

## **NVFD Monthly Business Meeting**

September 11, 2006

Called to order @7:30

### **Secretary's Report:**

- August's Business Meeting minutes accepted as emailed.

### **Treasurer's Report:**

- Accepted as presented.

### **LCD:**

- At the LCD meeting, a State Trooper read a letter expressing his displeasure regarding the disclosure of his address.
- An LCD dispatchers' letter (to be posted) invite comments on the currently unresolved issues.

### **Chief:**

1. Thank you to all who attended the annual dinner and assisted with ceremony of Chief Osborne's retirement.
2. Thank you for electing me as Fire Chief and I look forward to working with the council you have elected.
3. New pagers are in and issued. Two out for service. Department has 49. Tiring to recover one from a past member.
4. Survivar air RIT air packs were ordered.
5. ESF 4 statewide mutual aid agreement was signed between town, NVFD and state for task force fire department response. Also Salamander accountability system.
6. Board of selectmen requests a member to be on the 250<sup>th</sup> anniversary committee. Interested members should see the chief.
7. Commercial Equipment Direct assistance Program primarily for smaller agencies, department and jurisdictions. Working with EMD and Ambulance.
8. CIRMA member accident and health benefits at no cost. Need new committee to review options.
9. Thank you letter from NLCA for lift assist on Bruey road in June.
10. There is Ct fire equipment Mechanics Assoc. Meeting 9-13-06 @9a.m. in Rocky Hill fire department. Any one wanting to attend?
11. There will be Ct fire chief assoc. meetings I'm attending 9/26 in Ellington any wanting to attend with me let me know. Zone 9/26 @7:30 and Winsted area Chiefs on 9/21 @7 p.m. in Burrville.
12. Met with line officers to see which areas of responsibility they would like. Flow Chart posted on board as well as phone numbers of the new executive and line officers. We discussed current duties needing to be addressed, up coming training opportunities, Will begin a review of preplans, SOG's and Bylaws and request changes to them the need arises.
13. One issue that needs timely attention was an issue brought to me and discussed with the line officers and the member affected, the issue

was the repeat payment of tuition for fire school for one of our members who did not pass the course the initial time it was taken. Due to the timing of when the application was due it was sent and course start date was before the next regular meeting I had made the decision to send the member to fire school. (This was before I was Chief). Now to avoid setting precedence in permitting someone to perpetually take training and having tax payer dollars continue to pay for a member to repeating classes a suggestion was to purpose a change in by laws. Never have had an issue of this nature before the consensus was to have the members pay for repeating the class and reimbursement of payment would be made upon successful completion of course. With some exceptions like medical, employment or family reasons. The current by laws state under the chiefs duties that the chief "shall authorize attendance to all fee based training classes." Period, I spoke with the member this involves the next day because I did not want rumor to get back to the member that they would have to pay. I did however ask if the member if paying for the classes was an option for them. The member could not afford to pay at this time. The class has been paid for by town funds out of our training budget and the class has all ready started. Since this issue was brought to me to address I would like to purpose the following by law change to address this issue.

- "Shall authorize attendance to all fee based training classes. Training classes previously attended may be repeated upon approval of council. Members may be requested to pay course fees, class fees may be reimbursed upon successful completion of class or reimbursement of fees denied based on justification of the council."
  
- I would like to have an officers meeting every 3<sup>rd</sup> Thursday of the month at 7p.m. the next will be October 19<sup>th</sup> since we just met. My goal is to increase communication among the officers and membership. These meeting will be open to the membership to bring forward ideas, suggestions and questions. This open forum will be to address issues of all types for the all the officers to have input and to give the officers time to bring suggestion and recommendations to the membership at the next regular meeting. Such as we have just done with the repeat tuition issue.
- I have asked our purchasing agent to begin pricing equipment for the Fire police.
- I have asked Leo to be the Safety officer and Keith approached me to be training officer. If any one else is interested in the position or wants to assist with them please let me know. These are appointed position and I will bring it to the next officers meeting for their approval.
- Zone Fit tester is still out of service. The annual service and calibration cost is a minimum of \$525 with out repair. The cost share between the five departments will be at least \$100 a year. The Ct fire academy provides fit testing for \$50 per hour and can fit test 6 firefighters per hour. They provide and maintain the testing equipment. Provide acceptance

documentation and records for us. I would like to recommend that we use the Ct fire academy, cut our losses with the zone tester and back out of using it in the future. A letter should be sent to the Sharon Fire Department the owners that we no longer can support the tester. Fit testing will be on 9/18 at 6:30 p.m. During the NIMS IS 100 ICS class.

