



TOWN OF VERNON

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



STAFF MEETING MINUTES

March 4, 2013

Chiefs: Call, Eppler, Landry

Captains: Andresen, Crespo, Landry, Lucas, Maguda, McKinney, L. Muniz, Shepard, Solito

Lieutenants: Robertson

Communications: Fisher

Ambulance: Gauthier

Engineer: Mylek

Fire Police: Fluckiger

Special Members: Carpenter, Galley

RECEIVED
VERNON TOWN CLERK
13 MAR 13 AM 8:22

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

Training Report:

- Operations and Training Report for March is attached.
- Training Committee Report for February 21, 2013 is attached. The March meeting will be held on 3/21.
- Drill Schedule for March is attached.
- 2013 Junior Company Training is attached.
- TVFD Weekly Apparatus Inspection Form is attached. The form will be available on the website and server.
- Central Supply Report is attached.

Administration Report:

- Blue light permit certification forms are due back tonight. A/C Landry needs to send to the State ASAP.
- Lead Junior Advisor position is open. Resume's are due to A/C Landry by March 31, 2013. Positions for Assistants will also need to re-apply. Job descriptions are attached. Criminal background checks will be completed annually for all Advisor positions.

MEMBERSHIP:

New:

Boulais, David
Brooks, Lance
Doyle, James
DZueenda, Sean
Freda, Chris
Haas, Ryan
Haley, Jacob
Langone, Peter
Laprad, Jacob
Mears, Anthony
Morrison, Amanda
Nash, Russell
Thibodeau, Nathan
Trudeau, Kyle
Bjorklund, Kyle (JR Program)

Full Membership

Kinman, Cheryl - FP

Reinstate

Kerr, Walter - Training Division

Resignation

Bush, Travis
Lester, Dan

LOA

Moore, Tim (6 month military)

Promotion

Vince Avarista 2nd Lt ET 241

- Senior members who may be interested in Lieutenants lists should begin training now to be eligible for the Lieutenant list.

Health & Safety: Report is attached.

- Many individuals need to be fit tested. Please bring PPE to the fit testing process; safety check will be completed for documentation.
- Dates on hard hats need to be checked. Fire Police hats have a 5 year life; fire helmets are 10 years.

Fire Marshal: attached.

- Hot work is being conducted at Amerbelle. The Fire Marshal was contacted; cease/desist order was given.
- Hydrant Markers will be replaced for those hydrants that have been lost/removed. The water company is reimbursing a portion of the cost.

EMD:

- EMD Report is attached.
- Federal Spending is being reduced. FEMA grant monies are going to be cut. SCBA equipment will be requested.

Communications:

- Wireless headset package for ET-241 should be in soon. ET-341 by the end of the month.

Chief Engineer:

- E-441 was back on Friday.
- Duty car is out of service; it will be going to Public Works on 3/5/13.
- Notification isn't always being made when vehicles are returned from Public Works. John will follow up. Request for tone needs to be made to TN for notification when vehicles are going in/out for service.
- Truck checks are due.
- Thermal Imaging camera assignments were discussed. T-541 batteries are drained. A/C Eppler will investigate with Dave Goric. R-441 doesn't hold a charge. For now, T-141 batteries will be given to T-541 so that camera can be put in service.
- Junior Gauthier has the inventory up to date. Do not move items without following the chain of command. Each company will be receiving a list of items assigned to their trucks. He can be reached at fgauthier@vernon-ct.gov. It is imperative that item assignments are documented accurately. Do not throw anything away.

Technology:

- APC battery back ups were replaced at Station 141 and Station 541. Two are slated for R-441 in the coming weeks. Do not move power sources. Unit @ Station 441 is beeping. Two new printers are being ordered for Central Supply/SCBA and R-441.
- Tim Fluckiger and Jon Andresen have requested remote access.

Uniforms:

- Hash Mark changes can be made with Paul Jackson.

Old Business:

- Good job by all for those attending the photo event on Saturday. Thanks were given to those who attended.
- As follow up to information Chief Call discussed at the banquet, the Code of Ethics will be distributed to all. Members are reminded to be respectful and careful with discussions at all times.

