



TOWN OF VERNON

P.O. Box 54
Vernon, CT 06066
www.vernonfire.com



STAFF MEETING MINUTES

May 6, 2013

Chiefs: Call, Eppler, Landry
Captains: Andresen, Crespo, Lucas, Maguda, McKinney, Muniz, Shepard, Solito
Lieutenants: Schambach
Communications: Fisher
Fire Marshal: Walker
Ambulance: Gauthier
EMD: Graugard
Fire Police: Fluckiger
Special Members: Carpenter, Galley

RECEIVED
VERNON TOWN CLERK
13 MAY - 8 AM 8:11

The meeting was called to order at 7:02 p.m. by Chief William Call. Motion was made/2nd (Landry/Galley) to accept the April Staff Meeting Minutes.

Training Report:

- Training Committee Report from 4-18-13 is attached.
- May Drill Schedule is attached.
- Operations and Training Report for May is attached.
- SOG for Traffic Blocking Operations is attached.
- CT Fire Academy Confined Space drill will be held 5/18 & 19. More info will follow.
- June Fire School calendars have been received distributed. It is also available online. We can get applications if people would like to take classes.
- Thermal Cameras were distributed to ET-5, T-141, and ET-341. They need to be inventoried with Junior Gauthier. Batteries were also distributed.

ADMINISTRATION REPORT – A/C Landry:

- "Legal Type Discipline" complaints will include investigation from the Town Administration. In the event of issues, please get information complete and submitted to Executive Board ASAP. Training will follow tonight's Staff Meeting.

MEMBERSHIP:

- New
 - Scott Fitzgibbons
 - Steven Spencer

- Resignation
 - Chris Freda
 - Jacob Haley
 - Robert Levesque
 - Mitch Stone
 - Nathan Thibodeau
 - Kyle Trudeau

Health & Safety: No Report.

Fire Marshal: See attached.

- No burning permits are being allowed. Residential recreational cookout is allowable.
- Fire prevention activities at other mills will be planned.
- Amerbelle water problem was discussed. A/C Landry is working on a comprehensive pre-plan. There is a drafting site with unlimited water supply that is being included in the plan. T-541 would be staged at Daniel's Mill.

EMD:

- Siren test was successfully completed.
- Vernon Adult Education may be assisting with public safety.

Communications:

- Headsets for ET-241 & 341 have been installed.

Chief Engineer:

- Ambulance is in Columbia.
- John has two blue lights for sale.
- Rescue 4 is still @ Public Works.
- Check Engine Light occurs on ET-341 upon deceleration.

Technology:

- New Printers came in for Central Supply & R-441.
- Firehouse Software Cloud will be discussed in the future.

Central Supply:

- During the month of April 2013 Gear Verification spreadsheets were distributed to the captains- they are due back to Central Supply TODAY. These are important as we need them to determine who has non-complaint gear, over 10 years old, as well as to make ordering recommendations for the coming year(s).
- Also in April a new recruit class was outfitted for gear. We now have a very limited quantity of certain sizes for coats and pants. There are no spare boots on the shelf for boot sizes: 9, 11 & 13.
- Internal inventory is still underway and recommendations will be available in the coming months.

Uniforms: See attached.

Old Business:

- Permanent Municipal Building inspections for Stations 4 & 5 will happen this summer. Station 341 is in bad shape (Roof, door, etc.) Station 241 needs to clean store room. If the budget passes, there will be \$25,000 allocated for fire dept. building repairs as of July 1st. If it does not pass there will be a 1-2% department decrease and the \$25,000 will go away.

New Business:

- Santini Apartment Complex hydrant is noted for Vernon Ave use. A map is attached. A/C Landry will send out additional information.
- Release of Vernon Tagline communication from the Mayor's office is attached. The info has been passed on to Charlie Konarski for photos.

Upcoming Events:

- Memorial Day Parade will be held on Monday, May 27th. 8:30 a.m. Ceremony @ St. Bernard's Cemetery – 10:00 a.m. Parade starts @ Kingsbury Ave.; 10:30 ceremony @ Grove Hill Cemetery; 11:15 ceremony @ Town Green. Aerial apparatus should be prepared to hang flag.
- Saturday, June 1st – Vernon Little League/Softball First Pitch for the Cure. Crews and one apparatus are needed. The Fire Police Co. is also requested to assist. Please update Chief Call with volunteers.

