



TOWN OF VERNON

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



STAFF MEETING MINUTES

September 7, 2010

Chiefs: Call, Eppler, Landry

HSO: Hammick

Captains: Galley, Goric, Hahn, James, Landry, Lavoie, Maguda, McKinney

Lieutenants: Crespo, Robertson

Firefighter: Talty

Ambulance: Gauthier

EMD: Graugard

Fire Police: Konarski

Chief Engineer: Mylek

Special Members: Carpenter

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VERNON TOWN CLERK
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The meeting was called to order at 7:00 p.m. by Chief William Call. Motion was made/seconded (Galley/Lavoie) to accept the minutes from the August 2, 2010 Staff Meeting.

Training Report:

- August Training Committee Minutes are attached.
- Drill Schedule for September is attached.
- Target Safety status reports were distributed. Make sure that company members are getting the mandatory training done. If members have left your company, please email A/C Eppler so the correction can be made.
- Live Burn in Hartford will be held on 9/25/10. ET-241 and S-341 will attend. An aerial and rescue truck are also needed.
- There is no update available on the Firefighter I course.
- Guidelines for use of the Roof Training Prop is attached.

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- Pump class will be held on October 2 & 3. Headcount is needed.
- 2Q Driver Test with DMV has been scheduled for October 16th. A/C will confirm when it gets closer. The Pump test can be taken first (est. 2nd Monday in October). Captain Galley will email A/C Eppler with the request.
- All apparatus has received a Lifestar Reference Guide. A 75' x 85' landing space is needed. Apparatus should be used as a barricade in the event of a crash. Safety glasses for the fire police members were requested.

Administration Report:

- Firehouse Software personnel updates are being worked on. If any information has changed for any members, please email A/C Landry for correction. This includes telephone/address/email address.

Health & Safety:

- HSO report is attached.
- Physicals can be resumed. CorpCare is the preferred provider. Primary care providers can complete department physicals; however, correct paperwork must be picked up from HSO Hammick prior to completion of the physical. This will ensure that the correct forms are completed.
- Plain talk / standard language is strongly encouraged to be used. This is not happening consistently.
- There are no Accountability Tags. New ID card maker from Salamander is urgently needed.

Fire Marshal Report:

- Per David Gooch from the TOV Engineering Dept., the new bridge at West Main St. and Morrison St. has opened. The existing bridge on River St. will be removed in the next few weeks. All traffic heading to River Street from West Main St. will now need to either go south on the new Morrison St. bridge and turn left on to River St., or go south on the Spring St. bridge and turn right onto River St.

Members questioned if a moratorium exists to not allow apparatus on the Spring Street Bridge. It was believed this had been an issue due to weight; that shouldn't exist now. Chief Call will contact the Fire Marshal to verify.

EMD: No report.

- Discussion was held regarding the CREST Team. This is a medically trained/controlled EMS group that works with Police for large PD incidents that may require medical assistance.

Finance Report:

- Chief Call will be reviewing the payroll that is being submitted prior to releasing to Chief Kelley for processing.

Chief Engineer:

- Pump testing schedule is attached. Three people will be needed for each apparatus for the event. Participants should be in Hartford prior to 7:00.
- Ladder testing will be held on September 11th. Don Westcott is coordinating. Trucks attending the Ellington Parade will be completed first. The testing will take approximately 1 hour for each truck.
- John will be out of state through 9-12.
- 8 Truck Checks have been turned in. 4 are missing. Reminder, the reports are due at the Staff Meeting.
- ET-141 Intersection Light, Shifting Handle Knob were items needing repair. Captain Goric will email a list of items needing attention. Additionally R-141 lights. ET-541 signal light is in. There is an oil/water leak again.

Communications:

- Cell phone list of members receiving text messages from TN was distributed. Captains are asked to confirm accuracy with their members to ensure it is correct. If information is wrong, email Chief Call/Jack Fisher. Reply by 9/20/10. Individuals who have left the fire department should be removed from the list.
- Citywide contract has been cancelled. A list of users should be requested of the vendor. Some double dipping may have occurred.
- Pagers are being purchased with a \$3,000 donation received.
- Three alpha numeric pagers are available for emergency use until Jack returns. Contact Chief Call if they are needed.

