

## MINUTES OF THE SELECT BOARD/FIRE DEPARTMENT MEETING

December 2, 2013

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Board members present: Chairman LaCourse and Selectwoman Dennis.

Others present: Peter Hoyt, Joe Lombardo, Scott Nemet and Town Administrator Julie Glover.

1. Meeting begins at 6:05pm.
2. Chief Peter Hoyt submits a proposed job description and pay scale for a new firefighter/EMT requiring a CDL class B even though firefighters are exempt from the law (requiring a CDL.) They would also look for a "medical card". They will conduct oral boards. Selectwoman Dennis asked about certification for firefighter 2. It is offered in Concord and Brentwood (IAU). Dennis asks if it needs to be started or completed within a year. Classes are offered nights and weekends. This position is anticipated to work 8-4 pm. Chief does not see a problem with someone getting a certification done within a year. Chairman LaCourse asks if there will be enough money in the budget for training a new firefighter. Joe Lombardo adds that there is a reduced rate for firefighters who are sponsored by a fire department. Chief Hoyt states that the LGC and Primex offer many free classes. Chairman LaCourse asks if there is a liability issue if they do not have a CDL. TA Glover says no, firefighters are not required. Scott Nemet indicates that most applicants will already have their firefighter 2 and CDL. The Chief expects 30-70 applications. Chairman LaCourse asks how senior would you want to go? Chief says the more the better. Joe Lombardo thinks they will get applicants that have been call firefighters for a while. Chairman LaCourse asks if there is a residential requirement to be a firefighter in the Town of Lee. Joe would recommend hiring someone fairly close. Scott Nemet says that most towns have a distance or time frame requirement. Chief asks if the Board got the fire department budget on Friday. It should have been attached to the log. TA Glover checked email and phone. She did not receive. Chief will try it again tonight or tomorrow morning. Selectwoman Dennis asks who is the person in charge of the process? Chief says it will be Scott gathering the resumes and they will cut to ten then to five for interviews. Background checks are part of the process. Selectwoman Dennis asks who will be on the Oral Board. There will be someone from the police department and Firefighter Frank Taylor. That is all they know for sure right now. Chief will interview individually after the Oral Board. Police personnel interviewer will probably be Tom Dronsfield. Selectwoman Dennis states that the position is due to start in the beginning of February. The Board finds the proposal sound. Chief suggests advertising on the State website or Fire Standards & Training, Foster's and LGC. Selectwoman Dennis asks if we should add a distance restriction. Joe points out that someone may want to relocate. Chairman LaCourse points out that there is nothing in place now, no formal policy or procedure and not enough time to implement one. Chairman LaCourse wants to ask if there is an organization that may provide guidance or is there an accreditation? Chief and Joe say no. Have the masks been tested? Chief is working on fit tests. NFPA provides an annual process standard. There is a general discussion on masks and following the NFPA guidelines. Chairman LaCourse asks if the hoses have been tested? Chief says yes. Chairman LaCourse wants codified policies. Joe says that they follow the NFPA standards. Chairman LaCourse asks if it has been voted on. Joe says no, Chief dictates. Chairman LaCourse says that everything needs to be documented. Scott Nemet went through Lee's original SOG's and after multiple reviews he rewrote them with

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major revisions. Chairman LaCourse asks about hierarchy. Joe states that they used to promote based on seniority. Now they look for leadership qualities and skills. The rank and existing positions at this time are Chief, Deputy Chief, Captain and 2 Lieutenants. There are 16 active on-call and 24-27 on the roster. If an on-call does not participate in so many training sessions then they cannot vote at the annual election. Scott Nemet states that they added 8 recruits in last 6 months. Chairman LaCourse reiterates that the (LGC) report recommends a FT working Fire Chief. Joe thinks that they need to focus on a firefighter right now. Maybe in 2 years hiring a full-time Chief. Chief Hoyt thinks they need a working Chief right now. Selectwoman Dennis thinks the Town needs a full-time Chief now as well. She agrees with the recommendation of the LGC report and does not think that it is too early to implement now. Joe thinks that putting Scott Nemet into the Chief position now would be a tough situation almost like 'throwing him to the wolves right off the bat'. Selectwoman Dennis finds this statement to be interesting since it was her understanding that Scott was already doing most of the administrative work and she would expect that Joe would assist or mentor him in the beginning months. Selectwoman Dennis is ready to put Scott Nemet into the Chief position if Scott is ready to take it on. There would be plenty of support from both the department and the Board. Chairman LaCourse asks that the Chief and Deputy Chief work with the TA to write a job description and pay classification. Joe still believes that is has to happen within the next 2 years. He adds that RSA's dictate some requirements. It's important to have a good relationship with internal town departments which Scott already has and to develop relationships with other towns. Selectwoman Dennis thanks Chief Hoyt for his service over the past year. Chairman LaCourse asks if there is an upper age limit for a firefighter or physical limitations. Joe states that there is nothing official. Selectwoman Dennis asks what the Board can do to support safety at the Fire Department. Joe says that initiating the study was huge and recognizing the fact that the fire department needs more help. Selectwoman Dennis asks what the Fire Association does. Chief Hoyt indicated that they raise money, buy equipment, coordinate group activities and social events, support scholarship programs, help fire victims, organize fund raising and a volunteer supper. The contact person for this is Frank DeRocchi. Selectwoman Dennis wants to organize a thank you volunteer event. Chairman LaCourse wants to move forward with the firefighter/EMT position. Chief Hoyt's position as part-time Chief ends in January.

3. Meeting adjourns at 7:15 pm.

Minutes transcribed by:

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Denise Duval, Town Secretary

Minutes accepted by The Lee Select Board:



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John R LaCourse, Chairman



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Carole Dennis



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David Cedarholm