New Business:

- A complaint was received regarding the Duty car being parked at the gym. The duty officer has approval to use the car in town and be available for calls.
- Through May Connecticut Water will be completing a maintenance project at their water treatment facility. During this time they will be distributing water through the system in a different manner than normally done. Effective immediately, contact TN any time a hydrant is used and they will make the call to CWC. An email will follow.
- Talcottville Mills & Roosevelt Mills will be receiving state funding for housing construction.
- Pump testing is being pursued for the spring. John Mylek is handling. Monday evenings may work best. Please let John know ASAP what works best for each company.

Upcoming Events:

- South Windsor Convention Parade will be held this year; information will be coming.
- Vernon is not independently participating in the St. Patrick's Day parade due to town fundraising that would be necessary.

Good & Well Being: None

Motion was made/seconded (Shepard/Muniz) to adjourn the meeting @ 8:06 p.m.

Respectfully submitted,



Diane Carpenter, Secretary



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Operations and Training Report for March, 2013

- The Training Committee met on February 21, 2013 at the Public Safety Building. Minutes from the meeting are attached. The March Training Committee meeting will be held on Thursday, March 21, 19:00 at the Public Safety Building.
- March Department training will include a presentation on photovoltaic collectors. There will also be a makeup class for UTV tie down / trailer and BLS Protocols for all EMTs, EMR's that did not get this through the ambulance. The drill schedule is attached.
- Is there an interest in helping to plan a large Mass Casualty drill? Looking for a couple volunteers to assist with this. Please contact me or Ambulance Coordinator Gauthier asap.
- Introduction to Wildland Fire Behavior (MOD #1) was due February 28th. Captains need to run their reports to verify compliance.
- Wildland Fire Behavior (MOD #2) was assigned through Target Solutions and due March 31st. This is the second of 3 parts 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 this month.
- An additional Target Solutions assignment was added, a document review on use of the new Setcom wireless headsets. All members who received the assignment need to review the document and acknowledge as such.
- The CFA has mailed out confirmation letters for the upcoming Fire Officers weekend in Emmetsburg, MD at the NFA. I believe all members that applied were accepted.
- The EMT / EMR Refresher class has completed.
- 2013 Junior Training by Company schedule was finalized for the year. A copy is attached
- The 2Q class will resume (with openings available) this Spring. The dates are Monday April 15, Saturday April 20, Saturday April 27, Saturday May 4 and final testing with DMV to be held Saturday May 11.
- Training on the new truck check forms has been completed. Feedback from the training has resulted in one modification to the form. In order to simplify critical items that would require a piece of apparatus to be taken out of service immediately, critical items are now in bold. The new form should be now be used.
- There was a question brought up at the Training Committee meeting on if Lieutenants should or could get access to running Target Solutions reports so they can push on their members to get assignments completed. I will leave it up to the Captains if they want to grant their Lieutenants permission to access that.
- I have updated and corrected Target Solution users and emails for R-441, T-541 and Fire Police. The rest of the update request forms are due tonight.

Please contact me with any questions or clarifications,

A/C Eppler



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Training Division Training Meeting Minutes ~ February 21, 2013

Open Meeting

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

Exec.	A/C Eppler	ET-441	Capt. Solito
ET-141	Excused	R-441	Lt. Coppinger
R-141	Lt. Schambach	ET-541	Excused
T-141	Lt. Arel	T-541	Capt. Maguda, Lt. Dube
ET-241	FF. Orłowski	Fire Police	Lt. Konarski
ET-341	Capt. Crespo, Lt. Tautic	Ambulance	Coord. Gauthier
E-441	Lt. Robertson	Special	

The reading of the minutes from the January 17, 2013 meeting was waived.

Review of the January Department Drills

- Night Drills:

1/20/13, 1/27/13: CPR Refresher / First Aid AED Refresher: Refreshers went well, members did a good job at both CPR and First Aid.

- Day Drills:

There was no day drill scheduled for January.

- Junior Drill

The scheduled January Junior drill was SCBA presented by R-141. Drill went well, Juniors were attentive and eager to participate.

March Department Drills

- Night Drills

3/11/13: CPR Heartsaver with AED for Juniors and any member who is interested in being certified (for new cards only, this is not a refresher class), 19:00 @ Station 141.

3/18/13: Presentation on solar photovoltaic collectors, all Companies, 19:00 @ VCMS. Outside presenter, mutual aid companies invited.

