



TOWN OF VERNON

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



STAFF MEETING MINUTES

November 1, 2010

Chiefs: Call, Eppler, Landry
HSO: Hammick
Captains: Galley, Goric, Hahn, James, Johnston, Landry, Lavoie, Maguda, McKinney
Ambulance: Gauthier
Fire Marshal: Walker
EMD: Sheridan
Fire Police: Konarski
Chief Engineer: Mylek
Communications: Fisher
Special Members: Carpenter, Hahn, Marth

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VERNON TOWN CLERK
10 NOV - 4 AM 8:49

The meeting was called to order at 19:00 p.m. by Chief William Call. Motion was made/seconded (Lavoie/James) to accept the minutes from the October Staff Meeting.

Training Report:

- September Training Committee Minutes are attached.
- Drill Schedule for October is attached.
- Eight members have passed the 2Q test. A/C Eppler has received the DMV cards that are ready for pick up.
- Contact A/C Eppler & John Mylek for pump testing scheduling.
- 2010 Hazmat Series will be emailed. LAH funds are available.
- Burn Trailer training will be held next month. The trailer will be held at Station 141 for a couple of weeks around the drill.
- Target Safety updates will be communicated via email from A/C Eppler prior to the due dates of completion.
- There is no information available on Firefighter One at this time. The rooftop prop is broken at this point.

Administration Report:

- Administrative Assistant position has been filled. Due to workload the position has been given to Tammy Hahn and Kathleen Marth. The position description that Samantha held will be separated into the two positions.
- Captains Eligibility List for 2011 & 2012 term needs to be compiled. Captains are to go back to their companies and have alternates submit resumes so members are ready to step in for their company in the event there is a vacancy.
- Resume due 11/10/10 by 21:00 for the 2011/2012 Captains List. Written test will be conducted on the 15th & 22nd, along with an oral review that will follow. This process is non-confrontational and the intent is to provide a paper trail to show our process. The reason the Executive Board is pursuing this plan is because the Lieutenants completed this path successfully last year and it should be followed for Captains as well. A/C Landry will schedule dates. The list will be out for the November 29th Dept. Meeting.
 - Provisions will be made for members participating in EMT class.
 - SOG's and IFSTA books should be reviewed for testing material.

Health & Safety:

- A general order has been placed that Safety Vests be used at all scenes. 40 vests are in stock and ready to distribute. It is everyone's responsibility to make sure the rule is being followed. Dana Robertson was commended for an excellent job on a highway call. Chris will review if this is required for Fire Police.
- Duty Officer Car was involved in an accident. The vehicle had a flat tire that may have contributed. Vehicle checks had not been recently completed on the car, additionally, necessary paperwork was also missing from the vehicle.
- Door Locks for Station 141 will be started soon. Keys will be issued soon also. 2 doors will be completed. Keys/locks for Association doors can also be purchased at the expense of the Company Association.
- Flu Shots will be done next Monday at the Public Safety Building @ 6:00. Approximately 50 injections will be available.

Fire Marshal Report:

- Knox Box project should be completed soon. Old keys will still be held until we are sure that all keys have been transitioned. Extra keys can be turned in to Ray. 4 digit pass code and # key should be used to enter.

- Check apparatus to make sure that wrench for fire dept connection caps are available. Contact Ray if it cannot be found.
- Fire Prevention activities went really well.
- The owner of the Talcottville Rd property will take care of powder situation.

EMD:

- Public Warning Alarm System was held. One problem reported and will be retested.
- Basic ICS 700 & 800 class for town administration is being scheduled in November.
- New England Disaster Center tour will be held next Monday. Staff from Rescue's and trucks starting @ 19:30 will be needed.
- Emergency Operation Plan is complete. Questions have been forwarded to Michael Purcuro for resolution.
- Mayors Office has signed off on substantial funding for the new ID Machine. Ken Kalos will be the key point for ID's for all town departments. It will be retained with the fire dept.

