

TOWN OF VERNON

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



STAFF MEETING MINUTES

July 6, 2010

Chiefs: Call, Eppler
HSO: Hammick
Captains: Goric, Hahn, James, Johnston, Lavoie, Maguda, McKinney
Lieutenants: Shepard, Schambach, Crespo
Ambulance: Gauthier, Marth
Fire Marshal: Walker
Fire Police: Konarski
Chief Engineer: Mylek
Communication: Fisher
Special Members: Carpenter, Kalos

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The meeting began at 7:05 p.m. with a presentation from Tyler Millix, TN Operations Director and Scott Haddad, Asst. Chief Dispatcher. The purpose of their presentation was to discuss Dispatch Center Statistics and Procedures, Plain Language to comply with NIMS, Apparatus Designations, Radio Etiquette, EMD Call Handling, and Emergency Operations Plan. A copy of the material will be provided for distribution to department personnel. Ken Kalos was also present to video tape the presentation.

The Staff Meeting was called to order at 7:34 p.m. by Chief William Call. Motion was made/seconded (Goric/Hammick) to accept the Minutes from the June 7th Staff Meeting.

Training Report: See attached

- 2Q Training will require significant fees to have DMV complete testing. A/C Eppler is hoping for a positive testing result from those participating.
- Target Safety – Approx. 28 members have logged on to access. Captains need to make sure their members can log in and do the training.
- Info regarding Pump Operator Training and Aerial Class with the State will follow via email.
- Friction Force Door will be reviewed by HSO Hammick.

Administration Report: No Report as A/C Landry is working.

Health & Safety: Report is attached.

- Discussion was held regarding Cyanide monitoring. Per HSO Hammick members should be aware of it, however, we will not purchase new meters.

Fire Marshal Report: Attached.

- 250 East Main St. boiler house has been demolished. Hazmats are being worked on, exercise caution at this location.
- Hockanum Mansions should have been sprinklered. New Construction will have automatic sprinklers installed.
- Side by side Hydrants on Union Street were discussed. Make sure the correct hydrant is used.
- Ray was pleased with the fireworks event.
- ET-541 and the 2 Ambulance Knox Boxes have not been done yet. Once boxes are installed and keys are added we will begin operation.

EMD: No report

Finance Report:

- We are in a new budget season. Statement of need is not needed at this time.
- Helmet Shields & Helmets/liners can be ordered. Gloves (XL, XXL are especially needed).
- Arrangements will be made for gear repair. Gear must be cleaned first.
- Radios, Gas Meters, AED Batteries as well as company level equipment needs should be submitted by the August Staff Meeting.
- Class D Extinguishers need to be refurbished/purchased. There should be at least 4 for the department.
- New phone system for Station 141. Captain Goric was asked to again put the request in writing.
- R-441 extension ladder was lost at the vendor facility. Captain James should put in writing a request to the Chief to follow up.

Chief Engineer:

- ET 241 had the A/C checked out by PWD, unit is fully charged; they have determined that the problem is on the electrical side of the unit. The truck will go out of service at a later date.
- ET 341 had a problem with the smell of burning wires. Called PWD to check out; starter for the engine was the problem. Truck is O.O.S. at this time. Generator was placed back on truck, after being repaired.
- Ambulances - New tires will be ordered for 641 and 741 to be placed on the front ends.
- 7 Vehicle Checks are missing.
- Log sheets for the duty vehicle & pick up truck are not being done consistently.
- GPS for Duty Vehicle wires have been damaged. It was discussed to have the unit hard wired.
- 2Q Training Class was discussed. Pre-Checks and Driving must be conducted/practice at company level for these participants. Static tests are not well understood by many in the class. Chief Call instructed that Captains be contacted for those that require additional training.
- John & A/C Eppler both need to sign off for someone to go out Driver Training. The order of their approval does not matter.

