

# BRANDON FIRE DISTRICT NO 1

## Prudential Committee Meeting – July 1, 2021 – 6:30 PM

**Present:** Bill Moore, Dennis Reisenweaver, Jon Wyman

**Also in Attendance:** Seth Clifford, Raymond Counter, Tom Kilpeck, Kyle Hutchins, Brian Kilpeck

- 1) **Call to Order**  
Bill Moore called meeting to order at 6:36 pm.
  - a) Agenda Adoption – Dennis Reisenweaver made motion to adopt agenda. **Motion passed 3-0.**
- 2) **Fiscal**
  - a) **Warrant – Fire Department** – Motion by Dennis Reisenweaver to approve the general fund warrant for the fire department with the exception of payment to Municipal Emergency Services. **The motion passed 3-0.**
  - b) **Warrant – Water Department** – Motion by Jon Wyman to approve the general fund warrant for the water department. **The motion passed 3-0.**
- 3) **Treasurer Report** – Seth Clifford presented current financial status. Motion by Dennis Reisenweaver to accept Treasurer report. **The motion passed 3-0.**
- 4) **Water Department Report**  
Risk & Resilience Assessment for the water system has been completed and certification has been sent for compliance. Update of the emergency response plan will be due by 12/31/2021. This will require additional input from the board and fire chief. Work efforts are on-going with the O&M manual. We are waiting to hear from well driller regarding the Basin Road project. Raymond Counter reported that he attended classes for cybersecurity and for compliance with AWIA this past month. Additional training for asset management will be held for the next 3 months. Training of the new assistant water operator is on-going. We will need to have signatures for grant/loan application for water system engineering by no later than July 15<sup>th</sup>. Dennis Reisenweaver made motion to approve water department report. **Motion passed 3-0.**
- 5) **Fire Department Report**  
Chief Kilpeck reported that it has been a busy month with various types of calls. The ladder truck has been repaired, tested and is back in service. Physicals have been completed for 20 members. The department has purchased new software for incident reporting and it has many other useful information tracking benefits. The aerial ladder was inspected today with no reported issues. Members are working on recertifications for FF-1 & FF-2. The department received a letter of resignation from Nick Audet who has moved out of the area. Dennis Reisenweaver made motion to approve fire department report. **Motion passed 3-0.**
- 6) **Public Comment**  
None
- 7) **Old Business**
  - a) Personnel Policy - Motion by Dennis Reisenweaver to table item until next regular meeting. **The motion passed 3-0.**
  - b) Job Description - Raymond Counter presented for review and approval a job description for the new assistant operator position. Dennis Reisenweaver made motion to adopt the job description for water operator. **The motion passed 3-0.**
- 8) **New Business**
  - a) Retirement – Dennis Reisenweaver asked for this item because he would like to see some sort of incentive program or inquire about options for retirement regarding the firefighters. This will be explored further and discussed at future meetings.
  - b) Liability- Dennis Reisenweaver expressed concerns that our liability insurance may not cover us during certain activities. Kyle Hutchins spoke of the relationship between the Dunmore Hose Company and the Fire Department. There may have to be an additional policy purchased during some fund-raising activities. Dennis will make an inquiry with our insurance provider for clarification.
- 9) **Executive Session**  
None
- 10) **Adjournment**  
**Motion** by Jon Wyman to adjourn at 7:51 pm. **The motion passed unanimously.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, August 5<sup>th</sup> at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter  
Clerk for the Board