BOARD OF FIRE COMMISSIONERS
Tuesday April 2, 2024
Municipal Office Complex
Meeting Room 1
Regular Meeting

Commissioners present: Tim Reynolds, Craig Mansfield, John Cotter
Guests Present: Brian Auld, Jen Reynolds, Ray Swol

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 02/06/2024 meeting by John Cotter, seconded by Tim Reynolds. 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 department's to-date spending. To date, for the 2023-24 budget year we received $583,044 and to date have spent $407,096.73 a remaining $173,247.29 for the budget cycle. We have spent approx. 70% to date.

5. Old Business:
   a. Budget Meetings have been held and Board of Finance has approved Selectmen budget as presented. Budget will next go to Public Hearing and then we will need to see what adjustments need to be made. Overall, right now it is an approximate 1 mil increase.
   b. Still waiting on additional info on other vendors related to brush truck? Need to pull together an RFP so it can be put out to bid. Price discussions with vendors are initially coming back over budget. Craig Mansfield offered to assist with RFP documents if the team could provide the actual vehicle specifications.
   c. CO#2 well still functioning well, and filters are being monitored.

6. Selectman's Report:
   a. See Budget under old business.

7. Visitors Participation:
   a. None

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: See attached.
e. Fire Police Division Report: No report.
f. Junior Division Report: No report.
g. Recruitment Division Report: See attached.
h. Public Relations Report: See attached.
i. Special Events Report: No Report
j. Fire Chief's Report: See attached.

9. <u>Building & Equipment Reports:</u>

a. Building Report
   1. Company 1
      a. Bathroom exhaust fan replaced.
      b. Radio room ceiling tiles replaced
      c. New gutters installed.
      d. New generator ordered.
   2. Company 2
      a. The rear wall between the walkthrough and overhead door rotted away, temp repair made.

b. Fire Equipment and Maintenance Report
   1. Jack pump replaced on Engine 4
   2. Tanker has a check engine light coming on. Looks like fan related and have a work around to keep in service.

c. Radio Equipment Report
   1. Radios ordered for Fire Act Grant for company 1 and 2.

10. <u>Correspondence:</u>

a. None.

11. <u>New Business:</u>

a. Discussion held related to Ambulance to include being shut off from Town gas pumps and using a credit card to buy gas which Career staff is to monitor and report any issues, Ambulance is not willing to repair ambulance and lack of coverage on nights and weekends. Currently we have an Ambulance from East Hampton's Ambulance because both ambulances are out of service. One of the ambulances didn't pass inspection so now registration has expired.
b. Tim Reynolds thanked the group for continuing to move forward on the goals.

12. <u>Adjournment:</u>

a. Motion to adjourn at 6:02 pm made by Craig Mansfield, second by Tim Reynolds. Motion passed unanimously.

Submitted by:

Craig Mansfield
Secretary
05/01/2024

REPORTS

Medical Division Report: Submitted by Assistant Chief EMS Jennifer Reynolds

- Our Medical drill this month will be April 15th 1900 - Diabetic Emergencies
- Career Staff will be April 10th at 1000 at Co.2 and will be Airway management, Lucas and Diabetic Emergencies.
- Our next membership Potluck breakfast is scheduled for Sunday April 14th 1000 at Co.1
- Our next Open House Meeting is Monday April 22nd 1800
- Medical Division SOPs are progressing and will be complete by Monday April 29th
- Jackets for the Medical Division are being done by Security Uniforms. We are waiting for the final mock up.
- CPR and STB class was this past Saturday. We had a total of 14 participants, it was very well received.
- We will be providing AED training to the East Haddam Historical Society at their next board meeting on April 29th. They have had their AED mounted in the vestibule of the building. We anticipate doing a second training with them as well.
- The Fire Department will be hosting an initial EMT class at Co. 1 starting May 20th. It will be on Mondays and Wednesdays from 6pm to 10 pm with an additional 4 Saturdays. The cost is $1000 with a reduced fee to EHFD members of $500.
- We have purchased an Airway Larry for use in the EMT class as well as training. The purchase was made with monies that had been donated to the FD for the purpose of purchasing medical equipment. This is a valuable addition to our training program as it is a higher quality and more realistic.
- As some of you are aware the town owned ambulance 15-4-A has been OOS since March 27th. We were told it was going for inspection and was anticipated to be back in service on March 28th. We have since been informed that it has failed inspection due to mechanical concerns and that the registration expired on March 31st (the registration renewal was sent to EHAA on February 14th as they are responsible for renewing the registration per contract). It is currently parked at the inspection site in Norwich and is in need of $7000 worth of repairs. EHAA held a Board of Directors meeting last night and determined that EHAA is unable to continue paying for repairs at this time. EHAA is also in arrears to the town of almost $15,000 for their gas bill since Oct., Career staff “per call” bill, workers comp and their auto insurance. Because of this past due balance with the town their use of the town owned gas pumps was turned off as of today which they were notified of. They were also informed that once the bill is paid in full, pump privileges will be restored.

Career Staff Report: Submitted by Captain Chris Leidemer

- Need for Static testing next year of SCBS’s
- Hose testing completed and good at this time but we have no 5” spare hose at this time
- Andrew is doing well and Kelly Logan has also returned. Ryan will also be returning and the 4th full time being hired will help with Schedule.

Marine Report: No report submitted.