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- ET-541 Mothers Day Flower Sale will be held this weekend, May 10-12 at the Ladd & Hall parking lot & Public Works.
- Mothers Day Dash - 2 Ambulances will attend. Contact Jean Gauthier for additional information.

Good & Well Being: None

Motion was made/seconded (Fisher/Landry) to adjourn the meeting @ 8:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane Carpenter". The signature is written in dark ink and is positioned above the typed name.

Diane Carpenter, Secretary



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Training Division Training Meeting Minutes ~ April 18, 2013

Open Meeting

Meeting started @ 18:58 with the following members in attendance:

Exec.	A/C Eppler	ET-441	No Representation
ET-141	FF Miceli	R-441	Lt. Coppinger
R-141	Excused	ET-541	Lt. Babcock
T-141	No Representation	T-541	Capt. Maguda
ET-241	Lt. Avarista	Fire Police	Lt. Konarski
ET-341	Capt. Crespo, FF Morse	Ambulance	
E-441	No Representation	Special	

The reading of the minutes from the March 28, 2013 meeting was waived.

Review of the March Department Drills

- Night Drills:

3/18/13: Photovoltaic Presentation, drill was informative, good information. Members present were informed that we are trying to populate the TN CAD with locations that have collectors in place. Members that see these units on houses should email A/C Eppler with the location.

3/25/13: Makeup for UTV tie down, BLS protocols (for EMT's and EMR's), Captains Night. No issues to report.

- Day Drills:

No report.

- Junior Drill

The scheduled March Junior drill was CPR presented by TVFD Staff. Drill went well, all members successfully completed the course.

May Department Drills

- Night Drills

5/20/13:

- Fire Police Presentation: ET-141, ET-341, E-441, R-141, T-141, 19:00 @ VCMS.
- Black Cap Hydrant: ET-241, ET-441, ET-541, 19:00 @ St. Bernards Terrace.

- Rope Rescue (basic skills): R-441, T-541, 19:00 @ Station 441

Tuesday 5/28/13 (Monday Holiday - Memorial Day):

- Fire Police Presentation: ET-241, ET-441, ET-541, R-441, T-541, 19:00 @ VCMS.
- Black Cap Hydrant: ET-141, ET-341, E-441, 19:00 @ St. Bernards Terrace.
- Rope Rescue (basic skills): R-141, T-141, 19:00 @ Station 141

- Day Drills

The March Day Drill will be on black cap hydrants, Wednesday, May 8, 09:00 @ St. Bernards Terrace

- Junior Drill

5/6/13, Hydrants, presented by E-441.

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights – (Staff meeting notes were distributed via email)
- Recruitment Committee / New Recruit Training – Next Recruit class is underway, recruits have finished up introduction and have starting basic training portion.

Training Committee Issues

Old Business

- Target Solutions Wildland Module 3 was assigned for April and due at the end of the month.
- The DQ class is underway with 12 members. The tentative test date with DMV is still Saturday May 11.
- The 2 day confined space class has been scheduled with the CFA for Saturday / Sunday May 18 / 19. An email went out.
- Planning for a Mass Casualty drill is underway, an initial meeting was held to begin discussions, the next meeting will be 4/24 at 18:30.
- Still looking for any local Haz Mat EPA refresher classes
- Other Old Business – None

New Business

- Discussion was held regarding the Amerbelle pre-plan and the initial hydrant for sprinkler connection now being out of service. Additional planning and testing of hydrants during the first Department drill in April will result in changes and revisions to the initial fire attack plan for the building. Once all new information is reviewed, a new pre-plan will be distributed to the membership. For short term, the first engine that will take the sprinkler connection will need to lay from the sprinkler connection to the hydrant at the corner of Ann Street and use the hydrant there..
- Looking for a pump class for soon to be new engineers in the fall timeframe. Suggestion also for a radio class.
- Other New Business – None.

