

Richmond Fire Department Update

As of 9/11/2026

Testing

1. Documentation of past testing and plan for future testing, including:
 - a. PPE Inspections
 - i. Gear is inspected by the firefighters every fall and spring.
 - b. Hose and Ladder Testing
 - i. Completed in August 2026
 - c. SCBA Flow Tests
 - i. Annual test that was completed in March 2026
 - d. SCBA Air Compressor
 - i. Last completed in October 2025
 - ii. Will be completed prior to October 24, 2026
 - e. Pump Testing
 - i. Completed in June 2026

Personnel

1. Documentation of past activities and plan for future, including:
 - a. SCBA fit tests for interior fire fighters
 - i. Completed June 2026
2. Fire Fighter Physicals
 - a. Currently all new fire fighters get physicals before joining
 - b. All fire fighters get physicals every two years
 - i. A file is being kept on when firefighters had physical and firefighters are informed of when they need their next physical.
3. Issued equipment inventory
 - a. A list of all equipment issued to each fire fighter has been completed and placed in their personnel folders.
 - b. Inventory with annual equipment inspections occur each fall.
4. Gear Washing
 - a. Gear is washed in house after every fire
 - b. Exploring having Redline come to the station to professionally wash and inspect all bunker gear. \$150 per firefighter.
 - i. Suggestion is once per year for interior firefighter because they are more apt to have carcinogens built up in their bunker gear than exterior firefighters. This is about 10 sets of equipment.
 - ii. Exterior firefighter gear will be inspected and washed every two years.

5. Bunker gear
 - a. Between FY27 to FY28 the department will need to replace six or seven sets of bunker gear. This is primarily due to the 10 year limit, the NFPA puts on bunker gear, including boots and helmets
 - b. Total cost of pants and a coat for one firefighter is estimated at \$4000 a set
 - c. This will come from the Fire Safety Equipment Reserve Fund and the bunker gear replacement is included in the capital plan.

Training

1. Jake and three officers have completed a list of all required training and scheduling training annually. This includes training for:
 - a. SCBA
 - b. HAZMAT Awareness will be completed
 - i. No Richmond firefighter is qualified for full HAZMAT training. It is a very involved training with 20 hours per year minimum. The department calls the State HAZMAT team to handle hazardous materials.
 - ii. HAZMAT awareness training included awareness of how to use the Hazmat book and what to look for when approaching as hazardous materials incident was completed in July 2026
 - c. Blood Borne Pathogens
 - i. Completed in fall 2025
 - ii. Will be completed again in 2026
 - d. Sexual Harassment
 - i. VLCT Does not provide this training. Still looking for a resource for training.
 - e. Fire Extinguisher training
 - i. Completed annually with in-house staff
2. Driver/Operator
 - a. Chief created a policy where the officers train drivers and final sign off on drivers is conducted by the Chief.
3. NIMS
 - a. Chief and Mike are currently trained.
4. HAZCOM (Right to Know)
 - a. This is posted in the fire station
5. Lock-out/Tag-out and Electrical
 - a. Firefighters took a course offered by VLCT in Fall 2025. Will be refreshed every 3 years.
6. Confined Space Awareness
 - a. Fire department does not have confined space equipment or training. They do not enter confined spaces.
7. Incident Command System
 - a. An accountability board with tags has been established. The pump operator is responsible for managing the accountability tags.

8. Personnel Accountability Reviews (PAR), must be performed at intervals throughout an operation. No operation can be closed without having a PAR.
 - a. Currently performing a recap at the next meeting following every structure fire and major incident.
 - b. Working on better documenting and filing the re-cap.
9. Corroboration with neighboring departments
 - a. Currently participating in recaps with other departments when Richmond responds.
 - b. Still working towards the goal of working with Hinesburg and Williston on being more collaborative in training and doing training together.
10. The following training was completed in 2025 for all firefighters
 - a. Blood-borne pathogens
 - b. Lockout tag out
 - c. Electrical safety
 - d. Confined space

Organization and documentation of General Information

1. Policies & Procedures
 - a. Gathering and organizing these is a work in progress
2. Annual Budget
 - a. Chief actively participates in the budgeting process.
3. Alarm Cards/Mutual Aid Agreements
 - a. Currently in place with all of Chittenden County fire departments as needed.
4. Safety Data Sheets book is completed and at the station.

Governance

1. Work in progress including:
 - a. Review status of Fire Department. Is it town or independent?
 - b. Add clarity to the governance structure, bylaws/policies.

Safety

1. Document all chemicals in the department including SDS sheets and dispose of unneeded chemicals.
 - a. Completed in February 2026

Facility

1. Projects currently being explored include:
 - a. New Roof
 - i. Roof shingle should be good for another couple of years and the Capital Plan has \$30,000 for replacement.
 - b. New and larger waterline to the building
 - i. Need to issue an RFP to get this completed.
 - c. Considering an addition to the fire department that could be used as a decontamination room with a couple of showers for members to clean up after a structure fire and a washer and dryer.

- d. Purchase another commercial washer to wash bunker gear. The suggestion is to have two washers: one for the main bunker gear and one for the thermal liner that comes out of the bunker gear to avoid cross contamination. We will also investigate if we need to have a bigger dryer for the bunker gear. Estimated cost is \$12,000 - \$20,000.
2. Projects Completed in the last year include:
 - a. Insulate the heating pipes from the boiler
 - b. Sliding door between the apparatus bay and the gear bay has been permanently opened per guidance from Project Work Safe.
 - c. Repaired electrical connection to the building

Apparatus and equipment

1. Inventory of extraction tools was completed and reduced from three sets to two sets. There was a battery powered set that was not assigned to a truck and is now assigned to the new rescue truck. The third set is on the old rescue truck and will be sold along with the old rescue truck.
2. Blitzfire is on the correct truck and a plan is in place for its use when appropriate.
3. Foam has been added to the new rescue truck
4. Lighting:
 - a. The department has sufficient lighting.

Department Software

1. Chief explored the software and found it to be too costly for the benefit it would provide. It may be something to implement in a couple of years as some of the more experienced firefighters retire. This would include a more comprehensive Pre-Plan.

Community Risk Reduction

1. General fire safety education with the community.
 - a. Currently visit Richmond Elementary School annually for fire prevention week in October.
 - b. Currently exploring other avenues for outreach including Fourth of July and Farmers Market.
2. Inspections of buildings
 - a. This is a challenging topic which will take a lot of time to complete. It is also unclear what authorization a Town department has to compel a building owner to make changes.
3. Pre-Plan for response to larger buildings
 - a. The department currently discusses a plan for the larger buildings at meetings in the winter. Chief also updates the department regularly on new buildings in Town.

Recruitment

1. A web page has been set up for recruitment.
2. Chief posts on Front Porch Forum
3. A banner has been produced and just needs a frame to be completed so it can be displayed.