



***Town of Tyngsborough  
Board of Fire Engineers***  
TYFD PO Box 52  
Tyngsborough, Massachusetts 01879  
Office: (978) 649-7671

MINUTES OF BOARD OF FIRE ENGINEERS' MEETING

12 October 2016

Members Present: Arthur Michaud – Chair  
Raymond Ledoux – Vice Chair  
Wilfred D. Mercier – Recording Clerk  
Timothy Madden – Fire Chief  
Donald Singleton – Member

Also in Attendance: Deputy Chief Wes Russell

Members Absent: James Doster – Member

**7:00 p.m.** - Meeting called to order.

Agenda Item #1 – Review and approve 13 September 2016 meeting minutes.

Discussion: none

Raymond Ledoux: Motion to accept as corrected the minutes of the

Donald Singleton: 2<sup>nd</sup> the motion

**Vote:** 5 - 0 - 0 Passed

Agenda Item #2 – Ambulance service status review

Discussion: Chief Madden informed the board that certification was received from the State of Massachusetts for both Tyngsborough A1 and A2 and the license to operate an ambulance service at the BLS level.

License for: Oct 5, 2016 to Oct 31 2017. Future licenses will be for a two year periods.

No motion

Agenda Item #3 – Department organization, Chief Madden retiring

Discussion: Chief Madden informed the board of his intentions to retire. Chief Madden will stay on in the near-term as fire chief during the transition until a new chief is hired.

Chairman Arthur Michaud read into the minutes:

Chief Madden, It's tough to accept your decision to retire but understand that you are ready for new challenges.

You have been so persistent in your career to raise the fire department's service level and value to our residents while keeping costs inline. Your willingness & courage to explore process and organization changes has been key in maintaining the morale of our first responders. We appreciate your creativity and noticed that you were never discouraged when recommending change, regardless of your added workload resulting from these changes

Donald Singleton : Motion to post position of Fire Chief.

TYNGSBOROUGH FIRE DEPARTMENT PO Box 52

26 Kendall Road  
Tyngsborough, MA 01879  
Phone (978) 649-7671, Fax (978) 649-2301  
Fire@Tyngsboroughma.gov

Town of Tyngsborough MA seeks a Fire Chief - The Fire Chief for all intents and purposes, and in accordance with MA General Laws, reports to the Tyngsborough Board of Fire Engineers. This is a highly visible position within the Tyngsborough community. This position requires exceptional entrepreneurial, strategic and operational leadership, strong collaboration internally and externally, as well as sound financial and human capital management skills. The Fire Chief will be a major contributor to the continued development of comprehensive fire and emergency services and programs. The Fire Chief must pose the ability to lead and motivate on call personnel and career firefighters recognizing the different management skills required. Residency in the Town of Tyngsborough is a requirement for this position.

**QUALIFICATIONS: Education & Experience:**

Equivalent of Bachelor's Degree in Fire Science or Public Administration, Fire Academy graduate, or extensive experience in Fire and EMS operations and administration. • Ten (10) years of progressively responsible firefighting and emergency services experience with at least five (5) years in an administrative or command officer capacity.

**Training, Special Licensure/Certification:**

Valid Driver's License • EMT Certification • Incident Command Systems –  
Up to -400 • Comply with NFPA Standard 1582

Knowledge, Skills and Abilities: • Extensive knowledge of fire suppression and prevention and emergency medical principles and techniques. • Knowledge of personnel management and budgeting procedures; promotional and hiring procedures and practices; operations of a municipal fire department; state and federal laws and regulations including emergency medical service procedures and practices. • Knowledge of building construction and fire prevention codes and standards including building design and construction plans review. • Knowledge of Fire Prevention and public education practices; fire investigation practices and procedures, including legal and court procedures and rules of evidence collection and scene preservation. • Working knowledge of the use of computer hardware and software in a fire department setting. • Ability to maintain effective working relationships with staff and the public as well as to communicate effectively in writing and verbally.

SALARY: Negotiable, depending on qualifications.  
Internal/External Applicants: to be considered for this vacancy, please submit resume, No later than 5pm, Monday, 10/31/2016.

Applications will be accepted via walk-in or mail at: Tyngsborough Fire Department 26 Kendall Rd PO Box 52 Tyngsborough Massachusetts 01879.

The Town of Tyngsborough is an equal opportunity employer.

Raymond Ledoux : 2<sup>nd</sup> the motion  
**Vote:** 5 - 0 – 0 Passed

Agenda Item #4 – Department organization, Deputy Chief Wes Russell

Discussion: Deputy Chief Wes Russell has accepted an offer from the Board to assume added responsibilities for a short period of time, estimated to be up to or less than four weeks. The change of duties is effective, October 13<sup>th</sup>, 2016 as Deputy Chief Russell will assist in the Ambulance start up while the Chief is on a brief medical leave. In this transition period, Deputy Chief Russell will be paid at an hourly rate of 1.5 times the firefighter salary. The BOFE will communicate the official end date of this temporary pay rate after our next board meeting scheduled for November 2<sup>nd</sup>.

Raymond Ledoux: Motion, Deputy Chief Russell will be paid at an hourly rate of 1.5 times the firefighter salary. The BOFE will communicate the official end date of this temporary pay rate after our next board meeting scheduled for November 2<sup>nd</sup>.  
Chief Madden: 2<sup>nd</sup> the motion  
**Vote:** 5 - 0 - 0 Passed

Agenda Item #5 – Department organization, Deputy Chief Jason Newton

2. The Board has recognized the leadership of Deputy Chief Newton when on his scheduled shifts and has approved to include the Supervisor pay rate to Deputy Chief Jason Newton's existing pay per hour while on duty.
3. Discussion: Effective October 13, 2016. The increase of adding the Supervisor pay per hour (at this year's rate) should be included in Deputy Chief Newton's bi-weekly payroll.

Chief Madden: Motion  
Donald Singleton: 2<sup>nd</sup> the motion  
**Vote:** 5 - 0 - 0 Passed

Agenda Item #6 – Motion to adjourn, next meeting to be November 2<sup>nd</sup>, 2016

Discussion: None  
Wilfred Mercier: Motion to adjourn  
Arthur Michaud: 2<sup>nd</sup> the motion  
**Vote:** 5 - 0 - 0 Passed

Adjourned at 8:15 p.m.

Minutes respectfully submitted by  
Wilfred D. Mercier  
Recording Clerk