



# TOWN OF VERNON

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



## *STAFF MEETING MINUTES – Revised*

December 5, 2016

Chief: Eppler

HSO: Hammick

Captains: Andresen, Fisher, Lucas, Maguda, Muniz, Robertson, Tautic

Lieut: Babcock

Engineer: Arel, King, Redshaw

Ambulance: Gauthier

FMO: Libros, Call

Fleet Mgmt: Robinson

Fire Police: Konarski

Special Members: Carpenter, Galley

RECEIVED  
VERNON TOWN CLERK  
16 DEC -9 AM 9:55

The meeting was called to order @ 19:04 by Fire Chief, Stephen Eppler. Motion was made/seconded (Galley/Babcock) to accept the minutes from the November 7, 2016 meeting.

### **TRAINING REPORT:** - Eppler

- Training Committee Minutes from November 17, 2016 are attached.
- December Staff Meeting Report is attached.
- Junior 2017 Training by Company Schedule was distributed for completion.
- EMT / EMR Refresher January 28th and 29th (08:00 - 17:00) and Testing January 31 (18:00 - 22:00). There will also be some on-line components that need to be done and the January Department Healthcare CPR Refresher is MANDATORY. Email Jean Gauthier if you will be attending.

**ADMINISTRATION REPORT - A/C Landry:**

- 2017/18 Captain Eligibility List attached.
- Company Capt. Elections to be held Monday 12/12 unless other needs (contact AC Landry ASAP).
- Voting SOG attached with requirements and instructions for absentee ballots.
- 2017 Version I Duty Officer Attached – will be updated after elections

**MEMBERSHIP:**

Assignments:

Joseph Duval – Tower 141  
Chris Melite – Tower 141

Resignation:

Tyler Angel  
Matt Thibodeau

**HEALTH & SAFETY:** - Hammick:

- Three gas meters were ordered.
- Vests are in and were distributed. Members need to be accountable for these items.
- Member Physical and Fit Testing needs to be completed.
- Highway accidents are on the increase. Members are urged to be aware and careful; barricade; shut down lanes, etc., for our safety on the emergency scene.

**FIRE MARSHAL:** Libros – See attached.

- Talcott Mill construction is progressing. Water supply on Main Street will be replaced. Traffic will be impacted. Temporary heat (natural gas) will be installed in the mill and will be in use throughout the winter. Heaters will be running overnight. All heaters will be fed from the metered utility service and can be shut off at the meter in case of an emergency.
- New water mains and hydrants are being installed on Merline Rd.
- A new apartment complex is being pursued on South Grove Street.

**EMD:** Purcaro – No report provided.

**COMMUNICATIONS:** - Fisher

- Reminder when using headsets keep the microphone within 1/4" of mouth. Any farther away audio drops off considerable, by design. Also speak up for the same reason. Noise cancelling mics.
- Also remember the function of the A/B/C radio switch. It should be in the "B" position for normal in town use with channel 1 Fox Hill and all UHF operations.
- For Low Band operations use position "A". Mostly used on mutual aid calls. When not in the correct position you will be talking on wrong radio and frequency."

**FINANCE** – Fisher:

- We now have an Internal Purchase Requisition to be filled out for items of significant costs. For small items such as those typically purchased at Rocky's it would not be required, however, make sure to let the Chief or I know of those purchases.
- The blank Purchase Requisitions can be found in the TVFD Documents File on the Town server and also on top of the mail box.

**FLEET MGMT** – Robinson:

- ET-441 had work done on generator and should be fixed.
- ET-541 was picked up for windshield leaks and service. The Company will be using ET-641 while their truck is out of service.
- Truck checks are coming in.

**TECHNOLOGY:** - Galley

- Reimage PC at station 141 lower bay. Fixed HTTPS web site issues.
- 2nd active 911 monitor installed at station 441.
- Station 241 and 641 only ones left to do.
- Printer issue at Jack and Chris desk fixed.
- Meeting to discuss phone issues at station 641 and 141.
- Firehouse software issue fixed along with database concerns when going to the cloud. Jean Gauthier expressed concern for EMS reporting.
- 2 more drops needed at Station 641 for SCBA shop and Central supply for phones.
- Dave Galley did a demo on TVFD documentation folder.

***CENTRAL SUPPLY/UNIFORMS - Goric:***

- Class C uniforms were distributed to members who were on the list to receive them.

***SCBA – Robinson:***

- Tower 141 is done.
- Rescue 441 is done. James is to view with Capt. Muniz to check out chafing of cylinders.
- Air Management reports were discussed by Capt. Tautic.

***PUBLIC RELATIONS EVENTS – Muniz:***

- In November we only had the Friendly's fundraiser / Touch-A-Truck which I believe was very successful thank you for the people that showed up to help out during the day and at night time. Approximately \$500 was raised for the Association.
- Vernon Police, VFW, and I are working on safety day for 2017. Location will be at VCMS. A date will be announced once available.
- There is nothing scheduled for December as of yet if anything comes about I will send it out thank you for all the hard work to the members that have been helping out.

***OLD BUSINESS:***

- Manchester Road Race sent a thank you for use of our UTV.
- Winterfest Parade review was given by Chief Eppler.
- Gear Fitting makeup date – December 12<sup>th</sup> @ 17:00 – 20:00, Public Safety Complex. Bilodeau, Russo, Tremblay, Colt, Plante, A. Shepard, Tautic, Valez, Lisee need to be there.

***NEW BUSINESS:***

- Artic Splash - Saturday, January 7, R-141 attending, ET-241 will also attend.
- HSO Hammick discussed high rise pack nozzles and desire for a plan to get them in use.
- New Building Official has been named. Chief Eppler would like for him to attend the January Staff Meeting. Class C uniforms are requested.
- Memorial brick garden was discussed by Jean Gauthier. Landscaping advice is needed. It was discussed that an Eagle Scout project might be a helpful option.

***UPCOMING EVENTS:***

- Toys for Tikes Stuff a Truck, Saturday, December 10<sup>th</sup>, from 11:00 – 16:00 @ Spare Time.
- Toys for Tikes – Sorting/preparation, Sunday December 18<sup>th</sup> @ 9:00, Station 441.
- Toys for Tikes delivery night, Monday, December 19<sup>th</sup> @ 18:00, Station 441.

**CORRESPONDENCE:** None

**GOOD & WELL BEING:**

- Remind members that cell phone texting is not reliable at this time. Alpha paging and tone & voice paging is the preferred method of paging. Active 911 is working.

**ADJOURNMENT:**

Motion was made/seconded (Galley/Maguda) to adjourn the meeting @ 20:30.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane Carpenter".

Diane Carpenter, Secretary