



TOWN OF VERNON

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



STAFF MEETING MINUTES

December 1, 2014

Chiefs: Call, Eppler
HSO: Hammick
Captains: Andresen, Maguda, Muniz, Shepard, Solito
Lieutenants: Arel, Avarista, Hampton, Miceli, C. Pearson, Schambach, St. John, Thibodeau
Ambulance: Gauthier
Communications: Fisher
Fleet Mgmt: Westcott, Robinson
Fire Police: Fluckiger, Konarski
Chaplain: Colter, Folland
Special Members: Carpenter, Galley

RECEIVED
VERNON TOWN CLERK
14 DEC -2 AM 11:46

Prior to the beginning of the regularly scheduled Staff Meeting, Mary Conway, Vernon Superintendent of schools, and Michael Purcaro presented the All Hazards School Security and Safety Plan Standards.

The meeting was called to order @ 19:42 by Chief William Call. Motion was made/2nd (Muniz/Pearson) to accept the November Staff Meeting Minutes.

TRAINING REPORT:

- Training Committee Meeting Minutes from 11/20/14 are attached.
- Operations and Training Report for December is attached.
- December Drill Schedule is attached.

ADMINISTRATION REPORT:

- 2015 Duty Officer List (attached). Chris Pearson noted that he is not on the list. A revised list will follow.
- 2015/16 Capt. Eligibility List (attached)
- Captain election date (Mon 12/8/14). Any Company need an alternate date? (SOG attached)
- Staff Meeting SOG (attached)

Chief Call reviewed the new SOG regarding Staff Meeting Communications. The members must comply with this SOG. Company meetings will be recorded in Firehouse Software as SMCR “staff meeting company review”, and post in the station. Members are to initial the posted minutes to confirm review has been completed.

MEMBERSHIP:

Transfer

Sean Hadden- Recruit training to R441
Michelle Kerr - T541 to special services

Resignation

Jeff Westcott – Jr Division
Muhammad Khan

Leave of Absence:

Dave Dube – 90 Day (Medical)

HEALTH & SAFETY: See attached

- Members are asked to review Firehouse Software front page for telephone and email accuracy. The information will be used for a future communication list.

FIRE MARSHAL: Adam Libros has recently become a new father and will be offline for a short time.

EMD: No Report.

COMMUNICATIONS:

- If equipment is being turned over to Jack, please make sure it is adequately marked/identified.

SCBA:

- Please check adapters for Scotts on T-141 & verify with Capt. Shepard and Chief Call.
- Please let Scott know if any Scott's or masks are missing.

FLEET MGMT:

- Reminder for staff to wash trucks, including under-vehicle washers due to winter sale usage.
- ET-541 repairs have been completed, except horn.
- Please call Don if any trucks, trailers are broken. This information needs to be reported ASAP.
- When the weather is below 32 degrees, keep app. in pump gear to circulate water.

TECHNOLOGY:

- Two PC's are on order.
- Station 341 PC on 2nd floor is old Members are urged to **not** log off. It is temporary and should be replaced in the next month.
- It's been reported that Station 141 documents are all unreadable. Dave will look into the problem tomorrow.

CENTRAL SUPPLY/UNIFORMS: No report

CHAPLAIN:

- Adam inquired about his wearing of gear while at a scene. Chief Call said it is not necessary as long as he is away from the hot zone.
- Barry informed he has been taking online training. He is to document in firehouse software and provide certificates of completion.

OLD BUSINESS:

- Payroll sheets should display only active names of people who are either paid/probation/LOA. Do not show individuals who are no longer with the department. Displaying all names causes confusion for processing.

NEW BUSINESS:

- The Toys for Tikes drive has begun. Toys are being collected at various locations in town. Station 441 captains were asked to clear 2 bays by Saturday, December 6th so that containers can be set up. Chief Call is working on the purchase of 4 tables for this station.
- Final set up will be held on Sunday, December 21st beginning @ 9:00 a.m., with delivery following on 12/22 beginning @ 18:00.

