

# MINUTES

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

Date: July 6, 2020

Time: 6:30 P.M.

Present: Chief Hamilton, Deputy Chief Gasco, Asst. Chief Piscitelli,  
Asst. Chief Silver, Asst. Chief F. King

Absent: None

Invoices were signed. Minutes from 6/15/20 were approved. Mail was read.  
Account balances were reviewed.

One June 29, 2020, Chief Hamilton arranged to have a fire apparatus parade drive by Fire HQ's to honor Deputy Chief Rudge as he retired. Deputy Chief Rudge had a smile from ear to ear as the trucks and family members rode by.

Board members welcomed Francis B. King as the newest member of the Board.

### **TOWN MANAGER-JAMES KELLEY**

Acting Town Manager James Kelley and Human Resources (HR) Administrator Justine Caggiano met with the Board to review the social media event that happened on 6/22/20. Mr. Kelley would like everything coordinated through HR. He said events like this could be an insurance liability for the Town, and there is a process to follow when someone resigns or is dismissed. Everything needs to be documented in writing and should go through HR. Mr. Kelley is the contact person for news media outlets looking for comments. A unified message needs to be given to the public and he will handle that. Anything legal would go through HR and not the Fire Department. Chief Hamilton asked about the Town's Social Media Policy. Ms. Caggiano said it will go before the Select Board on 8/14/20 for review and/or approval. In closing, Mr. Kelley told the Engineers not to hesitate to reach out to him or Ms. Caggiano for any HR questions or concerns. He also noted that this is the best and best-run fire department he has seen. The Town is getting more than their money's worth. Board members thanked both Mr. Kelley and Ms. Caggiano for their support and for meeting with them.

### **REORGANIZATION OF THE BOARD OF FIRE ENGINEERS**

Francis King was appointed to the Board effective 7/1/20. The Select Board will do remaining appointments on 7/14/20. Chief Hamilton asked for a motion to reorganize so Mr. King could be assigned a position on the Board. Asst. Chief Gasco made a motion to appoint Richard Hamilton as "chief engineer". This was seconded by Asst. Chief Silver and carried on a 5-0 vote. Asst. Chief Piscitelli made a motion to appoint Brian Gasco as deputy chief. This was seconded by Asst. Chief Silver and carried on a 5-0 vote. Asst. Chief Silver made a motion to appoint Steven Piscitelli as first assistant chief. This was seconded by Deputy Chief Gasco and carried on a 5-0 vote. Deputy Chief Gasco made a motion to

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1, Gordon Siebenhaar as lieutenant of Rescue 1 and all firefighters and recruits assigned to Fire Headquarters. This was seconded by Asst. Chief Silver and carried on a 5-0 vote. Before reappointing personnel at Station 2, the Board discussed and agreed to hold off appointing a captain until interviews could be done. Asst. Chief King then made a motion to reappoint Joseph Kosiba as lieutenant of Engine 4, Steven Kosiba as lieutenant of Engine 2 and all firefighters and recruits assigned to Station 2. This was seconded by Deputy Chief Gasco and carried on a 5-0 vote. Asst. Chief Silver made a motion to reappoint Walter Swenson as captain of Station 3, Brian Dalton as lieutenant of Engine 3 and all firefighters and recruits assigned to Station 3. This was seconded by Deputy Chief Gasco and carried on a 5-0 vote. Asst. Chief Piscitelli wanted to hold off on the lieutenant's position and leave it open for now. Asst. Chief Piscitelli then made a motion to reappoint Mark Strom as captain of Station 5, Andrew Krumsiek as a firefighter, and all firefighters and recruits assigned to Station 5. This was seconded by Asst. Chief Silver and carried on a 5-0 vote.

### **APPROVAL OF ONE SIGNATURE FOR CLERICAL PAY**

Deputy Chief Gasco made a motion to allow one signature to approve the payroll for the clerk in the office. This was seconded by Asst. Chief Silver and carried on a 5-0 vote. All other payrolls, invoices, vouchers will require at least three signatures for approval.

### **REVIEW QUARTERLIES**

The Board reviewed the quarterlies for the second quarter. Deputy Chief Gasco said he likes to see everyone respond to at least 20% of the calls. He had concerns with three members at Fire HQ. He will have Capt. Newlands speak to them. Asst. Chief King said he will speak to Brian Coppola about his commitment to the Fire Department. Otherwise, he was satisfied with Station 2's attendance. Asst. Chief Silver said he would like to see the company officers improve their attendance. Asst. Chief Piscitelli had major concerns with the lieutenant's attendance at Station 5. He asked that FF. Krumsiek meet with the Board to see if he really wants the position. He will also speak to the rest of Station 5 about stepping up their attendance since openings (officers) will be coming up next year. FF. Krumsiek will be scheduled to meet with the Board on 8/3/20.

