



West Dover, Vermont Fire Department



Officer's Meeting Minutes – February 12, 2024

Attendance

Rich Werner	Zack Benczkowski
Mike Hescok	Ben Joyce
Mickey Kersten	Mike Aldrich
Tim Dolan	Eric St.Denis

Meeting commenced at 1715 at West Dover Firehouse

New Admins Responsibilities:

- Eric
 - o Meetings
 - Send requests to officers for agenda items the Wednesday of the week before the meeting.
 - Send the agenda to officers on the Friday before the meeting.
 - o Fire Alarms
 - Work on tracking fire alarms.
- Kyla
 - o Assist w/ entering reports.

Fire Alarm:

- Registration period is every 2 years.
- Letter templet for those with unregistered alarms informing them of the need to register the alarm.
- Need to file an alarm form.
 - o Needs to have 2 local key holders/caretakers or 24-hour property Management company w/ 1 local key holder/caretakers.
 - Call to verify they are aware of this.
- Violations with 12-month period (Rolling)
 - o First 2 false alarms are free.
 - o Third and progressive alarms is a violation with a fine

New Engine:

- Bid sheet approved at the select board meeting on 02/06/2024.
- Bid to be sent out to
 - o Bulldog Fire Apparatus
 - o Dingee Machine Co.
 - o E-One
 - o New England Fire Apparatus
 - o VRS Sales LTD
- Cover Letter for Bids (Eric/Zack)
 - o To Include

- Specs
- Requirements for change notifications
- The bid must be sealed.
 - Bid written on envelope.
- Cash bid price.
 - Discount for down payment.
- Expected delivery date.
- All service manuals
 - Electronic/physical
- 2 Training dates
 - Friday and Saturday
- Bid return by date.
- Trade in rate
 - Refurbished 1984 Mack Engine

Former U2:

- Mike A to get for sale sign.
- Write up about truck.
- Newspaper ad for Deerfield Valley News

Mickey reports/requests

- SCBA Compressor
 - Bottle 4 has a leak.
 - Will be calling for repair.
 - 24-hour emergency service plan is in effect.
 - Needs to be repaired within a week of reporting.
- Tanker Headlights
 - Requesting to replace headlights with LED's.
 - Mike A is going to look for additional prices.
 - Mickey had a quote of \$600.
 - All officers in favor
 - If works well will consider up grading other apparatus.
- Tamara Allen Utility 1
 - Mickey requesting to have Tamara signed off as driver of Utility 1
 - The last meeting was discussed, and she only needed 1 additional check ride with Mickey.
 - Check ride completed and he approves.
 - All officers in favor
 - Tamara will be notified by training officer Dan Miller
- Request to attend Officer Training course in March at Bennington Fire.
 - Mickey approved to attend.
 - As the deadline has passed will call to see if there are still seats available for the course

Ben reports/requests

- Tonneau cover for the new Utility 2 pickup truck
 - For protecting items stored in bed of truck.
 - Will still allow access to the bed while on the scene of calls.

- 3 Quotes provided ranging from \$130 - \$350.
 - Approved to pursue the \$350 option.
- Rope Gear list
 - Has a robe gear list for SAR provided by Drew Hazelton and March Balch.
 - Current robe gear is heavy and no longer the current SAR standard.
 - The new gear will be lighter and able to be carried in a single backpack.
 - Rich requests that someone is responsible for checking and maintaining the robe gear.
 - Marc reported that there might be a Rotary Grant available for this purchase.
 - Approved to pursue the Grant.
 - Rich willing to sign any paperwork for the grant if needed.
 - Ben will get prices if needed for re-discussion if needed.

Mike A. reports/requests:

- Discussion about a personnel concern
- Snowmobile/ATV training recap.
 - Covered all safety related concerns for the use of offroad equipment.
 - Helmets need to be DOT compliant.
 - Current helmets are still useable.
 - Going to check with snowmobile club to see about getting a donation for new helmets.

Tim Reports/Requests:

- Requesting to purchase 1 additional security camera for the driveway behind the building as it is the only spot not currently cover by a camera.
 - Purchased and installation approved.
- Gym equipment move to basement.
 - Current mold issue and musty smell in basement for flooding
 - Dehumidifier currently in place in basement
 - Going to contact RSI for an evaluation of the basement.

