

Norfolk Volunteer Fire Department
Monthly Meeting Minutes
June 4, 2018

Vice President Thalyia Newman called the meeting to order at 7:00 pm.

The Vice President asked for a moment of silence for our past, deceased members.

There were 21 members present.

Secretary's Report

M/S/P Matthew Ludwig, Gary Bottum to approve the Minutes of May 7, 2018.

Treasurer's Report

We are at 89% of the Town Budget.

M/S/P Rowland Denny, Richard Byrne to accept the Treasurer's Report.

Officers' Reports:

Chief's Report:

Officer of the month: Car 4 Gary

- Great job at the Sunset ridge house fire. Ignition point was noticed and left intact and the FM was able to determine a cause.
- Thanks for the help on Memorial Day from setup, the parade, to the road race. Looking at next year, need to better address the Water stations and cooking for road race. Possibly Solicit the PTO, Library, Etc. to adopt and staff a water station?
- #2 & #4 Shepard Rd. has a Knox box. (Under the deck of #2, above basement door has keys for both buildings)
- The 3 HCN (Hydrogen Cyanide) meters are in service on E90, E30, E40 in the yellow meter box. 1.5year battery life with normal use. Monthly check sheets have been updated to monitor calibration schedule (180 days).
 - HCN is found in the exhaust of vehicles, and in smoke from burning nitrogen-containing plastics.
 - The immediately dangerous to life and health (IDLH) quantity for CO is 1,200 parts per million (ppm), while the IDLH of HCN is 50 ppm—24 times that of CO.

- Low CO levels present a false sense of security as to the presence of HCN.
 - HCN symptoms in lower level exposures are similar to heat-related illness and CO poisoning.
 - HCN symptoms in severe or acute cases mirror those of a heart attack.
- The Norfolk Community Associates have asked the selectmen's office to paint the hydrants in town. Aquarian is allowing the painting
 - E-30s outer rear tire was replaced after being damaged during the Brookfield response. The Temporary Recap that was installed was removed.
 - Brookfield response w/ Strike Teams: Discussion to alter the response for more incident appropriate equipment was brought to the county cars and is being looked into based on needs. The short notice for deployment provided little info as to what was going to be taking place. Reminded that most brush trucks are not equipped with meters or a TIC which were used. If the plan is altered and approved by the county car, certain equipment will be needed from the engines before deployment.
 - The DEEP 50/50 firefighting grant is back, June 30 deadline.
 - Local masseuse Eileen Fitzgibbons has generously offered to provide members of the FD & Ambulance with a discount massage at her studio, 13 maple Ave. \$20off you first session. \$50 instead of the regular \$70. efwellness@gmail.com Or call 860-309-7775
 - The annual North Canaan pool fill is Tuesday, June 12th. Need to leave NVFD at 6p. Tanker & engine at dump site have been requested.
 - E-40 rear hose bed yellow loop for 4"LDH. Don't worry about unhooking the tarp, it will not affect the hose deployment.
 - SCBA batteries were changed. 6-month Cycle
 - Friday June School. Many members attending classes. Taking S20 and will have N. Canaan on auto dispatch for all calls
 - Rabies clinic this Saturday, June 9th 2p-4p at the FH. \$20per shot

Important Dates:

- June 4th thru 8th** - CFA June School classes, Windsor Locks
- Saturday, June 9th 2p-4p** - Rabies clinic at FH
- Monday, June 11th 6:30p** - NVFD Drill
- Monday, June 18th 6:30p** - NVFD Drill

- Wednesday, June 20th 8-12n - statewide drill with EOC at town hall
- June 22 & 23 - New England Fire show at Mohegan Sun
- Monday, June 25th 6p - NVFD Equipment Inspection & Officer Meeting
- Monday, July 2nd 7p -NVFD Monthly Meeting
- Saturday, July 28th 6p - N. Canaan Parade & Firework Standby (NVFD cookout)
- August 3, 4, 5 - Weekend in Norfolk
- Friday, August 10th 9a - NVFD Hose & Ladder Testing (Failsafe)
- Saturday, August 18th 6p - Winsted Parade

Car 2:

No Report

Car 3:

No Report

Car 4:

No Report

Car 5:

No Report

Car 6:

No Report

Car 7:

No Report

EMS Captain:

No Report

Fire Police:

No report

Mechanics:

No Report

Explorers:

No Report

LCD:

No Report

Committee Reports:

- **Rescue Tool Committee:**

Sam Newman is the Chair. Meeting at 9:00 am on Sunday, June 10, 2018.

- **Insurance Committee:**

No report

- **House Committee:**

No report

- **Fund Raising:**

No Report

- **Building Committee**

Driveway has been improved but not paved. Grass has been seeded.

Correspondence:

Letter with a donation thanking the department for a great response.

Old Business:

No report

New Business:

Reinstatement of Corey Spring as a member.

Introduction of a By-Law change.

Article VI

Section 2.5 The Treasurer

- Shall maintain the accounts, receive all monies, and pay or authorize payment of all bills approved by the membership.
- Shall serve as the Treasurer for all committees.
- Shall open and close accounts as necessary.
- Shall preserve proper vouchers.

- Shall be bonded by the NVFD.
- Shall assist with the preparation of the annual budget.
- Shall be a stipend position.

New

Section 2.5 The Treasurer:

Shall be bonded by the NVFD and be a stipend position.

Shall serve as the Treasurer for all committees.

Shall receive all monies and maintain the Department Accounts. Any account to be opened or closed shall require two authorized signatures.

The Treasurer shall advise the membership whether sufficient funds exist in the department accounts to cover expenditures being considered for approval. The Treasurer shall process payment of allocated expenditures.

All accounts payable, receivable, bank statements, cancelled checks, and vouchers, shall be retained by the Treasurer according to accounting principles.

Shall assist with preparation of the department annual budget.

Note:

An accounting or accounts payable voucher is a document used as an internal control mechanism in the invoicing process. The voucher is filled out after a three-way match of the invoice, purchase order and receiving report.

A three-way match ensures that ordering information, receiving information and invoicing information are consistent. The key pieces of information matched are **quantity, price and total sales dollars.**

Weekend in Norfolk, is August 4,5,6. Selling fried dough, giving popcorn, water polo. Possible purchase of electric fry pans to make the fried dough. Will be brought up at July meeting.

Possible purchase of pagers before the end of the year, if funds are available. The treasurer will look into remaining funds.

M/S/P Ted Hinman, Gary Bottum to purchase as many pagers as possible with the remaining funds in the budget.

M/S/P Steven Hutchins, Matthew Ludwig to adjourn at 7:37 pm.

Judy Ludwig
NVFD Secretary