

**Gilford Fire-Rescue
Board of Fire Engineers
16 December 2008**

The Board of Fire Engineers met in regular session on Tuesday, 16 December 2008 at 39 Cherry Valley Road, Gilford, New Hampshire.

Present: Chairman William Akerley, Engineer Philip Brouillard, Engineer Don Spear, Chief James Hayes, Deputy John Beland, Capt. Michael Balcom, FF. Jeffrey Madon, FF. Brian Blanchette, Fire Inspector Dana Pendergast and Executive Secretary Catherine M. Reitz.
Guest: Selectman Kevin Hayes

Call to Order: The meeting was called to order at 0825 hours.

I. Salute to the Flag: All recited the Pledge of Allegiance.

II. Adoption of Minutes: Minutes of 19 November 2008 meeting were reviewed, motion to accept and were approved. Motion carried.

III. Budget Review:

A. 2008 Budget: Chief Hayes reported that due to under funding of the 2008 salary, holiday and earned sick time budget accounts, we will not be able to meet our payroll obligations for the last week of 2008. Finance Director Geoff Ruggles who inherited this problem from the previous administration, located one document with Fire-Rescue related salary information, however there was no formula to indicate how the method was developed. Chief Hayes explained that if the Board of Selectmen fully funded the shortfall of \$23,000 now, the 2008 budget will end in the black. Director Ruggles will meet with the Selectmen tomorrow. All non emergency purchases are suspended.

B. 2009 Budget: Chief Hayes, Town Administrator Scott Dunn and Finance Director Ruggles have agreed to recommend that the \$50,000 in Capital Reserve for Ambulance replacement be assigned in the 2009 budget to the future engine replacement fund. This will revert back to the original \$50,000 for Ambulance replacement in 2010.

C. Call Company Pay Adjustment: Engineer Brouillard moved to grant a 3% pay adjustment to the Call Company wage scale for 2009. This is the first adjustment since 2006. There are adequate funds in the Call Company line account to meet this increase. Engineer Spear made the second. Vote was unanimous. (See attachment to original minutes).

IV. Personnel:

A. Call Company: Two Call Company candidates will be interviewed this evening by Lt. Richard Andrews, FF. Martin Barrett and EMT Sharon Davis. One of these candidates failed the physical agility test but desires to test again after proper conditioning. Engineer Spear moved to authorize Administration to offer these candidates conditional hiring if they successfully completed the oral boards and to proceed with the criminal background investigation. Engineer Brouillard made the second. Vote was unanimous.

B. Live – In Student Program: Chairman Akerley explained the history of the Live-In Student Program to Selectman Hayes. Both students, FF. Ryan Brown (senior) and FF. Daniel Skafas

(freshman) are enrolled at Lakes Region Community Technical College. They are considered part of the Call Company personnel and are, therefore, protected employees of the Town.

V. Apparatus & Equipment:

A. General Repairs:

- * FF. DeCarli continues to work on equipment and apparatus in conjunction with DPW.
- * Winter tires will be mounted on Ambulance 2 and the previous tires will be remounted in the spring.
- * FF. DeCarli penned a letter to the President/CEO of KME informing him of our disappointment based on their lack of response relative to Engine 1 since we acquired it April 2008.
- * Public Works rebuilt the Fire Boat trailer making many improvements.

B. Forestry 1 Chassis conversion: This is an on-going process based on the availability of DPW during winter conditions and other, more immediate mechanical issues. All major purchases have been made for the Forestry. Color Concepts will paint the truck in exchange for the old chassis.

C. New Ambulance: The new 8A1 chassis has been delivered to New Jersey. Lt. Andrews and FF. DeCarli will travel to the factory in January to complete the inspection and to refine the contract details. Selectman Hayes asked as to why the body is not constructed prior to the arrival of the chassis. New estimated date of arrival is March 2009.