Zack for Dan reports/requests:

- Incident report input update
 - 408 off 414 ESO incident reports uploaded to FEMA
 - 2024
 - 16 out of 17
 - Up to date
 - 2023
 - 193 out of 198
 - 97%
 - 5 from May in Progress
 - 2022
 - 153 of 152
 - 100%
 - 1 Duplicate in FEMA system
 - 2021
 - 46 out of 47

- 38%
 - Missing May 19th through December
 - Entry team
 - Zack, Mike A., Chris C., Steve
 - QA & FEMA by Dan
 - Apx. 100 more incidents to be uploaded so have a full incident history for FEMA AFG Application
- Grant Applications
 - VT Communications Grant
 - Due 03/01/2024
 - Gathering Information
 - FEMA AFG
 - Due Date 03/08/2024
 - Max Award \$1 Million, average \$250 Thousand
 - Categories
 - Operations and Safety
 - Hose – Attack/Supply and Appliance/Nozzle
 - PPE Washer/Extractor/Dryer
 - Ineligible unless requesting additional funds for PPE gear.
 - New Source capture exhaust system
 - Not possible to gather estimate in time.
 - Vehicle Acquisition
 - Pumper & Tanker are eligible.
 - Older vehicles are a priority.
 - Regional Projects
 - 5% grant share amount
 - Progress
 - UEI and FEMA GO account being set up
 - SF-424, Application for federal assistance
 - SF-424A. Budget information
 - Equipment cost estimates
 - Narrative drafting
- Discussed grant options.
 - Officer would like to pursue grants for hose/nozzle packages and gear dryer/extractor.
- Minimum Training Requirements (Decision #1)
 - Suggested that there be a minimum training requirement for all members to be considered active.
 - Quarterly requirements (Calendar quarter)
 - In person or Fire Rescue 1
 - 4.5 Hours a quarter for SAR
 - 9 Hours a quarter for Fire & FIRE/SAR
 - Affective once a computer is set up for members to use at the firehouse.
 - Tim working on getting his set up/
 - Outside Training not permitted if in-house training minimum requirements are NOT met.

- Grandfathering of Driver/Operators (Decision #2)
 - Looking for guidance on how long to grandfather driver qualifications for members who have not completed online training.
 - Decision by officers
 - If someone has several years on the department and has been approved to drive/operator vehicles, retraining on equipment of any kind will be unnecessary.
 - With the following exceptions.
 - Being brand new apparatus, everyone will need to be trained on it
 - If a member left the department for an extended period of time with no activity
 - All above exceptions can be overridden by the Incident Commander based on the situation.
- ATV & Snowmobile Check Rides (Decision #3)
 - State Safety Course waived unless born after 07/01/1983.
 - Recommended for all but not needed if birth prior to date.
 - Especially recommended for those with no prior knowledge or use.
 - Approval of operators based on 02/07/2024 training and check rides.
 - ATV/Snowmobile
 - Mike A., Tamera Allen, March Balch, Chris Perrone, Eric St.Denis, Marco Tallini, Luca Villani, Chris Weyant, Mike Yeachshein, Ryan Hescok
 - All of the above approved by the officers.
 - ATV
 - Mickey Kersten
 - Still needs to complete State Snowmobile Safety Course
 - Zack Benczkowski, Kelly Bonnzio, Chris Brooks, Stefan Tallini, Luca Villani
 - Ryan Hescok took this course while in High School as confirmed by parents and does not need to retake it. Will locate certificate for his completion.
 - Still Needs to complete SOG training.
 - Kelly Bonnzio, Mike Hescok, Ryan Hescok, Stefan Tallini
 - Check ride and training needed.
 - Tim Dolan, Rob McCarthy, Andy McLean
- SAR Ranks (Decision #4)
 - Should SAR adopt the FEMA ranks for SAR members.
 - Discussed and decided not to use the rank system.
- Incident Command Qualification (Decision #5)
 - Should Eric St.Denis be approved for IC level 3
 - Has completed all course work that is a pre-requisite.
 - Eric does not do or want to do exterior or interior firefighting.
 - Change was requested by the officers as Eric does do exterior firefighting.
 - Approved by the officer for Eric to be qualified for IC level 3

Upcoming Training:

- SAR Training
 - No training 02/14/2024
 - Next training 03/13/2024
 - TBD
- Fire Trainings
 - 02/21/2024 – Fireground Utility Support
 - 03/06/2024 – Building Walk Throughs
 - Planning on Sewer Plant and Lift Ops
 - 03/20/2024 – Forceable Entry
 - Attempting to get Prop from Brattleboro Fire/Carere Center in Brattleboro
 - 04/03/2024 – Fire Extinguishers
 - 04/17/2024 – Ropes & Ladders
 - 05/01/2024 – Water Supply/Pump Ops
 - 05/15/2024 – Water Supply/Pump Ops
 - 06/05/2024 – MV Fire
 - Speak to Travis at town highway.
 - 06/19/2024 – RIT training
 - 07/13/2024 – Aerial Training (Saturday)

End of Meeting: 1915