Communications:

- Lightning Storm @ Fox Hill still has radios out for repair.
- Alpha pagers are only being ordered when their original pager fails and cannot be repaired.
- People with Minitors that don't work in a certain area of town can request an alpha pager. The minitor cant then be given to other person in a different area.

Uniforms:

- The Uniform Committee has outfitted 8 members with uniforms and hardware. Presently we will be ordering the new style hardware for the membership and fitting more members with uniforms. We ask that the company captains provide us with a list of members from their companies in need of a uniform by July 19, 2010 so we can start the ordering process. Our goal is to fit as many members as we can and still retrofit the new hardware to the members who already have uniforms.
- Chief Call requested 2-3 bills in increments less than \$5,000 should be submitted for payment by the Vendor. Clothing storage unit can be purchased.
- New Uniform guide is attached to the agenda. A final guide will be forthcoming. Lapel vs. collar pins was discussed. Pins with stars no longer are to be used. Hash Marks on sleeves take the place of the pins.

Chaplain: No report

Membership:

Brian McKinney is returning from leave of absence.

Chico Parrott is taking a 90 day leave of absence effective July 1st.

Company assignments were made:

Andrew Creech – T-141

Walter Hampton – ET-341

Old Business:

- Computer Report – No report.
- Do not test any hose. A hose testing company is being pursued to complete this task. This will also update our records accurately. Dates need to be determined. Junk hose will be destroyed.
- It is vitally important that our members have proper safety gear and are properly trained. Once the system is in production, every person who attends emergency calls will be mandated to complete the Target Safety Course.

New Business:

- With extreme weather conditions, for any active fire activity, exposure by manpower is limited to 20 minutes. Rehab is to be set up immediately.
- Effective July 1st, Samantha McDonald has retired after 25 years of service. A replacement for this position will be sought. In the meantime for any Vernon Fire Communications, please contact an Executive Board Member.
- EMS Division received new stretchers today. Training of the hydraulic units must be given before they can be used. They will probably be two weeks away from being available.
- Medical supplies for the Rescue Companies will be ordered by Clint Marth. This will allow Ambulance supplies to stay in tact.

Upcoming Events:

- Jesus Fest - July 11th
- Tunxis Hose Company July 10, 2010 Line up 5:00 pm Step off 6:00 pm R441, E441
- Broadbrook July 24, 2010 Line up 5:30pm Step off 6:00 pm R441, E441, T141, & ET541
- East Hartland July 31, 2010 Line up 5:30 pm Step off 6:30 pm E441, R441
- Warehouse Point August 14, 2010 Line up 5:15 pm Step off 6:00 pm. Contact Brian Johnston with Companies that desire to go. ET-441 will attend. This will likely be the last parade for this town.
- Ellington September 11, 2010 Still waiting for more information

All members are encouraged to attend any and all parades that they wish.

- Safety Town – Dick Harding will take the truck. A firefighter is also needed.

Good & Well Being: None

Motion to adjourn the meeting was made/seconded (Lavoie/Fisher) @ 9:45 p.m.

Respectfully submitted,



Diane Carpenter, Secretary



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Training / Operations Staff Report for July 2010

- June Training Committee minutes attached.
- July Department Drill Schedule attached.

Electrical Safety will be held July 12, 19:00 at (tentatively) VCMS auditorium, (this was the only day available for CL&P). This will be Safety Training, CL&P procedures and "wire sitters" overview. This presentation will be for the Fire Department and other town agencies.

Because of the date for the CL&P presentation, Monday July 19th will be for company meetings and training.

Monday July 26 will be water rescue training, all companies at the Community Pool (375 Hartford Turnpike). Both rescue companies will present multiple "hands-on" stations.