3/25/13: Make up session for UTV tie-down and trailer class, ET-341, R-141, T-141 and T-541, 19:00 @ Station 441.

3/25/13 BLS Protocols for Fire Department EMT's and EMR's (that have not received this training via the Ambulance Company Centerlearn), 19:00 @ the Public Safety Building. (THIS IS A MANDATORY CLASS)

Captain's Night for all other companies (ET-141, ET-241, E-441, ET-441, ET-541 and R-441)

- Day Drills

The March Day Drill will be vehicle struts, date will be announced once finalized.

- Junior Drill

3/11/13, CPR, presented by TVFD instructors.

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights – (Staff meeting notes were distributed via email)
- Recruitment Committee / New Recruit Training – Recruit class is finishing up, the live burn has been rescheduled for February 24th.

Training Committee Issues

Old Business

- Another reminder of the many classes are being offered around the state. Information will be distributed via email as new classes are posted.
- Another reminder that the 2Q class will resume (with openings available) this Spring. The dates are Monday April 15, Saturday April 20, Saturday April 27, Saturday May 4 and final testing with DMV to be held Saturday May 11.
- Next year's Junior Training by company schedule was completed. It will be distributed at the Staff meeting.
- Blood borne Pathogenes assignment on Target Safety is now overdue.
- The EMT-R EMR-R class has started.
- All received applications for the CT Fire Officer's Weekend in Emmetsburg MD were submitted. The State will mail acceptance letters to members directly.
- Other Old Business – None

New Business

- Looking at possibly getting some replacement training equipment, Rescue Randy at Station 141 is no longer useable, Rescue Randy at Station 441 is getting old and worn, smoke machine is getting old.
- Ambulance Coordinator Gauthier brought up the planning of a large mass causality drill. It would involve FD and PD and the hospital. It has been several years since one of these drills was held. She is looking for a few people that would be interested in working on the planning of this.
- Wildfire Module 1 was issued through Target Safety to all members.
- Interest in a Confined Space class (weekend certification class) to be brought into town.
- Looking for information on an EPA Haz Mat Tech refresher class.
- Need a day time UTV tie down and trailer class.
- Other New Business – None.

Close Meeting

The meeting was adjourned at 19:55. *The next scheduled Training Committee meeting is Thursday, March 21, 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 MARCH, 2013

CAPTAIN'S, PLEASE POST THIS NOTICE

March Department Drills:

Monday, March 11th:

- CPR Heartsaver Class:

CPR Heartsaver with AED for Juniors and any member who is interested in being certified (for new cards only, this is not a refresher class), 19:00 @ Station 141.

Monday, March 18th:

Presentation on solar photovoltaic collectors, all Companies, 19:00 @ VCMS. Outside presenter, mutual aid companies invited.

Monday, March 25th :

- Make up session for UTV tie-down and trailer class:

ET-341, R-141, T-141 and T-541, 19:00 @ Station 44.

- BLS Protocols for Fire Department EMT's and EMR's (that have not received this training via the Ambulance Company Centerlearn):

All Fire Department EMT's and EMR's 19:00 @ the Public Safety Building. **(THIS IS A MANDATORY CLASS)**

- Captain's Night:

ET-141, ET-241, E-441, ET-441, ET-541 and R-441. (Suggest cross training between companies and/or review of new pumps with engineers.)

Day Drills

The March Day Drill will be vehicle struts, date will be announced once finalized.



Town of Vernon Fire Department Training Division

TO: All Company Captains
FROM: TVFD Training Committee
DATE: March 1, 2013
RE: 2013 Junior Company Training
CC: Executive Board, Junior Program Advisors

Captain's,

As in the past, support from all companies is requested for helping with training the Junior Members of the Town of Vernon Fire Department. 2013 will mark the eight year of this process which has been very successful in not only training the Junior Division members, but more importantly, allowing them to meet and work with the other companies in the department. Again, all training is to be either held at or started/finished at Station 141 (this is where the Juniors meet, are dropped off and picked up and therefore is the easiest way to manage this).

