



## West Dover, Vermont Fire Department



### Officer's Meeting Minutes – March 25, 2024

#### **Attendance**

Rich Werner Mickey Kersten	Zack Benczkowski Mike Aldrich
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**Meeting commenced at 1720 at the West Dover Firehouse**

#### **Admin:**

- Tasks being kept separate at this time
  - o Report Entry
    - Kyla
  - o Admin Tasks/Alarms
    - Eric

#### **Dan/Training:**

- Training
  - o Track 0 WDFD onboarding
    - 86% Complete (19 Persons)
  - o Track 1 FF Onboarding
    - 71% Complete (13 of 25 People)
  - o Track 2 Wildland FF
    - 63% Complete
      - 10 of 24 Fully Complete
      - 15-24 Meet VFA Requirements
  - o Track 3, 4, 5 Fireground & Firefighter (Ext/Int)
    - 5 of 10 Interior firefighters complete
      - Complete
        - o Mike A, Rickey, Dan, Mike Y. Chris W.
      - Incomplete
        - o Zack, Rob, Marc, Matt, Tim
    - SCBA Q1 (15 of 20)
  - o Track 6 & 7
    - VSP Basic SAR Course
      - 7 Passed course not completed all training
      - 3 Passed on-line class waiting on field test
  - o Track 7B Field Team Leader & 7C SAR incident commander
    - Being built to FEMA standards
  - o Track 10A Fire incident commander level 5
    - 69% complete – 9
  - o Track 10B Fire incident commander level 4
    - 64% complete – 7

- Track 10C Fire incident commander level 3
  - 71% complete – 4
- Track 11 Company Officer & Track 12 Chief Officer
  - Assigned to officers & aspiring officers
    - Company Officers
      - 67% complete (6 out of 10)
    - Chief Officers
      - 46% complete (3 out of 7)
- Training Progress Update
  - Most Personnel are completing training
  - Most Accomplished or improved
    - Tamera, March, Rob, Chirs P, Ryan
  - Furthest Behind
    - Fire
      - Mike H, Ryan, Tim
    - SAR
      - Sndy, Mike P, Kevin
- Regular Drills
  - 04/03/2024 – Fire Extinguishers
  - 04/10/2024 – SAR TBD
  - 04/17/2024 – Combined Training with Dover PD
  - 05/01/2024 – Water Supply/Pump Ops
  - 05/08/2024 – SAR TBD
  - 05/15/2024 – Water Supply/Pump Ops
  - 06/05/2024 – Motor Vehicle Incident/Fire
  - 06/12/2024 – SAR TBD
  - 06/19/2024 – Rapid Intervention Training
    - East Dover Hosting
- Special /Drills
  - 05/18/2024 – Water Supply Relay Pumping
    - Joint Saturday drill with East Dover
      - Optional – No Pay available for this training
  - 07/13/2024 – Ladder & Aerial
    - Joint Saturday drill with East Dover & Stratton
    - Will look at future Saturday's if goes well
- Training Issues
  - Minimum Mandatory Training
    - Will be instituted in the future

Per Chief going forward times need to be more closely tracked for big incidents and trainings for payroll purposes

- To check and report back
  - Pre-Plan/Alarm module on ESO
    - Looking for update on this item for future meeting.
  - Training Computer

- Looking to see if there is a way to track who and how often the training computer is being used.

### **Follow Up/Recap of last meeting**

- Face Mask Update
  - Last couple of valves arrived and will be switched out.
    - Looking into sale of voice amplifiers to other departments
- Camera Update
  - Tim not present and will need follow up
- New Apparatus Cover Letter
  - Zack asking to change the date from 04/10 to 06/10 to give venders a little more time to come up with a BID
    - Mickey made motion to change the date
    - Mike A 2<sup>nd</sup> the motion
    - All present approved changing the date
- Truck Crew Update
  - Mike A and Zack brought forth a working version of the truck crew proposal for input from other officers.
    - Subsections of crew members
      - Operator/Chauffer
      - Ladder Personal
    - Idea of a possible scheduling of members if enough interest in participating.
- Duo Ladder Stickers
  - Yearly free stickers have been requested
    - Awaiting delivery
- Dry Hydrant Update
  - Moving forward with process
  - Officers to think of a good location
- Construction Plans
  - Mike A to move plans from the hallway to another and more accessible location.
- Possible Promotion Process in future
  - Will announce in future if moves forward
    - Needs to be approved by Select Board before announcement or process begins
- Side Jobs
  - Reviewed side jobs
    - Rob – Quarter Master
    - Steve – Radios
    - Mike A – Apparatus
    - Dan – Training
    - Rickey – Small Engine

