

Board of Engineers Meeting Minutes

Date: June 18

Time: 1:00 PM

Location: 273 Main Street

Meeting Called By: Board of Engineers

Attendance

- Assistant Chief Haskell
 - Assistant Chief Smith
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Call to Order

The meeting was called to order at **1:00 PM**.

Executive Session

A motion was made to enter Executive Session in accordance with the Massachusetts Open Meeting Law. The Board entered Executive Session at **1:01 PM**.

Executive Session was adjourned at 1:15pm, and the Board returned to Open Session.

Correspondence

- The Board received a letter from the **American Legion** expressing its appreciation for the department's assistance in restoring its flag following a recent storm.
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Old Business

Engine 1 Damage

Discussion continued regarding the damage sustained to **Engine 1**.

Firefighter Bennett completed his inspection of the vehicle on **June 30** and will present his findings to the Board following his review.

Motion made and Carried 2-0-0
Chief [Signature] for the [Signature]

New Business

Acting Captain – Fire Prevention

Discussion regarding the appointment of an Acting Captain for Fire Prevention was tabled until additional information is available concerning the Assistant Chief promotional process.

Career Firefighter Appointment

The Board discussed the process for drafting an offer letter for a new career firefighter, including concerns regarding the current staffing vacancy status.

A motion was made to **offer Kyle Geggett the position of Career Firefighter**, contingent upon the successful completion of all pre-employment requirements and graduation from the Massachusetts Career Fire Academy.

Administrative Office Vacancies

The Board discussed the current office staff vacancies at **315 Main Street**. A request was made to place this matter on the Prudential Committee agenda for further discussion.

Member Reports

- Members discussed potential grant opportunities that may benefit the department.
 - Retired Firefighter Braley recommended developing clear job descriptions for future office staff positions to better support Fire Prevention and other departmental administrative functions.
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Adjournment

There being no further business, the meeting was adjourned at **1:57 PM**.