



TOWN OF VERNON

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



STAFF MEETING MINUTES

February 6, 2012

Chiefs: Call, Eppler, Landry
HSO: Hammick
Captains: Goric, Johnston, Lavoie, Maguda, McKinney, Muniz, Shepard
Lieutenants: Crespo, Schambach
Ambulance: Gauthier
Communications: Fisher
Chief Engineer: Mylek
Fire Police: Konarski
Special Members: Carpenter, Galley, Hahn

RECEIVED
VERNON TOWN CLERK
12 FEB - 8 AM 8:29

The meeting was called to order at 7:00 p.m. by Chief William Call. Motion was made/seconded (Lavoie/Shepard) to accept the January Meeting Minutes.

Training Report:

- Training Minutes from January 19, 2012 are attached.
- The next meeting of the Training Committee will be held on February 16th.
- EMT/MRT, BLS protocols will be held on February 27th.
- FFI/FFII will be discussed at the next Training Meeting.
- The next 2Q driver training class is being discussed.
- Manchester will be hosting a Boating class. More info to follow.

- Target Safety Bloodborne/Airborne Pathogens needs to be completed. It is past due for many.
- Fire Officer Weekend is coming. Deadline for sign up is the February 17th. The expense must be assumed by the member as there are no department funds to cover.
- Superior Energy certificates were distributed.

Administration Report:

- Personal Information Forms were distributed. Members are to proof-read, make changes, initial and return to Captains for next month's Staff Meeting. This is the information retained in Firehouse Software. Forms for inactive members can be discarded. If there is an "A" noted for an inactive member, update and return to A/C Landry. If a form was not provided for an active member, have them write up the information and provide to Stan.
- Awards committee now displays an Activity Code in Firehouse Software as a new field for a synopsis of incidents where members may be eligible for a reward next year. Please be as descriptive as possible. It is everyone's responsibility to document cases for award consideration. Thorough descriptions will enable better award presentations to those deserving members.
- Payroll submissions must be done the same way across companies. It is currently not happening this way and must be cleaned up.

The recent policy was reviewed and discussed by the Staff. It was noted that some members felt that 50% of the calls should be achieved although others believed this was unattainable. Captains were sent to review the activity of their members. Please send A/C Landry and email with thoughts. One dept. policy will be designed.

- A/C Chief Landry and Captain Maguda did a great job with preparation of Awards presentation for the Banquet.

Membership:

Full Membership:

Chris Bartos
Dan Yorgensen

Leave of Absence:

Jason Cormier who is currently out on leave has requested a 2 month extension. The request was granted by the Executive Board.

Resignation:

Michael Britz
Linsey Adelson

Transfer:

Edgar Jackson from ET141 to ET541

Health & Safety:

- Vest and Seat belt policies needs to be adhered to.
- 2011 LOSAP results were reviewed. Captains are to review with their members.
- Recommendations for modification to LOSAP will be presented to the Mayor this week. The subject has been included in Chief Call's 2 year plan.

Fire Marshal Report: Attached.

- Hydrant markers have been installed on most public hydrants. Public Works is currently going through town again to ensure all are marked. Management companies (apartment/condo complexes) are being requested to mount markers when we distribute.
- Santini construction is almost complete. Only the community building basement is sprinklered. People will be moving in soon. There is a moat surrounding the buildings and care must be taken to avoid injury. Bridges may be installed to make the areas safer.
- Fireworks meeting will be held at the PSC on February 8th @ 11:00 a.m.

EMD: None

Communications: See attached.

- Vernon PD is going digital at end of February.
- Station alerting system has been installed in all stations and apparatus radios.
- Hold orange button to lock portable radios, hold again to unlock.

Chief Engineer:

- Truck checks are being turned in.
- T-541 & T-141 are next for NFPA reflective striping.
- Meeting will be held Monday, February 13th at 10:00 a.m. at the PSC for ET-541 and ET-141 pre-build. Pre-build sheets must be marked in Red for any changes.

Technology:

- Dave Galley is working on new PC's and Network issues. The new PC's have Windows 7. Old PC's will be around for a couple months. Captains are asked to back up material from the old machines. Dave will meet with Captains to train.
- Problems were reported with firehouse software staffing module. Dave is going to talk with Peter.
- TVFD documentation folder is having issues.
- Jean reported problems with changes to Comcast and unavailability of needed channels.

Uniforms:

- Uniform Specs and Uniform Manual are attached. The manual displays proper placement of uniform hardware. Chief Call needs to get the information in to Town Hall this week.

