

COLCHESTER HAYWARD FIRE DEPARTMENT

MONTHLY OFFICERS MEETING

**DRAFT**

**TO BE APPROVED AT NEXT MEETING**

Tuesday, February 15, 2022 1900 HOURS

**Called to order:** 1900 hrs.

**Members Present:** Chief Hoffmann, DC Lee, AC Morris, AC EMS Babineau, , Capt. J. Jones, Capt Papp, Capt. Barnes, Lt. Brad Bernier, Fire Co Pres. J.Knapp, Lt Guidice, , FF/EMT T. Joseph, FF/EMT M. Ziegler, FF M. Gordon, FF B. Marvin,

BOF Liaison and BOS Liaison not present.

**Approval of minutes:** Minutes from January 10, 2022. Motion to approve by AC Babineau, seconded DC Lee. Approved as written.

**Additions to Agenda:** None

**Citizens Comments:**

- T. Joseph - No suction on Service 2. Battery Powered Units on order per Capt. Barnes. Will provide manual suctions for now if there isn't one on there already in the interim
- T. Joseph - New Alarm Cards/Assignments – Will be posted to Streets Page per DC Lee, working on it currently
- M. Zeigler - East Hampton FD will be having an open house on April 3<sup>rd</sup> to showcase new apparatus and get mutual aid departments together.
- M. Zeigler - East Hampton FD ladder will be going out of service at the end of the week and will be out for 30 days
- M. Zeigler - Updated RIT Policy – policy currently calls for 4 people, will review

**Budget Issues:**

- Working on budget for next year. Met with First Selectman to preliminary review our requests. Our current budget is seeing a large draw from OT for the career staff that are on 24/7 shifts.
- Budget is OK, but will need to be monitored

**Personnel/Career Staff:**

- FF/EMT Steve Shorts submitted a letter to AC Babineau with interest in being an engineer on the ambulances to assist Rick Berkman, who is a non-driver. Steve Shorts has been appointed to the position.

- Career Firefighters are working on a daytime training schedule which anyone is welcome to attend. Will start in March.
- 6 new Per Diem FF/EMTs have been hired
- New Administrative Assistant Starts on February 28<sup>th</sup>

**Training:** AC S. Morris reported:

- Hosting an 8 hour hazmat class on 3/27/22
- Hosting two EVOC classes, one on April 21<sup>th</sup> and one on November 6<sup>th</sup>
- Hosting a Signal 54 class for Fire Police and Lebanon FD Fire Police will be joining on April 24<sup>th</sup>
- No changes to the not able to respond to calls list.

**Safety:** Report read from LT/HSO W. Cox:

- No injuries as of 2/15/22
- Winter Weather can be unpredictable, use caution when responding to the fire house or emergency calls.
- Upcoming medical exams due has been posted
- SCBA Fit Testing Schedule for 2022
  - o March 3 – 0900 hrs; March 10 – 1730 hrs; March 17 – 0900 hrs; March 24 – 1730 hrs
  - o Individual appointments can be made as needed, contact Lt. Cox to set up
- 15 new AVON SCBA bottles have been put into service
- LT/HSO Cox is enrolled in an on-line course for Behavioral Health Awareness to begin preparation for a

**EMS:** AC A. Babineau Reported:

- Presented the DRAFT EMS Qualifications Policy for Lead EMT Tech. All Chief Officers are in agreement and will be made effective 2/15/22
- MCI plan was sent out for review by Chief Officers, all wanted a little more time to review and make recommendations. Will revisit next Officers Meeting.
- Changes have been made to the R2 calendar so volunteer personnel can sign up for shifts during the week/day
- ESO updated with personnel Vax info and Certifications to track and advise members when items are coming to expiration
- R1 dispatch modification from medical control – appears we are the only ones around us doing it. Chief Hoffmann will reach out to see about re-evaluation of the modification and when it will be lifted

### **Captains Reports:**

Fire Capt. Papp - Apparatus summary report and repairs completed by DC Lee showed issues that need attention with the apparatus; Ensuring that our personnel are doing them on a weekly basis is important, maintain accountability; Look to dedicated engineer nights with engineers to ensure these are getting done and working together to maintain apparatus; The apparatus weekly inspection forms have been revised and will meet with engineers to review with them; Looking to move to electronic in the near future; We need to ensure more communication with the engineers and Lieutenants.

EMS Capt. Barnes- Powered Suction units on Service 1 & Service 2 are out of service. Hand suction shall be placed on them in the interim until the new units come in; Power suction from R128 will be placed on Service 2 to ensure that they have one available on that side of town; looking to research uniforms for EMS personnel so everyone can present department professionally.

Fire Police Capt. Jones: One fire police member has left and joined the Air Force; Signal 54 Traffic Course is being offered if anyone is interested

### **Lieutenants Reports:**

Fire Lt Bernier: No report

Fire Lt Guidice: The outside light at Co. #2 was fixed; Preemptive sign on approach to Co. #2 is not working. Recommending repairs made to sign and another one added coming the other way. Captain Barnes mentioned that DMV would need to be contacted through our public works to work out the details and approvals. With the new RIT policy, looking to add new search kits and system for the equipment

### **Chief Officer Reports:** Chief Hoffmann Reported:

- All job descriptions are being reviewed, updated for all positions; Career Lieutenant/HSO is completed and will be sent to HR Department at Town Hall
- Meet with QV Dispatch and reviewed concerns that members had. Will meet with their management every other month to ensure open lines of communication
- Released Department Memos effective 2/16/22
  - o Annual Medical Evaluations – 90 day grace period after due date then pulled off line if not completed/submitted
  - o Personnel Deployment Weekday/Daytime – ensure better resource deployment for call coverage during the weekday when career staff are on
- Draft policy for an authorization process for creating and implementation of department policies to ensure enhanced communication and notification to department members.

- 6 new Per Diem Firefighters have been hired; going through on-boarding process and will begin training. Once trained, will work weekend shifts and times when we need additional staffing
- Creation of a career firefighter hiring list to be proactive for any openings that occur; Posting is on town website
- COVID restrictions placed on the department on 1/13/22 have been lifted. Visitors are welcome and the 2<sup>nd</sup> floor is no longer limited to on-duty personnel only. Hoping this is close to the end of this pandemic
- Two department members will be on the Public Safety Committee subcommittee to represent the fire department to discuss its future and need; Chief Hoffmann will be an advisor
- Thanks for everything you all do! Keep up the response to calls!

**Fire Marshal:** No report (not in attendance)

**CHVF Co. President:** President J. Knapp reported:

- Close to completing the ESO module for apparatus inspections and inventory.
- Looking at the scheduling module for use for the department

**Motion to adjourn:** Made by DC Lee, seconded AC Babineau

**Adjourned:** 1950 hours

Respectfully submitted,

Steve Hoffmann, Fire Chief