

Norfolk Volunteer Fire Department  
Annual Meeting Minutes  
August 31, 2020

The meeting was called to order at 7:30 PM by President Paul Padua.

There were 26 members present.

The President asked for a moment of silence for all past and deceased members.

Chief Matthew Ludwig presented his annual Chief's Report. (Attached Below)

Department elections were held. The following members were elected into office.

**President** – Paul Padua  
**Vice President** – Kitty Hickcox  
**Secretary** – Judy Ludwig  
**Treasurer** – Katie Hester

**Board of Trustees:**

Richard Byrne  
Ted Hinman  
Ron Zanobi

**Mechanics:**

John Hutchins  
Ken Ludwig

**Fire Chief** – Matthew Ludwig  
**1<sup>st</sup> Assistant Chief** – Brian Hutchins  
**2<sup>nd</sup> Assistant Chief** – Jon Barbagallo  
**Captain** – Steven Hutchins  
**Lieutenant, Car 5** – Mike Fox  
**Lieutenant, Car 6** – Thalyia Newman  
**Lieutenant, Car 7** – Brad Funk  
**EMS Captain** – Dan Wuori

The meeting adjourned at 7:51 PM

Judy Ludwig  
NVFD Secretary

## NVFD Annual Chiefs Report

August 31, 2020

During the FY 2019-2020 the Norfolk Volunteer Fire Department responded to 144 calls for service.

<b>23</b> - Burnt Food	<b>3</b> - Chimney Fires
<b>20</b> - Auto Alarms	<b>2</b> - Car Fires
<b>18</b> - Motor Vehicle Accidents	<b>2</b> - Rope Rescues
<b>16</b> - Wires Down/Burning	<b>2</b> - Assist CSP
<b>13</b> - Assist EMS	<b>2</b> - Good Intent, Nothing Found
<b>9</b> - Building fires	<b>1</b> - Public Service
<b>9</b> - Stand-By/Station Coverage	<b>1</b> - Light Ballast Short
<b>6</b> - Brush Fires	<b>1</b> - Cellar Pump Out
<b>6</b> - Cancelled Enroute	<b>1</b> - Gas Leak
<b>4</b> - Trail, Search & Rescues	<b>1</b> - Cat in a Tree
<b>4</b> - Trees across the road	

The 2019-2020 Departmental Statistics: (even with the COVID pandemic last quarter)

1,495.18 - Staff hours from dispatch to incident completion

1,524.29 - Staff hours of Non-Incident departmental activities

1,767.75 - Staff hours of Training

4,787.22 - Total recorded staff hours logged by NVFD personnel in FY 2019-2020

The membership of the NVFD continues to log many hours of training to meet annual State, Federal, and OSHA requirements. We respond to emergencies, ensure our equipment is in good working condition, and support the community as we manage the many facets of our town's volunteer fire department. As I've said in previous years and still to this day, there is always something happening down at the firehouse.

In 2019-2020 the NVFD membership was busy responding to Accidents, Alarms, Building fires in and out of town, and many other calls for service. These emergencies come at all times of day and night. Without our members continued dedication to training and quick responses, the outcomes of these incidents, and the lives affected, would be greatly impacted.

This year is definitely one for the books. Starting off as any other year for the membership of the NVFD. Our members worked tirelessly responding to emergencies, training, and staffing and managing the many fundraisers and town gatherings sponsored by the department. We sent two members through FireFighter 1 training at the Regional Fire School, Upgraded the Combi-Tool on Squad 20 to a new E-Tool, hosted a Regional Tanker Drill, a Forcible Entry Class, and a Cold Water Rescue class, and still had time to install a Dry Hydrant on Estey Rd. We had a great year with the winter Weekend-In-Norfolk having ice skating and smores over at the ballpark. Our appeal letter and support from the community was well received and funded two new thermal imaging cameras for the engines and turnout gear.

By the end of February we were in the beginning of what would be a global pandemic, COVID-19 hit and everything stopped. By March we were all in lock down out of precaution because of this new infectious respiratory virus spreading worldwide. All of our trainings, departmental meetings and live burns were cancelled and in the first time since 1979 (41 years), our Memorial Day 5-mile road race was cancelled out of safety precautions and the inability for participants to socially distance.

Having a responsibility to the town and all of the residents to respond when there's an emergency, the members of the NVFD stepped up and kept answering that call. For everyone's safety, our responses and time at the station were modified. Limited members in trucks responding, social distancing, and donning additional PPE during calls when entering people's homes. Our department was fortunate with PPE donated by citizens and corporations looking to help America's 1st responders. Our station, apparatus, and equipment were now being sanitized after every use to help flatten the curve. N-95s, surgical masks, hand sanitizer, and cleaning wipes in the apparatus cup holders became a normal sight for everyone.

Our members came together to keep this department functioning and keep peoples spirits lifted. The volunteers of this department participated in birthday drive-by parades for Norfolk children unable to have birthday parties due to social distancing restrictions. With schools closed, the NVFD led the Botelle school teacher parade through town as well as the graduating Regional #7 seniors parade. Not having the Memorial Day road race to fund our scholarship program we put the call out to our supporters and were fortunate to be able to award ten Norfolk students scholarships to help them in their academic endeavors.

By the end of June, restrictions were slowly and cautiously being lifted. Members were eager to get back into training. Choosing fair weather days for weekly drills to allow outdoor social distancing. we had two members enroll in a combination virtual/Hands-on Firefighter 1 class at the regional fire school. Everyone pulled together to do their part and cautiously get back into "the norm" with a new take on cleanliness and personal hygiene in and around the station.

The fire Station renovation/expansion project is moving forward with the town building committee members being chosen. We look forward to future discussions and plans for the renovation and expansion of the current station that meets State and Federal standards. With recent events it is imperative to properly house the lifesaving tools and apparatus the community of Norfolk so heavily relies on.

The NVFD is not all about firefighting, our members come together several times a year continuing the department's public relations with many of the Town events and outreach programs to bring the citizens together which further supports the mission of the Fire Department and the Town of Norfolk.

The commitment of our membership never goes unnoticed; our efforts are continuously appreciated and even applauded by both our residents and those in neighboring towns.

We constantly look for new members that can offer assistance in any capacity. Help is always needed, from firefighting to administrative functions; we encourage anyone with a desire to help our community's emergency services to apply.

In closing I would like to thank the Town of Norfolk and the citizens we serve, for without their generosity and continued support, we would not be the department we are today!

In Service,

A handwritten signature in black ink, appearing to read 'M. Ludwig', with a stylized flourish at the end.

Matthew J. Ludwig

Fire Chief

Norfolk Volunteer Fire Department

20 Shepard Rd.

Norfolk, CT. 06058

860-542-5021 Station