<u>DATE</u>	<u>COMPANY</u>	<u>TOPIC</u>
January 7 th	R-441	SCBA
February 4 th	ET-441	SCBA
March 11 th	Ambulance	CPR
April 1 st	ET-241	Hose and Deployment
May 6 th	E-441	Hydrants
June 3 th	ET-341	Portable Extinguishers
July 1 st	Jr's	Prepare for Department Drill
August 5 th	T-141	Forcible Entry
September 3 rd (Tuesday)	R-441	Ropes and Knots
October 7 th	R-141	Vehicle Extrication
November 4 th	ET-541	Salvage and Overhaul
December 2 nd	T-541	Thermal Camera / Search and Rescue

Thank you for your help and support with this, if you have any questions regarding this program, please contact Lt. Jon Andresen (Junior Advisor) or Assistant Chief Eppler.



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Central Supply Report for March, 2013

- We are about 85% complete with updating the inventory gear spreadsheet(s) with several missing active members. Once each company has its own individual spreadsheet we will be distributing the list to each Captain for verification of their members. We would like the spreadsheet to be returned to Central Supply within 1 month. Once our records are updated we will have a better idea of gear that is up against the 10 year compliance mark and make recommendations on who will need new gear in the coming year(s).
- In the month of March, we will be inventorying the items in stock & on the shelves.
- During the last week of February we implemented a new review process for gear: when you come in for Fit testing, please bring your gear with you; central supply will perform a yearly review.

Please contact Dave Goric or Tami Hahn with any questions or clarifications,



TOWN OF VERNON FIRE DEPARTMENT

Weekly Apparatus Inspection Form

Vehicle ID: _____ Mileage: _____ Engine Hrs: _____ Date: ____/____/____

P = Passed Inspection, C = Corrected (as noted below), R = Repairs are Required, N/A = Not Applicable

VISUAL INSPECTION		UNDER VEHICLE	
<input type="checkbox"/>	General Condition / Body Damage	<input type="checkbox"/>	Exhaust System
<input type="checkbox"/>	Vehicle Exterior Clean	<input type="checkbox"/>	Air Tank Drains
<input type="checkbox"/>	Vehicle Interior Clean	<input type="checkbox"/>	Steering Linkage
ENGINE / ENGINE COMPARTMENT		<input type="checkbox"/>	Springs and Hangers
<input type="checkbox"/>	Fluid Leakage	<input type="checkbox"/>	ON-SPOT System (if equipped)
<input type="checkbox"/>	Belts / Hoses	<input type="checkbox"/>	General Condition
<input type="checkbox"/>	Engine Fluids (Oil / Trans / Coolant / etc.)	COMMUNICATIONS EQUIPMENT	
<input type="checkbox"/>	Batteries	<input type="checkbox"/>	Mobile Radio and Repeater (if equipped)
VEHICLE CAB (INTERIOR)		<input type="checkbox"/>	Portable Radio / Charger
<input type="checkbox"/>	Fuel Level	<input type="checkbox"/>	Headsets (if equipped)
<input type="checkbox"/>	Seats / Seat Belts	MISCELLANEOUS EQUIPMENT	
<input type="checkbox"/>	Glass / Mirrors	<input type="checkbox"/>	4 Gas Meter / Charger
<input type="checkbox"/>	Windshield Wipers / Washer	<input type="checkbox"/>	Thermal Imaging Camera / Charger (if equipped)
<input type="checkbox"/>	Heater / Defroster/ AC (if equipped)	<input type="checkbox"/>	Handlights and Chargers
<input type="checkbox"/>	Horn(s) / Siren	<input type="checkbox"/>	Generator or Dynamotor / Lighting (if equipped)
<input type="checkbox"/>	Steering	<input type="checkbox"/>	Power Ladder Rack (if equipped)
START AND RUN ENGINE		<input type="checkbox"/>	Loose Equipment (Interior Mounted Tools)
<input type="checkbox"/>	Check Gauges (Oil / Temp / Amp / Fuel / Air / etc.)	<input type="checkbox"/>	Loose Equipment (Hose / Exterior Mounted Tools)
<input type="checkbox"/>	Audible Alarms / Visual Alarms / Warnings	PUMP	
COMPLETE APPROPRIATE BRAKING SYSTEM CHECKS		<input type="checkbox"/>	Engage / Check Gauges
AIR BRAKE SYSTEM		<input type="checkbox"/>	Relief / Pressure Control System
<input type="checkbox"/>	Test Air Leakage Rate	<input type="checkbox"/>	Water Level
<input type="checkbox"/>	Test Air Brake System for Leaks	<input type="checkbox"/>	Foam System
<input type="checkbox"/>	Test Low Pressure Warning Alarm	<input type="checkbox"/>	Priming System
<input type="checkbox"/>	Check Spring Brakes Come On Automatically	<input type="checkbox"/>	Transfer Valve
<input type="checkbox"/>	Check Rate Of Air Pressure Buildup	<input type="checkbox"/>	Discharge Valves
<input type="checkbox"/>	Test Service Brakes	RESCUE	
<input type="checkbox"/>	Test Parking Brake	<input type="checkbox"/>	Light Tower
HYDRAULIC BRAKE SYSTEM		<input type="checkbox"/>	Winch
<input type="checkbox"/>	Brake Fluid Level	<input type="checkbox"/>	Hydraulic Rescue Tools and Pump
<input type="checkbox"/>	Test Parking Brake	AERIAL	
<input type="checkbox"/>	Test Brakes	<input type="checkbox"/>	Hydraulic Reservoir
VEHICLE EXTERIOR		<input type="checkbox"/>	Jacks and Outriggers
<input type="checkbox"/>	Running Lights (Marker / Turn / Head / Clearance)	<input type="checkbox"/>	Control Stations and Operation
<input type="checkbox"/>	Emergency Lights	<input type="checkbox"/>	Safety Interlocks and Limit Controls
<input type="checkbox"/>	Back-up Alarm	<input type="checkbox"/>	Ladder, Bucket and Waterway
<input type="checkbox"/>	Tires / Wheels / Lug Nuts	<input type="checkbox"/>	Breathing Air System
<input type="checkbox"/>	Fuel Cap / Tank Mount	<input type="checkbox"/>	Emergency Power Unit

