

**Gilford Fire-Rescue
Board of Fire Engineers
19 March 2009**

The Board of Fire Engineers met in regular session on Tuesday, 19 March 2009 at 39 Cherry Valley Road, Gilford, New Hampshire.

Present: Engineer William Akerley, Engineer Philip Brouillard, Engineer Don Spear, Chief James Hayes, Lt. Frank Latosek, FF. Chuck Campbell and Executive Secretary Catherine M. Reitz.

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

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

II. Election of Chairman of the Board

Engineer Spear nominated Engineer Akerley to serve as Chairman of the Board of Fire Engineers. Engineer Brouillard made the second. Vote was unanimous. Chairman Akerley was congratulated on his 16 years of service as a Fire Engineer.

III. Adoption of Minutes: Minutes of 17 February 2009 meeting were reviewed, motion to accept and were approved with the correction of the date in the heading. Motion carried.

IV. Budget Review:

2009 Budget: The budget passed at Town Meeting on 10 March. The only foreseeable concern is the Overtime Account. Three staff members have taken early vacation and we have experienced a significant number of days employees have been out sick. According to the new Personnel Policy, employees may only carry over 120 hours of earned vacation time into the following year. Hours in excess of the 120 hours will be bought back at a rate of \$.50 on the dollar. Employees have expressed they will use the time rather than sell it back. This creates a budget issue as this additional time off at time and one half was not planned for in the 2009 budget. Chief Hayes will examine the financial impact of denying the use of the excess time and buying it back at a straight time rate. This would inherently be more cost effective.

V. Personnel:

Call Company Status: Three candidates for Call Company were interviewed 5 March. Four are waiting for physical ability testing. Engineer Brouillard moved to offer conditional hiring for the candidates Chief Hayes recommended. Engineer Spear made the second. Vote was unanimous. Engineer Spear moved to hire Brian Akerley as a regular member of the Call Company pending criminal and driver's records check. Chairman Akerley declined to participate in this motion. Engineer Brouillard made the second. Motion passed. There are five vacancies on the Call Company Roster; with those awaiting testing and providing for the freshman student coming in the fall, the roster will be complete. Two seniors on the Call Company, who will graduate in May from the LR Community College, have plans to stay locally and have requested to stay on the Department.

V. Apparatus & Equipment:

A. State Inspections: All apparatus passed inspection with the exception of Engine 2 and the Rescue. The underbody ground lights on Engine 2 are being replaced. The rusted exhaust pipe hanger was replaced on R1. The rear spring pins and bushings will be replaced if worn. DPW is working on the repairs.

B. Engine 2: 8E2 was at Lakes Region Fire Apparatus for repairs only 1 ½ days last month. They have been very helpful especially when we cannot get adequate service from Bulldog Fire Apparatus.

Fortunately, John Healey the salesman from KME, has intervened on our behalf and has obtained the proper straps and the window regulator.

C. New Ambulance Update: The new ambulance is in service. The title was delayed due to the Fire Dept. named as the owner instead of the Town of Gilford. Although the dealership offered \$2500 for the old ambulance, the Selectmen chose to place it for bid on E-Bay.

D. Forestry Truck Project: DPW will not be able to continue rebuilding the Forestry until mid April due to all Town vehicles inspection rotation.

E. Inflatable Boat: Capt. Balcom and FF. Blanchette have been researching comparables for 8B2. The Selectmen will decide on how they wish to dispose of the old 8B2 and motor. Chairman Akerley suggested donating both boat and outboard to the Winnepesaukee Yacht Club as a token of appreciation for purchasing the GPS Navigator for 8B1.

VI. Training:

Deputy Beland is at the National Fire Academy for training. Three Call Co. members have finished Level 1-A and are beginning Level 1-B. Two Call Co. members will begin FF Level II in Brentwood. The Deputy and Captain are working on Orientation for new members. High Angle Rescue training at the Airport Plaza water tower was discussed.

VII. Fire Prevention:

The Fire Prevention Code passed during Town voting however due to a procedural error outside this Department, the document did not get filed with the Town Clerk's office before the established deadline. The Selectmen have decided to leave the code as it is for this year but will not enforce it. Clarifications will be made addressing specifically, that sprinklers are required for multi-family homes not single family homes. It will be included in the 2010 warrant articles.

The life safety issues at Paugus Bay Plaza aka One Gilford Place were discussed.

Inspector Pendergast will begin his new schedule 1 April. He will work Monday, Tuesday, Thursday and Friday from 8 AM to 5 PM.

VIII. Other Business:

A. Assistance to Fire Fighter's Grant: The washer/extractor, flow meter, hose & adapters and gear drying racks have been received. Installation of the washer/extractor was coordinated with FF. Campbell reconfigured the plumbing, FF. Blanchette performed the electrical work and FF. Brian Akerley cut service keys.

B. Correspondence: A letter from School Superintendent Paul DeMinico was received thanking the Fire Department for our efforts on responding and working with the school department as a result of the flooding at the Middle School. A letter was received from Mark Mosure who is heading the efforts to establish a Fire Department at Crotchet Mountain and is looking for

donations of equipment. Chief Hayes will approach the Selectmen with this request.

C. Employee Evaluations: Chief Hayes reported that the Employee Evaluations developed specifically for and by the Fire Department will continue to be used in-house. Engineer Brouillard moved to accept the recommendation of Chief Hayes and amend the grading scale incorporating the use of half a point when grading multi faceted areas of the evaluation. Engineer Spear made the second. Vote was unanimous.

D. Comstar: For sometime, the Engineers have discussed the need to develop a system to collect the outstanding ambulance debt uncollectible by our billing agent, Comstar. As it currently stands,

Comstar sends out three statements. If payment has not been made, Comstar requests that the Town “write off” the bad debt. Once that is done, Comstar turns over the debt to an independent Collection Agency. Chief Hayes reported that on average, we collect 82% of fee. Sample collection letters from the Town of Gilford were distributed and discussed as another way to collect the bad debt. Chief Hayes plans to request a meeting with the Town Administrator and the Finance Director to discuss these collection options. Chairman Akerley expressed his interest in being included in this meeting.

E. Spring Awards Night: The Spring Awards Night - Pot Luck Supper will be held on 17 April at the United Methodist Church.

With no further business, the meeting adjourned at 0946 hours.

Respectfully submitted:

Catherine M. Reitz
Executive Secretary

Preliminary
Subject to Board Approval