Old Business:

- Budget Hearing will be held on Thursday, February 9th.
- Capital Improvement Committee will meet February 11th. Jean will be attending with Bill. Appropriate attire is required. An additional ambulance is being requested and \$150,000 per year for the next three years has been requested for station repairs.
- Fiber connections at the Public Safety Complex will be reviewed tomorrow @ 5:00.
- Mandatory radios ordered by the State for the Ambulance Company require \$10,000-\$12,000 needs to be planned for future budgets.
- Town Council meeting will be held on February 7th @ 7:00. Station 3 representative will need to attend to discuss the air compressor. Chief Call is requesting the bid process be waived.
- Sale of Rescue 141 is not on the Town Council Agenda for tomorrow. The potential sale will not be able to review with Council until the February 22nd meeting.
- Helmet shields have not been ordered yet. They will be emailed out tomorrow.

New Business:

- Winterfest Committee parade route is changing for next year, starting at Northeast School through the center of town. Publicity needs to be increased.
- Association Good & Welfare Policy was distributed and is attached.

Page 5

- SCBA guidelines were reviewed. The form needs to be completed and returned to Capt. Shepard. The process needs to be completed every week. It was requested that it be an electronic document available on the server.
- Spending freeze has been enacted.

Upcoming Events:

- Skinner Road School Touch a Truck has been scheduled for April 28th. E-441 and R-441 will attend.
- Ellington Banquet will be held on March 3rd.

Good & Well Being:

Motion to adjourn was made/seconded (Lavoie/Goric) @ 8:22 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane Carpenter". The ink is dark and the signature is written in a fluid, connected style.

Diane Carpenter, Secretary



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Training Division Training Meeting Minutes ~ January 19, 2012

Open Meeting

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

Exec.	A/C Eppler	ET-441	FF LaFontaine, FF Thomas
ET-141	No Representation	R-441	FF Lopez
R-141	Lt. Botteron	ET-541	No representation
T-141	No Representation	T-541	Capt. Maguda, Lt. Dube
ET-241	FF Orłowski, FF Moore	Fire Police	Lt. Fluckiger
ET-341	Lt. Crespo, Lt. Tautic	Ambulance	
E-441	FF Perreira	Special	

Reading of the minutes from the November 17, 2011 meeting was waived.

Review of the December Department Drills

- Night Drills: (All Companies)

12/19/11: Toys for Tykes Delivery.

12/26/11: No scheduled training.

- Day Drills:

No day drill to report on, the Training Committee is still looking for an additional Day Drill Coordinator to assist with planning regularly scheduled day drills.

- Junior Drill

12/5/11 Ambulance Division, Ambulance Operations, cancelled, Ambulance division did not show up.

February Department Drills

- Night Drills

2/20/12: Electrical Safety, all companies, 19: at Station 141.

2/27/12: BLS Protocols, Refusal form, all FD EMT's and MRT's, 19:00 at the Public Safety Building.

2/27/12: Gas Safety (Yankee Gas presentation), all non-medically trained members, 19:00 at Station 141.

February Department Drills (cont.)

- Day Drills
Nothing scheduled.
- Junior Drill
SCBA with ET-441

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights – (Staff meeting notes were distributed via email)
- Recruitment Committee / New Recruit Training – Introduction class has started.

Training Committee Issues

Old Business

- Still looking for a day drill coordinator, Lt. Botteron has expressed interest.
- Other Old Business – None

New Business

- Yankee Gas wants to come in and do their gas safety presentation. Will schedule for February.
- Suggestions for future drills include tokes loading in UTV, UTV protocols, pump operator, 2Q, boating safety, mass causality.
- Discussion was held regarding exploring having an outside vender come in and offer a Firefighter I and II class. There is no cost for hosting the program, just a minimal commitment of students. Discussion included costs of the program, students self paying and other items to explore further. We will continue to investigate this possible opportunity.
- Other New Business – None.

Close Meeting

The meeting was adjourned at 19:55. *The next scheduled Training Committee meeting is Thursday, February 16, 2012, 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 FEBRUARY, 2012

CAPTAIN'S, PLEASE POST THIS NOTICE

February Department Drills:

Monday, February 20, 2012:

- Electrical Safety

All members, 19:00 at station 141, presented by Curt Dowling (past chief, Andover FD)

Monday, February 27, 2012:

- BLS Protocols and Refusal Form / Documentation

All Fire Department EMT's and MRT's, 19:00 at the Public Safety Building

- Gas Safety Presentation

All non-medically trained members, 19:00 at Station 141, presented by Yankee Gas.



