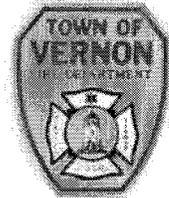




TOWN OF VERNON

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



STAFF MEETING MINUTES

December 6, 2010

Chiefs: Call, Eppler, Landry
HSO: Hammick
Captains: Galley, Hahn, James, Johnston, Lavoie, Maguda, McKinney, Sereby
Lieutenants: Andresen, Pearson
Ambulance: Gauthier
Fire Marshal: Walker
Fire Police: Konarski
Chief Engineer: Mylek
Communications: Fisher
Retention/Recruitment: Augustus
Special Members: Carpenter, Graugard, Hahn, Marth

RECEIVED
VERNON TOWN CLERK
10 DEC - 8 AM 11:06

The meeting was called to order at 19:02 p.m. by Chief William Call. Motion was made/seconded (Galley/Lavoie) to accept the minutes from the November Staff Meeting.

Training Report:

- November Training Committee Minutes are attached.
- There will be no organized drills in December. Toys for Tikes will be held on December 20th.
- FFI course at Eastern was discussed. This is a pre-pay/reimburse course upon completion. See A/C Eppler if interested.
- Per Bill Kerr, in-house FFI will be held in the spring.
- EMT Refresher will be held in February.
- Company Fit Testing information will be sent via email. It is anticipated that a company will be scheduled on the first Monday of each month. T-141 will be first, beginning @ 19:00, possibly earlier.
- Officer Training suggestions are being sought.
- Target Safety will be maintained at a Company level. Training will be available next month.
- Captain James was asked to contact the Training Division to discuss the rollout of the compasses.

Administration Report:

- Congratulations were given to those who have made the Captain List. A new list will follow via email for postings in the fire houses ASAP.
- Election Dates were noted:
 - ET-141, T-141, R-141, ET-241, ET-441, E-441, R-441, ET-541 – Monday
 - Fire Police – Wednesday @ 19:00
 - T-541 – Sunday @ 9:00
 - ET-341 – 12/20 @ 18:00
- Review of written tests was discussed with the Captains.
- Red Plan – resources are obtained at TN.

Health & Safety:

- Station 141 locks are done. They should be operational in the next couple of days. An invoice for the Station 1 Association Room install will follow.
- Suggestions are being taken for photo policy draft.
- ct.train.org provides regional training programs available. It is similar to Target Safety. This valuable resource will be imbedded into Target Safety.

Fire Marshal Report:

- The FM updated the members present on the Knox Box rekeying project including:
 - All known boxes have been rekeyed.
 - The VPD Sgt's car Key Secure Box will be operational on Wednesday the 8th pending a successful download of data from the Knox Co.
 - A draft of the complete Knox Box Site List was distributed and members were asked to review and provide any corrections / updates to the FMO. A final version will be distributed by 12-20-2010 for Official use.
 - Officers were asked check their access to the various Key Secure Boxes and report any problems to the FMO.
 - The TVFD and VPD Knox Key Secure codes are not interchangeable. This was done to improve accountability and key security.
- Based on a question from the recent Captains exams the FM explained that we should exhaust our resources before calling in the State FMO even for fatal fires and he reminded members that the Vernon FMO has in it or within its available reach a variety of qualified resources to handle incidents. The FM also reminded the members that the State FMO responses have changed and without a definitive need or plan their response and resources may not be appropriate or timely.

EMD:

- Grants - Emergency Management Performance Grant (EMPG) for Federal FY2011 has been submitted to State Homeland Security in the amount of \$13,038.00.
- Budget - OEM FY2012 budget is being prepared and is due to Town Admin by January 5, 2011.
- Emergency Notification System - Sirens tested 12/04/2010. All sirens functioned except Nye St. siren. Communications Officer notified.
- Communications – ITAC/ICALL handheld radios collected from Chief Officers and OEM staff and will be replaced by EMD Purcuro per State Homeland Security protocol.
- Planning - Town EOP is being updated. EOP checklist submitted to State Homeland Security per protocol.
- ID's - Higgins Salamander ID System is pending budget approval by Town Admin.

Chief Engineer:

- T-541 & E-441 need to be pump tested. John was asked to email Chief Call when a date is selected.
- Anti-freeze leak was reported with ET-541.
- The funds available in the Maintenance Account are very low. Repairs for T-141 & ET-241 are estimated around \$5,000 each.

