

**GILMANTON**  
**Fire Departments**

**MANAGEMENT STUDY**

**1987**

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Dear Chiefs Russell & Clough:

Attached please find the Gilmanon Fire Departments Management Study.

During the preparation of this study, it became apparent that the people of the Town of Gilmanon are indeed fortunate to have two fine volunteer fire departments. Although problems were noted and are reflected in this report, with recommendations for improvements, the fact that such a dedicated and unselfish group of fire fighters serve this unique Town should be a source of great pride to those served.

If I can answer any questions concerning this study or if I can be of further assistance, please do not hesitate to contact me. Thank you for allowing me the opportunity to study your fire departments. I hope the attached report will be of help.

Sincerely,



Thomas W. Dawson  
Fire Service/Fire Protection Consultant

July, 1987



GILMANTON FIRE DEPARTMENTS

Management Study

by

Dr. Thomas W. Dawson  
Fire Service Consultant  
Laconia, N.H.

July 1987

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Management Study

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Gilmananton Fire Departments  
Management Study

by

Dr. Thomas W. Dawson  
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PURPOSE

The purpose of this study was to review the town of Gilmananton, the Gilmananton Fire Departments and general fire protection considerations to determine trends, deficiencies, needs, and alternatives.

The focus of the study was on the development of recommendations aimed at improving fire protection and life safety for the citizens of Gilmananton. These findings and recommendations are designed to be used as guidelines for long range planning.

Two questions were at the central core of the study: (1) Should the two fire departments now serving the Town of Gilmananton be combined into one; and, (2) Is a full-time person needed to participate in or administer the fire protection systems necessary for the Town of Gilmananton.

METHOD OF THE STUDY

The method used to fulfill the purpose of the study was to gather information and then draw conclusions based upon recognized fire protection standards and accepted practices.

Information was gathered in two ways. First, a complete review of past studies and other documents including the 1982 Gilmananton Master Plan, Annual Reports, various Town Ordinances and regulations. Second, extensive personal interviews were conducted with the collective memberships of each fire department and with key individuals within each department and other key individuals within the Town of Gilmananton. (See Appendix C for list of formal interviews)

Appendix B contains a list of source documents and selected fire protection codes, standards and recommended practices applicable to municipal fire protection.



## TOWN OF GILMANTON

Gilmanton is a beautiful rural town located in the Lakes Region of central New Hampshire. Granted a charter in 1727 and settled in 1761, the town grew rapidly until it reached it's peak in 1810 with a population of 4338 residents.\* Later, this population declined. During the 1970's and 1980's, the population began to grow substantially.

Originally a larger geographical land area, currently Gilmanton is approximately 58 square miles or 38,336 acres. Located in Belknap County, Gilmanton is about 85 percent forest lands. Seasonal homes are predominant in this community with many existing seasonal homes currently being converted for year-round use. In 1980, 7.7 percent of the land had been developed for residential, commercial, industrial and other use.\* Three percent of the land is devoted to agriculture. It is one of the largest agricultural towns in the Lakes Region. See Appendix A for Maps of Gilmanton.

Two natural villages are found in the town - Gilmanton Corners and Gilmanton Iron Works. Gilmanton is bordered by several towns. They include Alton, Gilford, Belmont, Canterbury, Loudon, and Barnstead.

Several lakes and ponds grace this town with the larger of these being Crystal Lake, Shellcamp Pond, Sawyer Lake, Loon Pond and Manning Lake. Gilmanton's terrain is hilly or mountainous with steep slopes (those exceeding 25% grade) covering nearly one-quarter of the land area.

Gilmanton has approximately 100 miles of roads. Seventy eight miles are maintained by the Town. Four state highways go through Gilmanton as follows:

<u>N.H. Route</u>	<u>Number of Miles</u>
106	1.7 miles
107	9.09
129	1.42
140	10.12

Interstate I-93, a major North-South freeway in New Hampshire, is about 8 miles west of Gilmanton Corners. No commercial airports or rail lines are found in the town.

Because of the age of this community, many historic structures are found throughout Gilmanton with major concentrations at Gilmanton Corners and Gilmanton Iron Works.

