

MINUTES

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

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TOWN CLERK
12 SEP 24 AM 9:56

Date: July 30, 2012

Present: Chief Rudge, Asst. Chief Day, Asst. Chief Hamilton, Asst. Chief Hobin, Asst. Chief Gasco

Absent: None

Minutes from July 2, 2012 were approved. Invoices were signed. Mail was read. Account balances were available.

6:45 P.M. LADIES AUXILIARY

Members of the Ladies Auxiliary presented the Board with a check for \$4800 to be used to purchase a new thermal imager for Rescue 1. Chief Rudge accepted the donation and, on behalf of the Board and all members of the Fire Department, thanked the women for their generous donation and all the work that they do. The Selectmen will be notified of the donation and once accepted, the imager will be purchased.

7:00 PM-INTERVIEWS-LIEUTENANT-STATION 3

Before the interviews, Board members read the recommendation letters from Capt. Silver and the members of Station 3. There were two letters from the members-one on Station 3 letterhead and one submitted by FF. Couture on plain paper. Some signed both letters.

7:00 PM Michael Couture

FF. Couture expressed his interest in the position and noted his availability and commitment to the Town. He said Station 3 is on an upswing and wants to keep this going.

Asst. Chief Day asked if Couture was allowed to leave the mail truck to respond to a call. Couture said it depended on where he was in his route. He cannot go out of town, and there is a procedure he must follow before he can leave his truck.

Asst. Chief Hamilton noted that Couture has made himself available for the explorers and recruits and has done a good job. He asked what the working relationship should be between the captain and lieutenant. Couture said there should be mutual respect and they should work hand-in-hand.

Asst. Chief Hobin noted that Couture has done a good job working with the recruits and the newer guys. Hobin asked if Couture had any questions for the Board. Couture commented that he has no plans to leave Town and wants to move up the ranks.

Asst. Chief Gasco said he wasn't looking for a textbook answer but what you consider the job description of a lieutenant to be. Couture's immediate response was a working supervisor-someone who has the knowledge to lead, is calm under pressure, and can take charge.

Chief Rudge asked down the road, where do you think Station 3 will be-growth wise. Couture said he would like to be captain and would like to continue training and growing the station-keep it going as it is now.

Before leaving, Couture was asked if anything would change if FF. Stevens was appointed as lieutenant. Couture said no matter what happens he will remain committed. The Board thanked Couture and he left the meeting.

7:15 PM William Stevens, IV

FF. Stevens told the Board he has 22-years of experience on the fire department. He likes the crew at Station 3, spends a lot of time with the younger members, and works well with the captain.

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Asst. Chief Day asked how Station 3 submitted two letters. Stevens explained that the group met and voted for one candidate. Some members said they were asked to sign another letter supporting another candidate. They asked if they could sign both and they were told they could. *Asst. Chief Day* also asked if Stevens' plans were long term. Stevens responded he is looking for a job closer to Millbury and may downsize in the future. He plans to be here for the next ten years.

Asst. Chief Hamilton asked what the working relationship should be between the captain and lieutenant. Stevens replied that the lieutenant is in charge of the crew, training, and getting everything up to snuff. The captain is responsible for the overall condition of the station, equipment, and truck.

Asst. Chief Hobin commented that Stevens has been involved with the Explorers and training of the younger members and that Stevens is used to working with the group.

Asst. Chief Gasco asked what do you feel is the description of the lieutenant's position. Stevens replied the lieutenant runs the truck, keeps the crew trained, acts as the inside officer, and is second-in-command of the station.

Chief Rudge commented that both Stevens and Couture have done a good job in bringing Station 3 back and getting younger kids involved. He asked Stevens what he saw for the next five to ten years. Stevens said he would like to be captain and would start to train someone now as a lieutenant. He also said that we don't have the fires like we used to and more training is needed to stay current and to keep the enthusiasm.

Before leaving the meeting, Stevens was asked if anything would change if FF. Couture was appointed as lieutenant. Stevens replied "no" and he left the meeting at this time.

Discussion took place with *Asst. Chief Hobin* making a motion to appoint Bill Stevens as the Lieutenant of Station 3. This was seconded by *Asst. Chief Gasco*. Before a vote was taken, *Asst. Chief Day* said he would like to put both names in nomination and then vote. Day went on to say that after reading the captain's letter, if (Brian) Stowell was a candidate maybe the captain would have chosen him over the other two. Day wishes Stowell had stepped forward because he truly feels Stowell would have made the best company officer. *Asst. Chief Hamilton* agreed but noted that Stowell did not make the first step in returning by picking up his gear. Hamilton said both (Couture and Stevens) are good candidates, but based on the captain's letter, he would lean towards Stevens. *Asst. Chief Hobin* said he had concerns about Stevens leaving in a couple of years, but his (Stevens) answers showed he would be here. Hobin then rescinded his original motion and made a motion to put both names in nomination for the lieutenant of Station 3. This was seconded by *Asst. Chief Day*. *Chief Rudge* called for votes. The Board voted as follows:

Asst. Chief Day voted for Stevens.