- 2Q Training is ongoing. Due to the cost of getting DMV on-site (approximately \$500), I am waiting feedback from Chief Engineer Mylek regarding how the members are doing prior to scheduling the exam. I am also trying to get clarification on a couple of questions regarding the pre-trip inspection. Company Officers should continue to practice with their members taking the training.
- Target Safety. All companies have had at least one officer attend the "Train the Trainer" session last month. Some members have already completed training classes. Captains need to make sure all members in their company can get on-line and have successfully logged in by mid July. If there is a problem with a computer at the firehouse please let me know so I can address it with Capt. Galley (i.e. lower bay at Station 141 does not work with Target Safety). Members are not to log time spent on Target Safety training in Fire House software as Target Safety will track that information. Company Captains will get monthly updates on members on-line training status at the Staff Meeting.
- I was able to secure training with the state for Pump Operator (weekend class) that will be held on Saturday July 24th and Saturday July 31st (two Saturdays instead of a weekend due to CFA conflicts) and for the Aerial Tactics class to be held Saturday August 14 and Sunday August 15. More details will follow in an email.
- Fireworks were another successful year. During the event there were 3 off-site medicals and one fire alarm handled by the "first due" companies and ambulance. On-site, there were 5 requests for medical assistance, 3 were non-transport, 1 transported by private vehicle and 1 transport by ambulance. The CERT group appreciated the chance to assist and practice their skills as well. A job well done by all members in attendance.



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Training Division Training Meeting Minutes ~ June 17, 2010

Open Meeting

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

Exec.	A/C Eppler	ET-441	Lt. Solito
ET-141	Lt. Jackson	R-441	Lt. Muniz
R-141	Capt. Landry	ET-541	FF Shepard
T-141	Excused	T-541	Capt. Maguda, Lt. Dube
ET-241	No Representation	Fire Police	Lt. Parrot
ET-341	Capt. Sereby, Lt. Crespo	Ambulance	No Representation
E-441	Lt. Muniz	Special	

Reading of the minutes from the May 20, 2010 meeting was waived.

Review of the May Department Drills

- Night Drills: (All Companies)

5/17, 5/24 – Car Fire Prop – CFA car fire prop, overall a good drill, all members were able to go through the car fire evolution. An additional ground ladder station was set up so that members could practice this basic skill while waiting for their turn on the prop.

- Day Drills

Dumpster Fires, good drill with live fire practical.

- Junior Drill

Extinguishers with ET_341 was cancelled due to all juniors were in the Introduction portion of the New Recruit Training program.

July Department Drills

- Night Drills (All Companies)

7/12/10 – Electrical Safety, All Companies, 19:00 @ VCMS, Presented by CL&P.

7/19/10 – Company Drill / Meeting night

7/26/10 – Water Rescue Techniques, All Companies, 19:00 @ Community Pool (375 Hartford Turnpike), Presented by R-141 and R-441.

- Day Drill – 7/12 – Forcible Entry or Rescue PPE, 7/26 – Roof Prop or ventilation saws and power equipment. (A separate email will go out).

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights – Brief discussion on Target Safety on-line training and the upcoming fireworks.
- Recruitment Committee – No report
- New Recruit Training – Class is in progress, approximately 9 members are currently going through Basic Training for Firefighting.

Training Committee Issues

Old Business

- 2Q Class – The 2Q class is going on now. Due to the cost of DMV coming out to administer the test, the date will be scheduled once Chief Engineer Mylek is comfortable with the progress of the class. Participants need to continue practicing with their companies.
- Firefighter I – Bill Kerr still working on details of schedule and instructors.
- State Requested Training – A/C Eppler has secured training with the state for Pump Operator (weekend class) that will be held on Saturday July 24th and Saturday July 31st and for the Aerial Tactics class to be held Saturday August 14 and Sunday August 15.
- June Fire School – Underway, several members are taking classes.
- Mayday training drill – No update.
- Friction force door – still out of service
- Training roof prop at Station 241 – A training documentation is being prepared and a Train the Trainer session will be set up in early August.
- On-line Training – A/C Eppler reported the Target Safety training is ready to roll out. Train the Trainer sessions are scheduled for part of the June Department Drills. If members do not have computers at home, the computers in the fire house will be available for them to use for any on-line training.
- Other Old Business – None

New Business

- Other New Business – None.

