



TOWN OF VERNON

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



STAFF MEETING MINUTES

July 2, 2018

- Chiefs: Eppler, Babcock
- HSO: Hammick
- Captains: Andresen, Fisher, Landry, Maguda, McKinney, Muniz, Robertson, Shepard, Solito,
- Ambulance: Gauthier
- Lieut: Avarista, Johnston
- Firefighter: Griffin
- FMO: Walker
- Fire Police: Prue
- Support Members: Carpenter

RECEIVED
VERNON TOWN CLERK
18 JUL -6 AM 8:49

The meeting was called to order @17:06 hrs. by Fire Chief, Stephen Eppler at the new Senior Center. Motion was made/seconded (Solito/Muniz) to accept the minutes from the June 4, 2018 meeting.

ADMINISTRATION REPORT - A/C Babcock:

- Evaluation forms for the new Lieutenants are due to A/C Babcock this evening. Captains who do not have them please email or drop them off at the PSB within the next few days for filing.
- Several occurrences of Alpha Paging / Active 911 / TN Texts not being received. Please keep a log of these instances and pass them up your appropriate chain of command. Currently working with TN for a solution with the intermittent paging issues. When re-toning for Fire Police TN will utilize a specific page group over Alpha and Active 911 and not generate a general tone.
- TVFD Uniform Guide has been completed. This document can be found on the TVFD Share Drive in the Uniforms folder. 1 Paper copy is being distributed to each Firehouse. Thanks to LT LaFontaine who did a lot of the work with this document.
- The Fleet Manager’s position has recently become vacant. A/C Babcock thanked Don for his years of service. The Executive Board will be reviewing the Job Description including an evaluation of the overall duties/roles/expectations. An announcement seeking interested candidates will be distributed via TVFD Email when finalized. Until that time, Captains are encouraged to continue to reference the group emails sent by Eric at Public Works, utilization of the Fire-DPW Share File, and maintain communication with A/C Arel.

- An article written by Michael Capozziello (as published in Fire Engineering May, 2014) was distributed regarding “Respect the Uniform”. A copy is attached.

MEMBERSHIP:

New: Angelo Fichera

Resignation: Don Westcott (Fleet Manager)

Leave of Absence: Haiden Caron (60 Day – Personal)
Tim Moore (Military)

Return from Leave of Absence: Chris Prue (Full Duty)
Warren Boulette (Full Duty)

Rank Changes: Matthew Lattimer (2nd LT E-441 to FF E-441)
Collin Plante (Engineer ET-541 to Acting 2nd LT ET-541)

TRAINING REPORT – A/C Arel:

- June Training Committee Minutes are attached.
- July Operations and Training Report is attached.
- July Drill Schedule is attached.
- July Fleet Management report is attached.
- Dept. EMT/EMR protocol drills were discussed. 4-5 members still need the training. Without it they cannot perform EMT duties in Vernon.
- Fire Dept. EMT’s and EMR’s will be moved to the CentreLearn On-line Training platform this month. This way all medically trained members (Fire and Ambulance) will be on the same common on-line training platform for better management of training, protocol changes and any other important information distribution.
- Pleasant View bridge construction was discussed.
- Chris Prue requested that future Drill Schedule include Fire Police assignments.
- Per AC Arel communication from Pierce; members of R-141, ET-141 and ET-541 are reminded to refrain from tilting your apparatus cabs during the summer after your cab air conditioners have been running. The condensation from the roof top AC units may have not fully drained from the condensation pan causing it to flow into and under the headliners of your apparatus. This will damage the headliners and cause water to enter the cab.

HEALTH & SAFETY - Hammick:

- Physicals can be resumed.
- With hot weather everyone is reminded to hydrate and stay cool.

FIRE MARSHAL: Walker/Call – See attached.

- Sarah is working on inspecting all FDC's that are secured by Knox locking caps. She is also looking into the impact of firefighting operations on concrete that is part of the crumbling foundation problem. She will be following up on the 2 recent fires involving smoking while using medical oxygen.
- Construction update:
 - 243 Talcottville Rd construction is beginning.
 - 25 Terrace Drive is vacant and gutted.
 - 65 Windsor Ave – sited for sprinklers being turned off.
 - Cunliffes 23 Hartford Tpke. will have new fire suppression system.
 - 825 Hartford Tpke. Nitrogen system is up and working. Standard dry pipe approach.
 - 200 West Main St. ready for C.O. Protection will be confirmed.
 - 60 Industrial Park Rd. now has 2 2 1/2 x 4" fire connections. Additional information was provided.
 - 328 Hartford Tpke. – Kentucky Fried Chicken renovations starting in dining section.
- NFIRS concerns were discussed.
 - If you respond, make sure your name is logged.
 - Company Narratives keep in plain language. Incident type must be input.
 - Duty officer please get a report in quickly for tracking purposes. Critical errors are being made. 35-45 reports get kicked back monthly. Bill or Ray are happy to assist. Pre-litigation inquiries are increasing. Detail from your report is imperative for who was there and what was done. Make sure you input as much as possible.

EMD –Purcaro:

- The Town of Vernon Emergency Management team continues to work on a variety of state level planning and exercises as well as reviews and updates to the various Emergency Action plans across the town department.