Asst. Chief Hamilton voted for Stevens.

Asst. Chief Hobin voted for Stevens.

Asst. Chief Gasco voted for Stevens

Chief Rudge voted for Stevens.

FF. Stevens was congratulated for his appointment and the Board offered their support.

7:30 PM-INTERVIEWS-CAPTAIN-FIRE HQ

Before the start of the interviews, Board members discussed the eligibility of one of the candidates. After much discussion, *Asst. Chief Gasco* said he did not think it was the Board's intention that a five-year lieutenant could not apply for the captain's position. He then made a motion to interview Lt. Cadrin for the position. *Asst. Chief Day* seconded the motion for discussion purposes. *Asst. Chief Day* commented that the Board drew-up the criteria; it was reviewed and voted on. "We wanted someone with fifteen years of experience. What makes someone a candidate is meeting the criteria and he (Cadrin) does not." Day said he would not

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circumvent the policy and to change it now may affect other candidates who were interested. Asst. Chief Hobin agreed with Asst. Chief Day saying the best candidate must qualify by the criteria. He hates to keep Cadrin from interviewing, but he does not meet the criteria. Hobin also noted that changing the policy could affect the appointment at Station 3 since some without 15-years of experience may have been interested. Chief Rudge agreed that it is a policy that was voted on and adopted by the Board. He said one portion was vague and questioned whether the matter should be sent to Town Counsel. At this point, Asst. Chief Day said that based on the letter from the two assistant chiefs, it was plain to see their intent. Asst. Chief Gasco replied that this was our station and we know the guys best and if we go by the criteria, the best person won't be put in (as captain). Asst. Chief Day fired back that this is our department. Further discussion took place. Chief Rudge finally called for a vote since there was a motion on the floor. The motion failed on a 2-3 vote with Asst. Chief Gasco and Chief Rudge voting to allow the interview and Asst. Chiefs Day, Hamilton, and Hobin opposed. Both Asst. Chiefs Hamilton and Gasco informed Lt. Cadrin.

The Board reviewed the letter of recommendation from the assistant chiefs and the letter from the members. Both Asst. Chief Hamilton and Asst. Chief Gasco listed Jason Cadrin as their first choice and Keith Newlands as their second choice. The letter from the members indicated the following vote was taken: 9 for Keith Newlands, 7 for Jason Cadrin, and 1 for Tom LaVallee.

7:30 PM Keith Newlands

Lt. Newlands was asked what he would like to accomplish as captain. He responded that he served under Rich Hamilton and Brian Gasco. When they weren't here, he led the training and took their place. He feels he can improve the morale of the station even more. Newlands feels he is a good candidate and wants to move up and take the reins.

Asst. Chief Day asked if anything (in the station) jumped out at Newlands right now. Newlands responded that we need to work as a team.

Asst. Chief Hamilton asked what were the traits of a good captain. Newlands replied you have to be a good listener and problem solver.

Asst. Chief Hobin asked if Newlands would have a problem enforcing discipline. Newlands said he has not had a problem yet.

Asst. Chief Gasco said the biggest concern is morale and how would Newlands handle different personalities. Newlands agreed and said we need to get everyone to work together. Newlands felt cross-training would be a benefit and help the situation. He also said if there was a problem, he would meet with that person and try to work it out.

Chief Rudge asked how Newlands would utilize his lieutenants. Newlands said he would like to see the lieutenants stay with their truck and manage their crew at an incident.

Lt. Newlands was thanked for his time and left the meeting.

7:45 PM Jason Cadrin did not meet the criteria and was not interviewed.

8:00 PM Tom LaVallee

FF. LaVallee told the Board he has 28-years of service on the Department. Although he has applied several times for different positions, he has never been promoted. LaVallee went on to say he would like to improve the morale at Fire HQ and do a lot more cross-training. Board members were surprised to hear that the morale was such a problem at the station.

Asst. Chief Day asked LaVallee to explain the low morale. FF. LaVallee said that some of the guys assigned to one truck would not move to another-or refused to drive another truck.

Asst. Chief Hamilton asked what traits make a good captain. LaVallee responded that leadership was important as well as no favoritism. He would also use the chain-of-command to handle any problems.

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Asst. Chief Hobin asked what would happen if LaVallee was not appointed. He said he would not hold a grudge and would support who ever got the position and continue to do his job.

Asst. Chief Gasco was surprised to hear that morale was so bad. LaVallee said this appointment has divided the station-some supporting one person and some supporting another. *Asst. Chief Gasco* then asked him how he would handle situations with individuals. LaVallee said he would speak to those involved and if it could not be resolved there, he would bring it to the assistant chief.

Chief Rudge asked how LaVallee would utilize his lieutenants. LaVallee replied he would stand back and allow the lieutenants to do their job.

FF. LaVallee was thanked for his time and he left the meeting. Discussion took place about the morale at Fire HQ. Board members felt after this appointment was made, the group would start to come together again. *Asst. Chief Hamilton* made a motion to place both candidates in nomination. This was seconded by *Asst. Chief Gasco* and carried on a 5-0 vote. Board members voted as follows:

- Asst. Chief Day voted for Newlands
- Asst. Chief Hamilton voted for Newlands
- Asst. Chief Hobin voted for Newlands
- Asst. Chief Gasco voted for Newlands
- Chief Rudge voted for Newlands.

Both candidates were brought into the meeting and given the news. Board members congratulated Captain Newlands and offered their support.

REVIEW QUARTERLIES

Board members reviewed the quarterly reports from all stations. *Asst. Chief Day* noted the lack of attendance by Recruit Borges. He asked that a letter be sent to Recruit Borges asking his intentions regarding the fire department. All others were satisfied with their stations.

OLD & NEW BUSINESS

- Chief Rudge submitted the following truck repair/p.m. report:
 - Engine 1: welds on bottom of cab need to be welded. Gated y on pump panel needs to be rebuilt. Rear tow bar needs repair
 - Scope 1: top of fuel tank leaking at filler neck
 - Rescue 1: OK
 - Hose 1: OK
 - Engine 2: Grille has not arrived at Dorenzo's but has been paid for.
 - Engine 3: Pressure relief valve not operating, left rear spot light out, and Strobe light
 - Forestry 1: OK
 - Engine 5: No p.m. report submitted.
- *Asst. Chief Day* made a motion to allow one signature to approve the pay sheet for the clerk. This was seconded by *Asst. Chief Hamilton* and carried on a 5-0 vote.
- *Asst. Chiefs Hamilton* and *Hobin* reviewed the blueprints for the new Tower. Comments or concerns were noted.
- *Capt. King* reported the hose repair tool housed at Station 2 is missing. Board members will have each station checked and will check with *Jeffrey Dore* to see if he knows where the item is.
- *Chief Rudge* reported the grille for Engine 2 is still not in. *Dorenzo's* paid for the item but still has not received it.
- *Steven Piscitelli* can proceed with the replacement of the front door at Station 2.

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- Asst. Chief Gasco told the Board the new dolly for Rescue 1 worked well getting the boat into the water but hauling it out was more difficult. Gasco devised a method that worked well.
- Asst. Chief Hamilton and Jeffrey Dore will prepare a schedule for visits at the schools during Fire Prevention Week.
- Chief Rudge reported that Engine 2 was able to draft at the dry hydrant on Singletary.
- The Field Day Committee asked if the Board would purchase trophies and staff T-shirts for the event. Asst. Chief Hamilton made a motion to purchase staff T-shirts and trophies for the Field Day. This was seconded by Asst. Chief Hobin and carried on a 5-0 vote.
- Linda Gosselin told Chief Rudge that the CPR/First Responder cards were sent with the invoice for the classes. The cards cannot be located. Chief Rudge spoke with Ms. Gosselin about CPR/First Responder training. Chief Rudge will check to see if the contract with Alert includes this training.
- Chief Rudge was appointed to the Public Safety Building Sighting Committee.
- The Board discussed confined space rescue. It was noted that Wheelabrator may have funds for rescue equipment. Board members agreed that they need to determine what other facilities need a confined space rescue team. Lt. Griffin (Worcester Fire) is willing to prepare a template to be used for agreements with those facilities and to compile a list of regulations pertaining to confined space rescue. Asst. Chief Gasco will present this at a Board meeting for review and discussion.
- Old Navy is requesting a truck to attend their Kid's Safety Event to be held on September 15, 2012. Asst. Chief Hamilton will take care of this.
- Chief Rudge told the Board that Mr. Spain said the \$6000 earmarked for pump testing can be used for plans for Station 2's building modifications.
- Board members discussed the accident with Rescue 1 hitting the overhead door arch. There was no damage to the truck and minor damage to the building.
- You, Inc. will be holding a Career Day and requested someone from the Fire Department to attend. Asst. Chief Hamilton will handle this.
- Asst. Chief Day said the outside light at Station 5 has not been installed. The extra siding will be stored at Capt. Piscitelli's garage.
- The wiring on the pole in front of Fire HQ has not been corrected yet.
- Asst. Chief Day will try to get quotes for paving at Station 5.
- FF. Mike Sciascia has turned in his uniform. Lt. Krumsiek has not picked up his new uniform yet.
- Ken's Heating can remove the oil from Fire HQ for about \$500. Chief Rudge will look into other options.
- The violation sent to 33 Sutton Road has not been paid. The receipt for the registered letter has not been returned. The Fire Department will look into what the next steps are.
- A violation was issued to the owner of 7 Burbank Street for a lack of smoke and carbon monoxide detectors. No fine was assessed. An inspection done on the following day found the detectors were in place.
- A violation was sent to 358 ½ Greenwood Street for illegal burning. No fee was assessed.
- Capt. Piscitelli questioned the mutual aid policy for responding to Grafton. The dispatcher toned both E3 & E5 for a recent call. Piscitelli thought a change was made to send only E5. This brought about discussion of other mistakes being made by the dispatchers. It was suggested that Sgt. McFaul, dispatcher coordinator, meet with the Board to go over the dispatching manual. After further discussion, it was agreed to ask the dispatchers to please review the manual.
- Asst. Chief Hamilton told the Board that the recruits do go through live burn training while in District 7.