OVERALL CONDITION OF VEHICLE (Any BOLD item failure requires apparatus to be taken out of service)

Satisfactory Immediate Correction Not Required Vehicle Taken Out of Service

Remarks (use back side if necessary):

Drivers Signature: _____

Officer's Initials: _____

FLEET MANAGEMENT USE ONLY

Above Defects Corrected

Date: ____ / ____ / ____

Mechanics Signature: _____



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SOG # 201 .X

Job Descriptions

JUNIOR FIREFIGHTER ADVISOR - LEAD

Revision Date: March 1, 2013

Approved by

Purpose:

This section shall outline the job title Junior Firefighter Advisor (LEAD) of The Town of Vernon Fire Department along with the requirements and responsibilities.

Junior Firefighter Advisor (Staff Officer)

201.X.1 Responsibilities

The Lead Junior Firefighter Advisor is directly responsible to the Fire Chief. The position shall be in command of the Junior Staff at any function or situation requiring the presence of the Junior Firefighting Group.

The Lead Junior Firefighter Advisor's duties are further amplified as follows:

1. Shall be responsible for overseeing Assistant Junior Advisors while working with the group.
2. Shall be responsible for overseeing any Junior Firefighter assigned to the group.
3. Shall be responsible for the training of the juniors including the preparation for juniors being assigned to fire companies and senior membership.
4. Shall be responsible for the discipline and conduct of the personnel assigned to the group.
5. Shall be responsible for any property and equipment assigned to the group.
6. Shall keep the department informed of Junior operations and correspondences.
7. Shall be responsible for any documentation regarding the group including attendance, training and an annual report to the department.
8. Shall perform public relations work with the group.

JUNIOR FIREFIGHTER ADVISOR - LEAD

201.X.2 ***Requirements***

1. The position will be appointed and appropriately ranked by the Fire Chief of the Town of Vernon Fire Department.
2. The member must be a senior member (18 years of age) and a member of the Town of Vernon Fire Department for at least 5 years.
3. The member must complete an annual criminal background check with the Vernon Police Department.
4. The Lead Junior Advisor may be a cross trained member of another fire company but his/her primary responsibility will be to the Junior Group.



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SOG # 201 .X

Job Descriptions

ASSISTANT JUNIOR FIREFIGHTER ADVISOR

Revision Date: March 1, 2013

Approved by

Purpose:

This section shall outline the job title Assistant Junior Firefighter Advisor of The Town of Vernon Fire Department along with the requirements and responsibilities.

