**Thompson Fire Protection Advisory Committee**

**Wednesday, October 29, 2014 at 7 p.m.**

**Quinebaug Fire Station**

**MINUTES**

PRESENT: Kerstin Forrester, William Gendreau - Quinebaug Alternate, Todd Mountford – West Thompson Alternate,

OTHERS: Gene Raymond – Community Fire, Joe Donovan, Jr., West Thompson

* Meeting called to order at 7:15 p.m. by Chair, Kerstin Forrester
* Two Alternates were seated; no quorum
* Minutes of September 3, 2014 Special Meeting will be voted on at next meeting
* Citizens Comments - None
* Committee Member Comments – Todd Mountford asked why OSHA testing invoices from Shipman had not been paid. They were all reviewed and approved by Steve Bodreau and brought to Selectman’s office. Kerstin will follow up on this issue and review process with the First Selectman.
* Correspondence:
  + Kerstin had copy of a CDC guide that Steve Benoit had sent to all Chiefs and reminded the representatives present that they need to respond to Steve Benoit.
  + Meeting Schedule for 2015 must be submitted by the end of November 2014.
  + Each department must post their meeting schedules with the Town Clerk , as must the FPAC.
* Discussion of Community Day participation by fire departments – Guest Renee Waldron
  + Renee Waldron was not present however those members who had attended had the following observations re Community Day:
    - Put fire departments along the fence by the river to allow for more room and demonstrations.
    - Attendance at the fire departments’ area seemed to be less than last year; may be due to location.
    - Handed out a lot of the letters and brochures.
    - Kerstin requested reimbursement for the cost of paper, envelopes, labels and printing of the letter – total cost of $509.88
    - Kerstin donated the cost of printing the brochures - $236.
* Continue discussion of creating awareness and buy-in:
  + Review all current information available from each FD
    - Financial data – each department will start working on budgets for 2015 to provide sufficient detail for presenting to public. All departments must be totally open and transparent with their financial information.
    - Training up-dates – provide information by volunteer for up-coming training requirements
    - OSHA issues – provide inventory of all personal protective gear, years in use, and when it needs to be replaced. Provide inventory of all equipment (truck tires, hoses, etc.), years in use, when it is due for replacement.
  + Next steps to help create public awareness: use social media like Face Book. Bill Gendreau suggested the Mike Rivers would be able to help set up a Face Book page and the Justine Gendreau may be willing to help.
* Meeting Adjourned at 8:25 p.m.

Next Meeting will be held on Wednesday, November 26, 2014 at Thompson Hill at 7 p.m.

Respectfully submitted,

Kerstin Forrester, Chair