

Norfolk Volunteer Fire Department  
Monthly Meeting Minutes  
Nov. 2, 2009

President Jody Zeller called the meeting to order at 7:30 pm.

There were 20 members present.

**Secretary's Report**

**M/S/P** Matthew Ludwig, Brian Hutchins, to accept minutes of October.

**Treasurer's Report**

**M/S/P** Matt Ludwig, Sandy Evans, to accept the Treasurer's report.

**LCD**

Jeff reported that the audit would be received this month. Will meet with OSET on 11/6. All towns with less than 1000 call volume will have to go to a regional dispatch center. All tower licenses are in place. Phase II is complete, now looking at Phase III at the center. Winsted will not be joining LCD. Training for reverse 911 will be 2 days in length, Joe W. will be attending. LCD was featured on Ch. 30 News on 10/29. Sharon tower had interference from Mohawk during tower test, unplugged and replugged the tower and it seems to be corrected. Board of Directors wants all departments to go "Plain Language", meeting 11/18 to discuss this issue. Will be voted on by Board of Directors next month.

**Chief's Report:**

1. Job well done in response to the Litchfield Rd. structure fire on October 24<sup>th</sup>. I have request a review of the dispatch from LCD in regards to the dispatch of multiple Torrington Departments and the not dispatching of Winchester Center Fire Department. It appears the CAD did not identify Winchester to respond on Litchfield Rd only up to it.
2. Thanks to those who assisted with Halloween on Maple Ave.

3. E60 will most likely be leaving this week the equipment on it has been inventoried and I spoke with Roatan today they are just completing the shipping documents and should be all set to go tomorrow. Please do not remove any equipment from the engine it has been inventoried and is part of the donation.
4. The new AED is in service.
5. The appeal letter was completed and is at the printer and should be out in the next week or so.
6. H1N1 flu vaccinations are available thru Concentra at no cost if any one needs or wants one please let me know.
7. Congratulations to Matt Ludwig and Brian Hutchins for completing the Incident Safety Officer Course.
8. Aquarian Water Company will be using the Firehouse on 11/4 at 0800 hours for a meeting.
9. Pete Anderson a Norfolk resident and retired Architect has offered to assist with concept designs for the firehouse. He has designed similar building in the past and was interested in helping out at no cost to the town or us and with no expectation of design credit or awarding. This could help us with narrowing down possibilities for potential grant funding. I advised him that I would forward his offer to the department. He seemed very eager and I would ask the building committee to solicit his help.
10. Pump Operators course, later part of April into May seems to be the best time frame for this. Cost of \$3200. For the course, \$64.00 for books. Daryl spoke with other area chiefs who have people interested in taking this class. This would help offset the cost to our department. M/S/P Steven Hutchins, Tyler Marchi, to bring the cost of the course to the Trustees. We would pay for the course, and would need commitment from other towns to pay for the balance.
11. Need replacement batteries for the portables, and 2 lapel mikes for portables. Purchasing agents will take care of this. Daryl asked the purchasing agents to start pricing turnout gear, 3 sets of gear have been budgeted. They will check for best prices and get back to department.

### **Warden's Report:**

More flashlights need to be repaired. E40 co meter needs to be calibrated by tomorrow. New chain saw is in and is in place on the brush truck, the old one is now on the ATV. Flow testing on 11/16.

### **Fire Police:**

No report

### **Explorers:**

Going to a wild land fire fighter course on Saturday, 3 members will be attending. It's a state certified course, Adam, Brody and Mike will be going.

### **Training:**

11/8 – two hose beds to be tested

11/15 – other truck needs to be done

11/9 – Monday drill, dry hydrants

11/16 – Fit testing at the firehouse, both masks will be tested

11/21 – Karaoke at the Pub

11/19 – CL&P Safety Class at Housatonic High School

### **Mechanic's Report:**

Many issues with E30, is out of service for repair. Please remember to keep the trucks fueled up, don't let it drop below  $\frac{3}{4}$  of a tank. Tire chains are in progress.

### **Correspondence:**

Thank you note for donation made in memory of Phyllis Byrne. Request to put names and phone numbers on board. Concerns arise due to privacy issues.

## **Committee Reports:**

- **Building Committee:**

Ambulance building is going up, grading is done, working on floor, new soil was brought in, next week going to put on first layer of asphalt, final layer will be put on in spring

- **Insurance Committee:**

No report

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- **Bylaw Committee:**

Will be meeting this month

- **House Committee:**

Supplies are needed, Sandy will purchase

- **ATV Committee:**

- **Membership Committee:**

Steven, Richard, Bobby Jo

They are updating member's information, and they hung up the roster that everyone needs to sign before Dec 31

## **Incentive Committee**

Will meet in Feb.

Ken Ludwig, Gary Bottom and Brian Hutchins.

## **Old Business:**

Decking is done on E40

Incentive Committee

Tree lighting in Sat. 11/28, set up is at noon, Sandy is getting the candy canes

Breakfast with Santa on 12/5, set up on 12/4

Karaoke at the Pub on 11/21, word needs to get out to all in town,

Looking for raffle prizes

**M/S/P** Sandy Evans , Gary Bottom to spend not more than \$200.00 for Tree lighting donuts and hot chocolate

Still have shirts and hats for sale  
Santa Suits need to be cleaned – house committee will take care of  
getting them ready for the holidays

**New Business:**

The secretary will send a note to Phyllis Bernard thanking her for  
helping make sandwiches night of structure fire

Shelf extensions have been made for trophy cabinet

Serious problem about emergency assist at Infinity Hall, parking,  
ambulance location, no parking zones, discussion on issues, will keep  
working on it

Looking into a set tub to wash gear in.

M/S/P Matt Ludwig, Sandy Evans to adjourn.

Judy Ludwig  
NVFD Secretary