COMMUNICATIONS: - Fisher:

- The Town has awarded the bid for the new Communications Shelter Building for Fox Hill to United Concrete in Wallingford. If all goes well we should see the new building around the end of August or early September. A new generator will also be purchased. Once it is up and running the old facility will be torn down and in its place will be the new Tower. The new tower has yet to go out to bid. We anticipate that it will be in place and operational by early next year.
- The current portable radio model we have been using has been phased out by Kenwood and has been replaced by newer digital capable models. We have already begun the transition to this newer model and over time all our current older ones will be replaced. Just a note on the newer models, the current house charger will still work with the new radios, but the in-vehicle chargers will not. At some point as we replace the apparatus portables we will also need to replace the in-vehicle chargers. However the gang chargers in both rescues will still accommodate either model. If a radio goes out of service, contact Captain Fisher – do not swap out.

- TN is sending the new Service 119 Communications Support Vehicle to the Fireworks. It will be used for our Command Center communications that night. For our officers it might be a good time to take a look at it to familiarize yourselves on its capabilities in the event it can be of service to you in the future. We do hope to have it available at one of our drill nights in the near future for a more in-depth look.

FINANCE:

- We are now into the new budget period. Just a reminder, requests for significant purchases, training classes and seminars must be submitted in advance for approval using our Internal Purchase Requisition forms.

TECHNOLOGY - Galley:

- Two new PC's are in.
- Dave is working on the 911 monitor PC.
- Any I.T. issues should be emailed to Dave.

FLEET MANAGEMENT: See attached

- Minor items have been going in /out for repairs.
- Funnel things through use of the spreadsheet and AC Arel for the time being.
- Capt. Robertson reported that E-441 repairs were done really well.

CENTRAL SUPPLY/UNIFORMS - Goric:

- Class A request forms are being reviewed.

SCBA: - Shepard:

- 3 packs sent to Shipman's are still at Shipman's. They've been looked at and should be covered under warranty.
- A pack from T-541 has a battery related issue and need to be sent to Shipman's.
- Energizer batteries will be pursued (issued reported with Duracell batteries leaking). The Chief would like the SCBA shop to do the initial July battery swap to check for corrosion.
- Both aerals need to go to Public Works to have breathing air system bottles removed so they can be sent out for hydro testing.

PUBLIC RELATIONS EVENTS - Muniz:

- Public relations team is working on a community outreach. This will be taking place on August 25th at station 241. This will be a combination effort with the Vernon PD, FMO, and Building Department.

- Organizing public safety lectures for summer camp.
- August 10th is the annual summer camp water slide. Need two engines. One engine will have to be ET641 (LT. Orlowski), times will follow.
- It was reported that a few of the donated CO detectors are missing from Station 441. Remind your members that donated items or any of the Fire Education materials are not for our use and they should not be taken without authorization. If there is a public relations need for something please contact Captain Muniz.
- FOR MEMBERSHIP: If someone inquiries about a public relation event PLEASE DO NOT give out my PERSONAL phone number! I have had several phone calls last month all stating that they have received my number from a member in the FD. If someone inquiries about a public relation event please refer them to 860-871-7468 ext: *2, tmuniz@vernon-ct.gov, or vernonfire.com under community events. If they want to give the member the information you can pass it along to me and I'll do the out reach to the individual.

OLD BUSINESS:

- Annual Reports are due from: Administration, Training, HSO, Ambulance, Fleet, Junior Division, SCBA. Please get them to Diane within the next 2 weeks. The Chief needs the reports in order to compile his Annual Report that must be submitted to the town by the end of the month.

NEW BUSINESS:

- July in the Sky. Both aerial trucks will again be used downtown as “soft” barricades. Commitment made from Bolton for mutual aid coverage (from their firehouse). The same format as past years is planned to be followed. Chief Eppler will be distributing the packages. As in the past, Northeast School is not an official venue.
- Four newly qualified drivers were announced.
- Insurance cards were distributed for the apparatus. Captains, please make sure the cards get put in all apparatus.
- Thank you to the Vernon Senior Center and staff for allowing us hold our meeting and tour the facility so the Officers and members could better familiarize themselves with the building in the event of an emergency.

CORRESPONDENCE:

- A \$250 donation to the Vernon Volunteer Firefighters Association was received from Shirley Bryant.

UPCOMING EVENTS:

- July in the Sky, Tuesday July 10th with a rain date of Wednesday July 11th.

- Tunxis Hose Company 125th Anniversary Parade, Saturday, July 14th. Lineup begins a 1700 hours. Engine 441 will attend.
- Annual CT State Firefighters Association Convention & Parade in Avon. Parade will be on Sunday, September 16. Check in at 8:00, Step off @ noon. Registration fee is \$130 and must be received by 8/15/18 (deadline if interested will be next Staff Meeting). See attached.

GOOD & WELFARE:

ADJOURNMENT:

Motion was made/seconded (Prue/Solito) to adjourn the meeting @ 20:05 hrs. All Officers are to head to the cafeteria to meet Deputy Fire Marshal Call for a building walkthrough.

Respectfully submitted,



Diane Carpenter, Secretary