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STAFF MEETING MINUTES

February 4, 2013

Chiefs: Call, Eppler, Landry
HSO: Hammick
Captains: Andresen, Crespo, Landry, Lucas, Maguda, McKinney, L. Muniz, Shepard, Solito
Firefighter: St. John
Communications: Fisher
Ambulance: Gauthier
Engineer: Mylek
Fire Police: Fluckiger
Special Members: Carpenter, Galley

The meeting was called to order at 7:00 p.m. by Chief William Call. Motion was made/seconded (Lucas/Solito) to accept the January Staff Meeting Minutes.

Training Report:

- Training Committee Report for January 17, 2013 is attached.
- Drill Schedule for February is attached.
- Operations and Training Report for February is attached.
- Target Safety lists were distributed. Captains are asked to review/confirm that information is correct for their members. Return to A/C Eppler by March Staff meeting at the latest.

Administration Report:

- Blue light permit certification forms were distributed and are due back @ the March Staff Meeting.
- Swearing in Ceremony at Banquet (get badges to AC Landry ASAP).
- Promotion - Charlie Konarski to Lt of Fire Police.
- Duty Officer List (attached)

MEMBERSHIP:

LOA:

Steven Neal - 1yr (personal)
Muhammad Khan - 1yr (personal)

Transfers:

Cory LaFontaine detailed to ET 141 until July 2013

Company Assignments:

Antil, Zach - ET 341
Cormier, Kyle - E 441
Millett, Darryl - E 441
Schnetzer, Timothy - ET 141
Spagna, Joshua - ET 441
Stone, Mitchell - ET 141

Captains are to welcome the new members to their companies. Please extend invitations to the banquet.

Chief Call reiterated the format change of the Staff Meeting. Staff Meeting activities will be held between 18:00 – 19:00. Officer Training will be held immediately following.

Health & Safety:

- SCBA Opening was discussed. A highly motivated individual is sought to fill the vacancy created when Capt. Lavoie moved out of state.
- 2010 FEMA Grant – Rehab tent was purchased and has been received. It will be located on S-241 and will hopefully go in service in the spring.
- Employee ID forms need to be completed and returned. Cory Lafontaine is planning to have photo's taken for ID's next Monday, Station 141 beginning @ 6:30. All members are required to obtain new photos. An email will follow.

- Driving complaints are on the increase. Members are reminded that lights and speed should be monitored based on the type of call that is being responded to.
- Members are reminded that for safety purposes a barrier truck be placed at scenes to protect and shield people from oncoming traffic.
- SCBA masks are disappearing from apparatus. They are \$250 each and should be closely monitored.
- Chris' work schedule has changed to second shift for the foreseeable future.
- LOSAP has been submitted.
- With the promotion of Jon Andresen to Captain, the Junior Advisor position needs to be filled. The Executive Board is planning to advertise.
- A brief discussion was held regarding relationships within the membership. Senior members should be cautious of time spent with junior members. Be aware of the appropriateness of your actions and remember that you represent the department.

Fire Marshal: attached.

- Amerbelle power is supposed to be shut off. Chief Call informed there are unauthorized people in the building. The Police Department has been alerted and is monitoring the building. They are searching for unsecured entrances. This is an ongoing problem. There was a water main issue and doors are not secure. There is no sprinkler active @ Daniels Storage. This building is also very dangerous.
- Troutstream Drive has a broken water main.
- Block Buster had a sprinkler break and also has no sprinkler.
- Knox Box access on the trucks should be checked by Captains/members. Any action taken to the box is recorded and members should be familiar with coding to gain access to their units.

EMD: No report.

Communications:

- Pager inventory of all members is needed. Please get to Jack ASAP.
- Apparatus headsets are going to be purchased one truck at a time. ET-241 will get a wireless set. Each apparatus will receive 4 headsets + 1 wireless set.
- Property stickers for pagers are being considered. There have been instances of missing/returned pagers that are not easily identifiable for return. All alpha pagers must be turned into Jack before moving to someone else for re-programming.

Chief Engineer:

- UTV 441 is @ Public Works for new charger/battery install. The UTV will be stored on the trailer @ Rescue 441 bay.
- Tower 141 will be the next piece to go out. Private vendors will also be needed for the repair.
- ET-441 was unplugged and batteries are dead.
- Nine vehicle reports are missing this month.
- Ambulance has been moved to the upper bay.
- R-441 needs a remote door control.
- Pump testing will be done in March. A certified apparatus mechanic is needed to complete.
- ISO non destructive testing quote is needed for T-541 aerial testing. ISO has also provided a list of equipment that should be carried on apparatus. Re-inventory of apparatus will be conducted later this year for bar coding.

Technology:

- PC's are on order.
- All print issues should be resolved.
- Firehouse printing configuration in the Exec. Office is an issue.
- New Captains who desire remote access should contact Dave Galley.
- Station 441 Firehouse Software Class for new members was recently conducted. Dave Galley is available for any company requiring training.

Uniforms: No Report

Old Business:

- Station 441 items are missing and Association Room issues need to be addressed. Officers of the station are requested to take care of the problems.
- Station 141 rear stairwell is blocked and must be cleared ASAP.

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New Business:

- The old ET-141 is now referenced as ET-641.
- The next Staff Meeting for payroll submission is underway. Captains are requested to accurately report the activity of members. Amount of pay should be reflective of the actual amount of time given by the members.
- Central Supply Report & Form is attached.
- An email will follow regarding guidelines of communication for the Good & Welfare Committee. Dick Bowman has reported that notification is not being reported.

Upcoming Events:

- Manchester FD 8th District, 125th Anniversary Parade on October 13th.
- Andover Fire Brigade 6/22, 75th Anniversary.
- Banquet tickets have been distributed.

Good & Well Being: None

The meeting was adjourned @ 8:05 p.m.

Respectfully submitted,



Diane Carpenter, Secretary

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