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From the office of the Fire Marshal

Fire Marshal's Monthly Report February 6th, 2012

Ongoing FMO Projects:

Regular inspections based upon a periodic schedule, in response to complaints, and inspections of new work continue. Eighty existing buildings and thirteen construction sites were inspected during January.

The installation of hydrant markers by PWs is nearing completion; if anyone sees unmarked hydrants please advise the FMO. The PWs installation covers hydrants in the public ROW; privately maintained hydrants remain to be done.

The inspection of vacant buildings and updating of the target hazards list is in progress.

The FMO, plaza mgnt. co, and the fire alarm service co are trying to resolve the alarm problems at the Annex at the Tri City Plaza.

Upcoming FMO Projects:

Significant renovation work is starting at the following sites:

35 Talcottville Rd – several shops being renovated

234 Talcottville Rd – will be a fully sprinklered children's rental indoor play area

777 Talcottville Rd – renovation and expansion of car dealership

220 Hartford Tpke – renovations to floors 2 and 3, reminder this is a fully sprinklered building with standpipes, only minor impairments of this protection is expected

176 Union St – renovations and modernization for a restaurant

14 Jeff Rd – existing group home has been demolished, a new group home is being built

The FMO is interested in recruiting a fire protection student intern for the summer months.

Planning for the 2012 fireworks has started.



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From the office of Jack Fisher

February 2, 2012

Communications Report

Recently several changes have been implemented to our radio system as follows:

1. As previously discussed, shortly the Vernon Police will be moving to a new communications standard (Digital). When this occurs unless you have a digital scanner you will no longer be able to receive their calls. As this feature is critical to the Fire & EMS function, we have recently implemented a simulcast radio that will listen to the new digital format and re-broadcast in a conventional format but on a new UHF frequency. That radio is currently located on Fox Hill on a frequency of 460.1625 with a PL code of 100.0. Please note that the new setup at Fox Hill is still in a testing mode and could possibly change if we find radio interference as we move forward.

I have been re-programming all our mobile and portable radios with both the current PD frequency and the new channel. For the short term, when the PD transmits it will come up on your radio display channel 33 as "VPD Old CH 1". Once the PD moves to the new digital format, this channel will go dead and you will start receiving again on channel 14 which is labeled " VPD CH 1".

2. We have now expanded the Station Tone Alerting function to all portables and mobile UHF radios to function as follows. Also note the restrictions.

The Chief's as well as the EOC radio have the ability to activate either individual station base radios or all department owned UHF radios.

When the activation codes are sent out a loud series of beeps will be heard by the receiving radios (note: only those department radios so programmed). For "**Individual Station Calls**" when the radio receives the code it will acknowledge with one long beep which let's the Chief know it has been received. For a "**General Alert**" all department radios will activate but only one station will respond with this acknowledgement tone.

Currently department **portables** and **mobiles** will only activate with the "**General Alert**" code (not with individual station codes). When activated they produce a series of loud beeps. The radios are programmed to emit these beeps at full volume regardless of where your volume control is set.

Hopefully this will serve a couple of purposes. One is a result of the October storm standby where we will now be able to alert individual stations to calls when members are trying to get some sleep. Secondly it can be used on the "**fireground**" or anytime the Chief wants to get out an **important messages** to all radios.

Restrictions: This feature is only programmed to function on UHF Channels 1 (Fox Hill 48) 2 (Talk Around), 3 admin, 5 in-vehicle repeater channel, 7 EMS, 8 Fire Police, 10 Town Interoperate & 16 Fireground Red (No County Channels). All radios must be on the same channel in order for this to function. I will further elaborate on these restrictions at the Staff Meeting.



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From the office of the Uniform Committee

Class A Uniform Specifications

Vendor Requirements:

- 1) All deliveries to be made with no shipping or delivery charge
- 2) All appointments shall be at the request and schedule of the Town of Vernon Fire Department
- 3) All female members shall be fitted for women's coats and trousers
- 4) All orders shall be 100% complete before invoicing
- 5) Any uniform or hardware that is either not fitted properly or spelling errors shall be replaced at no cost to the Town of Vernon Fire Department.
- 6) All sleeve emblems shall be sewn on at no additional charge
- 7) All quotes shall remain in effect for a minimum of one year
- 8) Any default by vendor may result in cancellation of any undelivered orders.
- 9) All orders shall be packaged according to individual
- 10) Any appointment cancellation by vendor must be given one week before scheduled appointment