CORRESPONDENCE: None

UPCOMING EVENTS:

- Winterfest Parade will be held on Friday, December 5th. It is for Town of Vernon equipment only and the Chief urges that the entire department will respond and participate.
- Christmas Party is this Saturday, 12/6 @ A Villa Louisa in Bolton. Mutual aid coverage assignments were discussed.
- On December 6, 2014, the Vernon Parks and Recreation Department will be holding its' Annual Arctic Splash (Polar Plunge) at Valley Falls Park at 1:00 (arrive @ 12:30). The event is to raise money for the Send a Kid to Camp Program. An Ambulance, Rescue 141, ET-141 will attend. .
- Windsor Torchlight Parade will be held on December 13th. R-441 will attend.

GOOD & WELL BEING:

Motion was made/seconded (Muniz/Maguda) to adjourn the meeting @ 20:45

Respectfully submitted,



Diane Carpenter, Secretary



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Training Division Training Meeting Minutes ~ November 20, 2014

Open Meeting

Meeting started @ 19:05 with the following members in attendance:

ATTENDANCE RECORD ENTERED IN FIREHOUSE DATABASE

Exec.	A/C Eppler	ET-441	Capt. Solito, Lt. St John
ET-141	Eng. Fischer	R-441	No Representation
R-141	Capt. Landry	ET-541	Lt. Babcock
T-141	Excused	T-541	Lt. Williams
ET-241	Excused	Fire Police	Excused
ET-341	Eng. Tautic	Ambulance	No Representation
E-441	Eng. Robertson	Special	

The reading of the minutes from the October 16th meeting was waived.

Review of the October Department Drills

- Night Drills:

10/20/14 – Gempter Belt Training, (Presented by A/C Landry): Drill was well presented, all members in attendance participated in the bail out practical.

10/20/14 – New Deck Gun Foam Nozzles (ET-141, ET-241, ET-541), (Presented by Chief Call and A/C Eppler): Drill reviewed the reasoning and purpose of these new devices followed by a practical evolution flowing “dish soap foam”. Company officers were instructed to review the material with their company engineers who did not attend the drill.

10/20/14 – Drafting Evolutions, (Presented by A/C Eppler): Drill reviewed basic drafting techniques utilizing a porta-pond (provided by Bolton FD). All engineers present were given the opportunity to practice setting up and getting a draft on their apparatus. Drill time was reduced due to a fire call.

10/27/14 – Annual Department Muster, (Presented by Capt. Lucas): Another well participated and great event. ET-241 were the winners this year.

- Junior Drill

Junior Division was vehicle extrication, presented by R-141, well attended and great participation by the Junior Members on review of tools and hands on activities.

- Day Drill

A Sunday Day Drill was held in October on vehicle extrication.

December Department Drills

- Night Drills

12/15/14:

Overview and Initial Training On The New Scott SCBA Units: THIS TRAINING DOES NOT CONSTITUTE CLEARANCE TO USE THE NEW SCBA UNITS. Members will still require FIT testing to the new style mask.

Training will take place at Station 441.

All Station 441 and 541 member to report at 19:00 for training

All Station 141, 241 and 341 members to report at 20:00 for training

12/22/14: Toys for Tykes Delivery, All members, 18:30 at Station 441.

12/29/14: Department Meeting, All members, 19:00 at Station 141

- Day Drills

December: DATE(S) AND ACTIVITIES STILL NEEDS TO BE CONFIRMED – LOOK FOR EMAIL

- Junior Drill

12/1/14, High Rise Operations presented by E-441.

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights – (Staff meeting notes were distributed via email), Officer Training was an open forum review of the current Captain's Exam in or to update it.
- Recruitment Committee / New Recruit Training – Next recruit class currently ongoing.

