



TOWN OF VERNON

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



STAFF MEETING MINUTES

July 1, 2013

Chiefs: Call, Eppler, Landry
HSO: Hammick
Captains: Andresen, Crespo, Lucas, Maguda, Muniz, Shepard, Solito
Lieutenants: Arel, Schambach, Tautic
Fire Marshal: Walker
OEM: Purcaro
Ambulance: Gauthier
Engineer: Westcott
Fire Police: Fluckiger
Special Members: Carpenter

RECEIVED
VERNON TOWN CLERK
13 JUL -3 PM 8:21

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

Training Report:

- Training Committee Report from 6-20-13 is attached.
- July Drill Schedule is attached. MCI training will be included in July.
- Operations and Training Report for July is attached.
- Gear fitting is being conducted based on Captain feedback.
- July in the Sky plan was discussed. Ray Walker will provide status for weather to Chief Call @ 11:00 a.m. on Tuesday. A picnic will be held for volunteers @ 16:30 in the grove by the ball field. If companies desire to do food separately, there is a \$45 reimbursement available per company. Receipts for reimbursement will need to be submitted to the Chief. Assignments were reviewed. Command Post briefing will occur @ 18:45.
- Decon Trailer has been repaired.

ADMINISTRATION REPORT – A/C Landry:

- Disciplinary SOG update is out. A couple of minor changes were made and reviewed with the members. The guideline is attached.

MEMBERSHIP:

Full Membership:

Timothy Schnetzer ET-141
Eric Riggott T-541

Resignation:

Russell Nash

Health & Safety:

- Accountability Policy is attached. It will be assigned in Target Safety.
- Bills for services must be submitted to HSO Hammick in a timely manner.
- CERT Team ID's will be increased to two.
- Fit Testing machine is being ordered.
- New steel front door needed for Station 3 so FOB system can be installed. This is the final station to be completed.
- Reminder for fireworks:
 - Remember bug spray.
 - There are no extra vests in supply.
 - ID's are a must, there are extra lanyards available. Clear/concise instructions on the radio are needed for communication. Our plan is very good, make sure members read it and understand the material before the event.
- If members are missing ID's, provide names to HSO ASAP and he will discuss with Cory.

Fire Marshal: See attached.

- Vacant mill site and school inspections are being planned.
- Subaru construction & auto door closure was discussed. Make sure that doors are chalked if a hose is being taken through to prevent crushing.

EMD:

- Tornado warning today EF-1 tornado was confirmed in Windsor Locks.
- American Red Cross is updating our shelter plan @ VCMS.
- Federal AFG funds have been totally spent.
- Siren test is upcoming.
- Knox boxes are being installed in the schools. Master key rings and maps will be included in the box.
- Portable generators were discussed. Propane fuel as an option was questioned; however, it is difficult to obtain in an emergency scenario, and gas fuel is more available.
- UTV Led headlights are going to be used. The single seat Honda will be donated to the Boy Scouts.

Communications:

Ray Tautic reported on behalf of Jack Fisher.

- ET-441 now has the headsets installed and Tower 541 is next. Their equipment is on order and should be installed by end of July. R-441, E-441 are still to do. It is a NFPA requirement that the headsets be used.
- As of today Hebron has moved to TN for dispatching and will be on 33.44. That will also place an additional load on the dispatchers especially during high volume times.

Acting Engineer: Wescott

- ET-241 is going back in service.
- UTV's have new batteries.
- Don has retained John's cell phone. The # is (860) 371-5682.
- Truck checks will be reviewed a couple times a month.
- T-141 cables will be independently tested by a third party.
- T-541 non destructive testing must happen by 8/1/13 or we will lose our rating.

Technology: No Report

Central Supply: No Report

SCBA: Report is attached.

- August Fit testing will be conducted for E-441. Members are to report to PSB @ 1900 hours. Make sure members bring their gear. Captain Shepard will provide monthly assignments at going forward.
- Flow testing is scheduled with Shipmans on September 10, 11, 12. The Chief approved at least 60 packs be completed.
- New bottles need to be purchased. They run approx. \$700 each.
- Both towers need cascade cylinders completed now.
- Inspection forms are needed. There are several companies that have not submitted forms. Scott was instructed to provide a list to A/C Eppler with companies missing information. This applies to Truck checks also. Paperwork must be submitted routinely.
- 20 cylinders for Cascade System need to be hydro-tested. Once a cylinder expires hydrostatic testing, it should be taken out of service.

Uniforms:

- Cory is on vacation. Uniform Budget did not increase. It is still a priority to issue class A uniforms to those qualifying. Once that is completed, Class C purchases will be considered.