The people of Gilmanton are opposed to rapid growth according to the Gilmanton Master Plan Report of 1982. It appears that the type of growth will be in the area of new residential dwellings and converting seasonal residences into full time year-round ones. Industry and heavy commercial growth is apparently being discouraged, at least for the time being.

\*From Gilmanton Master Plan 1982



## TARGET HAZARDS

From a fire protection standpoint, this community could be generally categorized as a rural residential town made up mostly of single family dwellings including many seasonal dwellings or camps.

The largest building hazards are as follows:

1. Elementary School
2. Churches
3. Skantze Farm
4. Price Farm
5. Warburton Farm
6. Kardinaz Farm
7. Hempel Farm
8. Goodwin Complex
9. Hidden Valley Scout Camp  
(Dining Hall) Main Building
10. Town Hall

From a fire protection standpoint, if the town fire department(s) are equipped and trained to handle the largest target hazards or largest buildings, then they can provide effective protection to all the other structures within the community.

FIRE DEPARTMENTS  
of  
GILMANTON

Two independent volunteer fire departments serve the Town of Gilmanton, The Gilmanton Corners Fire Department and the Gilmanton Iron Works Fire Department. The "Corners" Fire Department operates from a fire station located at the Corners Village (Junction of N.H. Routes 140 and 129). The "Iron Works" Fire Department operates out of a new fire station located at the Iron Works Village.

These departments have apparently always been separate and have developed on their own. They are both quasi-municipal functioning departments with independent authority, yet tied somewhat financially to the Town of Gilmanton. Of course, the people they serve are the citizens of this unique community.

Gilmanton Iron Works Fire Department

The Gilmanton Iron Works (I.W.) Fire Department is an independent corporation of long standing which formally registered or reregistered with the State of New Hampshire as a corporation in March of 1980. They own their own apparatus and equipment and in 1972 built their own 3 bay fire station. The station is 50 ft. by 80 ft. with room for six fire trucks. A meeting room and offices are located upstairs (See Appendix G).

This volunteer fire department is typical of those in New Hampshire in that they elect their own fire chief and fire officers and also have a formal association with a president and association officers. (See Appendix F for By-Laws) They operate as an independent department within Gilmanton, providing the citizens with fire suppression and some emergency medical services. The Town of Gilmanton appropriates an operating budget to the department each year. The Town's people directly support this department with funds for fire apparatus as the needs arise.

Extensive fund raising efforts and good morale are characteristics of this group of volunteers dedicated to the protection of lives and property in the town and surrounding region. They are able to raise large amounts of money through fund raising campaigns to help pay for apparatus and other expenses.

Article 3 of the Corporation Agreement with the State of New Hampshire states that if the department were dissolved the assets would be distributed to the Town of Gilmanton, N.H. A close bond exists between the Gilmanton I.W. Fire Department and the Town of Gilmanton. (See Appendix F)

Apparatus is adequate and is being replaced as needed. Support by the Town for this volunteer department appears to be excellent. The fire station facility is adequate.

Gilmanton I.W. Fire Department has 26 men on the rolls with 15 considered active. A fire chief and two deputy chiefs run the emergency operational side of the department. (See Appendix G)

Gilmanon I.W.F.D. Apparatus List  
(Provided by Walter Skantz)

1978 Howe Built Triple Combination Pumper

- 36000 GVW White Expenditor Chassis
- Cummins 270 Diesel Engine
- Allison Auto Trans
- 750 Gal Tank
- 1250 GPM Waterous Pump
- 1400' 4" Hose Reel
- Hose Bed
- 35' Ground Ladder & Roof Ladder

1959 Howe Built Triple Combo Pumper

- 27000 GVW Chevy Chassis
- 450 CU in Gas Engine
- 5 Speed Trans - HI & LO Range
- All Wheel Drive
- 750 Gal Tank
- 750 GPM Waterous Pump
- 35' Ground Ladder & Roof Ladder
- Hose Bed
- Excellent Condition - Full Capability

