

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

**Meeting Date: June 13, 2007      Pleasant Valley**

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 Terri Collins. Seconded by Ken Cyr. Motion carried.**

**Treasurer's Report**

The Treasurer's report was distributed. **A motion was made by Richard Ransom to accept the report as presented. Seconded by Ken Cyr. Motion carried.**

**Bills**

**District**

**Amy O'Toole inquired as to whether the oil tanks at the fire stations should be topped off using the remaining balance from the fuel oil pre-buy program. The rate was \$2.499. The consensus was yes.**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
2514.00	Pittsfield Communication	New Communications
310.80 (50% from BFD)	NFPA	FM Expense
67.00	St. Francis medical	Occupational Health

**Barkhamsted East**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
24.17	Hoffman hardware	Building maintenance
135.42	Paine's Inc	Building maintenance
495.00	Shipman's Fire Equipment	New equipment
65.00	CT State Firefighters Assoc.	Misc.
130.00	RRRRT (pre-approval)	Fire school

**Pleasant Valley**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
109.03	Karl Jacobs (reimbursement)	Misc.
65.00	CT State Firefighters Assoc.	Misc.
260.00	Riverton Vol. Fire Co.	Fire school
40.00	Bergeron Trucking	Building maintenance
3221.73	Fleetmasters	Equipment maintenance
75.00	Shipman's Fire Equipment	Equipment maintenance
164.34	Al's Auto Electric (R-3 batts)	Equipment maintenance
354.45	PenTech Safety	New equipment
102.84	Hoffman Hardware	Hydrants
64.59	Hoffman Hardware	Equipment maintenance
34.20	Hoffman Hardware	Building maintenance

**Riverton**

<b><u>Amount \$</u></b>	<b><u>Payable To</u></b>	<b><u>Account</u></b>
1003.90	TMS Medical Technologies	New equipment
76.00	Fire Equipment Headquarters	New Equipment

65.00	CT State Firefighters Assoc.	Misc.
80.00	CT DMV	Misc.
14.92	Larry Gillen reimbursement	Building maintenance
700.00	Dale Smith	Snow plowing

**A motion was made to accept and pay the bills with the exception of the \$310.80 NFPA bill for books ordered by FM Baldwin, by James Shanley. Seconded by Norman Bird. Motion carried.**

### **Correspondence**

1. President Winn reported that a request for fire reports had been received from the property carrier for the house fire on Hartland Rd. 5/26/07.
2. President Winn distributed copies of the state mutual aid agreements to the three chiefs and the clerk for attachment to these minutes.
3. Terri Collins presented a corrected copy of the Town of Barkhamsted list of suspendable accounts.

### **Chiefs' Report**

**Barkhamsted East:** Chief Legeyt reported that they responded to 5 calls in the last month. Manning is 8 firefighters, 3 fire police and no juniors.

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

**Riverton:** Chief Gillen reported that they responded to 6 calls in the last month. Manning is 13 firefighters, 5 fire police and 8 juniors

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

No report.

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

Reports for March, April and May 2007 were distributed.

### **Committee Reports**

#### **Capital:**

1. Barkhamsted East addition: nothing to report.
2. Barkhamsted East truck: Chief Legeyt reported that they are still looking at trucks and plan on attending the New England Chief's show. She stated that she hopes that a specification would be done by August.
3. Pleasant Valley truck: Ed Connors presented a specification and drawings for a new rescue truck. There was discussion regarding the specification, funding options and costs, and timing of the purchase. **A motion was made by Norman Bird that the Rescue Specification/Invitation for Bid dated June 11, 2007 be accepted by the Board with the 4-wheel drive being changed to an option and with an additional period of 2-weeks for review and changes if needed. Seconded by Ken Cyr. Motion carried.**

**Insurance:** No report

**Fire fighter Award:** President Winn distributed program rosters to the three Chiefs for the 30-day posting period. Action will be taken at the August meeting.

**Health and Safety:** Nothing to report.

**Policy:** The wording in the LOSAP Program needs to be reviewed. Chairman Bird reported that a District wide Safety Stand-Down will be held 6/26/07 at BE. The data entry for all incentive awarded events will begin July 1. The Policy Committee is working on various new policies including RIT and Medical Clearances. Next meeting will be 6/28 at PV at 1930 hrs. A CDL (A and B) class will start 6/30 and 7/1 at PV at 0800 hrs.