Assistant Junior Firefighter Advisor (Staff Officer)

201.X.1 Responsibilities

The Assistant Junior Firefighter Advisor is directly responsible to the Lead Junior Firefighter Advisor. The position shall be in command of the Junior Staff when the Lead Junior Firefighter Advisor is not present at any function or situation requiring the presence of the Junior Firefighting Group. The Assistant Junior Firefighter Advisor shall assist the Lead Junior Firefighter Advisor with all duties assigned to that position as delegated.

201.X.2 Requirements

1. The position will be appointed and appropriately ranked by the Fire Chief of the Town of Vernon Fire Department.
2. The member must be a senior member (18 years of age) and a member of the Town of Vernon Fire Department for at least 2 years.
3. The member must complete an annual criminal background check with the Vernon Police Department.
4. The Assistant Junior Firefighter Advisor may be a cross trained member of another fire company but his/her primary responsibility will be to the Junior Group.



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Safety Officers Report for March, 2013

- Dan Morse, ET-341, selected as the new SCBA shop technician. Will report to Capt. Shepard for assignment.
- This brings shop staff back to full compliment. Capt Shepard, Capt Landry, Chico and Dan. Dave Goric will be assisting in the future.
- An email was sent out last week with a list of persons who still need fit testing. Please give them time to get this done and encourage before the expiration on April 22. I will be forced to retract their internal FF endorsement if not completed by then.
- When fit testing in the future please bring your entire assigned turnout gear for inspection. Fit testing requires your hood and helmet.

Chris Hammick
HSO



TOWN OF VERNON FIRE DEPARTMENT

55 West Main St.
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From the office of the Fire Marshal

Fire Marshal's Monthly Report For February, 2013

Current FMO Projects:

Regular inspections based upon a periodic schedule, in response to complaints, and inspections of new work continue, 44 existing buildings and 6 new construction sites were inspected during February.

The Amerbelle Mill complex continues to be monitored.

During the Blizzard of February 8 and 9 FM Walker served as a Planning Section Chief at the EOC.

After the Blizzard of February 8 and 9 the Fire Marshal, Fire Chief, and the Emergency Management Director collaborated to bring in 2 Department of Correction inmate crews to clear snow from strategic fire hydrants.

FM Walker was asked to be and served as an instructor at the Building Professionals Institute (BPI) in Houston, Texas, and will, later this year, return to the BPI for their Northern Texas Conference.

Upcoming FMO Projects:

Inspections as outlined in the January 2013 report continue.

Over the next several months FM Walker will participate in several meetings and conferences regarding local fire marshal, fire prevention, and code revision matters as a member of the Board of Directors of the International Fire Marshal's Association.

Respectfully,

Raymond A. Walker, Jr.
Fire Marshal



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EMD Report for March, 2013

Training

- March 20th: Improvised Explosive Devices (IED) Awareness/Bomb Threat Management, Federal Homeland Security, Camp Niantic.
- March – April: CIRMA Accident and Incident Investigation Training, Town of Vernon (TBD)
- Reviewing Federal CDP Courses for FY2013-14.

Planning

- Blizzard 2013 – facilitated FEMA and Town of Vernon preliminary damage assessment meeting – submitted initial FEMA data survey, including initial cost/potential reimbursement estimates.
- Blizzard 2013 – after action review scheduled for Thursday, March 7th from 2:45 pm to 3:45 pm.
- Updating Town EOP to include updated contact information, revised general EOC and shelter operations, EOC IT operations, as well as updated NCDHD mass dispensing plan.

Preparedness

- Working with CERT to establish a dedicated HAM and Satellite Radio Room (PSB 2nd Floor).
- Participating in school safety committee.
- Conducted monthly siren test.

Grant Management

- Drafted final quarterly progress reports for FFY12 EMPG Grant.
- Wrote and submitted FFY13 EMPG Grant to State Homeland Security – scheduled for review at March 5th Town Council meeting.
- Reviewed financials and amendment for current federal AFG grant award with Town Controller and preparing final report for FEMA.

Administration

- Accepted the resignation of Mr. Al Sheridan from CERT. Deputy Team Leader Bob Durante to assume acting team lead responsibilities for a transitional period.
- Training Carol Muniz (volunteer) to assist with billing and local account/budget coordination.
- Submitted proposed FY14 budget to the Mayor – pending presentation to the Town Council.

Please contact me with any questions or clarifications.

Respectfully submitted,

Michael J. Purcaro