



# West Dover, Vermont Fire Department



## Officer's Meeting Agenda – January 31, 2022

### **Attendance (listed alphabetically):**

|                                          |                               |
|------------------------------------------|-------------------------------|
| Candace Cole<br>Mike Hescok<br>Ben Joyce | Mickey Kersten<br>Rich Werner |
|------------------------------------------|-------------------------------|

**Meeting commenced at 17:00 on January 31<sup>st</sup> at West Dover firehouse.**

### **Truck Update:**

Next Steps  
Budget Consideration

**Knox Box:** if someone requests a knox box application, they are located in left file cabinet in Rich's office. Have property owner fill out form, leave check or credit card info, and Rich will sign and submit.

**Bridge Posting for Emergency Vehicles:** New signs on 39 bridges in Vermont stating load limits. Be aware of the signs and load limits of the vehicle you're driving. As part of 02/02/2022 training, team will detail weight and height of each truck and post info inside vehicle in an area visible to driver for ability to make decision when approaching bridges.

**Portable radios:** Log all details of problem when they occur (what, when, where, etc.). Suggest that we wait to see if the new tower will help resolve some of the problems.

**Flashlights:** There are replacement parts on hand (batteries, bulbs and chargers) – ID which ones are failing and schedule fixing as part of future training or drill. Will revisit once that is complete to see what future purchases may be required.

**Employment Application:** Format approved. Candace picking up material from Jeanette to create packets with application, Job Descriptions and other forms required from the town to keep on hand.

**Training Videos:** Galen Robinson will be able to work with the team to create the training videos.

Officers to review list and bring suggestions on which trainings should be created into videos by the association:

- 6 Firefighter hype
- 6 training
- 2 SAR hype
- 2 SAR training
- Firefighter Recruitment
- SAR Recruitment

Once completed, these videos will live on the FD page on the town website. Future videos for training can be created by Galen. Record, upload and create training class with test.

**Wireless Mic Kit for Training Classes** - The association will handle ordering and will own the equipment

### **Social Media & FD page on Dover Website:**

- Facebook & IG: Tim will create FB first and spin off for IG – he will have it for next meetings for Officers to review
- Rack Card: We will use the format and write up Tim created for the website for the rack cards

### **SAR:**

- SAR Kits: Reviewed list for items to be included in individual pack. The cost for new member pack will be approx \$400 - \$500 each to compile. Ben to inventory what equipment has been purchased by the department and on hand, and determine what is still needed and what the estimated cost would be to complete a total of 3 packs. Ben to bring back to next meeting to discuss.
- Follow up on VSP SAR Certification completion. Team members are working through the program.

### **Training:**

**Propane Awareness and Emergency Response Training:** Sent email out to the team asking who would like to attend. Paul & Dan will be attending

#### **Fire:**

- 02/02/2022 – review map and water supply locations, discuss bridge notification, add stickers to vehicles with height and weight. Check radios and flashlights – see if batteries and bulbs can be replaced. Check chargers and see what is failing.
- 02/16/2022 - Ben to demonstrate GPS and review SAR packs

#### **SAR:**

- 02/09 – snowmobile training with Vermont Certified Instructor to lead. Stump Jumpers lending 2 machines for training. Email sent to all Firefighters inviting them to drill.
- The team is still working on the State Police training

### **Search & Rescue Trailer Update:**

- Striping and chevrons are on the trailer
- Tim and Ben to work out the “911” wording and “stay back” sticker. Mickey will look for other options to purchase stickers rather than have to have them custom made
- Once the design and estimate are completed, it will be presented to the association
- Interior shelving & desk – Ben to get sketch design and list of materials to Rich. Will look to have them built in the spring

**Fire Department Monument Sign:** Will look into local company to paint. We have mock up’s from both Paul and Tim to review and decide

**Firehouse Monitor:** Amazon firestick will automatically “go to sleep”. Tim to research options for one that will stay on 24/7

### **Alarm Permits:**

- 911 Compliance worksheet clipboard will be updated
- 1<sup>st</sup> and 2<sup>nd</sup> False Alarm letters approved and will commence sending out in response to false alarms

**Run Card for SAR Follow Up:** waiting on Bobby Maynard

**Meeting adjourned at 19:00.**