Training Committee Issues

Old Business

- Live Fire Training has been completed. Positive feedback from all members who attended. The scenario based evolutions were well liked. Discussion on the other training opportunities the building has to offer (roof operations, standpipes, etc.) and looking into using those next spring (budget permitting)
- S-341 Training was completed, several members attended and are now qualified on the vehicle. If there is more interest an additional class will be considered.
- No update on the PHTLS training, currently 15 ambulance and 2 fire members interested, it would be a weekend class.
- Looking at Monday, November 24 as the date for a confined space refresher that needs to be held for members who are certified to show annual competency. A/C Eppler and Lt. Schambach will coordinate. (UPDATE: class will be postponed until a later date)
- I have confirmed that we can hold an in-house EMR program. An interest email went out to the membership with good feedback. Further discussion was held debating the EMR versus EMT. It was decided that a meeting will be set up for all interested members to review the difference in the certification as well as the training time to determine what course may work best for the members.
- Ellington has confirmed the presentation by Billy Goldfeder (Firefighter Close Calls) on February 19, 2015, start time of 18:30. Vernon is co-sponsoring this so that all are

members can attend free of charge. Chief Goldfeder is a dynamic speaker on the topic of firefighter safety.

- Still working with the CFA and Certification Division on specifics of having a FFI class. Once logistics are determined an email will go out to see if there is still an interest in holding a FFI class for fire department members.

New Business

- An email went out for an upcoming HazMat IQ class in South Windsor. Several members have signed up for the class.
- There is a Firefighter Down CPR technique video on line. This is being looked into further as possibly adding to January CPR refresher.
- The 2015 Junior Training by Company training schedule was completed by the companies present. Any open slots were assigned based on the requests given to me by the Junior Company officers.
- Looking ahead to 2015 Day Drills, we are working with the current day drill coordinators and Lt. Williams (T-541) who has expressed an interest in helping and coordinating monthly drills on a Sunday for day member and other members interested. We hope to have a schedule ready for January.
- There was a lengthy discussion regarding some initial feedback received by the Executive Board from the FD Advisory Board with respect to training and new recruit training. Discussion included training consistency (including company level training standards), overall training standards and goals, training as it relates to retention and how the overall process works. Members present were informed that the Executive Board will be reviewing the thoughts and suggestions that the Advisory Board put together based on their research and interviewing of members.
- Companies are encouraged to drill together. We are looking at ways to share drill schedules and ideas between companies so that effective training can be provided for all department members.
- We need to look into an EPA Haz Mat Tech refresher (or where one is being held).
- We are looking at the new CFA DQ Trainer Program that is starting and what it involves and means in terms of the 2Q program.
- January will be CPR and First Aid Month. Station 141, 241 and 341 will have First Aid / AED refresher, Station 441, 541 and Fire Police will have CPR refresher. Training schedule will go out at the January Staff Meeting.
- There will be no December Training Committee meeting. The next meeting will be on January 15, 2015.

Close Meeting

The Training Committee wishes all the department members a happy, healthy and safe holiday season.

The meeting was adjourned at 20:47. *The next scheduled Training Committee meeting is Thursday, January 15, 2015, 19:00 at the Public Safety Building.* All companies need to be represented and all interested members are welcome.



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Operations and Training Report for December, 2014

- The Training Committee met on November 20, 2014 at the Public Safety Building. Minutes from the meeting are attached. There will be no December meeting, the January Training Committee meeting is scheduled to be held on Thursday, January 15, 2015, 19:00 at the Public Safety Building.
- December Department training will consist of initial training on the new SCOT SCBA. **THIS TRAINING DOES NOT CONSTITUTE CLEARANCE TO USE THE NEW SCBA UNITS.** Members will still require FIT testing to the new style mask. IN order to be FIT tested a current physical must be on file.
- January Department training will be CPR, First Aid and AED refreshers. The schedule will come out at the January Staff meeting.
- The 2015 Junior Training by Company Schedule is attached.
- The annual competency review for confined space rescue (for those members who are certified in confined space rescue) has been postponed. More details and a re-scheduled date will come out in an email.
- A Target Solutions assignment was sent out to review and acknowledge the town's password policy. All members were to complete this assignment by 11/1. There are still some members who are not in compliance with this assignment.
- The live fire training at the CFA Class A Burn Building was very successful. The Training Committee is looking at other training opportunities utilizing that facility.
- Several members have signed up for the HazMat IQ class in South Windsor.
- Another reminder on the upcoming Billy Goldfeder (Firefighter Close Calls) presentation on February 19, 2015 at 18:30. Vernon is co-sponsoring this so that all are members can attend free of charge. Chief Goldfeder is a dynamic speaker on the topic of firefighter safety. I will have tickets for members interested in attending (once I receive them from Ellington FD)

