

**Gilford Fire-Rescue
Board of Fire Engineers
22 September 2011**

The Board of Fire Engineers met in regular session on Thursday, 22 September 2011 at 39 Cherry Valley Road, Gilford, New Hampshire.

Present: Chairman William Akerley, Engineer Philip Brouillard, Engineer Don Spear, Deputy Stephen Carrier, Lt. Frank Latosek, FF. Brian Blanchette, FF. Jeffrey Madon and Executive Secretary Catherine M. Tokarz

Guests: Scott Dunn, Town Administrator and Jeff Ferland, of The Gilford Steamer

Absent/Excused: Chief John Beland

Call to Order: The meeting was called to order at 0820 hours.

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

II. Adoption of Minutes: The minutes of the July 19, 2011 meeting were adopted. Engineer Brouillard abstained due to his absence. The minutes of the August 16, 2011 meeting were adopted unanimously.

III. Budget Review:

A. 2011 Budget Review: The budget is in good shape according to Deputy Carrier. The only item of concern is the heating fuel account. Deputy Carrier requested permission to purchase tracks for the Argo for \$2039 and a new light bar for the new command vehicle for an estimated \$2500. The Engineer's approved both requests. The ladder on Engine 4 also needs to be repaired. The CIP committee kept the purchase of a new fire engine in the 2012 budget with financing options of a 10-year bond.

B. 2012 Budget Preparations: The department met with the Board of Selectmen this week. The purpose was to present the 2012 budget. Further discussion on this agenda item was moved to the end of the meeting.

IV. Activity Review: The monthly Activity Review was not prepared. Deputy Carrier is working on an easier to read format for the Engineer's to review staff monthly activities. Call numbers are near last year's totals.

V. Apparatus & Equipment:

A. Truck Committee: The Truck Committee met with the sales representative from E-One and pared down equipment on the new engine to ensure the final cost will be under the anticipated \$450K.

B. Vehicle Inspections: There were no major issues with the bi-annual vehicle inspections.

VI. Training:

A. Fire Training Facility: Eight students from the Lakes Region Fire School participated in a training exercise last Saturday at the FTF. This is the first time the complex has been used as it was intended. Unfortunately, it sustained significant damage. Lt. Andrews and Inspector Pendergast spent Tuesday making repairs with materials on site. Other material (sheetrock) will be solicited. The Deputy has contacts who will donate building materials.

B. Training Update: Staff and Call Company training continues.

VII. Fire Prevention: A US Fire Administration press release will be forwarded to the media to remind residents to change their smoke detector batteries. Capt. Balcom is coordinating Senior Safety Day which will be held October 29th. This program is designed to provide smoke detectors for senior residents. During subsequent years, staff changes the batteries at this time. The refrigerator magnets holding pertinent medical information will be distributed to seniors and at-risk residents. They also monitor for potential emergency issues. Deputy Carrier said we could be more aggressive in reaching out to those citizens in need. It was suggested he contact the property managers of local senior communities within Gilford.

VIII. Other Business:

Background checks on the five new Call Company applicants have not arrived. Once cleared, orientation will be held on Tuesday evenings. These applicants are not allowed to attend incidents until all aspects of training are completed.

Chief James Hayes of LRMFA applied for two grants for two major capital expenditures; simulcasting incidents and purchase of a Computer Aided Design (CAD) system to enhance communications from Dispatch to responding apparatus without delay. According to Deputy Carrier, it is unlikely both grants will be awarded. Additional funding will be directed to each community within the Mutual Aid system with the first payment due in 2012 of either the lump sum of \$12,160.55 or yearly for 5-years at \$2432.11. Town Manager Dunn stated that in the past, the Town's apportionment of special projects would be a separate charge.

IX. Non Public Session Per RSA 91-A: 3 II (a): Engineer Brouillard moved to enter into Non Public Session at 0947 hours. Engineer Spear made the second. Vote was unanimous. Also present was Executive Secretary Catherine Tokarz, Town Administrator Scott Dunn and Deputy Carrier. Executive Secretary Tokarz exited Non Public Session at 0956 hours. At this time the Board continued to meet in Non Public Session. Results of the Non Public Session and minutes of the remaining open session were provided by Deputy Carrier and are as follows: *The Engineers continued to discuss the 2012 FD Budget. Engineer Brouillard made a motion to eliminate the Part Time Fire Prevention position as of Dec 31. Engineer Spear seconded the motion and it passed unanimously. Town Administrator Dunn left the session. The Engineers discussed DC Carrier's evaluation and the results. Motion by Eng Spear to exit non-public session, seconded by Phil. Roll Call vote: Akerley – yes, Brouillard – yes, Spear – yes. Exited non-public session at 1005 hours.*

Returned to public session: Eng Brouillard made a motion to approve DC Carrier's evaluation, seconded by Eng Spear. Passed unanimously. Eng Spear motioned to elevate DC Carrier to the rank of Chief, effective October 2, 2011, seconded by Eng Brouillard. Passed unanimously, DC Carrier thanked the board for their support and confidence.

Eng Spear made a motion to adjourn seconded by Eng Brouillard and approved unanimously at 1010 hrs.

Respectfully submitted:

Catherine M. Tokarz

Executive Secretary

Preliminary Subject to Board