Close Meeting

The meeting was adjourned at 20:05. ***The next scheduled Training Committee meeting is Thursday, July 15th at 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 JULY, 2010

CAPTAIN'S, PLEASE POST THIS NOTICE

July Department Drills:

Monday, July 12th:

- Electrical Safety, All members, 19:00 @ VCMS. Presented by CL&P for the Fire Department and other town agencies.

Monday, July 19th:

- Company drill and meeting night for July.

Monday, July 26th:

- Water Rescue Techniques and Skills Stations, All members, 19:00 @ Community Pool (375 Hartford Turnpike). Presented by R-141 and R-441.

July Day Drills

Monday July 12, 09:00, drill and location t.b.d. (email will be sent out).

Monday July 26, 09:00, drill and location t.b.d. (email will be sent out).



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Christopher J. Hammick
Fire Department Health & Safety Officer

Tel# 860-978-0664
email: chammick@vernon-ct.gov

Safety Officers Report July 2010

1. No injuries to speak of reported to my office in June.
2. A relatively minor event at the fireworks in Henry Park was witnessed by me. What appeared to be an unintentional firing of a pallet of fireworks before the tarp was removed caused several deflections of shells towards the tower and ground in front of the tower. Several hits near the tower were noted causing fire personnel to seek protection from behind the stone wall at the base of the tower. This "Unexpected Event" reinforces our exclusion zone policies and inspections prior to launch as well as or requirements for full turnout gear and goggles.
3. The lock project at Nye St is near completion. IT IS NOT FUNCTIONAL YET! Plans are that once keys are finished and distributed the lock will be test run for two weeks or so. When I am satisfied that the lock is running correctly a NEW tumbler set will be installed in the key lock. The double sided dimple key will be phased out over the next few years. This key style is currently being phased out by the manufacturer and new keys for it are in the \$25.00 range. The new Master key will be stronger and heavier. Master keys will only be distributed to Chief Officers. ALL personnel will use the FOB system for entry.

During the testing phase for the FOB system all garage door openers in the firehouse will be disconnected. As funds become available new garage door openers with rotating secure codes will be purchased to replace them. At that time only apparatus will have remotes. NO personnel will be allowed to purchase or possess garage door openers for the firehouse. After the Nye St lock project is finished, work will begin on the Vernon Center Sta 141 firehouse.

4. I will be proposing to purchase three new gas meters in the near future. Similar to the small black Bio-Systems units on T-541 and T-141 they will all be 4 gas meters with vacuum pumps. In preparation for this project if there are any persons who have issues with these devices or overwhelming information to change vendors please let me know. The cost effectiveness of remaining with Bio-systems having multiple devices is considerable.

Regards,

Christopher Hammick
Fire Department
HSO



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

Fire Marshal's Monthly Report July 2010

Significant Upcoming Construction Projects:

65 Windsor Ave will be undergoing interior renovations, they are presently in the interior demolition phase, working in the former kitchen.

Work is restarting at the Hockanum Mansions apt complex; including the installation of some automatic sprinkler systems.

At 634 Talcottville Rd interior renovations and site work to expand a child day center is starting.

There will be another carnival at Golf Land starting July 28th

Interior renovations will be starting at 218 Hartford Tpke.

Ongoing Projects:

RHS roof and roof drain project is underway, this will include impairments to sprinklers, alarms, and FD access to hydrants, stairs, and exits are to be expected

Members are reminded that at 215 East Main St in addition to interior main bldg haz mat clean up the rear of the site is being excavated, the old boiler house is being demolished, and the water way is in some areas now protected by wooden barriers only.

Roof and facade work is underway at the "Red Apple" Plaza at East St and Rt 30.

The CT Water Co is continuing to work on the Union St water main upgrade; members need to note the location of relocated and new fire hydrants, although they may not all be in service.

Other Activities:

The FMO intern is working on several projects including preparing an inspection guide and checklist for vacant bldgs and the development of an Enforcement Manual.

