

Norfolk Volunteer Fire Department
Monthly Meeting Minutes
October 6, 2025

President Paul Padua called the meeting to order at 7:30 pm.

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

Thank you to the Town and the Building committee for all their hard work in getting the final approval for funding for the new firehouse.

There were 27 members present.

Secretary's Report

M/S/P Todd Miller, Matthew Ludwig to accept the Minutes of Sept. 6, 2025.

Treasurer's Report

We are at approx. 16% of the Town Budget (Town still working on their end)

M/S/P Ted Hinman, Todd Miller to accept the Treasurer's Report.

Officers' Reports:

Chief's Report:

- October 11th at 5pm (1700) is the Norfolk Fire Banquet. I met with the facility today and everything is on track. Anyone with pictures for the slide show please email them to Jon Barbagallo by Wednesday Oct 8th. We have approximately fifty-five people attending so the bill we be less than estimated. I would like to make a motion for \$270 to purchase awards for the event, out of Department funds.
- October 18th is the Tour De Forest. 830-1. Two drivers needed to operate trucks
- New officers mean new job descriptions. Please see attached.
- Halloween is a Friday this year. We will be doing our normal stand by. Crews will be needed to be in place by 5pm (1700). Meet at the station at 445 (1645).
- The new SCBA from our AFG grant is at the station. All interior members, and any other member who would like to, please report to the station at the conclusion of this meeting.
- Car 4 has the training this month. If schedule does not cooperate, we will find a substitute.
- Sunday November 2nd, smokehouse training at the Litchfield County Fire Academy. I would like to make a motion for \$ out of department funds to provide lunch.
- Tomorrow there is fire prevention at Botelle School. 0830 start time to set up.

M/S/P Brian Hutchins, Justin Zarzycki for \$270.00 for awards.

M/S/P Justin Zarzycki Amanda to spend up to \$150.00 for food for drill at fire school on Nov. 2, 2025.

Car 2:

- Halloween. Motion for \$250 for candy and refreshments. Dept funds. Going back to hotdogs
- Fall training classes at the fire school:
 - Hybrid & EV for Emergency Responders begins October 15, 2025
 - UTV/ATV safety November Begins November 1, 2025
 - EMR class in New Hartford starting Oct 15th. See c1 or c2 if interested
- Taskforce & strike teams are being streamlined. Merging 82 & 83 into 84north. Good for us since we were in both groups. Still in the draft phase with the coordinators.
- Remaining DEEP grant “big water” items have arrived and are in service on E30 & E90. Both engines are now capable of being the fill site or dump site flowing capacity.
- FireTek events and training calendar under the “Home” tab with the RSVP feature. Anyone can create an event or training too. Please check it periodically to see what’s happening. Help is always needed for everything the dept does.
- NEW SCBAs are here. They operate like the current packs. Only real changes are the Air gauge is now in 1/3s (1/3 to get in, 1/3 to work, 1/3 to get out), masks are now rated for 500°, drag handle on top, and packs are now truck specific. Make sure the E30 pack goes into E30, E40s into E40. Besides the electronics the packs are the same operationally. The Scott rep will come down and have an orientation/training program once we get the computers and telematic capabilities ordered. (After Q1, so later winter/ Spring). All interiors asked to come down to the station after this meeting for an overview and assistance putting into service on the trucks. If you wear glasses and have an insert or wear a small, We have new masks for you to swap out with. The “red” valves in the nose cup signify the upgraded mask.
- The new RIT pack will need training before it’s put into service.
- Radio re-programming beginning first week of November. Thank you everyone for your comments, all were sent in to be corrected.

M/S/P Matthew Ludwig, Justin Zarzycki for \$250.00 for refreshments and candy for Halloween night.

Car 3:

Delima of E40 door still going on. Steven is working on it. Might have to buy a new door if all other options are exhausted.

Zone meeting is 10/28, see Steven if you have any questions.

Falls Village has challenged NVFD to a night of curling. With pizza and stuff. Date will be announced.

Don’t accept F500 foam from any other department if they offer to fill our foam tank.

Car 4:

Will be doing training this month. Will have fit testing this month.

Car 5:

No Report

Car 6:

No Report

Car 7:

By Laws meeting 6:30 on Thursday, Oct. 9, 2025.

Glitch with Android phones.

Ted will be doing a CPR, BLS Renewal in the next week or two.

EMS Captain:

Supplemental first responder certificate has been approved, and is hanging at the FD.

Applied for a Grant for \$2000. And one from Northwest bank.

Public Relations:

Photos by this Wednesday for the Annual Dinner.

Deep owes Norfolk a bag of hose, Jon spoke with

After FD activities are done, everyone is invited to Laurel Way for festivities.