Please contact me with any questions or clarifications,

A/C Eppler



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Training Division DEPARTMENT DRILLS FOR DECEMBER, 2014

CAPTAIN'S, PLEASE POST THIS NOTICE

December Department Drills/Activities:

Monday, December 15th:

Overview and Initial Training On The New Scott SCBA Units: THIS TRAINING DOES NOT CONSTITUTE CLEARANCE TO USE THE NEW SCBA UNITS. Members will still require FIT testing to the new style mask.

Training will take place at Station 441.

All Station 441 and 541 member to report at 19:00 for training

All Station 141, 241 and 341 members to report at 20:00 for training

Monday December 22nd:

Toys for Tykes Delivery, All members, 18:30 at Station 441

Monday December 29th:

Department Meeting, All members, 09:00 at Station 141

December Day Drills:

DATE(S) AND ACTIVITIES STILL NEEDS TO BE CONFIRMED – LOOK FOR EMAIL).



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2015 Officer Duty Schedule

Dec 1, 2014 Vr 1

Week of			
Jan 5	Port ET441	Lt Thibodeau	860-604-6119
Jan 12	Port T541	Lt Williams	860-883-6087
Jan 19	Port ET541	Lt Turkington	860-424-1179
Jan 26	Car 941	Capt Andresen	860-604-9446
Feb 2	Car 1241	Capt Landry	860-930-1723
Feb 9	Car 1341	Capt McKinney	860-646-0774
Feb 16	Car 1041	Capt Lucas	860-951-6563
Feb 23	Car 1141	Capt Crespo	860-593-4791
Mar 2	Car 441	Capt Octavio Muniz	860-209-6678
Mar 9	Car 541	Capt Solito	860-209-7045
Mar 16	Car 641	Capt Tony Muniz	860-977-8670
Mar 23	Car 841	Capt Maguda	860-870-7305
Mar 30	Car 741	Capt Shepard	860-870-9040
Apr 6	Port C941	Lt Miceli	860-970-3807
Apr 13	Port C1241	LT Schambach	860-209-7351
Apr 20	Port C1341	Lt Arel	860-707-5817
Apr 27	Port Car 1041	Lt Avarista	860-707-9028
May 4	Port C1141	Lt Morse	860-209-7597
May 11	Port C441	Lt Robertson	860-878-5421
May 18	Port C541	Lt St. John	860-331-1061
May 25	Port C641	Lt Orłowski	860-558-9668
Jun 1	Port C741	Lt Babcock	860-818-3008
Jun 8	Port C841	Lt Dube	860-209-4523
Jun 15	Port ET141	Lt Bush	860-966-4133
Jun 22	Port R141	Lt Josh Pearson	774-264-1426
Jun 29	Port ET241	Lt Cascario	860-214-1595

