



# **Warehouse Point Fire District**

## **Meeting Minutes**

### **Monday September 13, 2021**

#### **Station 138, 89 Bridge Street East Windsor**

#### **Time: 7pm**

Call to order: 7:01

Attendance: Kevin Clynch, Austin Holden, Rachel Safford, Charlie Nordell, Charlie Miller, Louis Flynn

Added Agenda Items: Grant, our part of the money Rachel, financial needs kevin clynch all in favor

#### **Treasurers Report:**

The district is two months into the fiscal year which would put us at about 16% of the budget spent. Discussion of the current budget. The FM line for cell phones is overspent, we should be around 16%, the cell phone line is at 24%. This is caused by the service charge for the iPad in the vehicles. The sewer taxes are overspent due to paying for the Hose Company, it was moved to the Hose company line. All future bills for the Hose Company will be paid out of the Hose Company line in the budget. The grand list for this year was less than what we budgeted for. We had a shortage of \$18,000.00 We had put the balance of the budget money of 12590.00 in CIP, so we eliminated that, increased FM fees, which gives us a total budget of \$955,404.00. Last year we had a lot of money left over, most of the money came from unexpected income, \$71,000 was income, for a total surplus of \$153,819.72. We spent 89% of the budget. We moved the money \$80,000.00 into Fund Balance and \$73,819.72 into CIP.

Discussion of the money. Motion to move the money into fund balance \$80,000.00 and \$73,819.72 to CIP Charlie Nordell, Charlie Miller second. All in favor

Jim: The grant was a wonderful thing; we are lucky that we have an inside grant rider. To pay the \$11,000 which is our responsibility we have a few options; we can use the line in the budget labeled SCBA, SCBA replacement, it could come for the 1 time \$20,000 or we could have a district meeting, Chief would like to purchase the additional equipment that was not awarded in the grant. Webster bank came to give us a proposal to meet our banking needs, they have a branch right up the road, offer a credit card, the interest is less than what we are getting currently (current .05%, Webster .02%). Discussion of money and banks. Motion to switch to webster bank Kevin Clynch, Austin Holden second. All in favor

Jim: We should stay in the lines for now. Charlie Nordell, do we have testing for the equipment that would be coming out of those lines? Chief: we will have flow testing but we should be safe. Austin: where would we pull the rest of the money? Discussion of money. Motion to take \$11,666.67 out of SCBS operating budget lines, to pay for our share of the grant and to authorize the acceptance of the grant by Chief Barton, Charlie Nordell, Charlie Miller second. All In favor

Motion to accept the treasurer report Rachel Safford, Austin Holden second. All in favor

#### **Clerks Report:**

Approval of meeting minutes: Motion to approve the meeting minutes from August 2, 2021, Charlie Nordell, Rachel Safford second. All in favor

#### **Chairperson's Report**

Town Communication: I received an MOU from the town for the FM vehicle, the MOU is between Broad Brook Fire Commission and the Town. I got a call from Jay Madigan, chairman of the BBF commission. We discussed the costs of the Fm and if there were any costs we could share. Rachel and I will put together some numbers with the help of Rich and send them to him.

#### Station 1 Building Addition Committee:

Clerk of the Works Update: The addition is complete, there are few minor repairs. We did have a small leak and it will be repaired. I would recommend we pay the \$12,644.31 bill and hold the retainage until the project is 100% complete. Motion to pay \$12,644.31 to Crocker Pending the signed copy by the architect Charlie Miller, Rachel Safford second. All in favor

Firetruck progress report: The truck is coming along; we are on schedule for October delivery. There was a slight increase due to the lights that we needed to add. Discussion of the truck. Getting the grant will lower the cost of equipment by \$28,000.00. We need \$95,000.00 to equip the fire truck. Charlie with the truck and Scott pack stuff we are looking to ask the taxpayer for \$160,000.00. We are not asking for more money in taxes, we have the money, we need to ask them to move the money. Kevin is there something on this list that is more of a wish than a need? Could we do without something or wait on it.

Chief: No, the equipment is all the required stuff, and to put 30-year-old equipment on a new truck is a mistake.

Louis: I think we should defer this and discuss it at a later time. Charlie Nordell, it's a softer blow to just be upfront and ask for what we need. Rachel, it seems like we are not telling the whole story to break it up. Chief we would like to study the Scott pack and MSA pack. Then we will order the one we decide on.

Currently, we are going to broad brook to fit testing, their machine does not do the n95 mask which is an OSHA requirement.

Chief: there could be two resolutions.

One District meeting for two resolutions.