Communications:

- Portable battery charger in R-141 only fits for Captains and Chiefs radios. All batteries have been changed. If batteries are needed, please contact Jack.
- Problems were reported with Fire Police radios.
- Alpha pagers are not going off in the hospital. There were also issues with second call messages. Specifics are needed. Detail should be provided via email to the Chief & copy Jack.

Uniforms:

- \$900 remains in the account. Captains jackets will be purchased for Mike Sereby, Jason Hahn and Charlie Konarski. Brian would like to spend any remaining funds on hardware.

Chaplain:

- Tom continues to do better. He has been out and about recently.

Membership:

Captains are reminded that membership notices for discussion at the Staff Meeting need to go through him prior to addition to the Agenda.

Full Membership:

Steve Benedict – FP
Bryan Bifolck – ET-541
Cory Lafontaine – ET-441

Dismissed:

Brian Gannon – effective 11/22/10

New Membership:

Collin Plante (Pending)

Company Assignments for the New Recruit Class:

Lindsay Adelson – ET-141
Tyler Fitting – ET-441
Brian Gannon – T-141
Edwin Heck – R-441
Matt Isham – T-541
Reilly Tuttle – R-441

Old Business:

- Toys for Tikes –
 - A truck is needed for pick ups on Saturday, 12/11 @ 11:00 at Center 375. ET-541 will handle.
 - St. Joseph's School is requesting a truck for toy pick ups on 12/17 @ noon. Capts. Galley & Johnston may be able to handle.
 - Three tables from Station 141 will be borrowed for use during TFT weekend. They will be used in the lower bay @ Station 441 for toy distribution.
 - Service 141 is being requested for Fire Police use from the 17th through the night of 12/20. Please keep it available for their use.
- Discussion was held regarding the photos taken by Charlie. Views will become available on the Town Website from Vernon News. A process needs to be developed so that selected photos are displayed.
- Dave Galley reported that three PC's have been received. \$800 remains in the budget. Dave & Chief Call will discuss future needs.
- The Shared folder is fixed.
- The Sonic Wall ID should be working. Contact Dave if it is not.
- Tammy & Kathleen need Town logon for Vernon email address as well as Sonic Wall ID's.
- Hose test was very successful. 28,000 sq. ft. was tested. Each firehouse has 2 extra lengths of 4" hose that was donated by Somers.

- Station 141 is housing various other sizes of extra hose lengths.
- Chief Call requested an Asset List be submitted of all electronic equipment.
- All Department Heads have been notified that the Budget Process will begin soon. A 5% reduction is requested of the Mayor. The Fire budget will be submitted similar to last year with some exceptions. Replacement of 3 apparatus will be pursued. Meeting will be planned to discuss Ambulance and FMO budgets.
- Repair lists for the fire houses is needed by the end of the week.
- A power point presentation is being planned to aid with demonstration to replace apparatus.
- Fox Hill Tower renovations need to be pursued.
- Chief Call discussed the need for our staff to consist of people that are willing to attend calls. If members are not consistently contributing to the department activities, steps will be taken to dismiss people. Retention/Recruitment activities need to continue to keep active members on the roster. It was stated that the town needs to provide funding for uniforms, gear, equipment and training in order to motivate members to participate. Capt. Galley urged that this message be delivered to the entire membership at the January meeting.

New Business:

- Traffic control at the Holiday Inn Express fire was chaotic until our Fire Police arrived. It was stated the FD would not provide for traffic control. This was mentioned to have happened in other occasions as well.
- The Christmas Party was a success.

Correspondence:

Upcoming Events:

- Toys for Tikes – final organizing & set up on 12/19 @ 10:00.
- Toys for Tikes – Distribution beginning @ 18:00.

Good & Well Being:

Motion to adjourn the meeting was made/seconded @ 20:47 p.m.

Respectfully submitted,



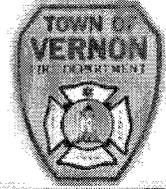
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Diane Carpenter, Secretary



TOWN OF VERNON

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Training Division Training Meeting Minutes ~ November 18, 2010

Open Meeting

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

Exec.	A/C Eppler	ET-441	Lt. Solito
ET-141	Lt. Andreson	R-441	Lt. Muniz
R-141	Capt. Landry, Lt. Pearson	ET-541	Lt. Shepard
T-141	Excused	T-541	No Representation
ET-241	FF Orłowski	Fire Police	Capt. Konarski
ET-341	Capt. Sereby	Ambulance	Tech Males
E-441	Lt. Robertson	Special	

Reading of the minutes from the October 21, 2010 meeting was waived.