Close Meeting

The meeting was adjourned at 20:00. *The next scheduled Training Committee meeting is Thursday, May 16, 2013, 19:00 at the Public Safety Building.* All companies need to be represented and all interested members are welcome.



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Training Division DEPARTMENT DRILLS FOR MAY, 2013

CAPTAIN'S, PLEASE POST THIS NOTICE

May Department Drills:

Monday, May 20th:

- Fire Police Presentation:
ET-141, ET-341, E-441, R-141, T-141, 19:00 @ VCMS.
- Black Cap Hydrant:
ET-241, ET-441, ET-541, 19:00 @ St. Bernards Terrace.
- Rope Rescue (basic skills):
R-441, T-541, 19:00 @ Station 441.

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- Fire Police Presentation:
ET-241, ET-441, ET-541, R-441, T-541, 19:00 @ VCMS.
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ET-141, ET-341, E-441, 19:00 @ St. Bernards Terrace.
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Operations and Training Report for May, 2013

- The Training Committee met on April 18, 2013 at the Public Safety Building. Minutes from the meeting are attached. The May Training Committee meeting will be held on Thursday, May 16, 19:00 at the Public Safety Building.
- April Department training will include a presentation by the Fire Police and basic traffic control. The intent of the drill is to give FD members some basic instruction so that they can safely maintain a scene for the first few minutes until Fire Police can arrive and set up. There will also be more training on the black tip hydrants and the aerial and rescue companies will cross train on some basic rope rescue techniques. The drill schedule is attached.
- The Mass Casualty drill has a planning committee of 11 or so individuals. The drill is planned for late summer timeframe and will most likely take place during the day. Generic updates for this drill will be posted however details will remain within the committee.
- Introduction to Wildland Fire Behavior (MOD #3) was due April 30th, Captains need to run their reports to verify compliance.
- Wildland Fire Behavior (MOD #4) was assigned through Target Solutions and due May 31st. This is the fourth and last module on wildland fire. It was assigned to all officers and firefighters. It was also assigned to Fire Police members to take for general knowledge. There is no Target Solutions assignment for Special Service members yet this month.
- The DQ class is under way. Still trying to confirm DMV testing for Saturday May 11.
- A 2 day CFA Confined Space Rescue class has been scheduled to be held in town. Dates are Saturday and Sunday, May 18 and 19. The class will be held at the Wastewater Treatment plant on Windsorville Road.
- The new SOG on blocking is attached. There was a lot of constructive discussion at the training sessions regarding this. It is important to remember that this is a guideline and should be followed most of the time. There will be times when this guideline will not be followed exactly due to the situation. The important part for the IC to remember is that a safe work zone must be established and members must be working in that protective zone.
- Mike Colt has been selected for the position of Junior Advisor, replacing Captain Andresen. I would like to thank Captain Andresen for the many years of dedication to the Junior program and making it is what it has become. We are currently reviewing and revising the Junior SOG's and policies and will be having a Staff training session on them in the near future.

Please contact me with any questions or clarifications,

A/C Eppler



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STANDARD OPERATING GUIDELINE

TRAFFIC BLOCKING OPERATIONS

SOG # xxx	Revised Date: 5/4/2013	Approved by:
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PURPOSE:

To provide a guideline for scene safety and safe operations on an active roadway.

RESPONSIBILITY:

1. This SOG applies to all Fire, EMS, Fire Police and Junior Fire personnel.
2. It is the responsibility of the department officers to understand and implement this SOG.
3. It is the responsibility of the department officers to train the members under their responsibility in the application of this SOG.
4. It is the responsibility of Officers and Engineers to know, understand and use this guideline as it applies to the situation at hand.

