

Dover Board of Fire Engineers

June 16, 2021

400pm

Minutes

Meeting held at the Dover Fire Station in the Meeting Room.

Board Members Present: Jim Dawley, Kate Cannie & Ford Spalding

Officers Present: Chief Paul Luttazi

Others Attending: None

Mr. Spalding called the meeting to order at 4:00pm

The Board Members met with Chief Luttazi for his 2021 Performance Appraisal. The Chief presented his Self-Assessment as the interim Fire Chief appointed November 3, 2020, and appointed permanent Chief on May 11, 2021. The Board acknowledged the Departments accomplishments under Chief Luttazi: Managed the Department under the CPVID pandemic. Operated the Department with a reduced Command Staff.

The Board along with Chief Luttazi reviewed his FY22 Goals for the Department:

- Fill Officers vacancies
- Over see Diesel Exhaust System installation and training
- Surplus equipment removal from station
- Install new dryer
- Have Officers more involved with training & maintenance. Have officer monthly meetings
- Schedule EMT's on daytime duty

The Board along with Chief Luttazi completed Chief Luttazi's FY 2021 Performance Appraisal. The Board agreed that his performance was "Outstanding" in all areas observed by the Board.

The Board agreed to immediately move forward with the process of appointing a department Deputy Fire Chief and Ford Spalding will contact Kate O'Brien to start that process. The Board would also like to move forward filling future vacancies for the Lieutenant position after a Deputy is appointed. The question is our last interviews for that position was March 23, 2021, six months from then is September 23, 2021. Would we need to readvertise and interview, or could we select from that pool of candidates? Ford Spalding will consult with Chris Dwelley.

The Next Meeting of the Board has been moved to July 6, 2021 @ 4Pm at the Station.

Respectfully submitted,
Ford Spalding, Chair

