

Board of Fire Engineer's Minutes
February 21, 2020
08:30 hrs.
Gilford Fire-Rescue

Meeting called to order by Engineer Spear at 08:50hrs.

Present: Chairman Akerley, Engineer Spear, Engineer Lyman, Chief Carrier, Deputy Ober, and AA Boulanger

Chairman Akerley led the Pledge of Allegiance to the flag.

Minutes of Previous Meetings – January 21, 2020

Motion by Engineer Lyman to approve the January 21 2020 minutes, seconded by Engineer Spear. Chair Akerley Abstaining. Unanimously approved

Report of the Fire Chief

Activities

- Watched an ambulance billing webinar.
 - Medicare Cost Reporting / Center for Medicare Services (CMS)
- Conducted a few inspections.
- Met with US Cellular representatives.
 - Reviewing cell phone usage options
- Attended a Department Manager's meeting.
- Attended a going away luncheon for Finance Director Waring.
- Attended 2 Selectmen's meetings.
- Covered Laconia when their personnel were at Lt Shastany's service.
- Hosted an Emergency Operations Plan Update meeting.
 - Chief Carrier reports that the meeting was well attended
 - He will continue to provide updates
- Attended ALS Breakfast Training at LRCC. Concord Hosp. STEMI update/reviews.
- NEAFC Executive Board and Board of Directors Conference Calls.
 - The merger has completed
- Attended the Deliberative Session.
- Met with IPS Salesman to review new Scott SCBA.
 - Awaiting budget approval to place order
- Met with GPD, TA Dunn, and Meadowbrook to discuss upcoming concert season.
 - GPD is proposing a Service Fee Increase
- Hosted the NHAFC Monthly Meeting at Gunstock.
 - The meeting was well attended
- Participated in EMS in the Warm Zone training at GHS. State certified course.
 - There were as many as 5 Police officers attended and participated.
 - This was part of the Warm Zone Grant requirements
- Attended the NEDIAFC Quarterly Meeting in Concord.
- Attended the Board of Engineers Special Meeting with the full-time firefighters.
- Attended the merger vote of the NEDIAFC and the NEAFC in Concord.
 - Process approved and the two are now merged

Board of Fire Engineer's Minutes
February 21, 2020
08:30 hrs.
Gilford Fire-Rescue

Budget

- 2020 Budget
 - No areas of concern, at this point
 - Watch professional development with FF Remick attending Paramedic School and other training

Personnel

- Preparing to administer a Lieutenant's Test.
 - Existing personnel that are interested in testing have been instructed to speak with Chief Carrier
- Preparing the hiring process
 - There are three open position: two from the recently approved budget and one vacancy

Activity Log January 2020 and February to date

- Statistical reports provided to the Engineers
- January – 30 calls less than Jan 19... less medical aid.
- 2019 spreadsheet. Monthly highs and lows highlighted.

Training

- Chief Carrier has scheduled practical fire training sessions with all shifts over the next three months
 - The training was focused on Hose Deployment

Operations – No updates

Report of the Deputy Chief

Fire Prevention / Inspections

- Activity report provided to the Engineers
 - Fairly busy month for inspections
- Final inspection for the alarm system at the town recycle center
- Pheasant Ridge – new fire alarm system near completion
- Bank of NH Pavilion to add a VIP Bar is adding a second floor
- Airport Plaza
 - Tractor Supply to assume the end units
 - CED has purchased a new building in Laconia and will be relocating
 - Gilford House of Pizza moving to a new store front closer to the theater
- 401 Gilford Ave
 - New Church assuming one of the offices that was once a large daycare
 - A smaller daycare to be opened

Vehicle Maintenance

- A2 to be repainted in New Jersey at the factory
- Original it was to be painted closer to home, due to the extent of the required painting, decision to send to New Jersey

Board of Fire Engineer's Minutes
February 21, 2020
08:30 hrs.
Gilford Fire-Rescue

EMT

- Many of the staff are working towards recertification

Call Department

- Three new candidates have completed all requirements in the hiring process.
- Chief Carrier reviewed the current pay rates for our existing call members.
 - Chief presented the BOE with pay changes requiring his signature
- Orientation slated to start March 6-8, pending BOE Vote to approve the hiring
Motion to approve Ryan Boiselle, Harrison Haas, and Timothy Moar as Call Members by Engineer Lyman, seconded by Engineer Spear. Unanimously approved

IT

- In the past, municipalities were given free internet services.
- The town has been notified that there will not be a fee to cover the internet services

Old Business

- SOPs
 - Deputy Ober has reviewed all the SOP's and has updated and organized into one location
- Town Personnel Policies
 - **Motion to approve the town personnel polices as amended June 27, 2018 and effective July 1, 2018 by Engineer Lyman, seconded by Engineer Spear. Unanimously approved**
- Job Descriptions:
 - Firefighter Captain / Lieutenant –
 - Firefighter AEMT/Paramedic – Review and Approval
 - **Motion to approve the FF Captain/Lieutenant and FF AEMT/Paramedic job descriptions with changes outlined by Deputy Ober, by Engineer Lyman, seconded by Engineer Spear. Unanimously approved**

New Business:

- Posting of Engineer Meetings request
 - AA Boulanger will send the approved Minutes from each BOE meetings via Email to all members of Gilford Fire Rescue with 48 hours of the approval.

Board of Fire Engineer's Minutes
February 21, 2020
08:30 hrs.
Gilford Fire-Rescue

Other Business: Non-Public Session 09:30 – 10:22

- **RSA 91-A:3, II (c)** *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
 - **Motion to deny the request for out of state travel by LT. Madon to attend a conference by Engineer Lyman, seconded by Engineer Spear. Unanimously approved**
 - **Motion to approve Chief Carrier to send letters to FF Mooney and LT DeCarli regarding their current EMT status and expectations to advance to AEMT by Engineer Lyman, seconded by Engineer Spear. Unanimously approved.**

- **Adjournment**
 - Motion by Engineer Spear to adjourn, seconded by Engineer Lyman. Unanimously approved
10:30 hrs

- **Next Meeting Date:** March 17, 2020 @ 0830 hrs. Gilford Fire-Rescue

Respectfully Submitted

AA Charlene Boulanger