Old Business: None

New Business:

- The Budget that was accepted will include \$25,000 for building maintenance. Chief Call will work with Town Administrator. Chief Call would like to meet with each captain to discuss priorities and split the funding 5 ways. We have been given approval to do station painting.
- Equipment needs were discussed:
 - There is \$90,000 in the new equipment budget. R-441 new extrication equipment \$28,000.
 - 2 new gas meters HSO/Fire Marshal purchased.
 - Hose . . . lists are being generated of what is needed. Hose testing company will be conducting tests in September. NFPA has issued a 20 year life for hose. The expense for Turnout gear, 1 pant/coat is approx. \$2,100.
 - Fire Police hard hats have 5 year life span. They all need new.
 - Fit testing machine was purchased.
 - T-541 gas tank has been ordered.

- Corrosion to apparatus is happening because of snow removal material being used. We need to ensure that apparatus is rinsed following treatments. Chief Call has purchased gas power washers/device to do this. Training will follow. The units will not be allowed for personal use.
- Get a list to AC Eppler for Valves that need to be replaced. Fire Police barriers were also mentioned.
- ET-641 is stripped. It is hoped to get it NFPA compliant over the next two years.
- Safety Town volunteers are needed next Wednesday 7-10 and 7-17 @ 10:00 and 11:00.
- Lights are being discarded @ Station 541. They can be recycled.
- The Chief held a discussion regarding ethics and unruly behavior of members while wearing fire department attire or representing the department. Professional representation is expected anytime the public might affiliate you as a town employee or fire department member. As a reminder, members are expected to obtain permission from the Executive Board when wearing official attire outside department events.

Upcoming Events:

- Tunxis parade 7/13. ET-541 would like to attend. Captain Shepard will confirm.
- East Hartland parade 7/27.

Good & Well Being:

Motion was made/seconded (Solito/Muniz) to adjourn the meeting @ 8:32 p.m.

Respectfully submitted,



Diane Carpenter, Secretary



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Training Division Training Meeting Minutes ~ June 20, 2013

Open Meeting

Meeting started @ 19:03 with the following members in attendance:

ATTENDANCE RECORD IS ENTERED IN FIREHOUSE DATABASE

Exec.	ET-441
ET-141	R-441
R-141	ET-541
T-141	T-541
ET-241	Fire Police
ET-341	Ambulance
E-441	Special

The reading of the minutes from the May 16, 2013 meeting was waived.

Review of the June Department Drills

- Night Drills:

Fire Police Presentation: Drill went well, good introduction of the Fire Police members and their duties. Good overview of some general traffic control guidelines and what members can do to assist them if needed.

Black Cap Hydrants: All engine companies were able to properly connect and flow water from the hydrants. Limitation of the hydrant at Grove and East Main, plenty of water at the hydrants further downhill. All companies also did a drafting evolution at the Mill Street Auto location. Rescue and Tower Companies practices some basic rope rigging and rescue evolutions.

- Day Drills:

No report.

- Junior Drill

The scheduled May Junior drill was Hydrants presented by E-441. No feedback provided.

July Department Drills

- Night Drills

7/15/13:

- ICS for MCI Overview: All officers, 19:00 @ RHS auditorium.
- MCI Overview: All members, 19:00 @ VCMS auditorium.

7/22/13:

- MCI Practical, All members, 19:00 at VCMS (**COMPANIES ARE TO STAGE AND BE READY TO "RESPOND" FROM THEIR FIREHOUSES AT 19:00**).

7/29/13:

- Department Meeting, all members, 19:00 @ Station 141.

- Day Drills

T.B.D.

- Junior Drill

7/1/13, Internal Junior Drill.

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights – (Staff meeting notes were distributed via email) Captains received a training session on the disciplinary process. Town Administrator John Ward spoke.
- Recruitment Committee / New Recruit Training – Next Recruit class is underway, Captain's will be invited to the live burn / skills test.

Training Committee Issues

Old Business

- Target Solutions Ethics was assigned for June and due at the end of the month.
- Still need to finalize plan to re-test members who took the DQ class. The options are either Regional Market (no charge for testing) or Getting an inspector for re-testing after July 1st.
- The confined space class was excellent. The next step will be for the Rescue and Tower companies to train on what was learned from the class and then roll out to all companies.
- Planning for a Mass Casualty drill continues. The large scale exercise will be held in August during the day. Training will take place on various MCI activities in June and July with a small scale practical being held.
- Other Old Business – None

New Business

- As part of Risk Management, we are working on getting a CIRMA safe driving class brought into town. Most likely in the late Fall timeframe.
- Driver (road testing) procedure now that the Chief Engineer has retired. A plan is in place to continue with testing and should be able to start shortly.