Week of			
Jul 6	Port ET541	Lt Turkington	860-424-1179
Jul 13	Port ET341	Lt Hampton	860-306-8440
Jul 20	Port ET441	Lt Thibodeau	860-604-6119
Jul 27	Port T541	Lt Williams	860-883-6087
Aug 3	Port ET541	Lt Turkington	860-424-1179
Aug 10	Car 941	Capt Andresen	860-604-9446
Aug 17	Car 1241	Capt Landry	860-930-1723
Aug 24	Car 1341	Capt McKinney	860-646-0774
Aug 31	Car 1041	Capt Lucas	860-951-6563
Sep 7	Car 1141	Capt Crespo	860-593-4791
Sep 14	Car 441	Capt Octavio Muniz	860-209-6678
Sep 21	Car 541	Capt Solito	860-209-7045
Sep 28	Car 641	Capt Tony Muniz	860-977-8670
Oct 5	Car 841	Capt Maguda	860-870-7305
Oct 12	Car 741	Capt Shepard	860-870-9040
Oct 19	Port C941	Lt Miceli	860-970-3807
Oct 26	Port C1241	LT Schambach	860-209-7351
Nov 2	Port C1341	Lt Arel	860-707-5817
Nov 9	Port Car 1041	Lt Avarista	860-707-9028
Nov 16	Port C1141	Lt Morse	860-209-7597
Nov 23	Port C441	Lt Robertson	860-878-5421
Nov 30	Port C541	Lt St. John	860-331-1061
Dec 7	Port C641	Lt Orłowski	860-558-9668
Dec 14	Port C741	Lt Babcock	860-818-3008
Dec 21	Port C841	Lt Dube	860-209-4523
Dec 28	Port ET141	Lt Bush	860-966-4133

Duty starts at 18:00-0600 each day of the week (Monday-Sunday)



TOWN of VERNON FIRE DEPARTMENT



Office of the Administrative Chief

Captain Eligibility List Year 2014/2015

November 25, 2014

To: Town of Vernon Fire Department Membership

From: Assistant Chief Landry

Re: 2014/2015 Captain Eligibility List

The Executive Board is pleased to announce the following members have passed the testing standards of the Witten Exam and the Oral Interview and are being placed on the 2014/2015 Captain Eligibility List.

The following members are listed in alphabetical order.

Jon Andresen (21 yos – presently Capt ET 141)
Carlos Crespo (23 yos – presently Capt ET 341)
Steve Landry (19 yos – presently Capt R 141)
Michael Levasseur (9 yos – presently Eng T 541)
Jon Jucas (12 yos – presently Capt ET 241)
Dave Maguda (32 yos – presently Capt T 541)
Tom McKinney (34 yos – presently Capt T 141)
Luis Muniz (17 yos – presently Capt R 441)
Octavio Muniz (19 yos – presently Capt E 441)
Dan Robertson (8 yos – presently 1st Lt E 441)
Jeff Schambach (29 yos – presently 1st Lt R 141)
Scott Shepard (12 yos – presently Capt ET 541)
William Solito (19 yos – presently Capt ET 441)
Raymond Tautic (6 yos – presently Engineer ET 341)
Robert Turkington (25 yos – presently 2nd Lt ET 541)

Timothy Fluckiger (6 yos – presently Capt FP)

Please post in house



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SOG # 012 vr2

Administrative Officer Elections

Date Accepted: Dec 5, 2011

Approved by: Chief Call

PURPOSE:

To define the appropriate procedure for company officer elections.

POLICY:

Election of company officers (Captains and Lieutenants) will take place in December of each year. The Captains being elected in even years and the Lieutenants in odd years. The terms shall be for 2 years.

Members are elected off an eligibility list. To become eligible for the list, members must meet the qualifications set for the position and have already completed a recent written exam and oral interview.

Each company is responsible for choosing a date and time in which their company election will take place.

PROCEDURE:

The procedure for election is:

1. A complete list of company members shall be presented by the company captain at the time of elections. This list will specify who is eligible to vote at that time. (Junior FF, probationary and members on leave/suspension are not eligible to vote.)
2. 2/3 of eligible company members must be present or represented by an absentee ballot. No phone in votes and no email votes will be accepted.
3. Absentee ballots shall be presented to the Company Captain prior to the election. These ballots shall be double sealed as follows:
The outer envelope addressed to the Executive Board with the voting members name on the front. The back shall be signed by that member over the seal of the envelope.

The inner envelope also be sealed, titled with the position which they are voting for (ie. Captain, 1st Lieutenant, or 2nd Lieutenant).
4. Failure to have a quorum will require the election to be postponed until one is present.