- Training 9/17 live burn in Winsted @ 8a.m. WFD requested tanker for stand by. 9/18 NIMS ICS 100, 9/25 NIMS on line test at RHS #7
- Would like to do a fund raising raffle I have all paperwork. Initially thought we could do drawing at the Karaoke night in November but it takes two month or so to get approval from state. Jeff suggested of a car show in the spring though we could do the raffle drawing then. So I'll ask Mr. President to have Jeff to chair a committee to do this fund raiser.
- I spoke with Vice president Sandy Evans she would like to chair the House committee to be responsible for fire house, tables, chairs, tents and food service any general members who wish to be involved please contact Sandy. If Mr. President you agree.
- Margaret would like to change from General member to Fire Police.
- I have new Blue light permits for anyone who needs one for their car. A new list will be posted its due by January. Please fill it out when you get a chance.

#### **Wardens:**

- No report

#### **Training:**

- ICS 100 & 700 is scheduled for this month. All members must receive this training for the department to be NIMS compliant. In-house training is scheduled for Monday, 9/18 with website testing scheduled for the following Monday, 9/25 at Regional 7. The website will be posted for members wishing to work at home.
- Live burn drill in Winsted is scheduled for 9/17 @ 8AM and our tanker is requested. Interested members should see the chief.

#### **Mechanics:**

- Engine 30 will be out for service and is expected back by the end of the week. A pump service, exhaust repair, cab inspection, and DOT inspection will be performed.
- The Tanker valves needed to complete the PTO pump installation are due in this week. The PTO shaft needs to be modified and should be ready within 2 weeks.
- Brush truck pump battery tends to lose its charge due to lack of pump use. Several resolutions are being considered. The pump will pull-start if the battery is dead. Members are cautioned not to flood the engine when starting manually.

#### **Fire Police:**

- A NVFD By Law change proposal will be discussed under new business.

### **Explorers:**

- The Post added a new member.
- An 11/18 search & rescue drill is being planned.

### **Committee Reports:**

- **Building Committee:** No report
- **Truck Committee:** The truck committee will visit Winsted FD to view the new Engine 3. A Waterous representative is scheduled to bring a demo apparatus for Tuesday 9/19 @ 6:00PM. New England Fire Apparatus is scheduled to bring a demo apparatus for Tuesday, 9/26 @ 6PM to advise the committee about various foam systems designed to work with Waterous pumps. Any written suggestions regarding our new apparatus specifications are welcomed.
- **Insurance Committee:** Members wishing to form a committee to review the CIRMA accident and health benefits should see the chief.

### **Correspondence:**

- No Report

### **Old Business:**

- As House Committee Chair, Sandy will be issued one of the new debit cards.

### **New Business:**

- The Lions club thanked the department for the use of our tents, tables, etc. and made a \$100 donation.
- Any member charging any merchandise at the Norfolk Corner must obtain an invoice for the treasurer.
- The following proposal to change Section 3.3 of the NVFD By-Laws was made and will be acted on next month:

#### *From:*

- Shall authorize attendance to all fee based training classes.

#### *To:*

- Shall authorize attendance to all fee based training classes. Training classes previously attended may be repeated upon approval of council. Members may be requested to pay course fees, class fees may be reimbursed upon successful completion of class or reimbursement of fees denied based on justification of the council.
- A proposal to change Article III, Section 1.1.5, Membership, Fire Police was made. **SEE ATTACHMENT**

- The Christmas tree lighting is scheduled for 11/25 and the Breakfast with Santa is scheduled for 12/2. Details to be announced.
- The firehouse will be made available to the local Cub Scouts for meeting purposes. Days and times to be determined.