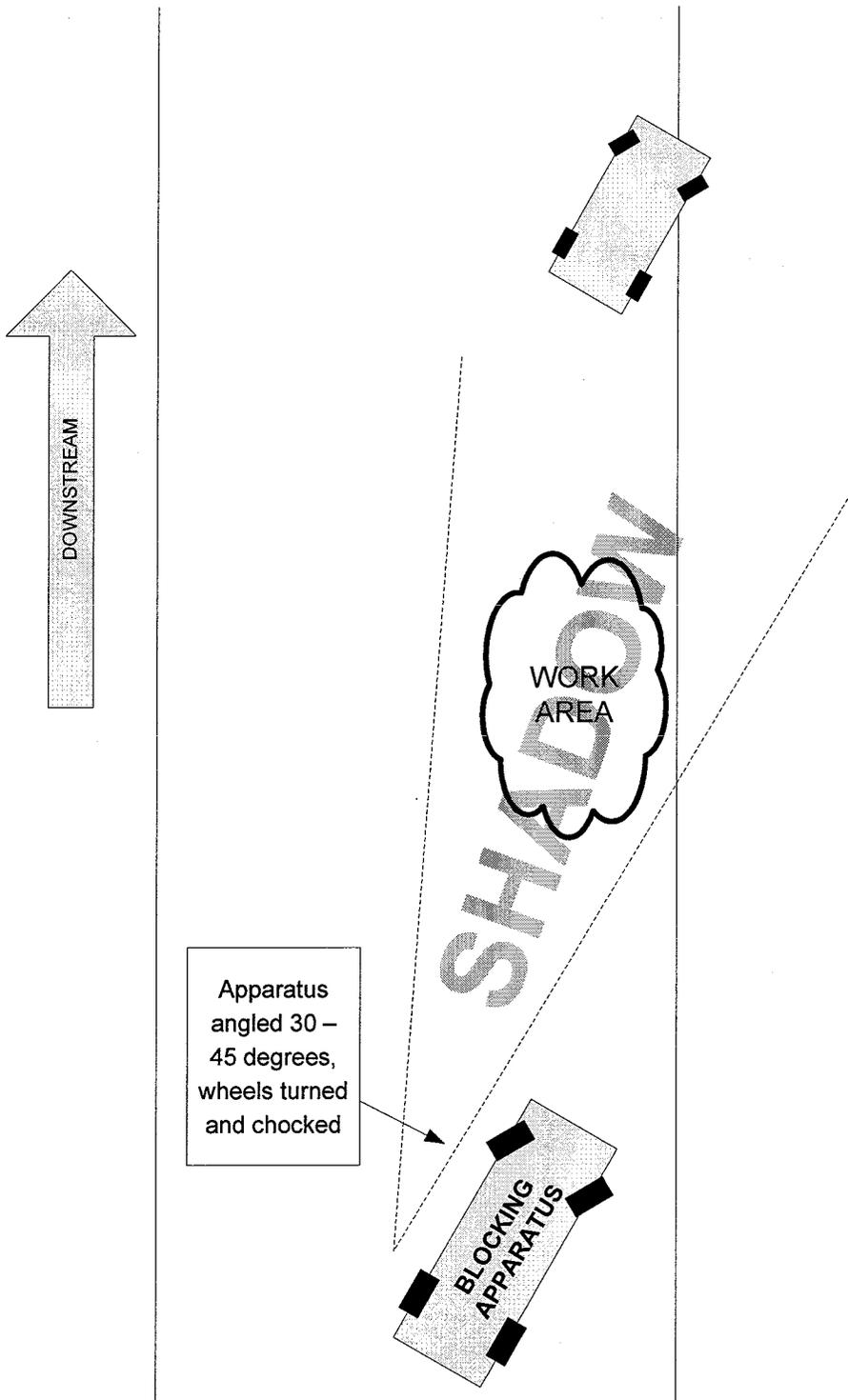
PROCEDURE:

1. Blocking is a separate task from other on-scene activities (i.e. fire suppression, vehicle stabilization, extrication and patient transport) and should be addressed as such.
2. Blocking apparatus must be placed in a position to ensure a "shadow" in the flow of oncoming traffic to establish a safe work area. The distance from the blocking apparatus to the incident should be a minimum of approximately 100' for interstate highway and 50' for non-interstate highway.
3. All apparatus will be parked at an angle of 30 to 45 degrees to the traffic lane with the rear of the apparatus extended TOWARD the approaching traffic and wheels turned away from work area. (protects occupants exiting apparatus, exposes the rear, side and front light bar and the rear reflective chevrons to rearward approaching traffic)
4. Apparatus assigned to rescue and fire suppression will be parked at similar angles within the work area, ensuring that personnel will be able to access tools and equipment without entering the traffic flow.(protects occupants exiting apparatus, exposes rear, side and front light bar to approaching traffic, allows full side scene light to be directed into work area)

TRAFFIC BLOCKING OPERATIONS (cont.)

