

WAREHAM FIRE DISTRICT

BOARD OF ENGINEERS MEETING MINUTES

Date: August 24, 2026

Time: 10:00 a.m.

Location: Wareham Fire District

Meeting Type: Regular Meeting

1. Call to Order

The meeting was called to order at **10:00 a.m.**

2. Roll Call

Present:

- Chief Kelley
- Assistant Chief Chris Smith

Absent at Call to Order:

- Assistant Chief Pat Haskell – may arrive during the meeting.

A quorum was established.

3. Approval of Meeting Minutes

The Board reviewed several sets of previously prepared meeting minutes.

May 28, 2026 – Regular Meeting

Neither Chief Kelly nor Assistant Chief Smith was in attendance at the May 28 meeting. It was discussed that, under Robert's Rules of Order and out of necessity, the Board could act upon the minutes.

Assistant Chief Smith made a motion to approve the May 28, 2026 Regular Meeting minutes. Chief Kelley seconded the motion.

Vote: 2-0-0. Motion carried unanimously.

May 28, 2026 – Executive Session

Assistant Chief Smith made a motion to approve the May 28, 2026 Executive Session minutes. Chief Kelley seconded the motion.

Vote: 2-0-0. Motion carried unanimously.

The Board noted that the release/status of Executive Session minutes would require separate consideration.

June 7, 2026 – Regular Meeting

Assistant Chief Smith made a motion to approve the June 7, 2026 Regular Meeting minutes. Chief Kelley seconded the motion.

Vote: 2-0-0. Motion carried unanimously.

June 2026 – Regular Meeting

The Board reviewed an additional June 2026 Board of Engineers meeting record. Assistant Chief Smith made a motion to approve the minutes. Chief Kelley seconded the motion.

Vote: 2-0-0. Motion carried unanimously.

July 15, 2026 – Regular Meeting

Assistant Chief Smith made a motion to approve the July 15, 2026 Board of Engineers meeting minutes. Chief Kelley seconded the motion.

Vote: 2-0-0. Motion carried unanimously.

August 3, 2026 – Regular Meeting

Assistant Chief Smith made a motion to approve the August 3, 2026 Board of Engineers meeting minutes. Chief Kelley seconded the motion.

Vote: 2-0-0. Motion carried unanimously.

The Board noted for the record that **one set of Executive Session minutes remains outstanding and has not yet been approved.**

4. Correspondence

The Board acknowledged receipt of a **Call Firefighter application** from a Wareham resident.

The application will be retained with any additional applications received. Staff will verify whether any other applications have been submitted, after which the Board will discuss the applicants at a future meeting.

No additional correspondence was presented.

5. Old Business

A. CPR Instructor Appointments

The Board revisited the appointment of two members as CPR instructors.

It was determined that **Personnel Action 2025-15** had previously assigned **Firefighter Harrigan and Firefighter Moretti** to these positions.

The Board agreed to move forward with obtaining the necessary instructor training for both members.

Firefighter Lofgren has agreed to serve as liaison and assist with ensuring that CPR cards and associated administrative requirements are properly completed.

It was recommended that Firefighter Lofgren contact **Lieutenant Nino of New Bedford Fire**, through whom the Department obtains its CPR cards and under whose authority the Department conducts its CPR instruction, for assistance in arranging the required training.

The matter was considered resolved pending completion of the required training.

B. Engine 1 Lettering and Delivery

Chief Kelley reported that he had been contacted by the vendor performing the lettering on the new **Engine 1**.

Chief Kelley will meet with the vendor to finalize the lettering and verify that the design, lettering, outlines, and other details are consistent with existing Department apparatus.

The lettering is anticipated to be completed during the current week or early the following week.

Upon completion, Engine 1 will return to **Allegiance** for final inspection. The Department will then be notified regarding a delivery date.

6. New Business

A. Special District Meeting Article – Station 3 Repairs

The Board discussed the condition of **Station 3, 281 Glen Charlie Road**, and the proposed article for the upcoming Special District Meeting.

The condition of Station 3 had previously been discussed by the Board, including water infiltration, deteriorated exterior materials, and rodent intrusion.

Firefighter Freitas was asked to assist with evaluating the building and obtaining contractor information and pricing. Several site visits were conducted and a proposed renovation scope was developed.

The proposed work includes:

- Removal and replacement of deteriorated exterior siding;
- Reframing as necessary;
- Installation of vinyl siding and new exterior trim;
- Replacement of the rubber roofing;
- Repairs to the metal roofing;
- Waterproofing;
- Miscellaneous electrical and plumbing work associated with the renovation;
- Interior insulation and sheetrock;
- Installation of a heat pump;
- Epoxy flooring in the day room/apparatus floor area; and
- Renovation of the interior living space.