1954 Home Built Tanker (1971)

- 1954 Reo Military 10 Wheeler
- 1200 Gal Tank
- 500 GPM - Darley Pump (250 est) Rear Seperate V4 Engine
- Wood Ladder
- Hose Bed
- Forrestry Tools
- In-Service

1949 Home Built Tanker

- 1949 Chev Chassis
- 6 Cyl 4 Speed
- 600 Gal Tank
- 500 GPM Darley Pump Front End

Antique - Portable Pump

1972 Rescue Truck

- 1972 Chevy 14' Bread Truck
- Will transport one patient on emergency basis only (last resort)
- Carries - Fire Rescue and Utility Equipment

\$65,000 on hand for new vehicle in 1987  
Specs are incomplete

14' Alum Boat & Outboard Motor

Note: A new Rescue Vehicle with transport capabilities is being contemplated for the department - estimated arrival Spring 1988.



## Gilmanton Corners Fire Department

The Gilmanton Corners Fire Department is also an independent corporation although formal documentation is lacking. The Town of Gilmanton owns the Gilmanton Corners fire station and the fire apparatus.

This volunteer fire department is typical of those in New Hampshire in that they elect their own chief and officers and also have a formal association with a president and officers. (See Appendix F for By-Laws) They operate as an independent department within Gilmanton providing the citizens with fire suppression and some emergency medical services. The Town of Gilmanton appropriates an operating budget to this department each year. The Towns people directly support this department with funds for fire apparatus as the need arises.

The Gilmanton Corners Fire Department has a manpower shortage problem. It apparently has been difficult over the years to recruit and keep volunteer fire fighters. Fund raising efforts have been minimal and the apparent morale of the department has suffered.

Apparatus is being replaced and kept up to acceptable levels. Support for this department by the towns people appears to be excellent. The fire station facility is not adequate. The structure is undersized with low bay door clearances. Station has three front bays, one vehicle deep with two small bays on the back side and a meeting room upstairs.

The Gilmanton Corners Fire Department has 18 men/women on the rolls with 6 considered active. A fire chief and two deputy chiefs run the emergency operational side of the department. (See Appendix G)

Gilmanon Corners Apparatus List  
(Provided by Walter Skantz)

1987 Pierce Custom Triple Combination Pumper

- 36000 GVW Custom Chassis
- 6V92 Detroit Diesel Power
- Allison Auto Trans
- 1000 Gal Tank
- 1250 GPM Pump Waterous - Mid Ship
- 35' Ground Ladder & Roof Ladder
- Hose Bed

[Note: Expected Delivery July 1987]

1977 Continental Built Triple Combo Pumper

- 34000 GVW I
- 6-71 Detroit Diesel
- 5 Speed Manual Trans
- 750 Gal Tank
- 1250 GPM Pump - Mid Ship
- 1400' 4" Hose Reel
- Hose Bed 2000' 2 1/2" Hose
- 35' Ground Ladder & Roof

Military Surplus - 6 Wheel 6x6

- Forestry Truck
- Forestry Equipped
- All Wheel Drive

Portable Pump



## Both Fire Departments

Both fire departments belong to the Lakes Region Mutual Fire Aid Association as do all municipalities in Belknap County. This Association provides for central dispatching and cooperative service among neighboring towns. Both departments automatically respond to all fire emergencies in the entire town even though districts have been informally established for each.

According to the Gilmanton Master Plan of 1982, the Town has a fire protection Class 9 rating and has a dwelling rate of Class "E". These Insurance Service Office classifications are low but typical of rural New Hampshire towns with noncreditable water supply as per ISO's requirements.

Both fire departments are strictly volunteer with the member fire fighters being unpaid. A commitment to recognized functions of a municipal fire department such as fire prevention, code enforcement, and public education is lacking because of time requirements. It takes all of the volunteers time and energy to be trained and ready to handle fire and medical emergencies.

Both departments have student "live-ins" who attend the nearby New Hampshire Vocational-Technical College Fire Protection Program during the school year. These students help with station chores, are volunteer fire fighters and sometimes actually drive apparatus to emergencies.