Town of Vernon Fire Department



UNIFORM MANUAL

Rev. June 2010

Town of Vernon Fire Department

Uniform Manual

Purpose-

To ensure uniformity amongst the ranks of the Town of Vernon Fire Department while in Class A and Class B uniform. To outline proper hardware arrangement for Class A and Class B uniforms. To identify the appropriate style of dress for events and functions sanctioned by the Town of Vernon Fire Department or other entity.

Brief Overview-

The Town of Vernon Fire Department will recognize three specific variations of uniforms. These uniforms are; Class A, Class B, and Honor Guard. Only details of the Class A and Class B uniforms will be detailed in this manual.

Hardware:

The Town of Vernon Fire Department supplies all necessary hardware for both the Class A and Class B uniform. If members have purchased their own uniform and hardware those members are responsible for their replacement. There shall be no wearing of non department issued hardware on Class A or Class B uniform. If a department member loses any hardware after receiving a complete set from the Uniform Committee that member is responsible for the replacement of said piece of hardware.

Class A Uniform-

The Town of Vernon Fire Department Class A uniform will be used for formal events. These events include, but are not limited to, parades, funerals, retirements, or any other function where the detail commander orders this particular uniform to be worn. The Class A uniform consists of: black shoes (preferably high gloss), black socks, navy trousers, black 1 ¾" belt (nickel buckle for 1st Lieutenant and below; brass buckle for Captains and above), white long sleeve shirt, black tie, tie clip, collar pins (firefighters depict "TVFD"; single nickel bugle for Lieutenants; double brass bugle for Captains), lapel pins shall be worn on lapel of coat as depicted in picture below, name badge with appropriate rank emblem, badge (firefighter design for firefighters; single nickel bugle for Lieutenants; double brass bugle for Captains), any department awards received, and bell cap with appropriate hat badge. Captains and above shall be issued a double breasted coat. Lieutenants and below shall be issued single breasted coat. Additional items may include white gloves, pinned flower, and/or other items prescribed by the detail commander.

Non department hardware, such as pins, etc., shall not be worn on Class A uniform. Uniform must be kept cleaned and ready for use. At this time the members are responsible for the cleaning of their uniform. Any alterations must be done by a tailor, members can use the department tailor. If members choose to use their own tailor, it will be at the members own expense.