Meeting Adjourned @ 8:51

Minutes recorded and submitted by: Paul Padua

**Norfolk Volunteer Fire Department, Inc.**  
**By-Laws**

**Article III**  
**Membership**

**Section 1.1.5**     **Fire Police:**

- Persons joining the NVFD may join as Fire Police if a vacancy exists in the Fire Police unit. (Shall consist of no more than ten (10) members.)
- Duties will be limited only to those of the Fire Police.
- Shall be required to complete a Fire Police course during their one-year probationary period.
- Upon completion of their one-year probationary period, they will be Active Members and entitled to the same privileges as Active members.
- Cannot serve as Line or Staff Officers, except for the Staff Officer position of Fire Police Lieutenant.
- May serve as Executive Officers.
- Shall be able to vote for Line, Staff, and Executive Officer Positions.
- Active Members will be given priority for vacancies in the Fire Police unit and such member shall be required to complete the Fire Police course.
- The Council of the Department shall determine whether or not the member has fulfilled the necessary requirements.
- Fire Police will be welcome to attend regular department practices.
- Shall hold their own practices.
- The Town Clerk of Norfolk shall swear in Fire Police.

**Article VII**  
**Duties of Members**

**Section 6**     **Attendance at Practices and Meetings**

- All active members A, B, D, and New Members shall make two (2) practices every quarter of the calendar year.
- All active A, B, D, and New Members shall make six (6) monthly meetings per calendar year without missing three consecutive meetings.
- An Active A or B member not meeting these requirements shall be moved to Active D membership until requirements are met.

- An Active A or B member with ten (10) or more years of service can request to be moved to Active C membership.
- An Active D member not meeting these requirements shall be moved to General membership.
- The Training Officer, shall, at six (6) month of the calendar year, inform the membership of their standing for requirements.
- Valid excuses for not meeting the minimum requirements shall be:
  - Sickness or death in the member's family.
  - Personal sickness.
  - Performing the duties of their livelihood.
  - Attending school.

The Chief shall be notified of your absence, and shall make the final determination.

**Proposed Change to Bylaws effecting FIRE POLICE**

**Norfolk Volunteer Fire Department, Inc.  
By-Laws**

**Article III  
Membership**

**Section 1.1.5      Fire Police:**

- *Shall respond to all emergency and non-emergency calls when available.*
- Persons joining the NVFD may join as Fire Police if a vacancy exists in the Fire Police unit. (Shall consist of no more than *fifteen (15)* members.)
- Duties will *not* be limited only to those of the Fire Police.
- *Fire Police shall be fire fighting, support personnel. They shall assist as driver, pumper, equipment setup, search and rescue, etc. as needed and available.*
- Shall be required to complete a Fire Police course during their one-year probationary period.
- Upon completion of their one-year probationary period, they will be Active Members and entitled to the same privileges as Active members.
- Cannot serve as Line or Staff Officers, except for the Staff Officer position of Fire Police Lieutenant.
- May serve as Executive Officers.

- Shall be able to vote for Line, Staff, and Executive Officer Positions.
- Active Members will be given priority for vacancies in the Fire Police unit and such member shall be required to complete the Fire Police course.
- The Council of the Department shall determine whether or not the member has fulfilled the necessary requirements.
- *Fire Police are expected to attend required practices and meetings as prescribed in Article VII, Section 6.*
- Shall hold their own practices *as needed*.
- The Town Clerk of Norfolk shall swear in Fire Police.

## **Article VII Duties of Members**

### **Section 6 Attendances at Practices and Meetings**

- All active members A, B, D, *Fire Police* and New Members shall make *three (3)* practices every quarter of the calendar year.
- All active A, B, D, *Fire Police* and New Members shall make six (6) monthly meetings per calendar year without missing three consecutive meetings.
- An Active A or B member not meeting these requirements shall be moved to Active D membership until requirements are met.
- An Active A or B member with ten (10) or more years of service can request to be moved to Active C membership.
- An Active D member not meeting these requirements shall be moved to General membership.
- The Training Officer, shall, at six (6) month of the calendar year, inform the membership of their standing for requirements.
- Valid excuses for not meeting the minimum requirements shall be:
  - Sickness or death in the member's family.
  - Personal sickness.
  - Performing the duties of their livelihood.
  - Attending school.
- The Chief shall be notified of your absence, and shall make the final determination.