- Still need to work on a plan for driver testing of trailers, (Service vehicle and small UTV trailer, Prime Mover and large UTV trailer).
- Other New Business – None.

Close Meeting

The meeting was adjourned at 20:20. *The next scheduled Training Committee meeting is Thursday, July 18, 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 JULY, 2013

CAPTAIN'S, PLEASE POST THIS NOTICE

July Department Drills/Activities:

Tuesday, July 2nd:

- July in the Sky Fireworks Work Detail:

All Companies to be on location at 17:30. Operational Briefing (Division Commanders) 18:45 near the Command Post. See FD IAP for details

Monday, July 15th:

- MCI Overview and ICS for MCI:

All Company Officer, 19:00 @ RHS auditorium. (Town Administration, BOE and other invited guest will be there as well.)

- MCI Overview:

All members, 19:00 @ VCMS auditorium. (Fire Police, Juniors, PD Explorers and other invited guests will be there as well.)

Monday, July 22nd:

- MCI Practical Exercise:

All members (and invited guests), 19:00 at VCMS

COMPANIES ARE TO STAGE AND BE READY TO "RESPOND" FROM THEIR FIREHOUSES AT 19:00.

Monday, July 29th:

- Department Meeting:

All Members, 19:00 @ Station 141.



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Operations and Training Report for July, 2013

- The Training Committee met on June 20, 2013 at the Public Safety Building. Minutes from the meeting are attached. The June Training Committee meeting will be held on Thursday, July 18, 19:00 at the Public Safety Building.
- July Department training will continue with MCI training and include MCI overview for all department members as well as ICS for MCI for all officers. Both drills will have outside invited guests in attendance as all companies and members are reminded to arrive on time for the drills. We will also be having a small scale practical exercise in July in which all companies will participate. The drill schedule is attached.
- The Mass Casualty drill has a planning committee continues to meet and is moving along on the planning of the exercise. The drill is still on schedule for late summer timeframe and will take place during the day.
- The Target Safety class "Ethics" was due June 30th, Captains need to run their reports to verify compliance.
- Incident Response Safety was assigned through Target Solutions and due July 31st. This was assigned to all Officers, Firefighters and Fire Police personnel.
- The Babysitting Class was held on July 29 with approximately 20 students enrolled. It was very successful and consideration is being given to run it again in the future.
- Companies Captains were to email their members needing new gear and boots for the 2013-14 FY budget. From the information received, a list was created. After the Executive Board reviewed the list, all Captains were notified of their members who were on the list so that they could be fitted. There is still a chance that some members being fitted may be cut due to budget issues and other purchasing priorities.
- Company Captains should email me their equipment needs lists as well. Thank you to those who already did.
- The 2013 July in the Sky Incident Action Plan was finalized and distributed.

Please contact me with any questions or clarifications,

A/C Eppler



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SOG # 005 vr2

DISCIPLINARY

Revision Date: June 30, 2013

Approved by _____

Purpose:

To define how a member may be disciplined, including being removed from the rolls. The “main focus” of this policy should be to assist as a tool for corrective action and not viewed as a means of punishment.

Policy:

It is the policy of the Town of Vernon Fire Department that all members be treated fairly, honestly and with respect by all members. It is the member’s responsibility to adhere to the department Standard Operating Guidelines, Information Bulletins, and any other notice that may be construed as policy for the department. Failure may result in some form of discipline. Each member should be aware of the disciplinary process.

Procedure:

The Town of Vernon Fire Department supervisors shall use Progressive Discipline. Under normal means, a member should be given “warnings” that lead to more serious actions for repeat offenses and/or similar wrong doings. However, under serious misconduct, the Executive Board may choose to move directly to stricter action.

Captains are generally responsible for the members of their company. All complaints or issues should be brought before the responsible company Captain first. Serious offences shall be reported immediately to the Executive Board and acts involving Harassment, Weapons, Drugs, or Arrest will be passed onto the Town Administration for guidance from the HR department.

All forms of discipline shall be noted on the Corrective Action Form including a description of the issue in question, the members’ response, the officer’s recommendation for discipline, and a corrective action plan.

DISCIPLINARY

1. Generally, most issues can be resolved through ***Supervisory Counseling***. These sessions should be noted on a supervisory note and can stay with the supervisor.
2. (***Verbal Warning***). Officers are advised to keep such warnings filed in written form. A copy of the warning will be forwarded to the Executive Board for inclusion in the members personnel file.
3. If a repeat of an offense occurs, or the first offense warrants it in the officers perspective, a ***Written Warning*** will be issued to the member by the company Captain or the Executive Board. A copy of the warning will be forwarded to the Executive Board for inclusion in the members personnel file.
4. If a repeat of an offense again occurs, action shall progress but is not limited to, a period of ***Suspension*** from the department and/or a revocation of a specific privilege within the department. A copy of the warning will be forwarded to the Executive Board for inclusion in the members personnel file.
5. ***Dismissal*** from the Town of Vernon Fire Department shall be, upon written recommendation from the Company Captain and action taken only by the Executive Board.

