



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
207-345-3305
www.minotme.org

Minot Fire Department Workshop

Minot Town Office
Tuesday, May 9th, 2023
6:00 pm
Minutes*

Minot Fire Department Workshop

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, Matthew Callahan, and William Perry

Staff: Sara Farris (Clerk) and Danielle Loring (Administrator)

Fire Department: James Allen, Joshua Conklin, Dean Campbell, Stephen French, Douglas Bishopp, Anthony Corey, Maddie Valentine, Tyler Kimball, Matthew Conklin, Patrick Francoeur, Roseanne Francoeur, Chase Gordon, and Douglas Francoeur

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:00pm and a quorum was present.

2. New Business

a. Update

i. I am Responding Launch and Training

Danielle Loring gave an update on the I am Responding System and asked for comments, concerns, and questions. There was various discussion about I am Responding.

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Minot Fire Department Workshop Minutes Dated March 28th 2023.

*Items may be taken out of order at the Chairman's Discretion.

ii. Risk Review

Danielle updated the group that the Highway and Fire Department was a part of a risk review last week and that there is work to be done in both departments. Danielle will be working with both Departments to correct the issues before initiating the SHAPE review through BLS.

iii. IT Project

Danielle is working with IT to get all departments on the same network. They are also working on bringing the phone and computer systems up to date and setting up email accounts for all Fire Department members.

3. Announce Fire Chief Appointment for 2023

Danielle stated that there was much discussion with the Selectmen and the parties involved to come up with the Selectmen's appointment. This person was chosen because of his time on the Department previously, previous experience as Minot's Fire/ Rescue Chief, and his business skills to help get the Department back up to par. She added that all current Officer positions will remain for the time being. At this time Danielle announced that the Selectmen's appointment was for Dean Campbell to be Minot's Fire/ Rescue Chief effective now until December 31st, 2023. The Selectmen will continue to work with the Department to get them what they need training and equipment wise and look towards hiring a full-time Chief in the future.

Danielle asked if there were any questions, comments, or concerns. There were various discussions about the appointment between Danielle, the Selectmen, and Fire Department members.

4. Discussion of Goals

a. Next Steps

Danielle said the next steps for the Department would include the following in no particular order:

- Hold more Workshops with the Fire Department and Selectmen.
- Create an onboarding and training process.
- Review the Department's policies and SOPs.
- Review compliance and training to avoid fines.
- Create a task force to review equipment and safety.
- Hire a Grant Writer to work on grants for the Department.

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Minot Fire Department Workshop Minutes Dated March 28th 2023.

*Items may be taken out of order at the Chairman's Discretion.

b. Member Feedback and Suggestions

There was no added feedback or suggestions from the Department.

5. Adjournment

Motion: William Perry made the motion to adjourn at 6:30 pm;
second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 6:30 pm

The Selectmen, Danielle Loring, and Sara Farris left the meeting and new Fire Chief Dean Campbell took over the meeting for the Fire Department.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Minot Fire Department Workshop Minutes Dated March 28th 2023.

*Items may be taken out of order at the Chairman’s Discretion.