

Dover Board of Fire Engineers

May 9, 2022

4:30pm

Minutes

Meeting held in Dover Fire House

Board Members Present: Ford Spalding & Kate Cannie in Person
Jim Dawley by Zoom
Officers Present: Chief Paul Luttazi, Deputy Chief Edward Kornack
Others Attending: Inspector David Tiberi

Ford Spalding called the meeting to order at 4:30pm

The Minutes of April 4, 2022 were approved by roll call vote.

The following Department vouchers were reviewed, approved by roll call vote and Signed:

Fire	\$ 7,121.30
Fire	\$79,884.38 For Station Diesel Exhaust System
Ambulance	\$ 1,453.71
Ambulance	\$ 322.81

Officers Report: 24 Fire Calls & 23 Ambulance Calls for the month. The Chief met with the Westwood Chief to review running order for calls for specific streets in Dover. The Chief reviewed the Departments Apparatus listing as related to estimated scheduled future replacements. The station exhaust system is installed, and all vehicles have been retrofitted to accept the connection. The Board toured and inspected the system. The Chief informed the Board that the Ambulance transported former Chief Pete Sherman to the Needham Beth Israel Hospital after a fall. He is home recovering. The Deputy informed the Board that the Department will be doing training in the current Caryl Community Center as it has been vacated in preparation for the Towns construction project. The Chief informed the Board that every call to the station requesting Ambulance / EMT services has been responded to in accordance with Department procedures. Ford Spalding notified the Board that he invited Dr. Stephen Kruskal of the Dover Board of Health to attend our June 6 meeting to discuss our Ambulance services to the town.

The Board met with Chief Paul Luttazi for the Fire Chiefs annual Performance Review in accordance with the Towns Personnel Policy. The Chiefs FY22 Self-Assessment of the FY22 Goals were reviewed and accepted as Outstanding achievements under the Chiefs leadership. His Performance Appraisal was met with the same results by all Engineers.

FY22 Self-Assessment Based on Goals

1. Oversee and manage the installation of the Diesel Exhaust System in the Fire Station.
2. Increase daytime stipend for EMT's to address ongoing staffing challenges.
3. Oversee and manage EMS operations with assistance of Ambulance Coordinator Tim Surgeon.

4. Fill vacancies in Officer Staff.
5. Remove surplus equipment through Town approved online auction site for sound fiscal management.
6. Reviewed and revised fire department guidelines and create new comprehensive hiring procedures.
7. Stated, wrote and approved a new firefighting training program run by Lt. Lou Reinemann.
8. Hired five (5) new firefighters and one (1) EMT.
9. Applied for grants for new AED and radio equipment.

FY23 Goals

1. Develop strategy for increasing staffing for A1
2. Evaluate options to increase daytime stipend for EMT's to help increase A1 staffing.
3. Implement into service fire department guidelines and new comprehensive hiring procedures.
4. Continue to remove surplus equipment through Town approved online auction service.
5. Review department firefighting equipment and formulate a plan for its replacement and upgrade.
6. Continue to seek grant opportunities for replacement of equipment and training.
7. Upgrade communications equipment with installation of new repeater on the fire tower.

The meeting was adjourned by roll call vote at 5:35pm

Our next meeting is June 6 @ 4:30pm in the Fire House.

Respectfully submitted
Ford Spalding
Chair Board of Fire Engineers