The Executive Board may, at any time, remove or suspend a member from the department's rolls for just cause. The Executive Board will provide its findings in writing and a copy will be placed in the members personnel file.

A member may appeal their suspension, in writing, to the Board of Firefighters. The board's decision will be forwarded for the Chief of the department. The decision of the Chief is final.



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Fire Department Health & Safety Officer
Christopher J. Hammick
Cell: 860-978-0664
E-mail: chammick@vernon-ct.gov

June 22, 2013

To: ALL FIRE DEPARTMENT AND EMS PERSONNEL

RE: NEW ID cards and Accountability update

Each member should have received by now a series of 3 ID cards each. Attached you will find a written Accountability policy update. This update replaces all other accountability documents previously issued.

This cover letter is drafted to further explain details not necessary to include in the actual policy document. Two of the ID cards you received are for fire ground or emergency use. The third is for general identification at department functions and for identification as a fire department member.

Attached you will find a photograph of my optimal view of how the ID cards should be trimmed out for use

- If you have a previously issued Touch & Track data chip ID card you may remove the ring and clip from that tag and discard the tag in the trash. Please keep the ring and clip and attach it to one of your NEW ID cards (see photo)
- Additional hardware (clip and ring) can be acquired at any local hardware store, Rockies, Conyers, Star, Home Depot, Tractor Store or Lowes. (Your cost, help us out here about 2 to 3 bucks)
- The third card can be placed on one of our Town of Vernon lanyards (available at the PSB until they run out) or you can purchase a pocket or shoulder clip at any local stationary store at your own cost.
- Place one of your ID cards with the clip on your turnout gear "D" ring. This will be your primary fire ground ID
- Place the other fire ground ID card in your turnout gear pocket. This is your secondary fire ground ID for use whenever the IC determines a higher level of accountability is necessary.
- EMS workers have a department and health department regulatory requirement to wear their ID cards on their outer most garments at all times while working. The additional ID card given to them are for use on the fire ground or emergency scene to track more complicated incidents.

If anyone has still not received their ID card please contact my office via email and I will get them to you.

Rewards,

Chris Hammick
HSO



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1021 ACCOUNTABILITY

Effective upon distribution of this policy, all previous policies, memos or general orders pertaining to accountability and / Department ID's are rescinded the following shall be substituted as current. This policy will be posted to Target Safety for continuing education and individual acknowledgement.

POLICY

It is the policy of the Town of Vernon Fire Department to account for the all personnel on the emergency scene, their general locations and assignments through a system of ID badges, controlled access points and tracking systems.

SCOPE

EMS workers shall be issued TWO (2) ID badges.

FIREFIGHTERS may be issued as many as THREE (3) ID badges.

A ring for holding ID's shall be installed on each apparatus left outside mirror.

An accountability tracking Board shall reside in the command vehicle or as designated by the chief.

Members shall be familiar with the terms;

"Level 1 Accountability"

"Level 2 Accountability"

"PAR"- Personnel accountability report

PROCEDURE

EMS workers shall carry TWO ID badges on them at all times while on duty. They shall comply with CT state law and Office of Emergency Medical Services regulations, by wearing one of their ID's on the outermost garment. A second ID badge will be readily available for accountability purposes at large scale incidents or whenever accountability on an emergency scene is determined to be necessary.

Firefighters shall have TWO ID badges with their turnout gear at all times while responding to emergencies. When responding to emergencies ALL calls shall be "LEVEL 1" accountability unless the incident commander shall determine otherwise.

LEVEL 1 ACCOUNTABILITY SHALL BE WHEN MEMBERS TAG INTO THEIR OWN APPARATUS or in the case of responding via personal vehicle TAGGING INTO THE ON SCENE APPARATUS.

LEVEL 2 ACCOUNTABILITY SHALL BE IN EFFECT WHENEVER THE INCIDENT COMMANDER ORDERS THE ACCOUNTABILITY BOARD TO BE DEPLOYED and/ or when ID TAGS ARE COLLECTED AT A HAZARDOUS AREA ENTRY POINTS ie: FIRE, HAZMAT, CONFINED SPACE.

Firefighters are responsible for presenting their ID's at entry points including rehab and recovering their ID tags when released from assignments or rehab.