

Norfolk Volunteer Fire Department
Monthly Meeting Minutes
Jan. 8, 2018

President Paul Padua called the meeting to order at 7:00 pm.

The President asked for a moment of silence for our past, deceased members.

There were 20 members present.

Secretary's Report

M/S/P Rowland Denny, Jeff Rydel to approve the Minutes of Dec. 4, 2017.

Treasurer's Report

We are at 56% of the Town Budget.

M/S/P Richard Byrne, Rowland Denny to accept the Treasurer's Report.

Officers' Reports:

Chief's Report:

Officer of the Month: Car 7 Funk

- Good work at the recent calls, Winsted structure fire, ice rescue, & TT jackknife on Rte. 44. Had 1 SCBA shoulder strap tear (parts ordered) and 1 bottle valve will not allow air in. Are OOS and being repaired
- 35' ladder on E30 being fixed by 5-Star in Hartford. Parts are \$65 plus labor
- Congratulations to Thaylia & Sam for passing FF1
- Thanks for fixing the plugged Whelen dry hydrant
- Music shed sprinkler system is off for the winter.
- Mailbox pole was replaced. Dry rotted and fell apart
- E-90 is now registered and has plates
- Met with selectmen Riska and gave our 5 year plan. He's wants to get the FH project going.
- Looking into Internet thru the PSDN. Same as the CT Education Network (CEN). 10mb available, I'm told it's free for public safety
- Length of 4" supply hose that failed 2 years ago was repaired under warranty & Packed back on E90
- Hydrant on Greenwood's rd. East by New weather station will be turned in Spring. DOT engineer didn't accommodate the existing hydrant with the flex beam
- Overhead Doors were serviced and realigned. New remote for E40
- Did a hose swap with New Hartford. Our 450' of extra 1.75" for 400' of 3". Packed on E90. Extra 2.5" was added to E30 & E40. We still have 400' of red/orange 1.75" hose on the floor
- Knox box in E90 is set up. Wired to the pump panel radio, Not the cab. Make sure it's set to dispatch.

- 12 New portable radio batteries and (4) Minitor 6 pagers are in and in-service
- Washington Exterior Firefighter class in conjunction with the FF1 class, February to June. See me if interested. FF2 in Sherman too. Steve H. is taking Fire Instructor 1 this spring.
- NW Regional fire School building construction is moving along
- January 12th-15th: EMT/EMR refresher class in Sharon. See me if you need a recert
- Get any end-of-year purchase ideas to me for budgeting. Currently Looking at a Holley tube \$800, a Hydrogen cyanide meter \$400, 2 TICs for S20&E90 \$700ea. & 2 new cold water rescue suits \$540ea
- Fire Equipment HQ now does SCBA FIT testing. Working on cost per person
- 5 SCBA Bottles were hydro-tested. Back in service.
- Submitted invoices to DEEP for grant reimbursement
- Need to schedule a council meeting for 6 month review. Jan 22, 28, 31, Feb. 1
- Need to schedule a Council budget meeting. Same night?
- Brian needs your extra credit Incentive paperwork for his meeting TBA
- Incentive paperwork to selectmen's office by Feb. 1st.
- Cold water rescue class in Falls Village. January 18th 7p & 21st 8a
- Station furnace stopped working on Jan 6th. Was 47deg inside. Bazzano found a bad circulator pump. Looking into a Low Temp alarm with North West Alarm to alert the officers before the station freezes.
- Going to update the quote for the New SCBA compressor. Will present to department next month.
- Any medically certified member interested in being a member of the Regional Responder program let Dan or myself know and we will give you details
- Firefighter parking signs are up in back parking lot. Meadow parking will go up in Spring.

Important Dates:

- **Monday, January 15th 6:30p** - NVFD Drill
- **Saturday, January 20th 9am** - Town Meadow/center meeting (town hall)
- **Monday, January 22nd 6:30p** - NVFD Drill (gear fitting)
- **Monday, January 29th 6p** - NVFD Officers Meeting & Equipment Inspection
- **Saturday, February 10th 9a** - NVFD/NLCA Joint meeting
- **Saturday, February 24th** - WIN weekend in Norfolk
- **Sunday, February 25th** - WIN weekend in Norfolk

Car 2:

Jan 22, MES is coming here to size members up for new gear, Brian will notify those members who need to be here at 6:30 pm

Incentive forms are due to the Town Hall by Feb. 1. Extra credit forms are due to Brian.