**Communications:** President Winn reported that Dave Archer has been working on the UHF reception problems. Chief Lagassie reported that the VHF mobile radio in R-3 is still having problems and should be replaced. **A motion was made by Norman Bird that the balance of the FY2007 new communication equipment budget be authorized for installing needed UHF antenna(s) and for replacing the VHF mobile radio on PV R-3. Seconded by Terri Collins. Motion carried.**

#### Unfinished Business

1. Grants: nothing to report.
2. Riverton Addition: Chief Gillen reported on the progress. The project is nearly complete. Chief Gillen reported that the Riverton Fire Company will be using their own funds to install carpeting.
3. Old communication equipment: Nothing to report.
4. ISO Rating: a water supply map is being updated to provide to ISO.
5. Training Reports: Norman Bird reported that Riverton's were up to date. The status of the other two departments was not reported. NFIRS reports need to be brought up to date and submitted.
6. President Winn reported that he and Les Archer attended the NSC EVOC Class last week. **A motion was made by Ken Cyr that 50% of the cost for 100 EVOC Instruction/Participant books be approved (approximately \$450). Seconded by Richard Ransom. Motion carried.** The other half of the cost will be paid by the Burrville fire School.
7. President Winn reported that the final agreement has been reached on the Riverton hydrant system and that he expects to sign the documents tomorrow. There was discussion about the work that the system would need.

#### New Business

1. President Winn reported on the status of a new subdivision development on Gavitt Road, Hampton Woods. The developer has made a request to Planning and Zoning to be exempted from the water cistern requirement because of the proximity to an existing dry hydrant on Gavitt Road. There was discussion on the proposal and alternatives. Chief Legeyt stated that she would prefer that a cistern be located at Lot #6 because of the distance to the existing dry hydrant, the length of the driveway, and the potential for additional homes to be built. **A motion was made by Ken Cyr authorizing President Winn to communicate to Planning and Zoning that the Fire District requests a 20,000 gallon cistern be placed at Lot #6 of the Hampton Woods subdivision. Seconded by Rachelle Rebick. Motion carried.**
2. **A motion was made by Norman Bird to add the following items to the agenda: HVAC for Pleasant Valley, Banking, and an executive session to discuss the employment status of Fire Marshal William Baldwin. Seconded by Terri Collins. Motion carried.**
3. Chief Lagassie reported on the status of getting a new boiler and 2<sup>nd</sup> floor air conditioning installed at Pleasant Valley. **A motion was made by Norman Bird to authorize Pleasant Valley to issue a Request for Proposal (RFP) for a new boiler and air conditioning for the Pleasant Valley Firehouse. Seconded by James Shanley. Motion carried.**
4. Amy O'Toole reported that Bank of America has assessed the District a \$411.89 service charge. She spoke to the bank and while they agreed to remove this charge they recommended that we change banks to avoid such future charges. **A motion was made by Terri Collins to authorize Treasurer Amy O'Toole to change the bank for the Fire District. Seconded by Ken Cyr. Motion carried.**
5. **A motion was made by Ken Cyr to enter into executive session to discuss the employment status of Fire Marshal William Baldwin. Seconded by James Shanley. Motion carried.** Executive session was started at 2102 hrs.
6. **A motion was made by Terri Collins to exit executive session. Seconded by Norman Bird. Motion carried. Executive session ended at 2135 hrs.**

7. **A motion was made by Ken Cyr to authorize payment of \$155.40 to NFPA for the books ordered by the Fire Marshal. Seconded by Norman Bird. Motion carried.**
8. President Winn offered his thanks to outgoing directors Ken Cyr and Rachelle Rebick for their service to the Fire District.

**Adjournment**


**A motion was made by Ken Cyr to adjourn the meeting. Seconded by Richard Ransom. Motion carried.** President Winn adjourned the meeting at 2147 hrs.

**Attendance**

Directors: Andryzeck (late), Bird, Collins, Cyr, O'Toole, Ransom, Rebick, Shanley, Winn  
Chiefs: Gillen, Lagassie, Legeyt

**Next Meeting:** July 11, 2007 Riverton.

Respectfully submitted,



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

Attachments: written material distributed during meeting.