5. Ambulances and staff vehicles will ALWAYS park “downstream” of incident in the shadow of the apparatus.
6. Personnel should NOT occupy a blocking apparatus. The apparatus wheels should be chocked and the Engineer and any personnel not assisting with the emergency scene should be out of the vehicle and on the shoulder or median in the shadow of the apparatus.
7. Personnel should exit apparatus on the downstream side whenever possible.
8. Only those lanes necessary to ensure a safe work zone will be blocked and lanes will be reopened as soon as safely possible after the incident is stabilized.
9. If extended operations are anticipated the Incident Commander should call for additional resources (CSP, DOT for interstate highway, Fire Police, DPW for town roads) for establishment of traffic directional aids. (cones, light sticks, arrow boards, etc.)
10. For non-divided roadways with multiple travel lanes (i.e. Rt. 83) in addition to behind the scene blocking, if available, the incident commander should consider one apparatus to be placed past the scene (including the ambulance loading area) to provide safety from oncoming traffic.
11. Apparatus and/or POV's should not park across from the scene. If off street parking lots are used to stage apparatus and POV's, warning lights should be minimized so not to distract traffic in the roadway
12. Whenever possible, all POV's should park off the road in parking lots or in front of the scene (leaving room for the ambulance and/or rescue if necessary). POV's should not be parked in a position or location that will impede with apparatus blocking.
13. The incident commander should work with the State Police, Police and Fire Police to keep them informed of what is needed for short and longer term lane closures to maintain a safe work zone.

TRAFFIC BLOCKING OPERATIONS (cont.)





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55 West Main St.
Vernon, CT 06066
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From the office of the Fire Marshal

Fire Marshal's Monthly Report of April, 2013 Submitted for May 1, 2013

Current FMO Projects:

Regular inspections based upon a periodic schedule, in response to complaints, and inspections of new work continue, 40 existing buildings and 7 new construction sites were inspected during April.

The Fire Marshal and Deputy Fire Marshals investigated 14 fires and alarms during April.

The Amerbelle Mill complex continues to be monitored. As part of this the FMO and TVFD are meeting with the CT Water Co to assure the reliability of hydrants here and elsewhere in town.

Because of weather conditions no open burning permits have been issued for several weeks and this will continue until further greening of woods and brush areas occurs. The dry weather, ongoing windy conditions, and the accumulation of debris (from prior major storms) in wooded areas has led to this practice.

FM Walker took part in several conferences, code development meetings, and schools including with the NFPA, the CT Fire Marshals Assoc, and for the National Fire Academy at Louisiana State University's FETI.

FM Walker, Fire Chief Call, and Building Official Boyko took part in a CRCOG sponsored Natural Hazard Mitigation workshop.

Upcoming FMO Projects:

During May the FMO will continue to work on updating the annual haz mat reports from local business and industrial sites.

It is anticipated that neighborhood walks and area surveys will resume focused on areas based upon conditions, complaints, nuisance activity levels, etc.

It is anticipated that Natural Hazard Mitigation Plan related activities will continue in May as the Town updates its Plan.

Respectfully,

Raymond A. Walker, Jr.
Fire Marshal



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Uniform Report for May, 2013

- 2012 / 2013 budget is spent. Emergency requests for repairs only at this point.
- In the next month a form will be distributed to inventory existing uniforms and request new uniforms. Fittings for members needing class A uniforms will be done in the coming months.
- As a reminder, ALL departmental uniform requests MUST come through the company captains. E-Mail is preferred. fireuniforms@vernon-ct.gov. Requests from individual members will not be honored.
- Class C uniforms are still available for personal. They must be purchased at the time of ordering. You may contact Paul Jackson directly to make arrangements for a fitting or wait for a department wide fitting.
- Uniform committee meeting to be scheduled shortly.