### **CAPTAIN'S POSITION AT STATION 2**

The Board reviewed the letter from Station 2 recommending that Joseph Kosiba be appointed as Captain and Ray Peare be appointed as Lieutenant of Engine 2. Discussion took place. It was agreed to post the captain's position at Station 2 and hold interviews on 8/3/20.

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### **LIEUTENANT'S POSITION AT STATION 2**

The Board will hold off on the lieutenant's position until the captain's position is filled.

### **OLD/NEW BUSINESS**

- Chief Hamilton notified the Board and the Acting Town Manager that Congressman McGovern would visit Fire Headquarters tomorrow at 2:30. Chief Hamilton arranged to have the new Engine 1 brought to the station since Congressman McGovern supported Millbury's AFG for the funds to purchase the truck.
- Board members gave Chief Hamilton their vacation schedules. Deputy Chief Gasco will have surgery on 7/14/20 and may be out of commission for two weeks. The Board agreed to a Summer meeting schedule as follows: August 3, and September 14.
- Chief Hamilton said \$7900 was cut from Salaries for FY21 and \$5000 from Other Expense.
- Two articles were approved at Town Meeting. One for design plans for a new Fire HQ (\$315,000) and one for construction permits for the new building (\$350,000). Acting Town Manager Kelley suggested forming a Building Committee. Chief Hamilton would like to include members from the Siting Committee and the Board of Fire Engineers. Discussion took place. Deputy Chief Gasco made a motion to form a Building Committee with the five-members of the Board and 4 members from the Siting Committee. This was seconded by Asst. Chief King and carried on a 5-0 vote. The Board agreed the Committee could be expanded if needed. Chief Hamilton will check to see if the contract with Context is still valid.
- MPC will fix the water pipes at Station 3. Many are leaking.

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- Chief Hamilton reported that both new trucks are essentially done. Engine 1 will be at Fire HQ tomorrow for pictures.
- A second elevator at 95 Elm Street has been installed. It is usable but has not been "signed off". There is a 2-hour rated refuge room on each floor near the elevator entrance that can be used in case of fire. The room also contains a phone.
- Chief Hamilton told the Board the Fire Department was awarded a FEMA COVID grant in the amount of \$9,160. This will be used to purchase decon pacs for each truck, N95 masks, and coverall suits.
- Linda Gosselin will resume using Station 2 to finish the training class she was conducting before COVID19. She may request the use of Station 3 for future classes.
- The Board discussed donating the old Engine 3 to the Dominican Republic. A Millbury resident can arrange the donation at no cost to the Town. The Board agreed to send a letter to the Select Board asking for permission to proceed with the donation.
- Chief Hamilton told the Board a new street has been added. Sayles Street will start at 27R Lincoln Avenue Ext. and run to Chestnut Street. Two houses will be built on the street. Notice will be sent to all stations.
- Chief Hamilton asked Asst. Chief Silver to start to prepare a plan for the Fire Prevention Program and to consider options if schools do not open in the Fall. Asst. Chief Silver will work on this.
- Chief Hamilton attended a zoom meeting that reviewed the work done in and around the Town Common. The project is moving along and should be done by December. Water lines were replaced and new traffic lights will be installed that include opticons. Roads will be repaved in the Spring. Laurie Connors is applying for funds for phase 2 of the beautification project. This will start from Harris Place down to the McGowan Bridge.
- The field at the High School is being refurbished now.
- Chief Hamilton got a call from Peter Raymond complaining about the fire alarm horn at Fire HQ. Chief Hamilton asked him to meet with the Board to review his concerns, but Mr. Raymond did not get back to the Chief.
- Asst. Chief Piscitelli asked about Neal Morrissey returning his equipment. Discussion took place. It was agreed that Asst. Chief Piscitelli would reach out to him one more time before involving the Police Department.
- Asst. Chief Silver asked about ordering the gear rack for Station 3. This was approved at a previous meeting and the order will be placed.
- Asst. Chief King said Station 2 needs masks and wipes. Chief Hamilton will provide both.
- Asst. Chief King said he would like to have Station 2 sealed. It hasn't been done in years and used to be done yearly. No final decision was made.

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- In closing, Regina Markey announced that she will retire on 7/31/20 after more than 30 years with the Town. Board members extended their congratulations and well wishes. (I will miss you all!)

Asst. Chief King made a motion to adjourn at 20:00.

Rich P. Hall  
Regina A. Markey  
St. P. Markey  
Ch. A. Sil. Jr.  
Francis B. King  
BOARD OF FIRE ENGINEERS

Regina A. Markey, Head Clerk