- Zack – Supplies
- Eric – AED/First Aid & PPE/Bloodborne supplies
- Chris B – Offroad equipment
- Mike Y. – Building Concerns (Speak to at training)
- Tamera – Rehab Supplies (Speak to at training)
- Chris C – Firefighter Representative/Liasson (Speak to at training)
- Engine 1 Update
  - Came back from repairs and all looks good
    - Waiting on an On-spot bracket
      - On order
    - Replacement discharge knob
      - Will be ordered
- Hose testing
  - Discussed issue with current traffic pattern at mount snow drop zone.
  - Will look at other possible locations
  - Date TBD
- Ian Boyd Update
  - Report that someone recently saw him in MA wearing West Dover Dress Uniform
    - Chief will continue to attempt to reach out to his current fire chief.
      - Only going to request fire department gear be returned not dress uniform.

## **Chief:**

- Work Detail
  - Looking to possibly setting up a work detail on a Saturday date TBD
    - Will discuss in more detail at future meeting
      - To include a cook out
      - Gift Certificate giveaway
- Seat Assignment Training
  - Attempting to locate previous seat location training for a possible future training.
- Lobster Bake
  - Idea for a possible lobster bake fundraise event
    - To be brought to the association for discussion
- Bridge dry hydrant system.
  - Zack brought up idea of a dry hydrant system that can be used and attached to bridge.
    - Eric to make contact and see about system
      - ETT Fire
- Stream Light Batteries
  - Have ordered more of these for the truck flash lights
    - Waiting on arrival
- Lucas Haz-Mat Pay

- Will discuss at next officers meeting
- Department of Public Safety
  - Discussed the DPS Communication concerns
    - Information pamphlet provided
- Knox Box System
  - Discussed the possibility of a new Knox box for the department.
    - Newer system is a coded system
      - Able to assign numbers to track who uses it.
  - Eric will reach out to see about pricing for unit
  - Will discuss further at future meeting
- Firefighter Job Description
  - For officers to review and bring forward any suggestions/changes at a future meeting
- Compressed Air
  - Received first test results for new system.
    - Passed quality test.
- Fire Damage Remediation Companies
  - ServePro
    - Can provide kits of essentials personal care items for displaced victims
    - Concern is that it is labeled and advertising for company.
  - Quick Response
    - Similar business
  - Eric going to reach out to the companies to gather material for distribution purposes
    - To be handed out to property owners when needed and gives multiple options for them to call.
- Fire Hydrants
  - Private Hydrants
    - Located on private properties and complexes
      - For use only when the incident is at location or pre-determined agreement locations
        - Ex: Mountain Park Plaza, Condo Complexes
      - Not for use for refilling trucks after training or events elsewhere.
  - Public Hydrants
    - Located on town property or pre-written agreement.
      - Can be used at any time based on agreement
        - Only public hydrants in Dover are on the Mount Snow Handle Road line
      - There is an agreement with Somerset for the Carnitha Road hydrants
  - Need to look into agreements
    - Snow Vida
    - Outlook
    - Trails Edge

- Keene Mutual Aid
  - Received yearly invoice from KMA for services
    - \$61,897
  - Due April 15
    - Copy given to town office

### Mickey

- Out of Department Training
  - Just confirming he is all set for an out of department training
    - Approved last meeting
- Parking Lot E
  - Pilots suggested a windsock on a tall pole in the parking lot.
    - Mt. Snow aware of request

### Zack

- Brought concern to attention of officers
  - Chief will follow up

### Mike A

- Light Permit Concerns
  - Looking to see about verifying people's light permits are valid
  - Only to be used on West Dover calls
    - Not for calls department was not called to
    - Allowed if you come across an incident outside of the area until local units arrive.
  - Multi-Agency responders
    - Checking into what is needed and if allowed
- DL checks
  - Discussion about checking DL's
    - Looking into how to go about doing this

### Eric

- Not available for the 04/08/2024 Officers Meeting
  - Checking to see if Kyla can cover for the meeting.

End of Meeting: 1930