- See Chiefs report – one call to CT River

Fire Marshal: Submitted by Donald Angersola

- Numerous open burning permits were issued. Four blasting permits were issued.
- Two plan reviews were completed.
- Inspections on multi family and commercial properties continues. One sprinkler tank inspection.
- Moodus Mud coffee trailer opened. (I believe over the weekend)

Junior Division Report: Submitted by Eric Walker

- Monday March 4th
  - Brainstorming session to ascertain direction moving forward
  - EHFD Junior Division Master Tracking Document Started (will continually evolve)
    - Excel quick reference document for the following
    - Junior/Guardian Contact Info & Time-in-Service
    - Gear Issue & Tracking
    - Non-Biased Ranking Tab
    - Juniors Drill Schedule
    - Yearly Training Requirements
    - Community Service Projects Tracking
  - Juniors Training Topics & Schedule

- Tuesday March 12th
  - EHFD Junior Bylaws -Revisions proposed for the following (continues to evolve with input from executive Board):
    - Junior Disciplinary Process
    - Discipline Directive Proposed
    - Juniors Availability and Requirements
      - Art. VII Sec. 1 – Junior Meeting and Training Days
      - Art. VII Sec. 3 – Juniors in EHFD Apparatus
      - Art. VIII Sec. 7 – Juniors School Attendance
      - Art. VIII Sec. 8 – Juniors Scene Availability
  - EHFD Forms Developed or Under Construction
    - Brainstorming
      - Remediation Status Form
      - Letter of Recommendation Template
    - Developed
      - Junior Level SOP /By-Laws
    - Proposed
      - Disciplinary Action Form
    - Implemented
      - Junior/Officer Shadow Sign-up Sheet

- EHFD Junior Advisory Board General Initiatives
  - Brainstorming
    - Parent Department Conferences or Report
    - High School Juniors Bulletin Board
    - Juniors Rank Structure
    - Juniors Catch-Up Program
    - Juniors Periodic Knowledge Check Testing
    - Community Service Project Program
- Developed
  - Google Classroom for EHFD Juniors
- Proposed
- Implemented
  - Juniors Non-Biased Ranking Tool
  - Junior Specific Orientation
- Trainings
  - Thursday March 7th (Attended with EHFD)
  - Tuesday March 12th (Attended with EHFD)
  - SCBA Maze (Juniors wore packs but were not on Air)
  - Victim Search (Fog machine was used to simulate smoke)
  - SCBA Drills (Juniors donned for time and familiarization only)

Recruitment Division Report: Submitted by Captain EMS Toni Myers

Recruitment and Retention

- 1 New Member will be voted on by the Membership 4/2/2024 EHFD Monthly Meeting. If favorable, the next step in the process will be the Candidate will get a Department Physical with OCC Med, Middlesex Health and if found favorable on 05/07/2024 the Candidate will be sworn in as an EHFD Member by the Chief of the Department. This Member will immediately enroll in the EMT Class starting 5/20/2024 being held at Co. 1, 440 Town Street, Instructor Mike Laban, EMT-I EHFD.

Public Relations Report: Submitted by Captain EMS Toni Myers

- The 2nd Edition of The Siren was sent out to the Community inserted in the East Haddam News, 2/29/2024. The Edition was packed full of information highlighting the Captains of the East Haddam Fire Department and other useful information, drill schedule, inviting the Selectmen and Residents to join EHFD for their Drills and Meetings to see exactly what the FD does, this edition also includes EHFD's QR Code enabling Community Members to have access an Application for Membership, Postcards and Recruitment signs continue to be shared throughout the Community and a big thank you goes out to Nichole Howell and Walter Parkus for all of their help with The Siren and other publications and for all of the upkeep of the Signs.

- Information has been sent to Linda Zemienieski at the Town Hall for updating the Fire Department page on the Town Website.

Special Events Report: Submitted by Captain Neil Mosig

- See Chiefs Report

Fire Chief's Report: Submitted by Chief Brian Auld

TRAINING STANDPOINT –

- **OFFICERS WEEKEND**
  - MARCH 22ND – 24TH - AT THE NATIONAL FIRE ACADEMY EMMITSBURG MARYLAND WENT EXTREMELY WELL WITH 10 OFFICERS FROM EAST HADDAM PARTICIPATING
  - THANK YOU FOR BOTH CAPT MOSIGS AND LT MINER FOR OVERSEEING THE DEPARTMENT IN OUR ABSENCE

- **EAST HADDAM WILL BE HOSTING A Q ENDORSMENT/TIMS/BASIC PUMP OPERATOR CLASS - APRIL 24TH**

- **FIT TESTING – APRIL 30TH CO # 2 5:30PM – N95 AND SCBA**

- **TL9 TRAINING –** SCHEDULED FOR MAY 3RD AND 4TH
  - MORE INFORMATION TO FOLLOW

SPECIAL EVENTS STANDPOINT –

- **AWARDS NIGHT**
  - SATURDAY APRIL 6TH AT THE AMERICAN LEGION

- **CHILDRENS EASTER EGG HUNT MARCH 30TH – WENT EXTREMELY WELL**

- **CAREER DAY AT MIDDLE SCHOOL –**
  - MAY 31ST – CAPT MYERS

EQUIPMENT / BUILDING STANDPOINT –

- **NEW GAS METER CALIBRATION EQUIPMENT HAS ARRIVED**
  - AND METERS WILL BE CALIBRATED MONTHLY

- **CO # 1 –** RESCUE BAY DOOR OPENER IS FUNCTIONAL

- **RESCUE 1-15 –** TOOLS AND EQUIPMENT HAVE BEEN REORGANIZED BY LT SPIRITO AND MINER

- **NEW BULLET SUMP PUMPS –** HAVE BEEN PURCHASED BY LT MINER TO ASSIST WITH BASEMENT PUMP OUTS AND ARE IN SERVICE

- **ENGINE 4-15 –** NEW JOCKEY PUMP HAS BEEN INSTALLED

- **TANKER 1-15 –** CHECK ENGINE LIGHT WAS ON AND HAD DRAFTING ISSUE HAS BEEN RESOLVED