During the late 1970's and early 1980's, the Town of Gilmanton had a full time fire fighter who worked at both fire stations (a week at one then a week at the other). His main responsibilities included driving to fires, station upkeep and apparatus maintenance. This position was given up in favor of adding an additional full time policeman.

There is no drillground in the town. Training sessions are conducted away from the town in places such as the Lilly Pond Fire Training Center. Occasionally a structure in town is burned, affording the fire fighters live fire training experiences.

BRIEF REVIEW OF SELECTED FIRE DEPARTMENT  
FUNCTIONAL AREAS WITH COMMENTS

I. Fire Suppression

Both fire departments appear to provide adequate service. However, the Corners Fire Department has a manpower problem which sometimes hinders "getting out" of the station. Both departments, as is typical with volunteer departments, have trouble with manpower for emergencies during daytime work week hours. Gilmanton I.W. is fortunate to have a Fire Chief and Deputy working close to the station, but, this places heavy demands on these individuals beyond their normally expected share. Apparatus appears adequate. Equipment carried should be reviewed for adequacy.

II. Fire Prevention/Code Enforcement/Public Education

As is typical in most volunteer fire departments of the Northeast, both departments in Gilmanton spend a minimal amount of time in the fire prevention, code enforcement, and public education areas. These areas are considered the most important aspects of municipal fire protection. (See Appendix B for References) The enforcement of the Life Safety Code, a key fire code for the municipal fire department, is being done by a part time building inspector. Limited time and the volunteer approach does not allow for extensive involvement by both departments. Inspections, code enforcement, plans review, and the general control of combustibles with which man surrounds himself is not being fully addressed.

III. Maintenance of Apparatus

Appears adequate, however, few records are kept. Repair bills give the most accurate picture of the maintenance being performed. Again, lack of time by those running the fire department accounts for this approach.

IV. Communications

No apparent problem in this area. The Lakes Region Mutual Fire Aid provides good dispatching services. Both fire departments have good communications equipment. The Mutual Aid System is excellent. Identification of properties may be a problem in parts of Gilmanton.

V. Budget

Appears adequate. Fire Department(s) might want to be a little more aggressive seeking their share of the Towns' operating budget. The Gilmanton Master Plan, p. 5-13, indicates that the Fire Department(s) may have slipped a little during the period from 1971 to 1981. Also, see Budget table in Appendix D.

## VI. Personnel

Manpower is clearly a problem at the Corners Fire Department. Both departments have written By-Laws (see Appendix F). However, standard operating procedures, safety rules and other written policies are not found in either department. Apparently, neither department requires a physical examination for incoming fire fighters.

## VII. Safety

Protective clothing is issued to all fire fighters and is used most of the time. Protective breathing equipment is also used when necessary. Written policies and procedures are lacking in all personnel safety areas.

## VIII. Water Supply

Ponds and dry hydrants are located throughout Gilmanon. No fire main water supply system is present. Focus on creating new water supplies and upgrading old sources is lacking. Again, time is a factor for volunteer members.

## IX. Records

The keeping of accurate records is poor or nonexistent in many areas. Fire records are not being given full attention. Again, limited time of the volunteers prevents full attention to this activity.

## X. Pre-Fire Planning

Limited emphasis on this important training activity. Some pre-planning is being carried out, but, not documented carefully with poor dissemination among the members of both fire departments.

## XI. Facilities

Gilmanon I.W. has an adequate fire station, but, the Gilmanon Corners station is undersized. Location of both stations appears excellent.

## XII. Community Relations

Both fire departments appear to enjoy excellent relationships with the people of Gilmanon as evidenced by apparatus and equipment need being fulfilled.



ORDINANCES AFFECTING FIRE PROTECTION  
(N.H. State Fire Code Included)

Several ordinances and rules have a direct or an indirect impact on fire protection in the Town of Gilmanston. These are listed by general heading and include:

1. Fire Commission

Reported in the Gilmanston Annual Report of 1965 was the establishment of a "Board of Fire Commissioners to consist of 8 members - two from each of the three sections of the Town and two Fire Chiefs, for the purpose of coordinating and assisting the operation of the fire services available to the Town: this Commission to meet every other month to discuss problems of the Departments..."