Please contact me with any questions or clarifications,

Santini Apartment Complex rear access

Vernon Avenue half way between Rt. 30 and South Street



Best Hydrant to use for incidents in that section of Vernon Avenue



George F. Apel
Mayor

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066
Tel: (860) 870-3600
Fax: (860) 870-3580
E-mail: gapel@vernon-ct.gov

TO: Town of Vernon Department Heads
FROM: Mayor George F. Apel 
DATE: April 19, 2012
RE: Release of new tagline for Vernon

Dear Department Heads:

Over the last year, the Economic Development Commission has worked to identify Vernon's distinctive assets and reposition it as a place where both residents and businesses can thrive. This rebranding process has culminated in a new tagline for the town.

Beginning **June 1, 2013** the town will officially unveil the tagline "*Vernon-Ct.Gov... On The Move*". With this rollout, updates to the Town's website will take place which reflect a more dynamic and active vision for Vernon.

As a way of presenting Vernon as a community "*On the Move*" I encourage you to think creatively about the good work your department does, and convey these achievements through digital photos of the projects and programs you are involved in. Pictures should include individuals, families and businesses that are "*On the Move*"; like new business construction, grand re-openings, residents using our parks and waterways, or attending Senior Center activities and outings. Of equal importance are projects that involve advancements in public safety, technology and enhancements to our infrastructure. Please be sure to obtain written permission to use the image if needed, as well as providing the names of the business/people in the photo. Digital photos should be sent to lcampolongo@vernon-ct.gov and should arrive by **May 17, 2013**. These submissions may be selected for use on the town's website.

Going forward, include digital photos of highlighted activities and events in your monthly departmental reports. Please be selective, as no more than 2-3 are necessary.

Thank you for your assistance as we launch **Vernon... On the Move!**



TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3599

Fax: (860) 870-3580

RELEASE FORM

The undersigned, on behalf of himself/herself and as parent or guardian of my minor child(ren), as a condition of my participation in a town sponsored event, acknowledge that there are inherent risks involved in any physical activity. I hereby waive and indemnify and hold harmless the Town of Vernon, its various departments, and/or the Vernon Board of Education, and all other sponsors and supervisors with respect to any claims arising by reason of our participation in a town sponsored program. I further grant permission to the Town of Vernon to publish and use for publicity purposes, any videos or photos taken of me or my child(ren) while participating in such activity.

Named Program Participant:

Authorized parent/legal guardian name:

(Please print)

(Please print)

(Signature)

(Date)

From: Call, William [mailto:wcall@vernon-ct.gov]
Sent: Wednesday, April 10, 2013 12:26 PM
To: Carpenter, Diane K (Finance)
Subject: FW: VLL Fast Pitch for the Cure

D,

Please include this in the staff agenda for discussion

From: Wayne Opdenbrouw [mailto:wayne.opdenbrouw@gmail.com]
Sent: Sunday, April 07, 2013 10:48 AM
To: Call, William
Subject: VLL Fast Pitch for the Cure

Morning Billy,

I volunteered to contact you on behalf of Vernon Little League/Softball, figuring I had your contact info so it'd be easier.

Saturday, June 1, 2013, Vernon Little League will be hosting the Fast Pitch For the Cure Tournament at VCMS from 0800-2000 hours. This is a softball tournament to raise money for Breast Cancer. It is expected to be a large turnout of approximately 500 or better and as such I wanted to make you aware of and ask for a couple things if possible.

First off, Life Star will be coming in for a demo at approximately 1200 hours and should be staying until 1300 hours. They have already been contacted and confirmed for the demo, and I don't believe that they would have contacted you so I wanted to make sure that you weren't blind sided. No specific LZ has been established, however my recommendation would be in the area of the VCMS Boys Baseball field to the northeast corner of the property to minimize disruption to West St traffic and also keep it away from the softball fields that we are going to be using. Obviously that's up to you.

Aside from that, the softball half of the executive board was looking to see if you could provide a static display for the crowd of kids that will be there. I know that times are tough and volunteers are down, so whatever you could provide would be awesome and for whatever length of time in the way of apparatus and ambulance.

I'll be reaching out to John Kelley also this week to advise the PD.

Thanks,

Op