

**THE KILLINGWORTH BOARD OF FIRE
COMMISSIONERS**

SPECIAL MEETING NOTES

A special meeting of the Killingworth Fire Commissioners was held on 24 October 2024 at 7:00pm at the Killingworth Emergency Operations Center located at 323 Route 81, Killingworth.

MEETING MINUTES

1. Fire Commissioner Offner called the meeting to order at 7:02pm.
2. Attendance:
 - a. D. Offner
 - b. T. Hajek
 - c. M. Reimers
3. Public Comment
 - a. Tim Emerson, Roast Meat Hill Rd attended the meeting and expressed his interest in the activities of the KVFC and how members of the public might be able to support.
4. Commissioner Offner moved to approve the minutes from the July 18th meeting, Seconded by Commissioner Hajek, and unanimously approved.
5. KVFC updates – As Fire Chief Darin had a conflict and could not attend the special meeting, he provided written notes. Apparatus replacement and Building updates were provided by T. Hajek.
 - a. Operational budget
 - i. “Having almost four months complete, we are tracking true to the budget so there are no concerns to report. We are in the active budget development process and now on a second revision – methodically going through each area of spending from the last fiscal year in the formulation of this year’s budget. Operating areas of specific focus include seeking approval for a 20 hour per week clerical/office manager and an increase in cost of training – in anticipation of the need to expand the subcontracting of services. In the capital section of the budget, we are looking for solutions to critical space constraints and the development of a plan to address water supply. We will supply advanced information to the BoFC, but will need a special meeting to formally present.”
 - b. Capital budget
 - i. T. Hajek provided an update on apparatus replacement and building assessment.
 1. An apparatus requirement is 90% written but certain key areas remain to be further defined, these include items such as engine motor requirements in light of changing regulation.
 2. Building assessment work is ongoing involving a multistep process. An assessment is being made regarding the space required to be followed by a detailed look at how the existing building could be modified to meet this space requirement.
 - c. General comments from Fire Chief Darin regarding operations.
 - i. Our schedule has been quite full with members spending two full days supporting annual ladder and hose testing and fire prevention activities. During this month we also conducted/have planned extinguisher testing, a drill on Monday night (October 28th) focused on overcoming water supply issues, a live burn scheduled for this Sunday (October 27th) followed by Trunk or Treat (18:15 – 19:15). We also have an open house being planned for November 10th and in between we go to calls.
 - d. Fire Marshall progress and updates:
 - i. FMO Quarterly Report:

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|--------------------------|-----------------------------------|
| 1. Inspections | 8 |
| 2. Tested Training Hours | 13 |
| 3. O&C Investigations | 4 (see additional comments below) |
| 4. Active Plan reviews | 2 |
 - ii. Other activities

1. Final implementation for Compliance Engine, which requires fire protection vendors (sprinkler, fire alarm, hood suppression, etc.) to submit the mandatory testing paperwork to my office for review and approval.
 2. Meeting with new owners of former "Cooking Company" and "Batter & Bowl" spaces, to discuss code compliance steps.
 3. (3) Property title search violation inquiries.
 4. Food trailer inspection.
 5. Sprinkler system pressure test.
 6. Extensive commercial cooking equipment evaluation for new tenant.
 7. Meeting with S. District Middletown FMO for First Due Inspection module evaluation.
- iii. Origin & Cause Investigations (O&C Investigations)
1. House Fire – Stain-soaked rage, improper disposal
 2. Lightning strike investigation, Green Hill Road
 3. Lightning strike investigation, Emmanuel Church Road
 4. Structure Fire – Electrical surge/short
6. The special meeting was adjourned by Commissioner Offner at 7:30pm.