

**A regular meeting of the Board of Fire Engineers was held on Jan. 24, 2005; the meeting was called to order at 7:10 p.m. In attendance were Al Galinelli, Norman Blank, Robert Miner, Raymond Johnson, Steve Asselin, and Carolyn O'Brien. Also in attendance was Norman Guertin.**

**Three alarm Emery Road fire discussed briefly.**

**Minutes from previous meeting read. Norman Blank made a motion to accept as submitted; Robert Miner seconded the motion, which was unanimously approved.**

**Correspondence: Individual company correspondence distributed. New ID tags distributed. New carbon monoxide test detectors given for Special Hazards. New rehab form from Steve Asselin now to be used for rescue.**

**Old Business: EMS Policy - in process of being worked on.**

**Letters requesting return of ALS keys sent out by Chief.**

**Norman Guertin to check into Mark Andrade having two pagers issued to him.**

**Steve Asselin will mail certificates from EMT re-cert class, with copies to Chief.**

**New Business:** Raymond Johnson made a motion to nominate Carolyn O'Brien as recording secretary for 2005; Robert Miner seconded the motion, which was approved unanimously.

**2005/2006 Budget -** Chief reviewed with Board proposed department budget he submitted to town manager, including capital items. The Board agreed with proposal. Chief provided figures calculated by Ken McPhillips which allows for EMS Coordinator plus coverage should work. Norman Blank made a motion, seconded by Robert Miner, to push for this; the motion was unanimously approved. Town manager asked about privatizing rescue; this could cost up to \$400,000 per year and be based on two-year contracts. Manager also questioned hiring full-time at a cost of approximately \$430,000 per year, plus keep only one rescue vehicle.

**Budget workshops** scheduled for Feb. 26th and March 5th, 9:00 a.m., Town Hall. Chief requested as many Board members as possible attend these.

**2005 Board Meeting Schedule** distributed.

**Station Reports:** Sta. 3 outside door is warped.

**Training Room** at Headquarters still torn up. The Chief asked if anyone had an idea for another location for the Training Room,

freeing this one up for use for department supplies, something desperately needed. The Chief stated he would speak with the police chief about possibly using the roll-call room, mostly for classes.

**Station 5 remodeling progressing.**

Concern was voiced to the rescue captain about the cracks in the outside wall of rescue headquarters. The Chief and Norman Blank explained to Steve Asselin this had been looked into a long time ago, and they are not a problem at this time.

**Chief's Absence:** The Chief will be leaving Jan. 25th early to fly to South Carolina to check on status of new Eng. 1; he will return Jan. 27th.

Updated Knox Box listing distributed. Chief noted Samsonite needs to be added to list. Discussion took place on requesting this information be provided to dispatch, and have the locations announced to the responding assistant chief(s) whenever a call is dispatched to one of these locations. The Chief stated he will request this through the police chief.

**Company Applications/BCIs:** Chief stated he wants all new member applications and BCI requests to go through his office. This allows for in-house files to be set up, and keeps him informed. Robert Miner questioned if the Board felt a standard application for all companies

**vs individual ones might be best; Board agreed fully. One will be formulated and distributed.**

**Out of Town Members: The Chief reminded everyone that only rescue is permitted to have out-of-town members; fire personnel are to live in town.**

**List of Equipment Inventory: The Chief requested an updated inventory listing for all vehicles, including hose lengths carried. To avoid delays and problems, he wants all trucks organized the same way.**

**Firemens Memorial Sunday: June 12th this year. The Chief wants Eng. 5 to do the breakfast since their new kitchen will be ready.**

**Other: 100 Club Scholarship Program applications distributed. Anyone who now receives scholarship from Relief Fund will need to provide receipts showing funds used for books, etc.**

**Flu Mists will be given Jan. 25th at 6:30 p.m. at fire headquarters.**

**New S.O.P. on structure fires distributed and discussed.**

**Duty Chief Schedule: Raymond Johnson working on. Norman Blank asked if it is possible to revert to old way of having the same nights each month. Board stated if necessary due to work schedules they**

would cover on nights the scheduled assistant chief could not take the duty.

James Annis, acting chief in Bristol, informed Chief he wants to change Bristol frequency to allow Warren to pick it up and communicate with them.

Rescue Duty Crews: Chief stated he doesn't mind if the crew goes to another station to socialize; however, the duration is to be kept down and not extended to hours at a time.

Training: The Chief wants to know who needs helmets. All members are to be notified there will be no changes or additions to helmets, including, but not limited to, shields. He has also ordered gear bags.

Chief's Extended Absence: The Chief will be hospitalized from Jan. 31st to approx. Feb. 5th and will be out of the office for several weeks. In the event of vehicle problems, the town manager is to be notified. Carolyn O'Brien will handle administrative issues; Claudine Almeida will submit bills for payment.

The Soccer Club has a function scheduled for Feb. 5th & 6th; firefighter details have already been assigned. If there are any problems, the firefighters will contact an assistant chief.

During the Chief's absence, rescue calls will be handled in the usual

**manner.**

**There being no further business to discuss Raymond Johnson made a motion to adjourn; Robert Miner seconded the motion, which was unanimously approved. The meeting adjourned at 8:55 p.m.**