



TOWN OF VERNON

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



STAFF MEETING MINUTES

January 3, 2017

Chiefs: Eppler, Arel, Babcock

HSO: Hammick

Captains: Andresen, Fisher, Lucas, Maguda, McKinney, Muniz, Robertson, Shepard, Solito, Tautic

Lieut: Schambach

Ambulance: Gauthier

FMO: Absent

EMD: Absent

Fleet Mgmt: Robinson

Fire Police: Prue

Special Members: Carpenter

RECEIVED
VERNON TOWN CLERK
17 JAN -9 AM 8:44

The meeting was called to order @ 19:08 by Fire Chief, Stephen Eppler. Motion was made/seconded (Solito/Maguda) to accept the minutes from the December 5, 2016 meeting.

TRAINING REPORT - A/C Arel:

- January Staff Meeting Report is attached.
- January Drill Schedule is attached.
- The next Training Committee Meeting will be held on January 19th.
- Fire Officer Weekend March 10, 11 & 12. Completed application due in Chief Eppler's mailbox (or email) by January 10. Selection criteria as outlined in the email that went out.

ADMINISTRATION REPORT - A/C Babcock:

- Rank Changes and Election Results:

Captains Elections

All Fire Captains re-elected into previous positions
Chris Prue elected to Captain of Fire Police

Assistant Chief Promotions

Rob Babcock (Car 141)
Alan Arel (Car 241)

Bob Turkington 2nd Lt to 1st Lt ET541

Stan Landry from Assistant Chief to Acting Lt. Tower 141

Kyle Botteron from Eng to 2nd Lt. R141

Captain Bill Call assigned Car 1741.

- Award Night – Mon Feb 27, 2016 at RHS. Doors open at 18:45, refreshments @ 19:00-19:30 with awards immediately following.
- The 2017 Duty Officer list is mostly completed. There are a couple of open weeks that are in need of being filled in. Contact Chief Babcock if you can help. Also, there will be a Duty Officer cell phone that the Duty Officer will carry. TN will call that number first followed by Officer's contact numbers on the list. The phone is set with Active 911, email (so non emergency messages can be sent to the Fire Marshal, Building Dept., etc.), along with other "emergency" applications.

MEMBERSHIP:

Resignation

Matt Racine – ET 541

HEALTH & SAFETY: - Hammick – see attached.

- Old Battison Cleaners is becoming an Urgent Care facility. He will investigate pricing for department physicals.
- Chis reminded members to be careful and mindful while one highway accident scenes. Motor vehicle accidents are on the increase with vehicles hitting emergency responders parked on the highway.
- 3 gas meters were received and distributed.
- Annual LOSAP numbers are being compiled and due at the end of January.

FIRE MARSHAL: Libros – see attached.

EMD:

- 2017 Excellence in Risk Management Award: The Town of Vernon and Vernon Public Schools have been chosen as a 2017 CIRMA Excellence in Risk Management Award recipient. This is the first time that CIRMA has recognized the combined risk management accomplishments of a municipality and a school system. This award represents the work of many individuals and departments that serve the Town and Board of Education, including the Vernon Fire/EMS Department. Thank you for all that you do for the Town and Board and for your contributions that helped make this award possible.
- Town of Vernon – Unmanned Aerial System (UAS)
- Vernon C.E.R.T. Activity Report for November-December, 2016
- Chief Eppler informed that Department insurance is under ongoing review.

COMMUNICATIONS: - Fisher

- An updated list of the radio call numbers is available and attached to this report for your review. Please make sure your members are informed.
- It is time again for all Captains to review and submit an updated list of all members' pagers; (Model and serial numbers). This information is due by the February Staff Meeting.
- Companies that are looking for communications training can reach out to Captain Fisher to set up a drill.
- At a recent Tolland County Special Communications meeting, it was noted that radio users need to be reminded due to the number of cross band repeater tower sites and microwave links TN is now using, there are some cases there are additional minute delays in establishing the communications link to TN. As a result, the first part of many messages are being cut off to TN. Remember to allow for these delays by giving a second or two from the time you press the mic key to when you start talking.
- If Auxiliary members are needed on a scene, ask TN to alpha page the Auxiliary, not phone calls.

FINANCE - Fisher:

- Reminder again of the "Purchase Requisition" form required for above \$50 expenses. Emergency purchases should be requested through the Chief for expedited approval. Any and all paperwork, invoices etc. should be directed to either the Chief or me as soon as received.
- Keep in mind that as we move closer to the end of this budget year in June, funds will and are becoming limited. If this year mimics previous years, there will probably be a spending freeze.
- If any invoices are obtained for purchases, turn them into Jack ASAP for payment. Additionally, they should be mailed to P.O. Box 54, not individual fire houses (or in some cases members houses).