I Motion to have one District meeting on October 4th, 7 pm for the two resolutions: To take \$95,000.00 from the CIP account for the purchase of the new fire apparatus equipment, to take \$80,000.00 from the fund balance to purchase the compressor fill station, fit test machine Charlie Nordell, Austin Holden second. All in favor

Payment requests: Motion to pay the clerk of the works \$22,024.48 to the chief coming out the building fund Rachel on the 27th cm all in favor

#### New Business:

Update of Fire Marshal Vehicle: I have a fire marshal vehicle from the town. I would like to take the console out of the old district fire marshal SUV and put it into the town SUV. Austin: I don't have a problem moving the console, but would we have a record of that.

Chief: We would need to do an inventory with the serial list.

Rich: Yes, this work could be done in-house.

James Barton: Do we need their written permission in writing to make changes to the town vehicle? Rich: they voted on it tonight, it should be in their minutes. Motion to take the District FM SUV out of service as of 9/13/2021, allowing Rich to move any equipment the district SUV, up the point of keeping the SUV street legal with a complete inventory being recorded, Kevin Clynnch, Charlie Miller second. All in favor.

#### Old Business:

-New software update: Chief spoke with ESO which purchased our current company they will not honor the money we have paid towards the new software. How much manual work is left? Our software is up and running. Discussion of software. The Chief will email the cost to the commission once he receives them.

- Review and discussion of the draft District Charter: NA

-Update of Hose Company 1: we have the deed, the president of the Fire Department has it and will sign and get a notary.

Fire Marshal Report: We have two buildings in the works: 124 Newberry Road, and a business north of 7/11. We might lose Dan Peeler; he might need to work days at his full-time job. That would leave Spike and me. I have started the list for sharing of services and equipment: codebooks, fire prevention supplies, computer, iPad, inspection gear. I will have a complete list soon. Discussion of equipment. I do need a new computer and iPad, currently, I am using my personal I pad. Chief: we need the right equipment to be doing an inspection, you should

not be using your personal I pad, I phone. Motion to approve the FM report as presented Charlie Nordell, Austin Holden second. All in favor

Fire Chief's Report Training: 78 call for August, 509 for the year

In person training has begun

Policy Manual: All policies are under review and need to be updated.

Staffing Assignments: Volunteers needed.

Fire Personnel: 0 cases of COVID in the Department last month

Vaccine for COVID-19 has begun. Members schedule their own appointments at their convenience. 60% of the active staff and volunteers have been vaccinated.

Apparatus Report: Engine 6 is currently being repaired. Rescue 1 needs a new battery charger \$2,500.00 repair.

Squad 2 had some engine work completed New ECM and wiring harness

Equipment: New meters are in service. iPads for Apparatus are in

Station Report: Station 2 sprinkler 5-year obstruction test and 5-year FDC hydrostatic test is needed. This can be taken from the building maintenance line. Tests scheduled FDC test Station 1 and 2- and 5-year obstruction test at station 2 Total \$3,000.00. Cameras both Stations- Station 2 complete Station 1 has not been completed. Key System upgrade both stations Scheduled for September 15/16

Communication System: Town wide radio committee has been formed to look into upgrading the towns radio system. Meetings have been scheduled to study the system needs and upgrades. No progression as of yet.

Activities: Awarded, AGF-S COVID-19 grant for Personal Protective Equipment for a total of 52,200, a 5% match from the district is included. Awarded the SCBA Grant for \$233,333.00. This did not include the compressor and fit testing machine. I would recommend using available funds to complete this entire project. The compressor and fit test machine would cost an additional \$80,000.00.

- Building Addition

1. Building addition is complete, AS Built drawings have been submitted to the town. We are currently waiting for Planning and Zoning to complete their inspection and approval. After that is complete the Building Official will complete his final inspection.
2. We had a small leak in the roof during one of the rainstorms, materials are on order to fix this.
3. Final invoices have been submitted. I recommend we do not pay the retainage invoice until the roof is completed.
4. Dedication and Ribbon cutting ceremony September 18, 2021 2pm to 4 pm

New truck is in progress. Photos of the progress are online.

The new reporting software is now in use. ESO Will not honor our current price I am obtaining quotes to switch to the newer version of the software.

There will be a brief recognition ceremony during the next Board of Selectmen's meeting 9/16/2021 for the firefighters that rescued the woman from the Pleasant Street fire.

Motion to approve the chief report as presented Charlie Nordell, Charlie Miller second. All in favor

Lou: congrats to Chief for finding a way to fix the tank for a much lesser cost.

Correspondence: NA

Public Session: NA

Executive Session: NA

Adjournment: Motion to adjourn the meeting at 8:36 Rachel Safford, Charlie Nordell second. All in favor