

**Gilford Fire-Rescue
Board of Fire Engineers
20 January 2009**

The Board of Fire Engineers met in regular session on Tuesday, 20 January 2009 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. Brian Blanchette, FF. Scott Mooney, Fire Inspector Dana Pendergast and Executive Secretary Catherine M. Reitz.
Guest: Budget Committee Rep. John O'Brien

Call to Order: The meeting was called to order at 0824 hours.

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

II. Adoption of Minutes: Minutes of 16 December 2008 meeting were reviewed, motion to accept and were approved. Motion carried. Minutes of the 22 December 2009 Special Meeting were reviewed, motion to accept and were approved. Motion carried.

III. Budget Review:

A. 2008 Budget: The Selectmen transferred approximately \$16K into the 2008 Fire Budget to cover the over expenditures in the Holiday, Overtime and Vehicle Maintenance Accounts. Two long term employees with accumulated Sick Leave over the maximum allowed were paid a lump sum for all but 50 hours which will be taken from the '09 budget.

B. 2009 Budget: The Public Hearing for the proposed budget was held without conflict. The Deliberative Session will be held on 4 February 7:00 PM at Gilford High. There are items in the newly revised Personal Policy that will impact the '09 budget. These changes occurred after the budget was presented. The Engineers thanked Mr. O'Brien for his support during the budget process as a Fire-Rescue Dept. subcommittee member from the Budget Committee.

IV. Personnel:

A. Addition to the Call Company Roster: Based on the successful completion of the physical ability test and oral board interview, Engineer Brouillard moved to accept the application of Jessica A. Jolin as a member of the Call Company. Engineer Spear made the second. Vote was unanimous. Two former members of the Call Company have expressed an interest in rejoining as Driver/Operators, which would be most helpful to the Department. Their applications will be brought before the Board at the February meeting. Richard "Richie" Stuart has retired after 34 years as a Deputy Forest Fire Warden for the Town. The Selectmen, having jurisdiction over Warden appointments, will be notified with the hope that a special commemoration will be made in honor of Mr. Stuart's service.

B. Town Policy Review: Chief Hayes reviewed the revised Town Policy adding an addendum section pertaining to the Fire-Rescue Department. (See attachment) Engineer Brouillard stated that he is not prepared to sign off on the Policy until further review. Chief Hayes stated that all Department Managers met with the Town Administrator Dunn on several occasions to refine the policy. Chief Hayes also explained that the elected Boards of Fire

Engineers, Library Trustees and the Parks & Recreation Commission replace the Town Administrator in the wording for their particular departments as overseers of their employees. He also assured the Board that there was no time frame in which to adopt the policy. A new pay scale has been adopted.

The maximum an employee may earn based on merit evaluation is 4%. Capt. Balcom spoke on behalf of staff regarding the reduction of overtime earned for covering vacation/sick/call back openings. The change is that hourly paid firefighters shall be eligible for overtime pay at time and one-half for all hours worked in excess of their regularly scheduled shifts, provided they actually work an average of forty-two hours per week over an 8 week period. Changes in the "Temporarily Serving Out of Rank" have been reduced from 4 weeks working Out of Rank to 1 week. The acting officer will receive a 5% stipend. Included in the addendum is the continued use of the Evaluation procedure developed by the Fire Dept. The Engineers commended Chief Hayes for the thorough explanation of the policy. A Special Meeting will be held next Tuesday, 27 January 2009 at 0815 hours at the Station to further review the Personal Policy.

V. Apparatus & Equipment:

A. General Repairs: The oil pan on Utility 1 was replaced by RSNE. Other equipment has experienced minor issues which DPW corrected. The spring on A2's garage door is being repaired.

B. New Ambulance Update: Lt. Andrews and FF. DeCarli traveled to the factory in New Jersey last week to verify that the new ambulance is being built to our specification. The issues that were in need of correction were completed prior to the time they left the factory. Expected delivery date is February 27th. The ambulance company will send a rep here to remove the radios from 8A1 and install them on the new ambulance the same day it arrives. The ambulance will be put into service after supplies have been transferred and the state has completed their inspection.

C. Forestry Truck Project: DPW is ready to reassemble the Forestry. The Selectmen signed off to allow painting in exchange for the old truck.

VI. Training:

Deputy Beland informed the Board that he is searching for a vacant house/building to provide a location for a variety of training objectives. The two houses on Liberty Hill, condemned due to dumping of coal tar, are not eligible for training purposes. Three vacant units at the Airport Plaza are available. Four members of the Call Company are enrolled in Fire Fighter Level I. Two have completed their EMT finals. Lt. Andrews is enrolled in the Local Government Center Leadership training Level I while Capt. Balcom is in Level II. The LGC has provided a grant to offset fees associated of the May 16 & 17 rural water supply training conducted by experts from the State of Maryland.

VII. Fire Prevention:

Inspector Pendergast has been closing monitoring the new motel, community center and the Gilford Community Church expansion. The Post Office has postponed opening on Sawmill Road. There are multiple issues regarding life safety at One Gilford Place that Inspector Pendergast is assessing and preparing possible legal options for compliance. The owner of the

former King's Grant Inn has been notified that an Assembly Permit will not be issued until an approved sprinkler system has been installed.

If the police department receives their new cruiser earlier than expected, this department will receive their old one for the Inspectors use and for those training out of area.

VIII. Other Business:

- A. Chief Hayes successfully applied for \$27K Assistance to Fire Fighter's Grant to purchase a washer/extractor and water supply materials.
- B. Due to the forced air intake in the furnace room, the water line froze last Friday causing breaks in the piping and pump can for the sprinkler system. Propane cylinders from the Rehab Trailer were used to thaw. A temporary fix of sheet metal to deflect the cold air was used to protect the line from drafts. The air handling system in the Apparatus Bay failed again; the units are undersized. New motors are being installed when the others fail.
- C. Capt. Balcom will assume responsibility of this Department during the week of March 8th. Chief Hayes will be on vacation and Deputy Beland will attend training at the National Fire Academy.
- D. The Board reviewed a letter of commendation, penned by Franklin Fire Chief Scott Clarenbach acting as the Strike Team Leader, to our employees who responded to the ice storm emergency that effected Jaffrey and Peterborough in December. An invoice for these services has not been sent yet.
- E. A copy of the Board's submission to the Town Report was distributed.
- F. A copy of Chief Hayes' State of the Department address, given earlier this month, was distributed.
- G. Deputy Beland reported that he has authored the first edition of the Department newsletter, entitled *The First Responder*. This will be published quarterly and e-mailed to all who wish including other Town Departments. He invited the Board to contribute if they so desire.
- H. The Board of Selectmen sent Certificates of Appreciation to several Fire-Rescue employees who helped with the 2008 Children's Auction.
- I. The Spring Awards Night will be held on 17 April at the United Methodist Church.

With no further business, the meeting adjourned at 1057 hours.

Respectfully submitted:

Catherine M. Reitz
Executive Secretary

Preliminary
Subject to Board Approval