

**New Hartford Village Fire District  
Monthly Meeting  
December 10, 2015**

G. Brookes called the meeting to order at 7:02 p.m.

**IN ATTENDANCE:** G. Brookes, D. Casella, B. Rieger, B. Goodskey, Chief Worsman, K. Parsell, E. Parsell, & K. Carvalho.

**Motion by G. Brookes to go out of order to let Denton Butler from the WPCA speak about the hydrant testing. Seconded by D. Casella. All in favor. Motion passed.** Discussion with Mr. Butler included Chief Worsman voicing concern about the actual flow of gallons per minute (gpm) especially in the downtown area. G. Brookes questioned whether the WPCA had met its obligations as set forth in the original agreement to provide two deliverables; namely a "Hold Harmless" letter relieving the NHFD Commission of any liability with regard to the outcome of the testing; and to conduct testing. Mr. Butler provided a signed "hold harmless" letter. Discussions regarding the scope of testing conducted and whether or not it met the expectations of the NHFD Commission. Mr. Butler explained that it was not possible to meet the Commissions scope expectations due to issues described above and that the dollars requested had been reduced from the original dollars agreed to based on this reduced work scope.

Further discussion following Mr. Butler's departure regarding work scope expectations vs. actual, along with Mr. Butlers comments regarding the decreased billing. Also discussion regarding the Commissions desire to work constructively with the WPCA and meet our commitments as appropriate based on work performed. Consensus achieved that the invoiced amount was commensurate with the work performed, and in the spirit of the agreement the invoice should be paid.

**K. Parsell made a motion to pay the invoice in the amount of \$2,125.00 with the understanding of the work done by the Torrington Water Company was not in full acceptance of what the New Hartford Fire District was requesting per our agreement with the WPCA. Seconded by B. Goodskey. All in favor. Motion passed.**

**PREVIOUS MINUTES:**

***B. Goodskey made a motion to accept the November 2015 meeting minutes. Seconded by B. Rieger. Motion passed.***

**PUBLIC COMMENT:**

- None

**TREASURER'S REPORT:**

- K. Carvalho contacted Frontier regarding the phone bills' increase. Frontier was able to reduce both bills and those amounts will be reflected in Februarys payment.  
***B. Goodskey made a motion to accept Treasurer's Report. Seconded by B. Rieger. Motion passed.***

**TAX COLLECTOR'S REPORT: B. Rieger read the Tax Collector's Report.**

- Tax Collectors report: \$1,411.03 collected in November; (0) Adjustments; (0) Bounced checks; (0) Refund;(3) Liens Released; (0) Liens Put On; (93%) Current Year.
- The annual cost for tax collector's software, bills and support from Quality Data, will be approximately \$4,000. Supplemental bills will go out this week, due on 1/1/16. As of 11/2015 the DMV requires all paper releases to be done online. Linda Sheffield from town hall has been helping us with the releases until our computer system is up to date.

