hoffman Hardware	Equipment maintenance
24.03	Hoffman Hardware	Building maintenance
1498.00	Pleasant Valley Vol. Fire Dept. (\$2400 for RIT class)	Capital/SCBA
343.00	Shipman's	Capital/SCBA brackets

**Riverton**

<u>Amount \$</u>	<u>Pavable To</u>	<u>Account</u>
1146.00	Riverton Vol. Fire Co (RIT training)	Capital/SCBA
120.00	Shipman's	Capital/SCBA
100.00	Fire Control Service (air quality test)	Equipment maintenance
18.60	Winsted Automotive	Equipment maintenance
45.39	Canton Auto Supply	Equipment maintenance
15.37	Carl's Carin Industries	Equipment Maintenance
18.79	Hoffman Hardware	Building maintenance

56.00	Fire Equipment Headquarters	Equipment maintenance
65.00	Ct. State Firefighter's Assoc.	Misc./dues
117.63	Larry Gillen	Misc. office supplies

A motion was made to accept and pay the bills, as presented, by Terri Collins. Seconded by Richard Ransom. Motion carried.

### **Correspondence**

The District has received the following correspondence:

1. The Hartford has a CIRMA program and we received a brochure. President Winn will be reviewing.
2. A letter was received from Sean O'Toole which was read by President Winn.

### **Chiefs' Report**

**Riverton:** Chief Gillen reported that they responded to 11 calls in the last month. Manning is 21 firefighters, 5 fire police and 7 juniors

**Pleasant Valley:** Chief Lagassie reported that they responded to 16 calls in the last month. Manning is at 19 firefighters, 3 fire police and 3 juniors.

**Barkhamsted East:** Chief Legeyt reported that they responded to 8 calls in the last month. Manning is 10 firefighters, 3 fire police and no juniors.

### **Fire Marshal's Report**

The written report for the last month was distributed. The District has received two letters with résumés from individuals interested in a fire marshal or deputy fire marshal position with the District. President Winn read each. After discussion the consensus was that the letters and resumes be forwarded to the Fire Marshal for review and to table a decision for 1 month.

### **Daytime Driver's Report**

The written report from Marq Johnson was distributed.

### **Committee Reports**

**Capital:** the service vehicle has not been lettered yet.

**Insurance:** nothing to report

**Fire fighter Award:** roster forms will be distributed to each Department which need to be completed in a timely manner. President Winn distributed a draft of a award point system for review. He asked everyone to review and be prepared to comment next month. A class in the use of the Firehouse software program is available in the Washington DC area which President Winn feels would benefit the District if he could attend. A motion was made by Ken Cyr that Richard Winn be authorized to attend the Firehouse program training program and that his expenses and tuition be paid by the District. Seconded by John Andryzeck. Motion carried.

**Health and Safety:** Terri Collins reported that she has received a proposal from St. Francis Center for Occupational Health to perform physicals. She has not received anything from Concentra despite asking several time. She will send a letter to them requesting a proposal. Terri reported that St. Francis would do their physicals in Winsted and will schedule as needed. This should ultimately be less expensive and more convenient. Ken Cyr raised an issue regarding record keeping of member's medical clearance status.

**Policy:** President Winn instructed the committee to see that the member application was updated on the website and that the District be provided with a copy of all applications received by the Departments. Norman Bird reported that the next Policy meeting will be 8/31/06 1930 hrs. at Pleasant Valley fire station.

**SCBA:** as the project has been completed, President Winn dissolved the committee.

**Communications:** Chief Lagassie requested 10 pairs of pager batteries. No other report.

**Unfinished Business**

1. Barkhamsted East fire station addition/renovation: Chief Legeyt reported that it is 99% done. She will be researching on getting a CO.
2. Barkhamsted East Truck committee: Chief Legeyt reported that they are progressing. A Seagraves salesman will be visiting soon.
3. Pleasant Valley Truck: chief Lagassie reported that progress is being made. They are working on getting a revised spec from Pierce and have previewed several trucks. Norman Bird inquired as to the status of R-3.
4. Dry Hydrants: Chief Legeyt reported that it appears the beavers have moved on from the Ratlun Road pond and the water level is going down.
5. State and Federal Grants: Norman Bird reported that all the paperwork has been completed for the FEMA SCBA grant and he has closed it out. All three Departments applied for and have received State Forestry grants.
6. Riverton addition: no report
7. Sexual Harassment: no report

**New Business**

1. A Safety Stand Down was held June 20<sup>th</sup>. As part of this a list of safety issues was compiled and prioritized. This list was distributed. Discussion was held in how to best affect these priorities.
2. Seatbelts on apparatus: Marq Johnson researched the seat belt status on all apparatus and prepared a report which was distributed. It was the consensus after discussion that the District does not have the funds to put shoulder belts in all the apparatus at once and for this reason it would be done in stages. Marq will be asked to get firm prices on putting the belts in.
3. Chief Gillen inquired as to entering Department inventory into Firehouse software.

**Adjournment**

A motion was made by Norman Bird to adjourn the meeting. Seconded by Ken Cyr. Motion carried. President Winn adjourned the meeting at 2120 hrs.

**Attendance**

Directors: Andryzeck, Bird, Collins, Cyr, O'Toole, Ransom, Rebick, Shanley, Winn

Chiefs: Gillen, Lagassie, Legeyt

**Next Meeting:** August 9, 2006 at Barkhamsted East.

Respectfully submitted,



**James H. Shanley, Jr.**  
District Clerk

Attachments: written material distributed during meeting.