The estimated project cost is **\$125,000**.

The proposed warrant article would transfer **\$125,000 from available funds known as Stabilization** to Station Maintenance and Repairs for the project and all costs incidental and related thereto.

The purpose of the project is to correct existing building deficiencies, prevent continued water and pest intrusion, improve firefighter working and living conditions, and extend the useful life of Station 3.

The Board discussed completing the project in stages, with priority given to securing and weatherproofing the exterior before winter. Individual contractors may be utilized for various phases to allow the work to proceed efficiently.

The Board also discussed the relative benefits of vinyl versus metal siding, drainage/gutter concerns, and the long-term future of the station. It was noted that even if a replacement station were considered, construction would likely be several years away and the current building requires repairs to remain usable during that period.

The Board expressed its appreciation to **Firefighter Freitas** for his work in obtaining information and pricing under a limited timeframe.

Board Action: Chief Kelley and Assistant Chief Smith each voted **favorable action** on the proposed \$125,000 Station 3 warrant article.

Vote: 2-0-0. Favorable action approved unanimously.

The article and supporting scope will be presented to the **Prudential Committee** and, if advanced, ultimately to District voters.

B. Assistance to Firefighters Grant – Matching Funds

The Board reviewed a proposed warrant article to provide the required local matching funds for the Department's **Assistance to Firefighters Grant (AFG)** application.

The proposed article requests the transfer of **\$6,324.26 from available funds known as Stabilization**, representing the District's required share of an anticipated FEMA grant award.

The Department has applied for approximately **\$69,566.88** in grant funding for:

- Combination Type C positive-pressure respirators;
- Associated personal protective and technical rescue equipment; and
- Improvements to the Department's wellness and fitness program.

The equipment is intended to enhance the Department's technical rescue capabilities and firefighter safety.

Chief Kelley and Assistant Chief Smith voted favorable action on the proposed article.

Vote: 2-0-0. Favorable action approved unanimously.

C. Administrative Coordinator – Memorandum of Agreement

The Board discussed a **Memorandum of Agreement (MOA)** between the Wareham Fire District and the **Massachusetts Laborers District Council, Public Employees Local 1249**, establishing a new bargaining-unit position.

The position is identified as:

Administrative Coordinator – L5 Position

Compensation: Grade 5 of the applicable wage schedule.

The Board discussed the anticipated hiring process. Once the MOA is fully executed, the position will first be posted internally for **five days** for District employees.

Following the internal posting period, the position will be advertised externally for an appropriate period to attract qualified candidates.

The Board discussed establishing an interview/review committee to evaluate applications and conduct candidate interviews. Assistant Chief Smith volunteered to participate on the committee.

The composition of the committee, external posting period, and advertising locations will be determined before the recruitment process begins.

It was subsequently clarified that the MOA had **not yet been fully executed** and was awaiting an additional signature. The Board agreed that no formal hiring action should

proceed until the agreement is fully executed. Preparation of the job posting may occur concurrently so that it is ready once the MOA is finalized.

7. Members' Reports

Additional discussion occurred regarding the proposed Station 3 renovations.

The Board discussed whether metal siding might provide greater longevity than vinyl siding. Previous estimates for metal work were recalled as being significantly more expensive, including a prior estimate of approximately \$18,000 for only the front/garage portion of the building.

The Board also discussed the lack of adequate gutters and drainage at the building and the need to address water runoff as part of the renovation.

It was emphasized that the intent is not to rush the project but to make Station 3 safe, functional, and usable while extending its service life. Even if a new station were pursued in the future, the existing facility would need to remain operational for several years.

No additional member reports were presented.

8. Announcements

The Board was reminded that the Administrative Coordinator MOA should be fully executed before the hiring process formally begins.

Discussion also occurred regarding preparation of the warrant article language for presentation to the Prudential Committee. The language will be provided in advance so that the warrant can be drafted and any necessary revisions can be made.

The upcoming District Meeting was discussed, with **September 21, 2026** identified as the likely meeting date, subject to final confirmation.

9. Adjournment

Assistant Chief Smith made a motion to adjourn the meeting at **10:24 a.m.**

The motion was seconded.

Vote: 2-0-0. Motion carried unanimously.

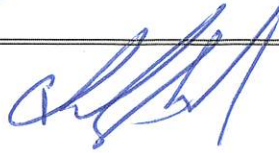
The meeting adjourned at **10:24 a.m.**

Respectfully Submitted,

Chief John G. Kelley

A handwritten signature in blue ink, appearing to read "John G. Kelley", written over a double horizontal line.

Assistant Chief Christopher Smith

A handwritten signature in blue ink, appearing to read "Chris Smith", written over a double horizontal line.

Wareham Fire District – Board of Engineers