BOARD OF FIRE COMMISSIONERS
Tuesday January 9, 2024
Municipal Office Complex
Meeting Room 1
Regular Meeting

Commissioners present: Tim Reynolds, Craig Mansfield, John Cotter
Guests Present: Irene Haines, Brian Auld, Jen Reynolds

1. **Called to order** at 5:02 pm by Tim Reynolds and the attendees said the Pledge of Allegiance.

2. **Acceptance of Minutes**:
   a. Motion to approve minutes from the meeting on 12/12/2023 meeting by Craig Mansfield, seconded by John Cotter. Motion passed unanimously.

3. Bill Approvals:
   a. Bills to be paid were reviewed and discussed. Motion to approve the invoices as presented and discussed by Craig Mansfield, seconded by Tim Reynolds. Motion passed unanimously.

4. Budget Recap:
   a. John Cotter provided a budget recap noting the departments to-date spending. To date, for the 2023-24 budget year we received $583,044 and to date have spent $254,256.84with a remaining $326,087.16 for the budget cycle. We have spent approx. 44% to date.

5. Old Business:
   a. Reminder we will be doing report from each of the groups starting tonight. Your report should be emailed to Craig Mansfield and will be entered into the minutes. 2023 was a good year of growth with membership and a lot of great positive changes have occurred.

6. Selectman's Report:
   a. Irene Haines updated the group on all the vehicle break-ins that occurred in town over last week. Do not leave keys and/or valuables in your vehicle. These are crimes of opportunity, and we know they will be back, so people need to be responsible.
   b. She thanked the Fire Department for all their hard work and recruitment efforts. A new career staff member was hired today and there is an additional interview on Thursday.
   c. She noted that she is still waiting on OEMS for direction related to the ambulance. Also, there was an issue over the weekend where there was no ambulance crew on, and the Fire Department/town was never notified.

7. Visitors Participation:
   a. Rob Smith followed up on his question related to the brush truck. He is still waiting for information. Kyle Mosig to email him the information.
   b. Rob Smith asked for update on CO# 2 renovations. Craig Mansfield reported the building has been temporarily repaired and back to 1980's code but both structural

reports we have had say it should be torn down and removed. The renovation committee is working on getting the SQFT into a size that will accommodate the needs of the town but will also be palatable to the town residents.

8. Reports:

a. Medical Division Report: See attached.
b. Career Staff Report: See attached.
c. Marine Division Report: No report.
d. Fire Marshal's Report: No report.
e. Fire Police Division Report: No report.
f. Junior Division Report: See attached.
g. Recruitment Division Report: See attached.
h. Public Relations Report: See attached.
i. Special Events Report: See attached.
j. Fire Chief's Report: See attached.

9. Building & Equipment Reports:

a. Building Report
    1. Company #1 roof was completed.
    2. Don Angersola is working on quotes to get generator replaced at Company #1.
    3. Discussion was held on temporary water fix for Company #2.
b. Fire Equipment and Maintenance Report
    1. See Chief's Report
    2. Charge guards have been added to all trucks.
c. Radio Equipment Report
    1. Still waiting on quote for Fire Act Grant.
    2. Need to determine a date to get all the personal vehicles scheduled.
    3. Next steps will be to create the combined bank programing so we can do some testing and training.

10. Correspondence:

a. None.

11. New Business:

a. Thank you to the career staff for all the storm prep work being done over the last couple of weeks.
b. Thank you to Kyle Mosig for his work on getting the brush truck moving forward.

12. Adjournment:

a. Motion to adjourn at 5:35 pm made by Craig Mansfield second by Tim Reynolds. Motion passed unanimously.

