

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

**Meeting Date: July 11, 2007      Riverton**

Meeting was called to order by President Winn at 1934 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 Norman Bird. Seconded by Terri Collins. Motion carried.**

**Treasurer's Report**

The Treasurer's report was distributed. **A motion was made by Terri Collins to accept the report as presented. Seconded by Kathy Hansen. Motion carried.**

**Bills**

**District**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
2779.40	Pittsfield Communication	New Communications equip.
962.26	Law Firm: Pullman & Cromley	Capital (Riverton water sys)
46.00	St. Francis medical	Occupational Health
12.66	Matt Ludwig	OSHA Compliance

**Barkhamsted East**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
80.96	Patterson	Building maintenance

**Pleasant Valley**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
314.99	James Shanley (reimbursement)	New equipment
48.69	Amerigas	Building maintenance
126.00	Gowans-Knight	Equipment maintenance
2600.00	Comm. On Fire Prevention and Control	Fire school
20.00	Bergeron trucking	Building maintenance
51.84	Ken Cyr (reimbursement)	Fire school
31.46	Hoffman Hardware	Dry Hydrant
83.28	Hoffman Hardware	Building maintenance
75.00	Shipman's Fire Equipment	Equipment maintenance

**Riverton**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
9670.00	Gowans-Knight (E4 seat repl.)	Capital
243.50	Shipman's Fire Equipment	Equipment maintenance
39.60	Hoffman Hardware	Building maintenance
58.26	MacDonald Auto Parts	Equipment maintenance
265.00	Shipman's Fire Equipment	New equipment

**A motion was made to accept and pay the bills by Kathy Hansen. Seconded by Richard Ransom. Motion carried.**

## **Correspondence**

1. None.

## **Chiefs' Report**

**Barkhamsted East:** Chief Legeyt reported that they responded to 6 calls in the last month. Manning is 9 firefighters, 3 fire police and no juniors.

**Pleasant Valley:** Chief Lagassie reported that they responded to 11 calls in the last month. Manning is 19 firefighters, 6 fire police and 6 juniors.

**Riverton:** Chief Gillen reported that they responded to 4 calls in the last month. Manning is 14 firefighters, 5 fire police and 8 juniors

## **Fire Marshal's Report**

President Winn read a report prepared by the Fire Marshal. The Directors discussed the status of the fire marshal including progress with inspections and his mileage expenses. President Winn reported that F/M Baldwin intends to have all of the inspections completed by the end of the fiscal year. **A motion was made by Kathy Hansen that the Treasurer research and report an average monthly mileage allowance to be paid to F/M Baldwin for his District related duties. Seconded by Terri Collins. Motion carried.**

## **Daytime Driver's Report**

Report for June 2007 was distributed. President Winn reported that it was time to conduct the annual performance review of Marq Johnson. He also discussed the fact that Marq has requested partial reimbursement for his cell phone, as he frequently uses it for District business. **A motion was made by Norman Bird that a 4.00% salary raise be approved for Marq Johnson, such raise to include partial reimbursement for his personal cell phone. Seconded by Kathy Hansen. Motion carried.**

## **Committee Reports**

**Capital:** No report

**Insurance:** No report

**Fire fighter Award:** Riverton turned in their completed roster. President Winn requested that the other two department rosters be returned ASAP for submission.

**Health and Safety:** Nothing to report regarding physicals. Norman Bird briefed the Board on the recent Safety Stand-Down.

**Policy:** President Winn reminded all that violations of the driving policy are required to be reported to the District President.

**Communications:** It was reported that David Archer is researching problems with Fire Police scene communication and an SCBA radio interface.

## **Unfinished Business**

1. Grants: All three departments have been approved for the Forestry Grant.
2. Riverton Addition: Chief Gillen reported that the project was essentially complete. The District has been presented a bill for \$375.00 for fire alarm system additions related to the addition. Treasure O'Toole was requested to research the details of this bill.
3. Old communication equipment: Nothing to report.
4. **A motion was made to add discussion of the Hampton Woods subdivision to the agenda by Terri Collins. Seconded by Kathy Hansen. Motion carried.** President Winn reported on the progress with the installation of a water cistern by the developer. At this point he has agreed to install a 20,000 gallon fiberglass tank.

**New Business**

1. Year-end account transfers could not be made because bills remain to be paid.
2. **A motion was made by Terri Collins to add discussion of the Pleasant Valley HVAC project and the Riverton window repair/replacement project to the agenda. Seconded by James Shanley. Motion carried.** The Board discussed the need and scope for these two projects. Chief Lagassie reviewed a Request for Proposals he has prepared for the HVAC system. **A motion was made by Kathy Hansen to authorize Riverton to request bids for replacement of needed windows and structural repairs. Seconded by Norman Bird. Motion carried.**

**Adjournment**


**A motion was made by Kathy Hansen to adjourn the meeting. Seconded by Richard Ransom. Motion carried.** President Winn adjourned the meeting at 2045 hrs.

**Attendance**

Directors: Andryzeck, Bird, Collins, M. Gillen, Hansen, O'Toole, Ransom, Shanley, Winn  
Chiefs: L. Gillen, Lagassie, Legeyt

**Next Meeting:** August 8, 2007 Barkhamsted East.

Respectfully submitted,



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

Attachments: written material distributed during meeting.