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Uniform Specifications

Captains through Chief:

Coats shall be double breasted navy blue serge
4 button front with, 3 button sleeve all gold plated dome with "FD"
2 inside chest pockets
Cloth badge holder on left chest
Town of Vernon Fire Department patches sewn on both sleeves
Length of Service hash marks on left sleeve in gold, 1 hash mark for every 5 years

1st Lieutenant and below:

Coats shall be single breasted navy blue serge
4 button front, 3 button sleeve silver domed with "FD"
Cloth badge holder left chest
Town of Vernon Fire Department patches sewn on both sleeves
Length of Service hash marks on left sleeve in silver, 1 hash mark for every 5 years

Honor Guard:

Honor Guard coats shall be made from Hope Uniform navy blue serge
Choker collar style #100 w/N.E. cuff same color as coat
Red edge cord on collar, down front, on 4 pocket flaps, shoulder straps, and cuffs CHFD30" sleeve
No hooks but taper
B.H. across left shoulder strap 1" from shoulder seam, sew "X" on strap, sew badge holder over strap
Town of Vernon Fire Department patches sewn on both sleeves
4 pleated patch pockets
Bk. Vent
Bi-swing back
Trousers for Honor Guard shall match coat with 1" red rayon ribbed stripe from waistband to bottom along seam line behind pocket and must be done by factory

Shirts:

All ranks shall be issued white short sleeve uniform shirt, Liberty #732MWH
Town of Vernon Fire Department patches sewn on both sleeves

Necktie:

Black clip on

Trousers:



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All ranks navy blue serge to match coats with snugtex waistband

Belt:

Standard 1 3/4" wide black cowhide garrison with gold square buckle for Captains and above
Silver square buckle for 1st lieutenant and below

Covers:

Navy blue bell top, serge, silver FD buttons for firefighters and 2nd Lieutenants
White naugahyde bell top, gold metal expansion type strap for Captains and above
Chiefs cover white naugahyde bell top with white rayon braid band, bottom of frame to be white,
embroidered flame visor, gold metal expansion type strap

Uniform Hardware:

All hardware shall be made by V. H. Blackinton except where noted

All chest and cover badges must be struck solid with a solid back and lettering on all badges and
insignia must be red.

All badge centers must be hard red enamel.

All chest badges shall have safety catch and all cover badges must have screwback attachments

Lieutenant and firefighter badges shall be rhodium plate

Captain and above shall be gold plate

Chest Badge Text:

FIREFIGHTER
TOWN of VERNON
(center A6993 scramble)
FIRE DEPT.
CONN.

Cover Badge Text:

Vernon
(center A6993)



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Bottom lettering to be done at time of order

Chest Badge for Officers:

(top line rank)
TOWN OF VERNON
(center to vary by rank)
A6965 5 horns for Chief
A6969 4 horns for Assistant Chief
A6973 3 horns for Deputy Chief
A6981 2 vertical horns Captain
A6985 1 horn Lieutenants
A9427 fire truck Chief Engineer & Engineer
A1521 cross w/SAFETY for Safety Officer
FIRE DEPARTMENT (3rd Line)
Conn. (bottom line)

Cover Badge for Officers:

Top line rank
Center same as chest badge
Bottom line company designation

Badges for SUPERVISOR will be gold or rhodium
Badges for COMMUNICATIONS and SAFETY shall be gold

Collar insignia shall be same stock number as badge centers, same finish, with clutch back attachment for all officers

Lapel insignia for FF shall be style #5 rhodium clutch back attachment reading T.V.F.D. ½" letters

Honor Guard lapel insignia are Smith & Warren C501M, nickel clutch back attachment, ½" letters HONOR or GUARD depending on FD request

Lapel insignia for Officers shall be same finish as corresponding rank, clutch back attachment
Style: A2909 for Lieut., A2909-2 for Captain, A2908 for Deputy Chief, A2906 for Asst. Chief, A2905 for Chief

Name Plates:

Style A7239 clutch back attachment, First and last name preceded by ½" red enamel disk



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½" enamel red disks:
A6991 scramble for FF

A6987 1 horn Lieutenant
A6983 2 vertical horns Captain
A6974 3 crossed horns Deputy Chief
A6971 4 crossed horns Asst. Chief
A6967 5 crossed horns Chief

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.