Submitted by:

Craig Mansfield
Secretary
02/03/2024

REPORTS

Medical Division Report:: Submitted by Assistant Chief EMS Jennifer Reynolds

- We have started work on SOP's for the Medical Division. The goal is to have them completed by spring.
- This will include Fire Ground OPS training on tasks that medical personnel can assist with on the fire scene when there is no medical need as determined by Command:
    - changing bottles
    - accountability
    - water supply
    - hose lines/ladders
- Autism Safety Project - We are looking at partnering with this organization and will be meeting with them this month to find out more about the benefits to partnering with them. The program is based around voluntary registration for families within the community which is logged and tracked within a dispatch database and only available to First Responders. It will aid in assisting us to create a pre-arrival plan specific to the individual. It also provides training and sensory tools to our first responders as well as planning community events for families.
- Our next Community CPR and STB will be February 17th, 10am at Co.1
- Our December Medical Drill was on Psychiatric Emergencies and was well attended.
- The January Medical drill will be "Firefighter Down CPR" and our mutual aid partners from Haddam Neck have been invited to attend as well.

Career Staff Report: Submitted by Captain Chris Leidemer

- We offered a full-time position to Andrew Badamo, and he has excepted with a tentative start date of 1/29/2024.
- The Dayroom floor at Company #2 is off limits to let the second coat of wax set. The third coat will applied tomorrow morning and should be in service late tomorrow or Thursday morning.
- The overtime report is completed through December, just need to print it out.
- Once the new full-time staff are in the rotation the Captain will be attending the BOFC every month.

Junior Division Report: Submitted by Sarah Blaschik

- Nate and I meet on Dec 28th, 2023, to discuss the bylaws and SOPs for the division. Nate is writing up the bylaws and I will be writing up the SOP's, I believe Nate already has written some up I can check on that and get back to you.
- On Jan 2nd, 2024, Nate, Blakley, Jen, Toni, and I meet at company one to see what we had so far. Here is a list of things that we all agreed upon:
    - Nate will write up bylaws
    - I will write up SOPs (I am still working on them)
    - Coming up with plan on what they have to get done during probation
    - Picking a day for a junior drill

    - Came up with a list of drill ideas
    - Not separating the medical and fire juniors having one drill for both
    - Changed the time for how late they can stay at the fire house/calls
    - Have separate orientation for junior members
- Working on recruitment for new members

Recruitment Division Report: Submitted by Captain EMS Toni Myers

- An expanded Committee was formed to include Lt. Jerry Boynton, Commissioner Tim Reynolds, FF Eric Walker and myself as Chairman.
- Continued recruitment of new members with the aid of the Town website, East Haddam News, postcards, pamphlets, the Siren and signs around town. At this time, 1 new applicant will be interviewed in January and on track to be sworn in March 5, 2024.
- 4 Probationary Members from 2023 are enrolled in FFI with the Middlesex County Fire School hosted by East Hampton Fire Department starting 1/23/2024.
- 1 Probationary Member from 2023 is enrolled in an EMT course with First Approach EMS, starting 1/16/2024.
- With the support of Interim Superintendent Haslam. a bulletin board was placed at the High School for the recruitment of Junior Members over the holiday break.
- A QR Code was developed by LT Blakely Hewes containing applications for both Adult and Juniors which can be found on the Town website, and included in The Siren, pamphlets and postcards.
- We look forward to an exciting 2024 to rival 2023!

Public Relations Report: Submitted by Captain EMS Toni Myers

- I continue to work closely with EHFD member Nichole Howell and rely on her expertise and support on:
    - Continued articles with photos sent to East Haddam News
    - Second installment of “The Siren” coming out in March featuring EHFD Captains and other news and events

Special Events Report: Submitted by Captain Neil Mosig

- Emergency Management using Company 1 March 29th to March 29th for a Cert Class.
- East Haddam Awards Banquet at Legion March 30th.