**K. Parsell made a motion to accept Tax Collector's Report for November 2015. Seconded by B. Goodskey. Motion passed.**

**CHAIRMAN'S REPORT:**

- None

**CHIEF'S REPORT:**

- **Calls:** 194 Calls for Y-t-D, 13 calls from 11/1-11/30/15
- **Significant/Mutual Aid Calls:** nothing of significance
- **Fuel Usage-**used approximately 105 gallons this month
- **Training-**we are continuing to follow our training calendar. We have an outside instructor coming in on 12/14 to provide a presentation on Aerial Ladder operations.
- **Membership-** a new member was approved this month and lives on W. Hill Rd.
- **Vehicle Maintenance-** Brush 2 had its yearly maintenance done at Collinsville Auto.
- **Nepaug/Pine Meadow-**continuing to work with Nepaug Fire and assist when requested
- **Station 1** –see the daytime driver report.
- **Station 2-** please see the attached daytime driver report
- **Miscellaneous-New Engine-**the RFP's and proposal forms were sent out to the following vendors-Pierce Mfg., 4 Guys Fire Apparatus, Gowans Knight, Ferrera Fire Apparatus, Spartan ERV, Smeal Fire Apparatus and Supthen Fire Apparatus. **Hydrants-** we're requested by the WPCA to monitor our hydrant usage and provide weekly updates to the WPCA. We have been monitoring the hydrant usage and will continue to notify the town when a hydrant is used. The status of the flow testing will be required in 2016. **CIRMA-**had a meeting with Christine at the town hall regarding CIRMA and the proper procedures to follow when reporting a workers comp claim. At this time, we are following the proper procedures on reporting injuries. **Firefighter injury-**as of 12/1/15, we have 2 OSHA recordable injuries. They were both in November, Kevin Archer had an injury at our live burn on 11/1/15 and Emily Parsell was injured on 11/7/15. All paperwork has been submitted to the town and recorded on the OSHA log. Harwinton needs to submit a final report. **Upcoming-**Preliminary budget for the 2016-17 budget to be handed out in Jan.2016. Future expenditures for the current 2015-16 budget line items of Vehicle Maintenance, Dept. Equipment, Equipment Maintenance & Training. **Motion by K. Parsell, seconded by B. Rieger to accept the Chief's report. Motion Passed.**

**DAYTIME DRIVER REPORT:**

- See Attached

**COMMITTEE REPORTS:**

- **Truck Committee:** Truck proposals due by 1/4/16 and will be opened on 1/14/16. The truck committee will meet to discuss the proposals.

**OLD BUSINESS:**

- **Daytime Driver Job Description:**
  - G. Brookes distributed the daytime driver job description draft to the committee for review and received Chris's input. Next month the committee will add their input.
  - B. Goodskey distributed copies of the Professional Appearance & Uniform Wear Policy for the Daytime Driver. The Committee reviewed and discussed.
- **Commission Calendar/Schedule:** The annual calendar/schedule was updated.

**NEW BUSINESS:**

- **None**

**BILLS AND COMMUNICATIONS:**

- Bills were paid.

Meeting adjourned at 9:15 p.m. ***K. Parsell motioned; B. Goodskey seconded. Motion Passed.***

Respectively submitted,

Karen Carvalho  
Secretary/Treasurer

**Next Meeting Date: Thursday, January 14, 2016 7:00 p.m. at Station 1**

**December 10, 2015**

**Daytime Driver report for Dec 2015 District meeting**

- 11/12/2015 Overhead door had to be called for B2 bay door issue
- 11/13/2015 Overhead door found inference from R6 sensors, new brackets installed to change sensor angle.
- \* 11/16/2015 During weekly equipment checks R6 chain saw no start, found choke plate had loosened up. Repair made and tested operation, OK.
- \* 11/20/2015 Blower back pack run ability issue, diag as requiring carb and gasket order parts online. From Gardner Inc will be on the CC billing statement.
- 11/24/2015 Met with John Bishop, ( FD IT contact) after making contact previously for internet switching box noisy. Requires replacement John was going to order and install.
- \* 11/24/15 Ordered new piston for E5 ladder door. Online from Suspa Inc will on the CC billing statement.
- 11/27/2015 Received Back Pack blower parts.
- 11/30/2015 Shipman's was in for quarterly Air Quality testing of Cascade system.
- \*11/30/2015 Installed parts on Back Pack blower.
- 12/1/2015 B2 to Collinsville garage for annual service. Dropped off in morning, picked in the afternoon. Couple items listed to watch in safety report.
- \*12/2/2015 E5 R1 compartment lights repaired, poor power connections in door track.
- \*12/2/2015 E7 Left side warning lights inop required new ground to be installed.
- \*12/3/2015 Online ordering from Amazon and Home Depot. FD items, Office, and building supplies. Dist CC
- \*12/4/2015 Made towing harness repair to Wacker light tower left side lights out. Tested OK
- 12/4/2015 John Bishop installed new internet switching box.
- \*12/8/2015 Installed new piston for E5 ladder door, tested OK
- \*12/8/2015 Repaired Shoreline power supply to E7. Had to change power supply cord, transferred cord connectors to new heavier gauge power supply cord. Tested OK
- \*Denotes work performed in house by Daytime Driver

Report respectfully submitted by  
DD FF Sterpka