VI. Training:

- * Deputy Beland reported that several staff members have graduated from specialized training. He and FF. DeCarli completed Level II of the Local Government Center (LGC) Leadership Program. Capt. Balcom has completed Leadership I and has applied for Leadership II. Lt. Frank Latosek and FF/Paramedic Rae Mello-Andrews are currently enrolled in the Lakes Region Leadership Program. Past graduates include Chief Hayes, Deputy Beland, and Capt. Balcom. FF/EMT-B Brian Akerley and FF/EMT-I Dan Skafas successfully completed their Emergency Medical Technicians exams.
- * Deputy Beland, FF/ Paramedic Charles Campbell and FF. Nicholas Proulx attended the Firefighter Safety Seminar in Worcester, MA on Skills & Drills. They, in turn, will train staff. Afterward, all attended the unveiling of the remembrance wall for the "Worcester 6". Firefighter and Bag Piper Campbell marched with bands from throughout the country. He also played the pipes for the ceremony at GHS for 'Wreaths Across America', a program that strives to place a Christmas wreath at every Veteran's grave in America. The organizers expressed their appreciation to Deputy Beland for the Fire-Rescue personnel's willingness to help.
- * Three Call Company members, Heidi Beaulac, Padraic Weller, and William Beaupre will begin Firefighter I in Alton next month ending in May. Deputy Beland stated we expect excellence from all three.
- * Al's Auto will deliver cars to Tennis Courts of NH for training on extrication. FF/Paramedic Brian Blanchette volunteered to teach the classroom session 12/19/08 on technique and safety. Hands on training will follow on Saturday. Bill Reed will pick up the cars afterward. Deputy Beland will call Chairman Akerley with the time on Saturday when staff will present a plaque of appreciation to Al for his service to this department.
- * Deputy Beland has developed the 2009 Training Schedule featuring firefighter basic skills and self rescue drills for EMS and rescue operations.
- * Lt. Latosek and FF. Proulx have developed an evaluation for pump operators to document skill

levels for all personnel.

VII. Fire Prevention:

A. Inspection Fee Schedule: There were no comments during the Public Hearing, held on 3 December in reference to the proposed Inspection Fee Schedule. The Fire Department will accept checks only for application fees.

B. Gilford's Fire Code: Chief Hayes and Inspector Pendergast are revising the Town's Fire Code. This will be completed for the Public Hearing by 12/24/08.

VIII: Other Business:

A. Fire Act Grant: Deputy Beland and Lt. Nick Mercuri are making plans to convert the Administration basement into a classroom/command center with proceeds from these funds.

B. Honor: Explorer Sam Adams was named Gilford High School's "Student of the Month" for his quick action and care rendered to a person experiencing a seizure event at the school. Staff members observed Sam and were inspired to nominate him for this honor.

C. Homeless Veterans: The Station has served as a drop off location for donations of clothing, food and toiletries for the four Veteran's shelters throughout the State. Many people have contributed most generously.

D. Storm Events: Chief Hayes, acting as the Emergency Management Director for Gilford, reported on the storm's effect of December 11 & 12. Due to wide spread power outage, Gilford High School was designated as a shelter. The Lakes Region CERT Team (Community Emergency Response Team) was activated and did a superior job of organizing and managing the shelter which in turn, freed the Fire-Rescue Dept. to respond to the many calls for service. Several residents and their pets were housed.

E. Explorer Post: Presently, there are two members of the Explorer Post, one from Gilford, the other from Gilmanton. Due to lack of participation of membership and enthusiasm of leadership, the Board concurred with Administration to suspend the charter. Gilmanton has started their own program and Gilford's Explorer, who will turn 17 soon will be offered provisional Call Co. employment.

F. Children's Auction: Nine members of this department volunteered their time to answer phones at the Children's Auction and participated in the "Boot Drive" at Hannaford's parking lot, accumulating and donating \$2500.00 to the less fortunate children of our community.

G. U.S. Fire Administration & FEMA Grant: The grant application for the washer/extractor and water supply equipment has advanced to the next round. Matching funds are in the 2009 budget.

XI: Non Public Session Per RSA 91-A:3 II (a):

Engineer Brouillard moved to enter Non Public Session at 1050 Hours. Engineer Spear made the second. Vote was unanimous. Also present were Chairman Akerley, Engineer Brouillard, Engineer Spear, Chief Hayes, Deputy Beland, and Executive Secretary Reitz. Engineer Brouillard moved to exit Non Public Session at 1050 Hours. Engineer Spear made the second. Vote was unanimous. No action was taken in Non Public Session.

With no further business, the meeting adjourned at 1134 Hours.

Respectfully submitted:

Catherine M. Reitz
Executive Secretary

Preliminary
Subject to Board Approval