Fleet Mgmt: - Westcott, Robinson

- Computer Tracking Sheet NOT being used. Equipment issues need to be added to the TVFD share drive document as this is the primary source used by DPW for equipment repairs. Any issues/problems should be reported to Chief Eppler.
- Truck checks are coming in on time.
- T-541 headlight repairs were discussed.
- ET-441 front intake is being repaired.
- Trailer training is on hold. Truck checks for the trailers needs to move forward.
- Gas meters must be calibrated every 30 days. Chris will discuss with Alan about the process; James Robinson volunteered to help complete the task monthly if needed.
- Tower-541 had some work done. Someone had taken apart the dash and broken the usage meter; tried to repair it and it is still broken.

TECHNOLOGY - Galley:

- Both Asst. Chiefs are set up with logon ID's.
- PC's are all set at Station 641.
- Town wide new phone system, we will be part of the phase 3 implementation planned for 2/10/17.

CENTRAL SUPPLY/UNIFORMS - Goric:

- The order for new Bunker gear has been placed. Presently the factory is at 8 week delivery schedule. We expect delivery around the 1st of March. Remember old gear must be washed before turning in.
- Reminder. All issued bunker gear needs to be inspected yearly. Consider scheduling your company's yearly fit test and gear inspection at the same time. Any questions or concerns regarding gear should be sent to Chief Hammick.

SCBA: - Shepard

- Any remaining Inspection sheets need to be turned in.
- Fit testing was completed for T-141.
- Station 241 is next for fit testing.
- New packs must have new batteries as outlined by the manufacturer. One company still needs to be outfitted with new packs. Need to discuss how many total packs still to be replaced. Consideration for a pack for every seat on each apparatus.

- Old pack list must be compiled for Junior Gauthier. Upon his inventory completion of items to be retired, the request goes to the Town Council for disposition. Disposition decisions are noted in the Council Meeting Minutes.
- Cardboard Storage boxes are needed for SCBA records. 2-3 years of records should be retained in the SCBA shop, remaining records should be put in storage.
- Four cascade cylinders need to be hydro-tested. They will be sent out.
- Rescue 441 brackets that damage cylinders were discussed. Jack from Shipmans needs to visit. It appears that old brackets were mounted that are causing the scratches. Scott/Tony Muniz will contact Shipmans to schedule and see how we can resolve. 9 brackets are in question.
- Spare bottles are needed for the Service Truck.
- All compressors and booster pumps are working so cylinders can be filled at every firehouse.
- Captain Tautic can provide refresher training regarding air/cascade systems.

PUBLIC RELATIONS EVENTS - Muniz:

- Safety Day planning is still in discussion phases.

OLD BUSINESS: None

NEW BUSINESS:

- Talcottville Mill walkthrough was discussed. A Saturday drill is suggested. In the event of a fire there will be long hose stretches needed within the building, consideration for companies bringing in 2-1/2" lines as well as high rise packs. There will be an interior courtyard, need to verify door swings will allow ground ladders to be brought through. The FDC is on the Main Street side with limited access (engine at standpipe will block access for other apparatus. It was requested that the FDC be moved to the street (on Main Street). The flooring is 3" tongue and groove as well as other historical features, main hallways are high ceiling with exposed sprinklers. The only attic access is through the 2nd floor tower with narrow wooden stairs. There are no firewalls in the attic space and it is unsprinklered. An in-depth pre-plan will be completed as it is massive.
- EMS Charts (Ambulance patient care reporting software) is now in the training phase. Rollout is expected early February.
- The Firehouse Software contract has been signed. Rollout for cloud is anticipated early February. The CAD system should be functioning as part of this conversion.
- Reminder for Captains to use current remuneration form when completing quarterly stipends.
- Annual Reports timeline will be changed to align with the Town's reporting and the fiscal year. Reports will be due by early July.

- An After Action Meeting was held following school bus MVA. It went well and any changes with BOE will be communicated.
- Xmas Union Street fire went well. Master Stream refresher training will be pursued. A quick stop was achieved. One comment raised was that fresh bodies in staging were not given the chance to get inside (working crews did not rotate). EMS was on scene but no formal rehab set up. Staff also reported items being removed from trucks and coming back dirty and in disarray.
- One daytime session for the new BLS protocols for four individuals will be planned within the next couple of weeks.
- Service for R-141 Plymovent will be sent this Thursday or Friday.
- T-541 4" intake valve cannot be repaired and needs to be replaced.

CORRESPONDENCE: None

- Thank you card was received from the Bilow family for the Honor Guard services provided at Fred's observances.
- A Christmas card was received from Joanne Thomas Grove, a member during the 1970's.

UPCOMING EVENTS:

- Artic Splash will be held on Saturday, January 7th, 1:00 p.m. at Valley Falls. R-141 and ET-241 will be on scene as well as one staffed ambulance. Members are encouraged to attend and make the splash!
- UConn Hockey Law Enforcement & First Responders Night will be held on Wednesday, February 8th at 7:05 p.m. at the XL Center. Tickets are \$8. Deadline for order is 1/18/17. Contact Tara Ricci (UCONN) at 860-486-8189 for more information.

GOOD & WELL BEING:

- Patrick Ward, brother of Town Administrator John Ward, recently passed.

ADJOURNMENT:

Motion was made/seconded (Muniz/Solito) to adjourn the meeting @ 20:35.

Respectfully submitted,



Diane Carpenter, Secretary