Administrative Officer Elections

5. Elections **WILL BE** by secret ballot.
6. Officer positions will be determined by a simple majority (51%) of all those members of the company who casted a voted.
7. **ANY FIREFIGHTER** member on the certified list is a candidate for the position in **ANY FIRE** company.
8. Courtesy will be extended to any member who is voted into a position for a company that they **ARE NOT** assigned to. The elected member has the right to decline.
9. No member can be elected to more than one position in the department.
10. Ballots casted in the election will be turned over and removed by the Executive Board.
11. Any disputes or questions concerning company elections will immediately be referred to a member of the Executive Board. The decision of the Executive Board will be final.
12. A member of the Executive Board is to be present at all elections. Only the Chief may waive this rule.



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SOG # XXX.X (vr 1)

COMMUNICATIONS **Staff Meeting Review**

Date 12/1/2014

Purpose:

The purpose of this guide is to insure that all department members are kept informed of department business that comes out of the monthly staff meetings.

Policy:

At the next company gathering after the staff meeting, the company captain (or his/her delegate) shall host a mandatory meeting. During this session, he/she is responsible for reviewing the information/minutes from the previous staff meeting. The meeting shall be recorded in Firehouse Software as "SMCR" staff meeting company review. These minutes shall be printed and posted for 1 month either on the company bulletin board or in a binder known to the company members.

Those members who are excused by the company captain, shall be responsible for reviewing the minutes and if any questions or concerns, discussing it with the company captain (or his delegate that attended the staff meeting) no later than one week after that company meeting. That member is responsible for recording it in Firehouse Software as "SMIR" staff meeting individual review.



TOWN OF VERNON FIRE DEPARTMENT

*Christopher J. Hammick Fire Department Health & Safety Officer NFPA 1021 certified (mail) P.O. Box 54
Vernon, CT 06066 Ofc: 860-871-7468 Cell 860-978-0664 Fax 872-4952
Please visit us at www.vernonfire.com*

Safety Officers Report December 2014

- Grant request for 2014 will be filed by Friday Dec 5.
- Remind your personnel that if they are scheduled for a fit test this year that they must have a current physical. Call Corp Care in So. Windsor to schedule an appointment. If you are using your doctor, please remember to take the forms located at the PSB on top of the company mailboxes BEFORE YOU GO TO THE DOCTOR. He / She must sign the endorsement.
- The new heater unit for the rehab tent donated / paid for by the PD was tested at a dive drill on Nov 23 and worked flawlessly. At the next drill in January we will cut the opening out for the heated air discharge tube and make it a feature for future use. The hole is supported by a protective covering for use when heat is needed. Discussion, proposed equipment list. Propane gas storage, chairs, small table, generator, lights.
- HSO is looking for support for an order / policy making S-241 the response and storage vehicle for the rehab tent and equipment. Would like the Chiefs support and officers with designating ET-641 the official replacement apparatus for OOS apparatus and not S-241. Discussion.
- After many observations and concerns for member safety HSO is looking for support in policy change, new department directive making the manning of a dry or wet hose line for protective operations to be, "In full firefighting turnout gear including SCBA". The directive will state that anyone manning a protective hose lines whether dry or charged, shall be ready for immediate firefighting action, including secured turnout gear, hoods and gloves. Masks do not have to be worn but will be ready for immediate use. Discussion.
- Remind all drivers of the necessity for added caution now that the winter months have arrived. Stopping distances must be increased and driving on snowy, icy surfaces must be adjusted to.
- In the coming weeks, Mr. Gauthier and I will be working on a project that will be in support of the Towns reverse 911 and employee notification service. Called "Everbridge" the system is being expanded to include employee notifications in the near future. We will be using your Firehouse contact data to build the data base necessary to provide Everbridge the information to make future notifications. They will include email, text, phone and pager contact. This employee notification system is in its beginning phases and items may change as it is developed. Please see that your contact information within Firehouse is accurate. Read your own staff entry and if there are any telephone or email errors or additions you would like to make contact the HSO by email. Make sure you mention your full name, dept ID and the NEW information and what is to be corrected.