

MINUTES

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Board of Fire Engineers
Board, Committee, Office, Etc.

TOWN CLERK

12 APR 24 PM 1:04

Date: March 19, 2012 Time: 6:30 p.m.
Present: Chief Belsito, Asst. Chief Dore, Asst. Chief Rudge,
Asst. Chief Hamilton
Absent: Asst. Chief Day

Minutes from February 27 were approved. Invoices were signed. Mail was read. Account balances were available.

EVACUATION PLAN FOR CORDIS MILLS

Asst. Chief Hamilton gave the Board the entry code for Cordis Mills. The evacuation plan for the complex was discussed. Board members agreed that the best policy is to have everyone evacuate when the alarm sounds. Cordis Mills' management should determine a meeting place for accountability purposes. It was suggested that a "fire warden" could be appointed for each floor. This warden would have a list of the tenants on their floor and could do a head count at the meeting place-they are not to remain in the building for any reason. Management should also provide an updated list of handicapped tenants to the fire department. These tenants are to evacuate when the alarm sounds. If sufficient personnel are available, firefighters will attempt to determine if these tenants need assistance. Board members agreed to send these suggestions to Cordis Mills' management.

LOCK OUT/TAG OUT POLICY FOR ELEVATORS

Asst. Chief Dore advised the Board that they need to establish a lock out/tag out (LOTO) policy for stalled elevators and provide a LOTO kit for fire department use. Discussion took place. Asst. Chief Dore made a motion to purchase a kit from Grainger. This was seconded by Asst. Chief Hamilton and carried on a 4-0 vote. Asst. Chief Hamilton will work on drawing up a Standard Operating Guideline for the use of the LOTO kit. This will be reviewed at a later meeting.

OLD & NEW BUSINESS

- Chief Belsito read the following fire alarm report submitted by Gordon Siebenhaar: "Pole transfers-pole 18 on Martin St. and pole 7 South Main St. have been done. I have left a message with Tom Emerick of Mass Highway about 146 bridge. All circuits are ok at this time."
- Plans from the State were received for the replacement of the Rt. 146 Bridge and the reconfiguration of the Elm Street/West Main Street intersection. Asst. Chief Dore said the fire alarm wire would have to be run underground. Chief Belsito thought Mass. Highway could assist with this.

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- Chief Belsito commended Lt. Silver and his crew for participating in RIT training done in Oxford. Chief Belsito said the training was extensive and involved several sessions. Lt. Silver had a good turnout from Station 3- FF. Couture, FF. B. Dalton, FF. Lizotte and FF. Mitchell, as well as FF. Cluett from HQ, and FF. Breault from Station 5.
- Asst. Chief Hamilton reported he is at the end of usable gear-there are no spares available. Bunker coats and pants are needed.
- Asst. Chief Hamilton reported the Explorers have completed CPR/First Responder training. The group will help Asst. Chief Dore with repairing the grave markers. The Butler Farm Reuse Committee has asked the group to do another controlled burn to clear the area of brush. Asst. Chief Hamilton will coordinate this.
- The Public Safety Building Study Committee will meet soon.
- Blue prints for the new tower should be available soon.
- The contract for Rescue 1's camera has been approved. A leak in the truck's cascade system will be repaired when the camera is installed. Two more stations need to be programmed into the truck's radios.
- There has been no word on the FEMA grant.
- Asst. Chief Rudge reported the radio system is running well.
- FF. Raffa is doing CPR/First Responder training at the Correctional Officer's Training Academy.
- The Town is looking for subscribers for the new cell tower to be located at Butler Farm.
- The siding at Station 5 is done. A thank you will be sent to the Carpenter's Training Center.
- Asst. Chief Dore reported the Tree Warden started trimming the trees at Station 3. Dore and FF. Siebenhaar cleared brush around the guide wire for the traffic light at the Station.
- Engine 3 still needs to have pump packings adjusted.
- Asst. Chief Dore said the chimney repairs at Station 3 will be done this week.
- The window at Fire HQ still needs to be repaired.
- The Board is waiting for approval of a contract for replacement of the front window at Station 3.
- Three firefighters need to complete the State Ethics Training. April 2, 2012 is the compliance deadline.
- Asst. Chief Hamilton reported Republic Electric checked the guide wire at Station 3. It needs to be replaced. This is due to outdated parts in the controller. Republic quoted a price of \$2543. Two other quotes need to be obtained.
- Asst. Chief Hamilton reported the steering box on Engine 5 is all set.