Fire Marshall:

Fire Prevention Tuesday, Oct. 7, 2025, at 8:15 to go to Botelle at 9:00, then to the Norfolk Early Learning Center Day Care after that. All help is needed.

Mechanics:

Back up warning is repaired on the Brush Truck.

Valve that is leaking on E40 is being worked on.

Cadets:

No Report

LCD:

No Meeting

Committee Reports:

- **House Committee:**

Chili needs to be used and will be served at the November meeting.

M/S/P Justin Zarzycki, Steven Hutchins to spend \$60.00 to replace chili.

- **Fund Raising:**

Tree Lighting 11/29/25, Breakfast with Santa is 12/6/25

M/S/P Todd Miller, Justin Zarzycki \$500.00 for Breakfast with Santa.

Paul with check with the Pub about Karaoke in November, will come back to the membership with more information.

- **Insurance Committee**

No Report

- **Building Committee**

No Report

- **Anniversary Committee**

No Report

- **Truck Committee**

Presentation to BoF on Nov. 12, 2025, not to ask for funds, to inform them about finances in the future.

- **By-Law Committee**

Meeting on Thursday, Oct. 9, 2025 at 6:30.

Correspondence:

Letter from Town of Plainville thanking Jon Barbagallo for his assistance.

Donations for bottle and can returns.

Thank you from Ballards for work done during their house fire.

Thank you from Annie Childs.

Auxiliary for Community Health in Winsted looking for a donation.

M/S/P Matthew Ludwig, John DeShazo for \$250.00 donation to Auxiliary for Community Health in Winsted.

Old Business:

Membership application from last month is tabled due to being incomplete.

Cancer screening was successful, about 50 participants.

New Business:

Joe Brown wants to reserve the firehouse for a baby shower on Nov. 23, 2025 at 10:30 am. Looking for help in cleaning up the fire house, it will be a potluck style luncheon, all members are invited to attend.

New member application from Brian Hennesey for membership for interior firefighter.

Meeting adjourned at 8:10 pm

Judy Ludwig
NVFD Secretary

NVFD OFFICER JOB DESCRIPTIONS 2025-2026

CHIEF CAR 1

- Ensure incident reports are entered into computer.
- Preparing annual department report
- Ultimate responsibility for proper repair and service of equipment
- Preparation of annual budget with council
- Ensure weekly training and paperwork meets ISO&OSHA annual criteria.
- Coordinate yearly physicals with AFC.
- Oversee yearly hose testing.
- Oversee yearly SCBA& Breathing air testing + service.
- Represent NVFD at various town meetings.

ASSISTANT CHIEF CAR 2

- Oversee Department IT position.
- Oversee Department communication equipment.
- Send quarterly reports (NFIRS)
- Report from Winsted Area Chiefs
- Oversee ordering of equipment other than PPE or Rope Equipment

ASSISTANT CHIEF CAR 3

- Collaborate with mechanics to schedule annual truck service.
- Coordinate all truck repairs.
- Report from NW Area Chiefs
- Monitor and schedule dry hydrant cleaning, service, repair.
- Monitor Diesel, propane, heating oil levels.

CAPTAIN CAR 4

- Schedule annual SCBA Fit Testing with CFA (April, October)
- Collaborate with mechanics to schedule maintenance for U70, small equipment, and trailers.
- Oversee monthly equipment inspection.
- Keep inventory of equipment and report missing or damaged items.
- Update SCBA sheets. Ensure they are filled out after each use.

LIEUTENANT CAR 5

- Coordinate Cadet Program
- Ensure all meters are calibrated.
- Monitor gasoline can level on apparatus
- See that all hand tools/nozzles/equipment are in good repair. Report any deficiencies to Chiefs and/or Captain.
- Ensure Department is back in service after calls & drills.

LIEUTENANT CAR 6

- Coordinate Cadet Program
- Oversee SCBA bottle hydro testing (5 years)
- Monitor portable radio, cordless tool, flashlight batteries on apparatus. Charge as needed
- See that hand tools/ nozzles/ equipment is in good repair. Report any deficiencies to Chiefs and/or Captain.
- Ensure Department is back in service after calls & drills.

EXTERIOR OFFICER CAR 7

- Ordering of turnout gear, schedule sizing of members
- Schedule and oversee annual PPE inspection.
- Ensure all Fire Police equipment is operational.
- Ensure all water extinguishers are back in service following incident or drills.
- Ensure Department is back in service after calls & drills.

EMS CAPTAIN CAR 20

- Oversee medical equipment & PPE.
- Oversee medical supply area.
- Ensure turnout gear cleaning schedule is implemented (SOP)
- Assist with yearly PPE inspections.

TECHNICAL ROPE OFFICER CAR21

- Keep accurate inventory of rope rescue equipment
- Purchase all rope rescue related equipment