**Colchester Hayward Fire Department**

**Monthly Officer Meeting**

**TO BE APPROVED AT NEXT MEETING**

**Monday July 11, 2022 1800 hours**

**Called to Order:** 1800 hours

**Pledge of Allegiance**

**Present:** Chief Hoffmann, DC Lee, A/C Morris, A/C Babineau (arrived 1845 hrs, was on an EMS call), Captain Papp, Captain Bernier, Captain Barnes, Captain Jones, Lt. Chris Bellantone, Lt. Jeff Bush, Lt. Kaitlyn Standish, Keith Kundahl, Jason Babineau, John Knapp, Josh Braga, Judi Didato, Auron Lorenza, Noah Dombroski, Blake Baillargeon, Steve Shorts, Kyle Mosig, Jarod Underberg, Jack Didato, Jenn Clemmons

**Approval of Minutes**: changes recommended by AC Morris to amend the minutes, is “special” needed before officer and under Chiefs report change “me” to met.” Motion by A/C Morris to accept with amendments of minutes of last month’s meeting. The motion was seconded by DC Lee, the motion passed unanimously

**Citizens Comments**: None

**Budget Review:** Currently no approved budget yet. A 3% budget cut was requested across all departments to be submitted to the First Selectman.

**Career Staff:** Austin Grous starts on Monday, 7/11, as our new Career Firefighter/EMT. He replaces Zach who recently resigned. Two of our cadets are up at the fire academy for ITFFS and will be graduating on Saturday, 7/16. New cadet rule from First Selectman about not being in the building unless scheduled events or calls are occurring.

**Training:** Captain Bernier, our new training captain, has taken over and will be working with A/C Morris through the transition of duties. Looking to change apparatus drivers to no Firefighter 1 requirement, but will be required to meet the OSHA training.

**Safety**: Chief Hoffmann and Lt. Bellantone will be meeting with PhyscianOne to see what they can offer for annual firefighter physicals. They are out of Norwich and Glastonbury.

**EMS:** A/C Babineau is on an EMS call and will revisit when she returns.

**Captain Reports:**

Captain Papp – Gear inspections are on-going. A bunch have been entered into the system for tracking. All the gear looks pretty good, but we are going to need hoods, gloves, boots. The response from the volunteers has been good and good to see.

Captain Barnes - request from East Hampton to assist with providing EMS coverage during their parade on Saturday, 7/16/22. Will be looking for a crew for the ambulance for that event. New inventory system being worked on for supplies. So far coming along and continue to improve.

Captain Jones – Bid for Co#2 roof will be closing soon; Warning Sign up from Co#2 is going to be replaced once insurance money is received; August 20th is the fireworks in East Hampton and the fire police have been requested to assist.

Captain Bernier – Walkthrough Tuesday & Wednesday at 1830 of the public schools for familiarization; All officers have access to RAPTOR for the schools, any training needed will help with; Monthly training schedule has been posted on IAR and Training Calendar; Outside vendor for training on Engine operations with low staffing at East Great Plains FD in Norwich; Chief Hoffmann is receiving the Harry Kelly Award from the CT Fire Department Instructors Association (CFDIA)

**Lieutenant Reports:** No reports

**Assistant Fire Chief:** Working on obtaining a new quote from gear vendor on 23/24 pricing; ET2 primer parts are on order and should be arriving soon; Mixing valve on hot water heater at Co#2 needs o be replaced, awaiting quote from vendor and will schedule work

**Deputy Chief:** 800mhz system for upgrades on the fire department side is moving forward, agreement sent to BOS; Water Supply Regulation is moving forward and a 4th option has been added with a run-off galley system with retention pond; Norton Park/Paper Mill Rd now has access to the river for drafting, worked with Norton Park Committee to provide access and develop a future plan for a dry hydrant; Hydrant at Cabin Rd at Fred’s Way has had the brush cleared and a new sign put in to make it wasy to see when needed

**Assistant EMS Chief:** Chatham Health would like to hold a COVID Clinic at Fire HQ, date to be determined;Official lift of R1 ban to medicals for all to include fire police; Utilize QV to contact NorthCentral CMED for a MED Channel when intercepting with a medic out of Hartford area for better communications; Update on 8 y/o boy injured in MVA, is doing better but long road to recovery; Hebron Lions are looking to pay for BLS EMS coverage during the Hebron Fair, to be worked out with their folks on amount and MOU; Working on completing the overdue LEMSP for the state and getting that submitted ASAP; Reviewing the draft MCI plan that was recently compiled by DC Lee

**Fire Chief:** Per Diem EMT position has been posted, 5 candidates have applied so far; Tax Exemption Ordinance with regards to volunteers receiving multiple incentives is an issue based on the wording currently in the ordinance, volunteers legally are able to receive multiple incentives, will look to change this in a near future update; Volunteer Recruitment Retention Policy to enhance volunteer recruitment is being reviewed by the Recruitment & Retention committee for input; Facility items:

* + Floor Drains; need to be scoped to see if we can identify issue – Co. #2
	+ Hot water Heater mixing valve replacement – Co.#2
	+ Furnace Replacement – HQ
	+ Fire Alarm System Issues @ Co. #2 in Apparatus Bay
	+ Co#2 Roof replacement – Out to Bid
	+ Street Sign @ Co#2, Money from Insurance received; Will Look to schedule replacement
	+ Fire HQ Parking Lot Bid Work, working on getting BOS approve to go to ARPA

Equipment Items:

* + UTV to be purchased by Unassigned Fund Balance, Approved by BOS; On to BOF
	+ Fire HQ Windows purchase with Unassigned Fund Balance; Approved by BOS; On to BOF
	+ Portable Radio Replacement with ARPA Funds; Approved by BOS, On to ARPA Committee
	+ New Portable radio batteries were received today, will be conditions, labeled and then swapped into the portable radios
	+ 800 Mhz MOU with the State of CT; Going to BOS for approval

Post Incident Review for Cato Corner Fire to be held on Wednesday, 7/27/22, Muual aid partners and assisting agencies will be in attendance; ISO Consortium Hiring Agency – Firefighter Testing Consortium will be used to assist with hiring firefighters in the future, assists with administration efforts and provides a large pool of candidates

**Fire Marshal:** No report

**President:** Asked about Fuel Reimbursement processing for volunteers from for the last 6 months, has been submitted and awaiting for Finance to process; Kitchen door readers not working, parts ordered and will fix when they come in

**Entered Executive Session for Officer Appointment:** 1854 hrs

**Out of Executive Session for Officer Appointment:** 1944 hrs, Keith Kundahl appointed Lieutenant – Fire Division

**Motion to Adjourn:** Motion made by A/C Morris and Seconded by AC Babineau. Motion passes unanimously. At 1946

Respectfully Submitted;

Steve Hoffmann

Fire Chief