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- Asst. Chief Rudge updated the Board on the water levels at Lake Singletary, Round Pond, and Brierly Pond.
- Asst. Chief Hamilton ordered the Command Board.
- Recruit Chris Pageau is doing well in the District 7 recruit class. Rescue 1 will be used for a training session on March 27, 2012.
- FF. Mike Couture turned in his uniform. Lt. Krumsiek will turn in his uniform after he picks up his new one. FF. Sciascia turned in his gear-he will be asked for his uniform as well. Lt. Strzelecki replied that all his gear has been turned in. FF. R. Day also had no gear to turn in. There has been no reply from FF. Stowell about his gear. He will be contacted again.
- Asst. Chief Hamilton installed the new handlight in Engine 3.
- Asst. Chief Rudge made a motion to pay for a detail to empty and remove the oil tank at Fire HQ and to modify the enclosure for storage space. This was seconded by Asst. Chief Hamilton and carried on a 4-0 vote. Members of HQ will be asked to work the detail.
- The Board received an estimate of \$210 for parts to retrofit the emergency generator at Fire HQ so it will operate on natural gas rather than propane. Asst. Chief Hamilton made a motion to have the work done. This was seconded by Asst. Chief Dore and carried on a 4-0 vote.
- Identification badges are being worked on.
- The Board received a response to their request to have the access road at the Deering Estate cleared. The Dept. of Conservation and Recreation indicated they would clear the road.
- Chief Belsito provided the following maintenance report:
 - Engine 1: misc. strobes are out, gated "y" leaking, window off track, overflow radiator tank has crack.
 - Scope: left headlight out.
 - Rescue 1: all set
 - Hose 1: all set
 - Engine 2: all set
 - Engine 4: all set
 - Engine 3: all set
 - Forestry 1: all set
 - Engine 5: all set
- A lengthy discussion took place regarding CPR/First Responder training. According to Linda Gosselin from MECTA, only the fire chief is exempt from the certification requirement. This is state-mandated training that must be done by Board members as well as firefighters. Chief Belsito asked what the Board's pleasure was. He had two questions--do you want to comply or not comply-knowing that non-compliance could carry repercussions, and how to enforce compliance if Board members don't do the training. Asst. Chief Hamilton felt that everyone should do the training and that new members should be given one year to comply. He felt there

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should be some repercussion for not complying and that a refresher should be done every year. Asst. Chief Rudge said that sometimes you aren't available for training, but having it offered on-line helps a great deal. He said you could not ignore it because it is state-mandated. Asst. Chief Dore agreed saying that it is (mandated training) there for a reason and should be done. A yearly refresher keeps everyone in compliance and offering a make-up class will help those who are not available on both nights. Chief Belsito said the message he wants to send out is "there are repercussions for not complying". He felt a policy should be drawn up with specific consequences spelled out. Asst. Chief Rudge suggested contacting other fire departments to see how they handle the requirement. Chief Belsito will check with local departments.

- Chief Belsito said he was called into a meeting with Chief Moore and the dispatchers. The purpose was to go over the newly approved run cards. The dispatchers were not in favor of the run cards and felt it would require a lot of time to use them. Discussion took place with Board members deciding to ask Chief Moore to meet with them to review the use of the run cards.
- Board members talked about the amount of chatter that goes on over the air. They agreed a reminder should be sent to all members asking them to limit the on-air chatter. Asst. Chief Hamilton will be reviewing the radio communications policy in April with all members and will stress the need for as little on-air chatter as possible.
- The dispatchers will be reminded about toning a single engine for calls between 6:00 pm and 6:00 am, Monday through Friday, except for reported structure fires and box alarms. And, about toning a single engine from 6:00 pm Friday through 6:00 am Monday except for reported structure fires and box alarms.
- Chief Belsito reported Engine 4 has been repaired and is back in service. All problems found during the pump test were repaired-except those being done in-house. Chief Belsito would like to replace the storz cap and other small items missing from the truck. At some point, he would like to have the side chutes removed.
- Asst. Chief Rudge asked about the train cars located near the Mass. Pike/Rt. 146 ramps. He asked if the cars are pumped off at this location. Asst. Chief Hamilton said this is a staging area for the railroad. All cars are full-with the majority containing ethanol. The ethanol cars are not pumped there, that is done in Westborough.
- Asst. Chief Rudge asked about the COLA raise mentioned by the Town Manager. He was told all employees-including firefighters-will get the raise. The amount has not been determined.

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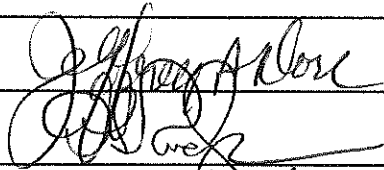
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- Asst. Chief Hamilton told the Board that Engine 1's radiator overflow tank has a crack. The tank is welded onto the top of the radiator and is not sold separately. Hamilton estimated it would cost about \$4,000 to replace the entire unit. He is checking around to see if anyone can repair the tank without replacing the entire unit.
- Asst. Chief Hamilton told the Board the monitor for HQ's front office computer no longer works. He would like to order a new one from Staples for \$119. Asst. Chief Rudge made a motion to purchase a new monitor with a second by Asst. Chief Hamilton. This carried on a 4-0 vote.
- Inventories for all stations and vehicles need to be updated. This will be added to the training schedule for April.
- A review of radio communications procedures will be added to the training schedule.
- Chief Belsito requested a new set of gear as did Asst. Chief Rudge. Asst. Chief Hamilton made a motion to order two sets of gear. This was seconded by Asst. Chief Dore and carried on a 4-0 vote.

Asst. Chief Hamilton made a motion to adjourn. Meeting adjourned at 7:45 pm.







Regina A. Markey, Head Clerk