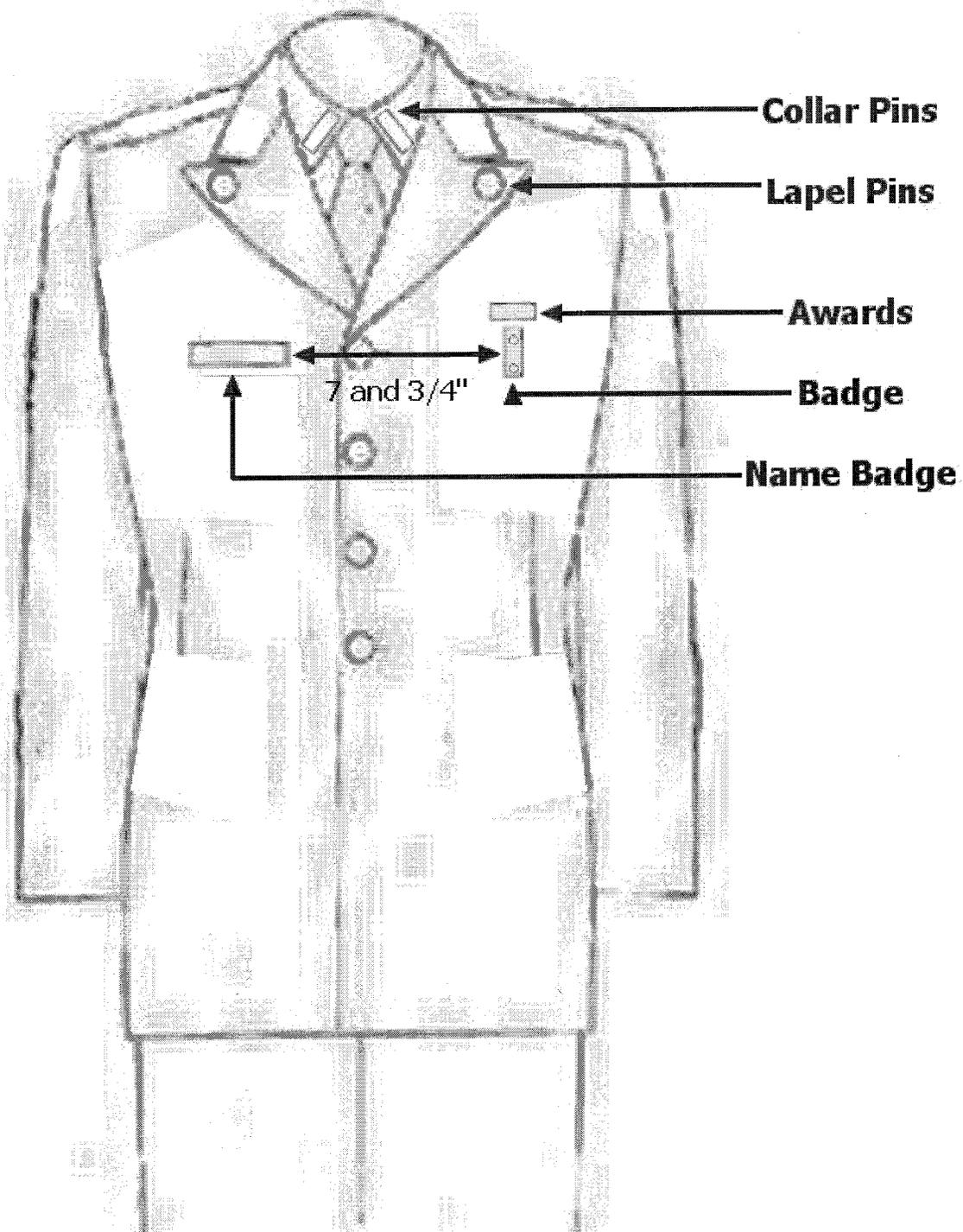
TVFD collar pins shall be read left to right and worn as depicted in diagram below.

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 3/4" 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.