Fire Chief’s Report: Submitted by Chief Brian Auld

CALL STANDPOINT

- DECEMBER RESPONDED TO
    - 25 EMS CALLS
    - 32 FIRE CALLS
    - 57 TOTAL CALLS DECEMBER

- 2023 CALL RECAP

- 453 EMS CALLS
- 266 FIRE CALLS
- TOTAL OF 719 CALLS

EVENTS STANDPOINT

- A BIG THANK YOU TO CAPTAIN NEIL MOSIG FOR COORDINATING ALL OF OUR DEPARTMENT HOLIDAY EVENTS AND ALL PERSONNEL THAT ASSISTED – ESPECIALLY COMMISSIONER REYNOLDS FOR PLAYING SANTA AND CAPTAIN MYERS FOR ALL OF THE ADS

- THANK YOU TO ASSISTANT CHIEF REYNOLDS FOR SPEARHEADING THE DEPARTMENT'S CHRISTMAS PARTY ON DECEMBER 10TH

- THE DEPARTMENT'S AWARD NIGHT IS SLATED TO BE IN MARCH OF 2024

EQUIPMENT & BUILDING STANDPOINT

- GAS METERS HAVE BEEN SECURED IN THE APPARATUS

- UTILITY 1-15 IS SLATED TO HAVE BUMPER REPAIRED

- TANKER 2-15 NEEDS TO HAVE DROP TANK BRACKET WELDED

- CO # 1 RECEIVED A NEW ROOF AND TILES IN THE RADIO ROOM WERE REPLACED BY FIRE PERSONNEL

- GENERATOR FOR CO # 1 – NEWT WAITING ON QUOTE

- EXHAUST SYSTEM AT CO # 1 WAS FOUND TO BE SHUT OFF LAST WEEK

- NO ISSUES WERE FOUND WITH A GFI OUTLET AND HOOD EXHAUST AT CO # 1

- A NEW MONITOR NEEDS TO BE ORDERED FOR CO # 2 FOR THE ACTIVE 911 DISPLAY

- MY DESKTOP AND LAPTOP ARE FINALLY BEING REPLACED

- MESSAGES FOR PHONE SYSTEM CO # 2 ARE NOT FUNCTIONAL

- DOOR OPENER CO # 2 FOR RESCUE BAY NEEDS TO BE FIXED

PERSONNEL & TRAINING STANDPOINT

- IN 2023 WE ADDED A TOTAL OF **16 NEW VOLUNTEER PERSONNEL**

    - **8 PROBATIONARY FIREFIGHTERS** – MICHELLE FORBES, ERIC WALKER, MIKE FFEIFER, BRYAN KANE, STEVE DARVEAU, STEVE FREEDMAN, MATTHEW LUTTON, JUSTIN KOLASINSKI

- **3 EMS PERSONNEL** - MELANIE KOLEK, ROBERT GAUDIO, MICHAEL LABAN

- **4 JUNIOR PERSONNEL** – RYAN SOLOVEI, BRIDGET KENNEDY, ISABELLA LABAN, DYLAN MILLER

- **1 ONE FIRE POLICE PERSONNEL** – DANNY BARRY

- AT THE LAST MONTHLY MEETING WE SWORE IN ANOTHER **4 VOLUNTEER PERSONNEL**

  - **2 ADDITIONAL PROBATIONARY FIREFIGHTERS** - NOAH KAGEL, SHANE DONOVAN

  - **2 ADDITIONAL FIRE POLICE PERSONNEL -** BILL MICHOLSKI, ROBERT KOLEK

- THIS WILL BRING OUR GRAND TOTAL TO **20 NEW VOLUNTEER PERSONNEL** SINCE JANUARY 1, 2023

- (5) FIVE OF OUR NEW PROBATIONARY FIREFIGHTERS HAVE ENROLLED IN FIREFIGHTER ONE AT EAST HAMPTON

- OUTSTANDING JOB TO THE RECRUITMENT TEAM LED BY CAPTAIN MYERS FOR THEIR WONDERFUL RECRUITMENT DISPLAY AT THE HIGH SCHOOL AIMED AT JUNIOR FIREFIGHTERS

CAR 15 – WAS $34,618 PURCHASED ON THE STATE BID – EQUIPMENT WAS ESTIMATED AT ANOTHER $17,725 – WHICH BRINGS US TO A TOTAL OF $52,343