Review of the October Department Drills

- Night Drills: (All Companies)

10/18/10, 10/25/10, – Amerbelle Walkthrough (10/25 session cancelled) Very good inside look at the Amerbelle facility in terms of building construction, chemicals stored and used, machinery used and access / egress issues from an emergency responders standpoint.

10/18/10, 10/25/10 – Search Drill, 2 story apartment, very good real world scenario of searching requirements of a two floor apartment utilizing a vacant unit in the Springville Mills complex.

- Day Drills:

Extrication, good turnout of 12 members for a hydraulic rescue tool extrication drill.

- Junior Drill

10/4/10, Forcible entry, cancelled by T-141 due to door prop being out of service. T-141 will re-schedule the drill with the Junior division.

December Department Drills

- Night Drills (All Companies)

12/20/10 – Toys for Tykes Delivery, All Companies, please report to Station 441 at 18:00.

December Department Drills (continued)

- Night Drills (All Companies) continued
12/27/10 – No scheduled Department training.
- Day Drill – 12/? – t.b.d. information will be distributed via email.
- Junior Drill – 12/6/10 – ET-141, Ventilation

Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights –
- Recruitment Committee / New Recruit Training – Next class currently in process.

Training Committee Issues

Old Business

- Friction force door – still out of service, Lt. McDonald has been in contact with the manufacturer and it should be back next week.
- 2Q Class – Forms for DMV were obtained and distributed for members to get their license upgrade. Still looking for a re-test for 2 members.
- Firefighter I – Have not received any updates from Bill Kerr.
- Advanced UTV Training, tabled until next month. Lt. Solito will be contacting Parks and Rec to see if any additional training locations can be found (besides Rails to trails).
- The roof prop at Station 241 has been repaired.
- Disaster Training center walkthrough last week went well, companies interested in utilizing the facility can coordinate through A/C Eppler and EMD Pucario.
- Other Old Business – None

New Business

- Junior Training by company will continue again next year. The first drill will be done by R-441 on Monday, January 3, 2011. The balance of the schedule will be completed at the January Training Committee meeting.
- Due to the new CPR standards that have come out, CPR refresher training will not occur until the new training material has been released.
- All members present were instructed to go back to their companies and discuss what type(s) of Officer Training they would like to see next year and bring that information back to the January Training meeting.
- Other New Business – None.

Close Meeting

The meeting was adjourned at 20:18. **The next scheduled Training Committee meeting is Thursday, January 20, 2011 October, 19:00 at the Public Safety Building.** All companies need to be represented and all interested members are welcome. A/C Eppler and the training Committee wish all members of the department a Happy, Healthy and Safe Holiday Season.

EMD Continued – Al Sheridan report.

- Emergency amateur radio communications checks: Nov 2, 9, 16, 23, 30. A full comm exercise was conducted Nov 13. Notable results were:
 - o The VHF and UHF repeater part of the test proved exactly what you would expect - that we would be able to communicate with everyone IF we had the luxury of a working repeater. The 220 test was also successful. Some of those repeaters were not on the “pre-plan”; which emphasizes the fact that operators have to learn how to program their rigs on the fly without the help of a computer! This is especially important.
 - o The 2m simplex test was exceptionally valuable; since that is what we may have to use under emergency conditions. We demonstrated ability to communicate with all of the base stations on the air yesterday using 2m simplex. None of the signals were marginal – all were full quieting with good audio. That included Newington, Manchester, Hebron, Ellington, Granby and Farmington (Red Cross). As far as we could tell, it appeared that every one of them could communicate with each of the others with no problems. This, to my mind, is “a biggie”!
 - o It appeared that Manchester was the only one who gave us a test on 6m simplex. That worked well.
 - o Our HF attempt on 75 meters also worked successfully between ourselves, Granby, Hebron and Manchester. We cranked down our transmit power level to 10 watts to minimize interference with the PA system in the building. We’ve been working on that problem.
 - o Our story with packet (equipment and software for transmit large amounts of information over radio frequencies) is that we’re not ready for that yet. New operating systems and old software that are not compatible seems to be the issue.
- Monthly CERT meeting: Nov 18
- Many members participated in the Food Drive Nov 13-14.