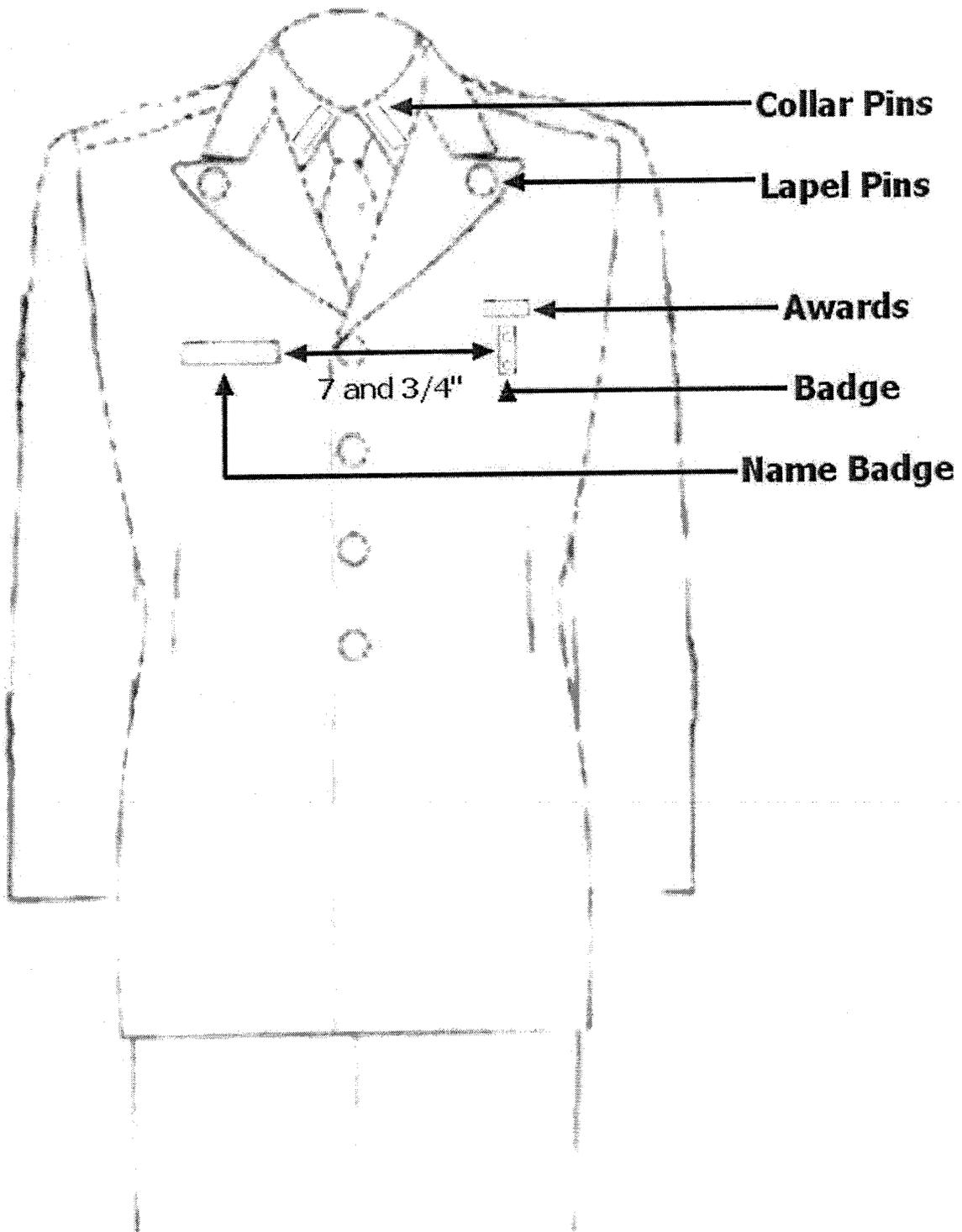
TVFD collar pins shall be read left to right and worn as depicted in diagram below.

Bugles shall have bell part of bugle facing downward when worn on lapel or collar.

Officers bugles shall face downward on shirt at an angle facing corner of collar. Posts for collar pins should straddle plastic strip in collar of shirt.

NOTE** Name badge placement is measured from the badge holder to the far right of the name badge

Class A Hardware Placement:



Class B Uniform-

The Town of Vernon Class B uniform will be used for any semi-formal or casual events. These events include, but are not limited to, public education sessions, fund raisers, or any other function where the detail commander orders this particular uniform to be worn. The Class B uniform consists of: black shoes (preferably high gloss), black socks, navy trousers, black 1 ¼" belt (nickel buckle for 1st Lieutenant and below; brass buckle for Captains and above), white short sleeve shirt, collar pins (firefighters depict "TVFD"; ; single nickel bugle for Lieutenants; double brass bugle for Captains), black tie, tie clip, name badge with appropriate rank emblem, badge (firefighter design for firefighters; single nickel bugle for Lieutenants; double brass bugle for Captains), any department awards received, and bell cap with appropriate hat badge. Additional items may include white gloves, pinned flower, and/or other items prescribed by the detail commander. The detail commander may choose to remove the bell cap and/or black tie from the Class B uniform. Upon removal of the black tie, personnel will wear the white short sleeve shirt with the collar opened one button.

Non-department issued hardware is not to be displayed on Class B uniform at any time.

If member does not have white short sleeve shirt, a white long sleeve shirt will suffice.

All hardware shall be worn consistent with Class A shirt hardware placement.

Diagram below shows proper placement for Class B uniform

Class B Hardware Placement:

