

MINUTES

Page 1 of 4

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

Date: November 16, 2015 Time: 6:30 P.M.
Present: Chief Hamilton, Asst. Chief Rudge, Asst. Chief Gasco,
Asst. Chief Piscitelli, Asst. Chief Silver
Absent: None

Minutes from 11/2/15 were approved. Invoices were signed. Account balances were reviewed. Mail was read.

6:45 P.M.-FF. WALTER SWENSON- PUMP OPERATION TRAINING

FF. Swenson presented the Board with an outline of the way he would conduct pump training. Company officers would continue to help with training on Monday nights. The course consisted of 8 classes that included classroom as well as "hands on" training. The eighth class would include final testing-with FF. Swenson doing the test. Results would go to the Board of Fire Engineers who would give final approval. Board members told FF. Swenson he did a good job preparing the outline. A few changes were made and FF. Swenson was told to forward any attendance issues to the Board. Also, all correspondence is to go through the Board. Asst. Chief Piscitelli made a motion to appoint FF. Swenson as the pump training instructor. This was seconded by Asst. Chief Gasco and carried on a 5-0 vote.

A.L.I.C.E. RESPONSE

Board members reviewed the changes made to the A.L.I.C.E. response. This included staging positions for the apparatus. After some discussion, Asst. Chief Gasco made a motion to accept the A.L.I.C.E. Response as revised. This was seconded by Asst. Chief Silver and carried on a 5-0 vote. This response becomes Standard Operating Guideline #29 and will be distributed to all stations.

RULES & REGULATIONS REVISIONS

Board members discussed revisions to the Rules & Regulations for the Fire Department. Chief Hamilton suggested replacing an assistant chief with a "deputy chief". The deputy chief would be second in command. Discussion took place. Asst. Chief Silver made a motion to accept changing one assistant chief position to a deputy chief. This was seconded by Asst. Chief Piscitelli and carried on a 5-0 vote. Revisions will be reviewed again at the next meeting.

PRE-INCIDENT PLANS

The pre-incident plans (PIP) for the Elmwood Street School and the R. E. Shaw Elementary School were reviewed. Questions were answered. Asst. Chief Piscitelli made a motion to accept the PIP for the Elmwood Street School. This was seconded by Asst. Chief Gasco and carried on a 5-0 vote. Asst. Chief Gasco

MINUTES CONTINUED

DATE 11/16/15 BOARD OF FIRE ENGINEERS Page 2 of 4

made a motion to accept the PIP for the Shaw School. This was seconded by Asst. Chief Rudge and carried on a 5-0 vote.

OLD & NEW BUSINESS

- Chief Hamilton told the Board an A.L.I.C.E. drill was done at the Elmwood Street School with just the teachers. It went very well and showed some issues that needed to be addressed.
- Asst. Chief Gasco is trying to finalize the live burn training for November.
- Chief Hamilton gave the following truck repair report:
 - Engine 1: cracks under cab, wye at pump leaking, water tank level gauge not accurate, high beams do not work, radio issues, PPV fan needs low oil switch.
 - Tower 1: All set
 - Rescue 1: out of service at Minuteman
 - Engine 2: no monthly report
 - Engine 4: no monthly report
 - Hose 1: no monthly report
 - Engine 3: truck generator out of service, #2 crosslay piping leaking, 2 ½" nozzle leaks, water tank fill gauge issues, compartment lights out
 - Forestry 1: Passenger tail lights out
 - Engine 5: right side light bar rotator, passenger side rear lower compartment spring worn out, tire air pressure issues.
- Town Mechanic serviced Hose 1 and replaced fuel lift pump on Engine 5.
- Board members went over the changes proposed for the Master Box Policy. The Fire Department would issue permanent ID's to the technicians instead of a short arm. They are to call the business office when taking a box off line and call again when the box is back on line. Technicians who do not have an ID will still have to contact the Police Dept. and wait for fire department personnel. Discussion took place. Asst. Chief Rudge made a motion to accept the new procedure. This was seconded by Asst. Chief Gasco and carried on a 5-0 vote. A new training class will be scheduled and ID's will be issued to those who have already gone through the class.
- The Board discussed the ID machine purchased by Emergency Management. Steve Kosiba will be asked about using the machine for Fire Dept. ID's. Asst. Chief Gasco is finishing up the few ID's that need to be done.
- Chief Hamilton spoke with Scott Garland about finishing up the SCBA's. Garland said the regulators for the Tower have been shipped. He will pick up the bottles and complete the RIT packs this week. He will also change the screws in the remaining packs. The Board would like to set a deadline for getting everything done.
- Chief Hamilton wants to schedule a date to do training on the new accountability system. This will be done for the Board and passed on to the company officers. It was agreed to do this on 11/30/15. Asst. Chief Gasco

MINUTES CONTINUED

DATE 11/16/15

BOARD OF FIRE ENGINEERS

Page 3 of 4

- will contact Firematic to be sure the new laptop is programmed and ready before the training.
- Minuteman informed Chief Hamilton they are waiting for authorization from Pierce to do adjustments to the new shelf. Rescue 1 has been at the shop for a week. Chief Hamilton told them he wants the truck back if the repairs can't be done soon. Minuteman said the truck should be ready by 11/19/15.
 - Chief Hamilton commended Asst. Chief Gasco for the work he did in the boiler room. He did a good job installing the shelving for SCBA equipment. Asst. Chief Gasco said a new lock has been installed and keys are in the office.
 - Chief Hamilton told the Board he did liquor license inspections last week with the Building Inspector. All except two places had minor items to address. The Calabria and Feng's Asian Bistro will be notified of the items that need to be corrected before the occupancy permits are approved. Chief Hamilton said it appeared there were people sleeping in the storage room at Feng's. He will address this in a separate letter.
 - The portable for Rescue 1 is available but the truck is at Minuteman.
 - Asst. Chief Silver said the inspections at the mall are nearly complete. The inspectors did the Cinema together but a follow-up needs to be done. Chief Hamilton will do this with the Building Inspector.
 - Asst. Chief Rudge asked about honoring the Stratford family for their donation. Chief Hamilton said he considered having a plaque made acknowledging the donation and placing it in the SCBA room. The family would be invited to attend. Discussion took place. Board members agreed this was a good idea. Chief Hamilton will order a plaque.
 - Asst. Chief Rudge contacted Property Alternatives for an updated tenant list for 175 West Main Street.
 - Asst. Chief Piscitelli said the door at Fire HQ will be installed the day after Thanksgiving. Windows for Station 2 will be ordered after that.
 - Chief Hamilton said the Fire Department requested and received two animal rescue kits as a result of attending a BART (Basic Animal Rescue Training) class with Asst. Chief Silver. The kits are being offered at a discount price of \$462. The Ladies Auxiliary will be asked to pay for one. The other will come out of the Fire Department budget.
 - The Ladies Auxiliary will be holding a meat raffle on 11/21 at 2:00 p.m. at the St. Charles. Notice will be sent to all members.
 - Asst. Chief Rudge asked if a notice was sent about last week's food drive. A notice was not sent, but the event was advertised on Facebook and in the Chronicle.

MINUTES CONTINUED

- Chief Hamilton said the food drive was a great success. Based on this, he issued a challenge to the Police Chief for a toy drive. This is scheduled for 12/6/15.
- Chief Hamilton told the Board a new set of plans was received for Jessica J Extension. Comments are due on 11/23/15.
- Asst. Chief Silver is waiting for a list of items needed for a fire investigation kit. He would like to provide Detective Cadrin with a helmet, coat, and boots. It was agreed that if the Police Department does not provide the equipment, the Fire Department will use surplus equipment.
- Asst. Chief Silver asked about a battery operated set of JAWS for Engine 3. Discussion took place. He was told that the JAWS would be part of the specs when the truck is replaced.
- The Board received an invoice from Mechanical Air Control for replacing tank gauges on the tanks at Station 2 and Station 3. The invoice was excessively high. Chief Hamilton will contact the company and the Town Manager since this is the second incorrect invoice received.
- Chief Hamilton and Asst. Chief Silver will attend a Solar Panel seminar on 11/17/15 in Grafton. Asst. Chief Silver signed up for an on-line solar panel class offered by the Mass. Academy.
- Chief Hamilton updated the Board about the last meeting of the Public Safety Complex Sighting Committee. The group will tour combined buildings in Paxton and Holden and fire department buildings in Grafton and Westborough. The next meeting is scheduled for 12/2/15.

Asst. Chief Piscitelli made a motion to adjourn. Meeting adjourned at 8:30 p.m.