Uniforms:

- Rob Talty was present to receive names of members who should be receiving new uniforms. Names have been submitted for ET-141, and ET-441. R-141 is Chris Pearson; and R. Tautic for ET-341.
- Hardware will be changing.
- 14 Uniforms have been put together with supply from stock.

Chaplain: The Chaplain should be back in full service soon.

Membership:

New turnout gear should be received in a couple of weeks. We are short gear for the new training class. Spare Station 441 FOB is located in the HSO mailbox at Station 641 so that members can enter Station 441 for gear cleaning. Members must clean their existing gear prior to receiving new items.

New Membership:

Lindsay Adelson
Tyler Fitting
Brian Ganon
Edwin Heck
Josh Isham (Junior Program)
Matthew Isham
Autmn Kerce (Junior Program)
Reilly Tuttle

Senior membership

Jacob Miceli

Resignation

Kacie Dancosse

Transfer

Andy Gagne from ET 441- Tower 541
Kevin Samble from ET 241 - Tower 141

Leave of Absence

Michael Martino

Old Business:

- Computer Report – Captain Galley discussed the shared drive. Truck Check forms, Payroll, SOG's, and By-Laws should be downloaded to the TVFD shared drive & Target Safety. Capt. Goric will email him with the new Payroll form. Galley will load documents to the drive.
- New virtual server is being built. Firehouse Software is needed. New ID's and IP addresses will be needed before transitioning.

- AVG license renewal has been obtained and Dave will install in all PC's & laptops.
- Timing issue with Station 141 PC is still ongoing. There is no solution at this time.
- Firehouse Software – Incident Commander is now responsible to complete the incident narrative that best describes the overall incident. Individual companies need to put complete company narrative. Samples of narrative wording will be provided by A/C Landry. The FMO is willing to assist the Captains with correct completion of this report. It is imperative that we do a better job in completing the narratives. The auto narrative will be shut off soon. The comprehensive extrication page in Firehouse Software should also be completed for extended extrications.
- The next County Meeting will be held in 2 weeks.

New Business:

- Town of Vernon Affirmative Action Policy is attached. It will be posted in Target Safety as a review/confirm task. This document should also be posted in the fire houses.
- Bolton fire apparatus out of service was discussed. They are down to one engine. At this time, T-140 will respond to Bolton Lakes region calls instead of Bolton.
- Captain James described the Fireground Compass to aid with direction location in a building. Training will follow. Six units were purchased. It was suggested they could also be used by CERT Teams. Captain James will attend the next Training Committee Meeting to discuss further.
- Water leaks were reported with T-541 and Station 141 Plymo Systems. Filters may need replacing.
- Air conditioning at Nye Street is not working. Email to be sent to Chief Call regarding the issue.
- Three applicants have been submitted for the Administrative Assistant position.
- Maple Street knox box keys do not work. FMO needs to investigate.

Correspondence:

- Safety Town letter of thanks from the Vernon Jr. Women's Club is attached.
- Suburban Subaru letter of thanks for 6 Hartford Tpke. Fire is attached.

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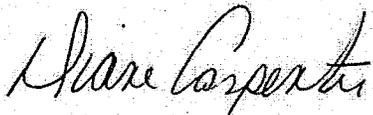
Upcoming Events:

- Ellington Parade scheduled for 9/11/10. R-441, T-541, ET-241 (or ET-541), E-441, Honor Guard and Steamer to attend. Arrive by 4:30 for a 5:15 step off.
- The Department Golf Tournament has been cancelled due to lack of interest on short notice.
- Rockville Fest will be held on 9/25/10. T-541 will attend.
- The Manchester Eighth Utilities District Torchlight Parade will be held on December 11th. Contact Brian Johnston if anyone is interested in attending.

Good & Well Being:

Motion to adjourn the meeting was made/seconded (Lavoie/Goric) @ 8:57 p.m.

Respectfully submitted,



Diane Carpenter, Secretary

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