Chief Engineer:

- Truck checks not all are in. Many registrations are invalid. Valid insurance cards are in all trucks. These important papers & inspection records are the only items to be stored in the visor over driver seat. It was suggested that copies of the new registrations be kept in each truck and originals be held. It was also suggested that plates be obtained for trucks & trailers that have none. John was requested to provide Bill with who has/has not submitted truck checks.
- Tower 141 may be ready later this week.
- 2Q drivers recently passing the test are instructed to do more driving time with their company & captains signing off prior to riding with John. They are not authorized to drive to scenes until signoff is received.
- John showed a form for mechanic sign off when repairs are conducted at Public Works. Many statements were made that multiple copies of the form should be available to know what was done & who did the work.

Communications:

- Cell phone texting forms have only been submitted by Galley, Goric, Landry. A list is needed from all companies for all people who want text messaging. Return it back to Jack ASAP.
- Alpha pagers in the stations need to be re-cycled. Station units will be brought in.
- Make sure that members do not call TN with radio issues. Any problems should be reported to your Captain.

Uniforms:

- Brian Johnston provided an update. Jackets are being pursued.

Chaplain:

- Tom is ambulatory and was of great assistance of re-keying the knox boxes.

Membership:

New Membership:

Collin Plante (Junior)

Full Membership:

Walt Hampton

Steve Vincelette

Resignation:

Sheldin Smith (Junior)

Steven King

Transfer:

Richard Parrott from Fire Police to Special Member

Leave of Absence

Mike Bova (60 days)

Bryan Gannon (2 week Admin)

- Discussion held that changes need to be made in by-laws regarding the voting of members. Captain Hahn will schedule a meeting to discuss.
- Helmet Shields for probationary members have not been returned for re-use. Paperwork is needed from the last class. A/C Landry will investigate. An order will be submitted by Capt. Goric.

Old Business:

- Hose Testing will be completed on November 15th at the Industrial Park. A schedule will be provided. Drivers will be needed as well as people to shuttle hose.
- Bunting on buildings should now be taken down.
- Manchester is asking for apparatus/ATV for Road Race.
- Firehouse Software is back up and all PC's should be working. Printing issues were reported with Dave Goric. Charlie Konarski still has issues also. Spell check function has been turned off. Station 4 watch room Firehouse Software icon can't be found.

- Sign on from home still needs to be worked on. Procedures have been sent to install the sonic firewall. Capt Landry and Hahn are the only people who have done it. Make sure the file is saved. Do not use your name; use the two codes that Dave has provided.
- Monies received from the Town for the fireworks should be allocated \$50 to each company.

New Business:

- Food Drive Challenge between Vernon and Manchester Police Departments will be held November 20th & 21st at both Stop & Shops. Staff & vehicles are needed to transfer food to Hockanum Valley. Communication will follow. One Truck & Ambulance is needed at each location.
- For the December Staff Meeting, Captains were requested to compile a list of all building maintenance & repairs that are needed. The lists should include everything the buildings need. The lists will be submitted to the town & funding will be requested. Permanent municipal building repair committee will be requested to assist.
- Commemorative Bench in Memory of Chief Robert Kelley was discussed.

Correspondence:

- Thank you note was received for false alarm call for T-141 and ET-341 (see attached).
- Hockanum Valley is seeking donations to help feed local families during Thanksgiving and Christmas (see attached).

Upcoming Events:

- Holiday Party will be held @ Villa Louisa, Bolton CT on December 4th. Tickets & money (\$35 p/person) must be returned by 11/26.
- Ladies Auxiliary Fundraiser. Sale of Taste of Dining and Activity books @ \$20 each. Representatives will be at the 11-29-10 Department Meeting.
- Discussion was held regarding the East Side Crew Toys for Tikes Run scheduled for 12/4. Staff members showed support for this event. Toys will be delivered to Station 441 @ 1:00. Available members are asked to join to receive these toys.

Good & Well Being:

Motion to adjourn the meeting was made/seconded @ 9:10 p.m.

Respectfully submitted,


Diane Carpenter, Secretary