Car 3:

Small town committee is trying to rehab the old skating rink at the ball field. FD may be asked to put water into rink as some point to see if it holds water.

Car 4:

No Report

Car 5:

No Report

Car 6:

No Report

Car 7:

No Report

EMS Captain:

Need OSHA training at some point.

Fire Police:

No report

Mechanics:

No Report

Explorers:

No Report

LCD:

No Report

Committee Reports:

- **Truck Committee:**

- Fog lights are on the tanker.
- Squad and Brush Truck can go out for servicing at any time.
- E90 door ajar horn blow will be disabled and the shifter illuminated when it takes the ladder to Hartford
- Squad and BT need oil changes & annual service. Been 5000+ miles on squad

- **Insurance Committee:**

No report

- **House Committee:**

No report

- **Fund Raising:**

Weekend in Norfolk Feb. 24/25 Fund Raiser, Fried Dough, soda, coffee, plates, cost for 3 cases and everything would be \$168.38 for 108 pieces of fried dough.

M/S/P Ted Hinman, Thalyia Newman to purchase 3 cases of Fried Dough and soda from Department Funds.

Jon will put an article into the Norfolk Now regarding our donation for the Breast Cancer shirts to the Norfolk Children's Foundation.

Insurance Committee

- **Building Committee**

- Review plans from past Committee and determine the best route for the NVFD
- Get departmental support for the floor plan & concept design
- Research grant funding
- Rowland Denny, Ken Ludwig, Ron Zanobi, Ted Hinman will serve on the Fire Department, in house, building committee.

Correspondence:

Letter was received regarding the State Fire convention being held in Avon, CT.

Old Business:

- Thanks to Sandy for hosting the annual Christmas party.
- Thanks to all who participated in the delivery for Santa.

New Business:

- Winter Weekend in Norfolk. Assist Infinity Hall with s'mores on the patio
- Rope rescue teams have joined forces for automatic dispatch for both teams for any rope call in our area.
- Question from Jeff regarding use of private, personal email for fire department business.
- Every elected position will now have a department email so that personal email will no longer be used. See Matthew for assistance.
- Thank you cards need to be ordered.
- Thalyia and San Newman completed and passed FFI. Congrats!!
- Accounting software needs to be updated

M/S/P Jeff Rydel, Matt Ludwig to purchase updated accounting software for \$220.00 from department funds.

M/S/P Jeff Rydel, Matt Ludwig to purchase a new computer for the Treasurer, not to exceed \$700.00 from department funds. Trustee approval was given.

- Statement was received from NAPA in Canaan, Jeff has no idea who purchased what, he will follow up to find out.
- A donation was given to set up a 3 year scholarship as the Eve and John Thew Scholarship in the amount of \$250.00 each year. More information will be forthcoming as to the criteria for the scholarship.
- Update to the Fire Marshall's office, Keith Byrne will be Deputy Fire Marshall.
- 54 Loon Meadow is still a "do not enter" by the building official, it is not safe. Has been flagged in the LCD CAD.
- Scott Padua is a nationally certified Paramedic.
- Paul is a grandfather again!!!

Richard Byrne celebrated 50 years today as a member of the NVFD! Congrats!!!

By-law changes regarding term limits for Secretary and Treasurer was presented by the Board of Trustees. Changes and rationale follows:

Article VI Organizational Structure

Section 1 The organizational structure of the NVFD shall consist of two separate branches. One branch shall be Executive Officers and the other branch shall be Line and Staff Officers. There shall also be a Board of Trustees.

- Each Executive, Line and Staff Officer shall be elected ~~for~~ to a one (1) year term.
- Each elected **Line Officer, President, Vice President and Board of Trustee member** shall not hold the same elected position for more than ten (10) consecutive years.
- **There shall be no term limits for Secretary and Treasurer.**

Delete 'for' and add 'to'

Add 'Line Officer, President, Vice President and Board of Trustee member'

Add 'There shall be no term limits for Secretary and Treasurer.'

Rationale:

The offices of Secretary and Treasurer are very administrative in nature. Tasks of keeping proper records, writing correspondence, adhering to FOI, updating departmental documents, paying bills promptly, balancing the town and Fire department's accounts, maintaining the comprehensive list of vendor accounts, and assisting with the budget. They are 2 positions that not everyone is capable of doing, but may be forced to, with the current 10 year term limit. There are regulatory demands, labor demands, skill requirements,

experience, and fiscal needs that all require the fire department to continue sound business and managerial practices.

Meeting adjourned at 8:02 pm.

Judy Ludwig
NVFD Secretary