

**West Newbury Board of Fire Engineers**  
**Meeting Minutes**  
**May 5, 2022**

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In Attendance: Michael Dwyer, Ben Jennell, Dave Evans, Mark Marlowe &  
Cooper Carifio

- I. **Call to Order:** 7:30pm
- II. **Approval of Previous Meeting Minutes** (Tabled due to new Board Members and Re-Organization of Board)
- III. **Duties, Responsibilities and Objectives of BOFE** (explained by M. Dwyer)
  - A. Re-Appointments
  - B. Officers
  - C. New Members
  - D. Department Structure
  - E. Finances (Payroll, PO's, Bills, etc)
  - F. Discipline Issues (Significant)
  - G. BOFE v Department (Chain of Command)
- IV. **Reorganization of Board of Fire Engineers**
  - A. **Appointments**
    - A. Fire Chief **Michael Dwyer (Car 1)**
      - \*Motion (Evans) – 2<sup>nd</sup> (Carifio) Abstained (Mike Dwyer)  
Approved (4-0-1)
    - B. Assistant Chief **Ben Jennell (Car 2)**
      - \*Motion (Dwyer) – 2<sup>nd</sup> (Carifio) Abstained (Ben Jennell)  
Approved (4-0-1)
    - C. Deputy Chief **Dave Evans (Car 3)**
      - \* Motion (Dwyer) – 2<sup>nd</sup> (Jennell) Abstained (Dave Evans)  
Approved (4-0-1)
    - D. Officers
      - a. **Bill Donahue – Captain (Car 4)**
      - b. **Mark Marlowe – Lieutenant (Car 5)**

- c. **Cooper Carifio – Lieutenant (Car 7)**
- d. **Duncan Weaver – Lieutenant (Car 9)**

\* Motion (Jennell) 2<sup>nd</sup> (Dwyer) Approved (4-0-

1)

\* Tabled Lisa Duxbury Re-Appointment as Lieutenant – Chief Dwyer to reach

out

E. **Firefighters** Firefighters (letters will be sent) were reappointed with the exceptions below:

The following were not Re-Appointed due to lack of attendance (zero calls or drill)

**Kara Percival**

- Motion (Dwyer) 2<sup>nd</sup> (Carifio) Approved (5-0)
  - 1. Ms. Percival voiced wish to retire to Chief Dwyer – Belongings returned
  - 2. Motion to accept retirement (Dwyer) 2<sup>nd</sup> (Carifio) Approved (5-0)

On Hold: Tabled – BOFE to reach out to the following due to medical issues or low attendance)

- \* Deputy Evans will reach out to **Sue Marden**
- \* Chief Dwyer will reach out to **Jason Goldweber**
- \* Chief Dwyer will reach out to **Lisa Duxbury**
- \* Lieutenant Carifio will reach out to **Mike Fitzgerald (6 Month Probation)**
  - \* Motion (Dwyer) – 2<sup>nd</sup> (Carifio) Approved (5-0)

All other members re-appointed – Motion (Dwyer) 2<sup>nd</sup> (Jennell) Approved (5-0)

**V. BOFE Internal Positions**

- a. Clerk – Motion for Ben Jennell (Dwyer) 2<sup>nd</sup> (Carifio) Approved (4-0-1)
- b. Co-Clerk – Motion for Dave Evans (Dwyer) 2<sup>nd</sup> (Carifio) Approved (4-0-1)
- c. Liaison to Board of Selectmen – Dave Evans (Dwyer) 2<sup>nd</sup> (Jennell) (4-0-1)
- d. Liaison to Fire Company – Cooper Carifio (Dwyer) 2<sup>nd</sup> (Jennell) (4-0-1)

**VI. New Members:** Motion made by Lt. Carifio for the following people: 2<sup>nd</sup> (Jennell)

- a. Jesse Judson – 6 Month Probation Approved (5-0)
- b. Tyler Evans – 6 Month Probation Approved (4-0-1)

- c. Travis Bouncy – 6 Month Probation Approved (5-0)
- d. Tabled Discussion on return of George Evans – will discuss at a future meeting

## **VII. Chief's Report & Upcoming Events**

**Town Meeting:** Saturday May 14, 2022

**Pentucket Promenade:** May 27, 2022 @ Pentucket HS

**Memorial Day Parade:** May 30, 2022

**Pentucket Graduation:** June 4, 2022 @Pentucket MS

**Senior Celebration:** June 4, 2022 (Information to Follow)

**LW Bills:** Chief Dwyer spoke about the High School alarm system and the new drop necessary for connection. Main St, down farm lane: Cost for FD and School? Chief will come back with the cost in the near future.

**Reconditioned Masterbox:** Chief will take care of this.

**Budget:** Asst. Chief Jennell spoke on the final numbers for 2022 and explained line items (Wages, Drills, Administration, Med Exams, Hydrants, Communications, Expenses, etc.)

**Grants:** Waiting for the Rescue Jacks and Struts/Training

## **VIII. Scheduling of Annual Meeting:** Looking at the Annual Meeting to be on Monday, May 23, 2022 at Central Station. 7:30pm start time with Chief's "State of the Department" Briefing and election of Company Officers, followed by dinner.

## **IX. Next BOFE meeting(s):** June 9, 2022 – 7:30pm

## **X. Meeting Adjournment:** 9:44pm