

Colchester Hayward Fire Department  
SPECIAL OFFICERS MEETING

DRAFT

TO BE APPROVED AT NEXT MEETING

Monday March 7, 2022 1900 hours

**Called to order:** 1900 hours

**Members Present:** AC EMS Babineau, Chief Hoffmann, Capt. J. Jones, Capt. Papp, LT B. Bernier, Fire Co President J. Knapp, AC Fire Morris, FM Shoemaker, Engineer B. Fiala, FF/EMT T. Joseph, FF/EMT M. Ziegler, DC Lee, Career FF Mosig,

BOF Liaison and BOS Liaison not present.

**Pledge of Allegiance**

**Approval of minutes:** A motion was made by AC Babineau to approve the minutes from the February 15, 2022 meeting with and amendment to the spelling of Matt Ziegler's last name, the motion was seconded by AC Morris. The motion passed unanimously.

**Additions to the agenda:** None

**Citizens Comments:**

1. Matt Ziegler inquired as to the status of the RIT Policy, DC Lee explained that he is working on changes and it is almost complete.
2. Matt Ziegler stated that the Morale booster bonfire is going to be held this weekend, weather permitting.
3. Matt Ziegler inquired with AC Babineau as to the status of the change to the Probationary members being listed as probie on IAR, after much discussion it was decided that putting EMT, EMR etc. in front of their name would cause confusion to QV and that for now they will remain as probie.

**Budget:** Chief Hoffmann has been working on putting the new budget into Munis. The current budget is taking a hit in the overtime portion, due in part to the Overtime of the career staff, the heating issues and the price of heating oil increasing.

**Career Staff:** Status Quo part timers will be coming in for training, and gear. Chief Hoffmann announced that LT. Cox announced he will be retiring on March 18, 2022. We will plan a going away Luncheon and it will be posted.

**Training:** A monthly apparatus readiness and training is in the works, on March 27<sup>th</sup> there is an 8-hour hazmat refresher course, it will be posted until the 20<sup>th</sup> and then will be opened up to outside departments. One member has come off the do not respond list now that they are compliant with training. Career staff have been doing some on-line training and some training will be held during the day.

**Safety:** Fit testing date will be done for both N95 and air packs.

**EMS:** Capt. Barnes sent a report, AC Babineau read the report. There is outdated equipment in the EMS room and it needs to be tossed, he is looking for permission to throw away old equipment. Chief would like a list of things before they are thrown away, because the items may be listed on the fixed asset list with the town. There is a new BP monitor being ordered for A528, it is the same as the one on A628. Cpt. Barnes would like to replace the wooden backboards in the trailer with plastic ones. EMS pro Expo is coming up in October, it will be held at Foxwoods Casino. There is an old-style stretcher in the trailer also that is not compatible with the power-loads and AC Babineau would like to use it for a trade on a new stretcher, as the Lifepak on ET2 is scheduled to be replaced with ARPA funds.

**Cpt. Papp:** The LT reached out to a few members that have not been around in a while to see what was up and if there is anything that we can do to get them to come back around. Josh and Jack are in FFI class, if you see them around ask how class is going and offer them help if needed. The burn building could use a little TLC and clean up. In April there will be a pump class.

**LT Bernier:** The trucks check log is now on Streets page. With Jay being out we are down to 2 engineers, please help out when you see something needs to be done, as well if you know of anyone who may be interested in being an engineer please let LT Bernier know.

**Chief:** Job descriptions have been sent out for review, the only response was from AC Morris. There was discussion on the prerequisites for Assistant Chief position. Matt Ziegler asked about the change from 2 years requirement to 4 years as a member of this department or any department. AC Morris would like there be consideration to a program that all the changes that each person suggests be visible. AC Babineau suggested google docs so that there is tracking and then the chief can approve. Chief Hoffmann will check into this.

Marcus came out and checked ET 228's headset and could not reproduce the problem.

Memos- Policies are still being updated. There will be a new purchasing policy that anything over 1000.00 will require a purchase order. The process is quick and should not hold up any ordering.

Chief would like to have a short leadership type training after every other Officer meeting.

It has brought to the Chief that people would like to move the Officer Meeting to start at 1800 instead of 1900. The Officers all agreed to this.

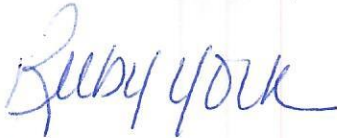


**Fire Marshal:** New app called Crew Force is in a test mode and will be added to the ambulance iPad. Crew force is a tool to allow tracking of apparatus and assisting in knowing the location of resources. It allows self-dispatching when responding and will put you on scene when you are in very close proximity to the emergency call. It has mapping which will be a big help for some. Chief Hoffmann reiterated that radio transmissions will still be required.

**President:** The point audit from ESO was posted and seems to be working well. President Knapp is still working on Apparatus inspections and will be setting up a "dummy" truck to use as a training point. Pres. Knapp has also been working on the sign-in report on the touch screen computer, some people have still been filling out the orange sheets. The electric bill at Schuster Park was over 250.00 this month. If anyone sees lights on please go turn them off. There has been talk of disconnecting the power for the winter months. B. Fiala asked about getting rid of the pump that came from Schuster, and to clean up all of the cans that are strewn about, Pres. Knapp stated that the cans could be collected in a bag and donated to someone such as the boy Scouts.

**Motion to Adjourn:** AC Babineau made a motion to adjourn the meeting at 1959 hours the motion was seconded by DC Lee, the motion passed unanimously.

Respectfully Submitted,



Ruby York

Assistant to The Fire Chief