

FEB 07 2024

**Colebrook Fire Department  
Forge Company  
February 6, 2024, Monthly Meeting Minutes**

COLEBROOK TOWN CLERK

**Attendance:** Todd Hiller, Terry Phelan, Dan Butler, John Parenteau, Shawn Thibault, Maggie Parenteau, Elizabeth Norman, Chris Johnstone, Evan Sartirana, Bryce Zygmont, Bill Hiller, Steve Sartirana, Rick Tillotson, Sean Barry, T.J. Strahan, Bob Bull, Todd Correll, Sean Barry, Paul Larocque, Nora Ely, Maureen Bascetta, Bailey McCaw. (Absent due to FF1: David Mann and Evan Sartirana)

Deputy Chief Hiller called the regular monthly meeting of the Colebrook Fire Department Forge Company to order at 19:08 hours.

**Reading and approval of minutes:**

Elizabeth Norman presented the minutes from the January meeting. With there being no discussion or amendments to the minutes, a motion was made by Bryce Zygmont and seconded by T.J. Strahan to accept the minutes as read. The motion passed unanimously.

**Report of Treasurer and bills for payment:**

Treasurer Maggie Parenteau presented the monthly bills and account balances. There was a question on whether to read these out or post them somewhere. Some members stated that they preferred to have them read out during the meeting so this practice was continued. There was a question of what the repair bills to First Due were for. We are switching banks to NW Community Bank since the current bank is closing a lot of branches. Chief Barry reminded everyone to use the tax ID number to avoid sales tax, because the town will not reimburse sales tax. We can share a Cert-119 form for tax free items. Maggie also reminded people that the account has a debit card where she can make small purchases with approval from the appropriate officer. With there being no other discussion or amendments to the report, a motion was made by Terry Phelan and seconded by John Parenteau to accept the report as read. The motion passed unanimously.

**Communications, correspondence, and notices:**

We are still receiving the First Responders newspaper even though we did not renew. Members are invited to view the copies.

We received half of the Berkshire Trail Riders grant (\$500) from Center as well a reimbursement for half of the washing machine repair.

**Report of Committees:**

The Truck Committee: we received a call from the vendor (Four Guys) where it still looks like it will be ready in June. The vendor would like to display the truck at the New England Fire Chiefs Expo in June at Foxwoods. We will ask for something in exchange. This would also help ensure the truck is ready in time. There were no concerns. The committee is in favor of this.

### **Admission of applications for new membership:**

None.

### **Old Business:**

Evan Sartirana and David Mann have started Firefighter I. T.J. Strahan is starting Firefighter II.

The cold water rescue and the tree burning went well. Thanks to all who participated.

The cameras were installed at the station and the door sensors will be installed soon.

Deputy Chief Hiller has been looking into getting a Knox box for the church. He found out through Knox that the other boxes in the town were not registered, so they are working on registering those boxes and making new keys.

John Parenteau is making ID cards for members. He will be taking photos of members.

The blanket drive was a success.

The smoke detector and emergency light units are all updated.

John Parenteau is now the Training Coordinator, and he sent out a training calendar. Please let John know if you did not receive the email.

Everyone was reminded not to use the map function in Rover. The address should be copied onto your regular map function.

After the meeting, Paul Larocque will show some branded clothing options.

### **New Business**

Captain Sartirana reported that the battery of the Hearst tools were replaced under warranty.

He ordered some additional helmet fronts.

Evan Sartirana has a speaker to wire to the radio that will broadcast into the apparatus bay.

He also thanked everyone for coming to do gear maintenance on a Sunday. It was completed quickly due to a good turnout.

### **Chief's Report**

Chief Barry has worked on the line-item budget. It showed that we would need a significant increase. He is working with the town to see what is realistic, especially in light of the new OSHA requirements. He asked that he and the two Deputies are the voice to the town regarding the budget, rather than having side conversations.

He is working on gear replacement. We can also rent gear for Evan Sartirana for the live burn for \$250.

Chief Barry thanked everyone who came to the ice rescue and skating party over the weekend.

He turned it over to Todd Correll to report on the Officers' meeting. He shared an overview of the draft fundraising policy and the process to get to this draft. The goal of the policy is to help bring the two houses closer together. The policy suggests that there will be a fundraising committee, and the fundraising will be used for extras. For core items, we do not want companies having to fundraise, and the Chief would have some discretion to move some funds back and forth as needed. The committee will meet quarterly and more often as needed. Going forward, the plan is for fundraisers to be joint, and all the money that we raise will be put into the joint account. Exceptions will be for legacy donations (from estates). In terms of discussion, Captain Sartirana asked why there weren't copies passed out for review. They will be made available. There was a good discussion of the overall proposal.

There was a motion made to go into Executive Session that was made by Sean Barry and seconded by Steve Sartirana. The motion passed unanimously. A few minutes later, a motion to return to the regular meeting was made by Steve Sartirana and seconded by John Parenteau. The motion passed unanimously.

**For the good of the Company:**

Being no further business, a motion was made by Terry Phelan and seconded by T.J. Strahan to adjourn the meeting. The motion passed unanimously, and the meeting adjourned at 20:52 hours following the pledge of allegiance.

Respectfully submitted,

*Elizabeth Norman*

Elizabeth Norman

Secretary