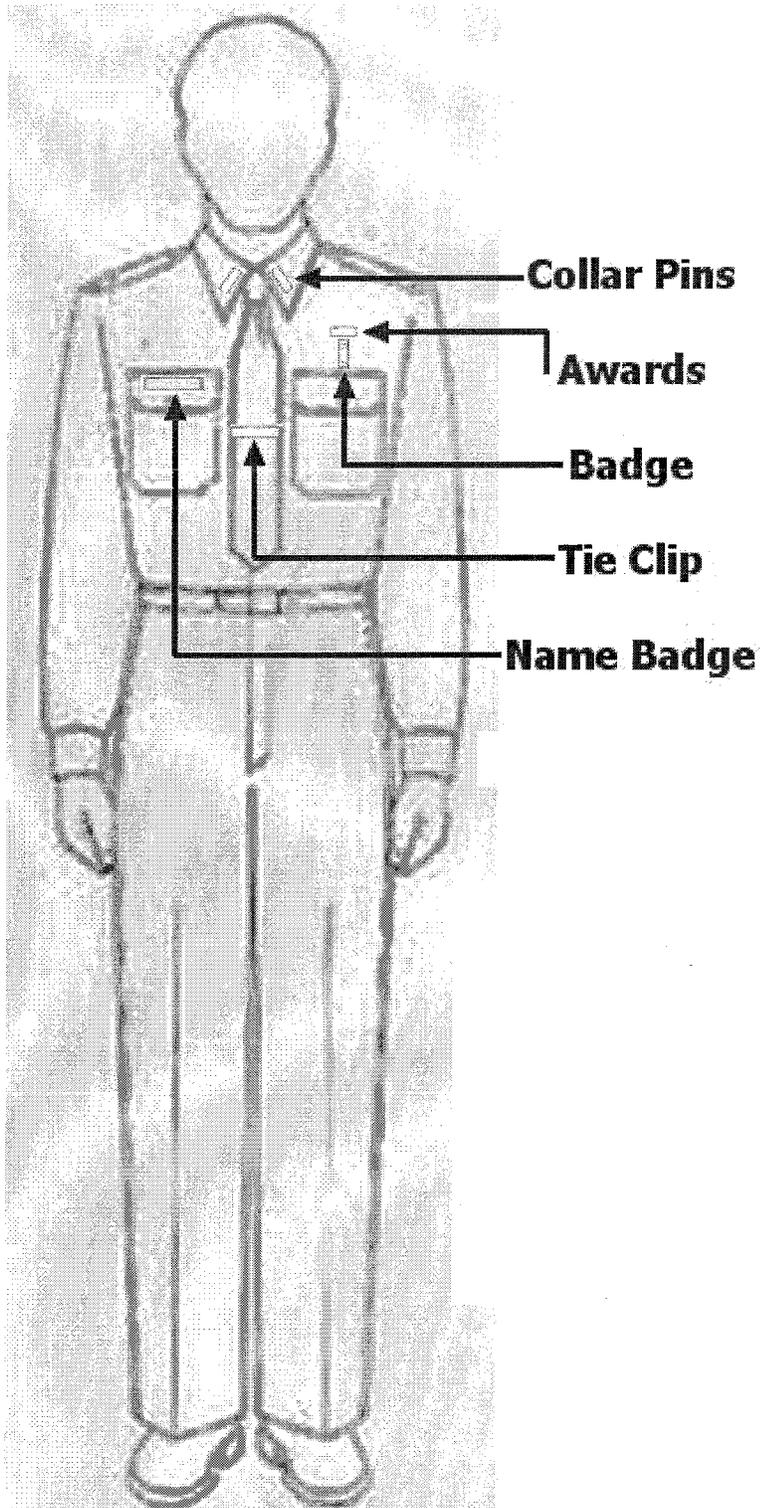
Non-department issued hardware is not to be displayed on Class B uniform at any time.

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:





To: Company Captains & F.D. Executive Board Members

From: Good & Welfare Committee

Re: Association Donation Policies

1/30/12

Just a reminder that the following policies were adopted by the Association in 1997, updated in 2008 and now retro-active to October 31, 2011

Sickness-Death-and Family Policies

The Association will allocate \$50.00 for a floral arrangement, fruit basket, or donation for the following reasons:

1. The overnight hospitalization of an active member.
2. The death of an active or retired member.
3. The death of the spouse or child of an active member.
4. The death of an active member's mother or father.
5. The birth or adoption of a child to an active member.

Grave Markers & Flags

Fire Department grave markers and flags are available for placement at a cemetery by the Captain of the company involved.

Notification Process

The committee will only act upon a request from the company Captain or a pre-determined designee. The Captain should call one of the following committee members with all of the needed information: name of the member, the person or organization receiving the donation, address and phone number of the member involved. Only the President of the Association can authorize a variation from these policies. The President is authorized to spend \$200 for the Association.

<u>Name</u>	<u>Phone #</u>	<u>Cell #</u>
Dick Bowman	860-875-3997	860-614-8513
Kevin Bowman	860-875-1022	860-930-7388
Craig Bowman	860-875-6533	860-982-0180
Jeff Bifolck	860-872-7259	860-798-4450

Please put this list in a convenient place for easy reference.