

**Gilford Fire-Rescue
Board of Fire Engineers
21 March 2011**

The Board of Fire Engineers met in regular session on Monday, 21 March 2011 at 39 Cherry Valley Road, Gilford, New Hampshire.

Present: Chairman William Akerley, Engineer Philip Brouillard, Engineer Don Spear, Chief John Beland, Deputy Stephen Carrier, Inspector Dana Pendergast, FF. Scott Mooney, FF. Dominic DeCarli and Executive Secretary Catherine M. Tokarz.

Call to Order: The meeting was called to order at 0817 hours.

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

II. Election-Chairman of the Board of Fire Engineers:

Engineer Spear moved that the officers of the Board of Fire Engineers remain the same. Engineer Brouillard made the second with the amendment to the motion to read that William Akerley be elected Chair of the Board of Fire Engineers for the 2011-12 term. Engineer Spear made the second and agreed with the amendment as stated. Vote was unanimous. All congratulated Chairman Akerley.

III. Adoption of Minutes: Engineer Brouillard moved to approve the minutes of 15 February 2011 meeting. Chairman Akerley made the second. Vote was unanimous.

IV. Budget Review:

2011 Budget Review: Approximately 21% of the budget has been expended.

March 8th Voting: Congratulations were extended to Engineer Spear on his re-election to office. Chief Beland reported that congratulation greetings were mailed to all newly elected officials.

V. Activity Review: Chief Beland distributed the year-to-date Activity Report. There have been serious injuries and one fatality transported from Gunstock this season.

VI. Apparatus and Equipment:

A. Truck Committee: FF. DeCarli reviewed the progress of the Truck Committee assembled to research the purchase of a replacement for Engine 4. Nine of thirteen vendors have been interviewed.

Consumers who have purchased equipment from each company have been researched to determine satisfaction with the build and service following the purchase. Field trips have been scheduled to view and determine the reliability of the key vendor's products (between 1 – 5 years old) and to interview the owners to gauge their satisfaction with the product and service. The committee is in the process of writing the specifications which will be distributed in June 2011. Bids will be opened in July and presented to the Chief in August. Chief Beland praised the committee for their hard work.

B. Utility 1/Should Read Car 2: A Heavy Duty Battery Brain™ device (the battery buddy) has not been installed as yet.

C. Vehicle Inspections: Large apparatus have been inspected at Repair Service of New England. Issues discovered through these inspections have been repaired by DPW. No major issues were found. Department cars were inspected by DPW.

D. New Vehicle Purchase: Engineer Spear made the motion to authorize Chief Beland to request of the Board of Selectmen permission to enter into a contract to purchase a new Ford Expedition under the State of New Hampshire bid process. Engineer Brouillard made the second. Vote was unanimous.

VII. Training:

A. Fire Training Facility: Work will continue at the FTF as weather permits. A crew plans on working there this week. Open House is planned for June. It has come to the attention of Deputy Carrier that the access road to the FTF is closed for a month in the spring due to mud.

B. Training Update: Shift and Wednesday night trainings continue. Six Call Company staff members will be interviewed by administration as to their intent to remain active on the department.

VIII. Fire Prevention:

Due to unforeseen events, the appointment with Russell Dumais was cancelled. He wished to discuss the fire code as it relates to an occupancy he owns.

Patrick's Pub & Eatery has not submitted Sprinkler Plans. Deadline for submittal is next month.

IX. Other Business:

GFD Domestic Water System Upgrade: Gilford Well has completed their work to upgrade the water system at the Fire Station. A water tank with an agitator has been installed to exhaust the odor along with forcing the iron to the bottom of the system where it will be discharged. Staff reports that there remains a different odor but this may be due to new equipment smell.

5th Annual Award's Night/Potluck April 8, 2011 6:30 PM Gilford Community Church: Engineer Spear will speak on behalf of the Board of Fire Engineers.

Fire House: Work continues on utilizing the Fire House software to automate payroll. Chief David Parenti of Belmont Fire has been most generous with his time and knowledge of FH application.

School Intern: Mrs. Tokarz has met with Deb LaLiberte, the School to Career coordinator, to set up acquiring an intern to assist with electronically filing records.

Performance Evaluations: Chairman Akerley will review all staff performance evaluations before submittal to the Town Administrator and before Payroll Status Forms are signed. If there is a serious issue with an employee, the Chairman will discuss the concern with the Board. Chief Beland completes evaluations for the Deputy, Inspector and Executive Secretary. The Board completes the Chief's evaluation. Officer's complete firefighter's evaluations. All evaluations must be submitted to the Town Administrator within 30 days of the employee's anniversary. Evaluation forms will be edited to include a signature line for the Chairman of the Board of Fire Engineers. According to Chief Beland, if an employee disagrees with the content of the evaluation, they are permitted to meet with the Board of Selectmen.

Belknap County Budget: The Town Administrator told the Chief that the DPW Director routinely advises and asks for guidance from the Board of Selectmen on cost items in excess of \$50K. This information was for advisement only. The Town Administrator was not suggesting or asking the Board of Fire Engineer to act on this. The Board approved for Chief Beland to update the Board of Fire Engineers and the Board of Selectmen on county issues.

X, Non Public Session Per RSA 91-A:3 II (a): Engineer Spear moved to enter into Non Public Session at 0946 hours. Engineer Brouillard made the second. Vote was unanimous. The Board exited

Non Public Session at 1025 hours. No action was taken.

With no further business, the meeting adjourned at 1025 hours.

Respectfully submitted:

Catherine M. Tokarz
Executive Secretary

Preliminary Subject to Board Approval