

**Gilford Fire-Rescue
Board of Fire Engineers
16 August 2011**

The Board of Fire Engineers met in regular session on Tuesday, 16 August 2011 at 39 Cherry Valley Road, Gilford, New Hampshire.

Present: Chairman William Akerley, Engineer Don Spear, Chief John Beland, Deputy Stephen Carrier, Capt. Michael Balcom, FF. Scott Mooney, FF. Nicholas Proulx, Executive Secretary Catherine M. Tokarz and Freshman Student Peter Cormier.

Absent/Excused: Engineer Philip Brouillard

Call to Order: The meeting was called to order at 0821 hours.

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

II. Adoption of Minutes: Adoption of the minutes of the July 19, 2011 meeting will be postponed until the September meeting or at a time when both Engineers who were in attendance at the meeting are present.

III. Budget Review:

A. **2011 Budget Review:** The last budget summary dated 12 August was distributed indicating 42% expended in the Operating Budget. Encumbrances in the Vehicle Maintenance Account have been allocated for purchase and installation of radio and lights for the new Expedition. The light bar from the former Expedition has been installed on the Utility. Chief Beland opted to install Tomar, an interior light signaling device rather than a light bar. \$1100 has been apportioned for service to the Hurst tool and adding coupling on the Rescue. The Chief reported that the Finance Director projected the salary account will have a balance of \$6K at year's end.

B. **2012 Budget Preparations:** Chief Beland distributed a memorandum from the Town Administrator setting forth a time line for the 2012 budget preparations with the caveat that the Selectmen's budget goals are to level fund the bottom line. Budget proposals are to be submitted to the Finance Director by 5PM on September 9th. The week of September 12, all department managers will meet with the Town Administrator at a designated time. The Fire Department will meet and discuss its budget proposal with the Board of Selectmen on September 20th at 2:00 PM.

IV. Activity Review: Chief Beland distributed y-t-d call volume. Motorcycle Week was uneventful. The Timberman event will be held this weekend. It was reported that the census for attendees is down from previous years. Meadowbrook concert events have been well attended. Deputy Carrier developed emergency action plans for each venue providing a copy to Meadowbrook and to the Police. This has helped with communications. FF. DeCarli is Facilities Director at Meadowbrook and his involvement has been extremely helpful. Meadowbrook has supplied the EMT's with wireless internet access and a golf cart.

V. Apparatus & Equipment:

A. **Truck Committee:** Lt. Andrews and FF. DeCarli fine tuned the specs from the three finalists, E-One, HME and Ferraro. Prices range from \$458 - \$489. Chief Beland will meet with the Finance Director to determine which purchase option is most viable; lease/purchase over 3 to 5

years or purchase outright. The latter option would save \$30 – 40K of accrued interest. This would be a Capital expenditure.

B. New Expedition: The radio and lights are installed and Car 1 will be in service today. Gator Signs will complete lettering.

C. Hose & Fire Pump Testing: Lakes Region Fire Apparatus will conduct hose and pump testing tomorrow.

D. Other: The Argo has been serviced.

VI. Training:

A. Fire Training Facility: Lakes Region Fire School has reserved the FTF for training in September. In October, a fundraising class will be held to raise financial support for the Center. Bristol Fire-Rescue has also reserved the Center for their Fire Fighter I class. Usage fees are \$200 for an 8-hour day and \$200 for a 4-hour day. Because Bridgewater Fire Dept provided upfront donations, their use will be discounted for one or two training opportunities. Additional fees will be charged for Gilford Fire personnel who will oversee outside training events. Chief Beland reviewed this course of action with the Finance Director gaining his approval. Chairman Akerley offered to donate and install a key box to increase the Center's security and reduce liability from vandals. The Chairman will also donate pad locks and Engineer Spear offered to donate the chain to secure the doors. Staff will ensure the window panels are secure. There is also a key box at Emerson's Aviation at the access road to the Center.

B. Training Update: Shift and Call Company training continues with increased participation.

VII. Fire Prevention: The new Hannaford's is progressing on schedule. Chief Beland has been invited by the owners of Patrick's Pub to accompany them while they measure noise levels in the Pub this weekend. They are looking for a vendor to install a radio alarm box on premises. Last month all managers participated in crowd control and joined the remaining staff for fire extinguisher training conducted by Fire Dept. staff.

VIII. Other Business:

The Board welcomed Freshman Live-In Student Peter Cormier of Vermont.

Capt. Balcom presented the names of five potential Call Company members. Two applicants did not meet qualifications and will receive letters informing them of this decision. Engineer Spear moved to accept these new applicants with Chairman Akerley making the second. Formal letters of acceptance will be forwarded pending required background investigations. Capt. Balcom thanked the Career and Call staff who assisted in the interview process on their own time.

Chairman Akerley signed payroll adjustments for sixteen Call members.

Deputy Carrier will attend FRI in Atlanta.

The apparatus bay and parking areas around the Station have been restriped.

Due to the poor air quality in the Station based on testing, two companies have been invited to present a quote to clean all the air ducts. The first quote came in at \$5700. It may be necessary to extend the cleaning to only one portion at a time based on the budget. The most critical area to be cleaned first is the second floor sleeping quarters followed by the Day Room, and the Administrative Wing. Cleaning the ducts on the Apparatus Floor may be the final section cleaned, if at all.

IX. Non Public Session Per RSA 91-A: 3 II (a): Engineer Spear moved to enter into Non Public Session at 0909 hours. Chairman Akerley made the second. Vote was unanimous. Also present was Chief Beland and Deputy Carrier. The Board exited Non Public Session at 0930 hours. The Board accepted Chief Beland's retirement with regret.

With no further business, the meeting adjourned 0932 hours.

Respectfully submitted:

*Catherine M.
Tokarz*

Catherine M. Tokarz, Executive
Secretary