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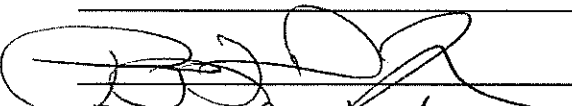
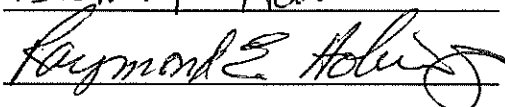
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- Asst. Chief Hamilton said the State may replace the entire light unit/guide wire at Station 3. This is still being investigated.
- Asst. Chief Hamilton said he needs to work on programming the laptop for the Rescue.
- Tom O'Connell is willing to do the pump tests.
- The ID cards are not ready yet. Board members will try to contact Ray Meade for an update.
- Hard suction for Engine 1's portable pump is needed. Asst. Chief Day will pick this up when he picks up Engine 5's new pump.
- Asst. Chief Hamilton will order white shirts for the chiefs for Field Day.
- Asst. Chief Hamilton told the Board he submitted a proposal to the SAFER Grant for 10-sets of turnout gear and 10-Class B uniforms.
- Board members agreed to post a notice to fill the lieutenants positions at Fire HQ. Interviews will be held on 8/13/12. Sign-up sheets will be posted for each truck (Aerialscope and Rescue 1) and candidates can apply for both positions.
- Asst. Chief Hamilton gave the Board an update on the court proceedings involving Robert Giannette. The case was continued until 9/22/12. Board members were asked what they wanted from the proceedings other than the return of all fire department gear. It was suggested that a monetary penalty be implemented. No final decision was made.
- Asst. Chief Hobin recommended suspending all live burn training until a policy is prepared and put in place. Asst. Chief Hobin questioned what the men were learning from the drill and that one person received a minor burn. Hobin stressed that all gear should be inspected and that instructions should be in place before live burn training is done again. It was agreed to inspect all gear on August 5, 2012 and that gear should be inspected monthly. It was decided to add this item to the monthly P.M. sheets.
- Asst. Chief Hamilton noted that FF. Lizotte and FF. Mitchell need new gear.
- Asst. Chief Hobin said he attended the recruit training at the Mass. Firefighting Academy. He said the place is impressive and that both recruits did well on that day.
- Asst. Chief Gasco needs to get gasoline for the generator at HQ since it has not been converted to natural gas yet.
- Asst. Chief Gasco is compiling information regarding confined space training.
- Asst. Chief Gasco asked if you have to be certified to do the pump tests. He was told you don't have to be certified and that the tests will be done in-house.
- Asst. Chief Gasco suggested holding quarterly officers meeting. He felt this keeps the lines of communication open. Discussion took place. This will be considered again.
- Lt. Strzelecki took a buy out from VFIS. Board members questioned what this meant and how it affected Strzelecki's status. VFIS will be contacted for an update.

Asst. Chief Day made a motion to adjourn. Meeting adjourned at 9:30 pm.


Richard P. Howl

Raymond E. Hobin