In recent years, this board has apparently become inactive and no longer serves the purposes for which it was originally created.

2. Adoption of a Fire and Building Code

Reported in the 1986 Gilmanston Annual Report was the adoption of the 1985 Life Safety Code and the 1984 BOCA Basic Building Code.

Currently both Codes are administered (and enforced) by the part time Building Inspector

3. Zoning Ordinance

An ordinance designed to "help implement the 1982 Gilmanston Master Plan and to promote the health, safety, convenience and general welfare of the community by providing for effective and proper use of land in the Town of Gilmanston"

-Article VIII A "It shall be the duty of the Board of Selectmen to administer and to enforce the provisions of this Ordinance"

-Article IX Board of Adjustment (A) Creation: "The Board of Selectmen shall appoint a Board of Adjustment..."

OF importance to the Fire Department:

-Article III (B) Fire Ruined Buildings: "No owner or occupant of land in any district shall permit fire or other ruins to be left indefinitely, but within one year shall remove or refill the same to clear ground level or shall repair, build or replace the structure"

-Article III (E) Height Regulation "The height of structures in all districts shall not exceed thirty-five (35) feet above mean ground level..."

#### 4. Subdivision Regulations

##### Section 6, Subsection 6.5:

Fire Protection Devices and Facilities "Where a subdivision is proposed in a location where a water supply for fire fighting purposes is not readily accessible, the Planning Board may, as a condition of final approval, require the developer to provide, at the developer's expense, for the installation of fire protection devices including, but not limited to, fire ponds, dry hydrants or storage tanks and require the developer to allow access to such devices by reserving water and maintenance easements to the Town, as the Planning Board may deem appropriate."

#### 5. N.H. State Fire Code

A rule in the N.H. Code of Administrative Rules created by the State Fire Marshal as per RSA 153:5. State Fire Code, in essence, adopts several model fire codes, such as the Life Safety Code and the BOCA Fire Prevention Code. The State Fire Code is in full force and effect in every city and town in New Hampshire, including the Town of Gilmanon. This important Code is available to local fire departments and can be enforced by the local fire chief with or without the assistance of the Office of the State Fire Marshal.

#### 6. Site Plan Regulations

Adopted by the Gilmanon Planning Board in 1984, this set of regulations governs the review of site plans for non-residential development and for multi-family dwellings in excess of two (2) units. The purpose of these Site Plan Review Regulations is to protect the public health, safety and welfare; to ensure adequacy of traffic access; etc. These regulations do not require or formally allow the fire department to review site plans for access and water supplies or other fire protection considerations.



## AMBULANCE SERVICE FOR GILMANTON

Presently the Town of Gilmanton contracts with the Center Barnstead Fire Department for ambulance service. In some instances, the Belmont Fire Department ambulance is required. There seems to be general agreement that this arrangement is not completely satisfactory. Center Barnstead, at times, has difficulty responding in a timely manner. The Town has made several unsuccessful attempts to contract with Belmont for ambulance service.

The contractual agreement with the Center Barnstead Fire Department for ambulance service has been utilized for many years. Money paid to the Center Barnstead Fire Department, \$8,022 in 1986, helps pay for the two full time people manning the ambulance during the daytime week days. Currently, it appears that the Center Barnstead Fire Department will be withdrawing after hours ambulance services for Gilmanton.

The Gilmanton Master Plan of 1982 identified ambulance service as a problem which needed additional study. It appears that this is still the case.

The Gilmanton Iron Works Fire Department is in the process of purchasing a rescue vehicle which will have emergency transport capabilities. Just what impact this will have on the overall emergency medical services for Gilmanton is unclear. Discussion is currently underway concerning the possible purchase of a used ambulance to take care of ambulance service requirements evenings and weekends which has been provided by the Center Barnstead Fire Department.

The Gilmanton Police Department apparently feels that emergency medical activities belong to the Barnstead Fire Department ambulances and the towns volunteer fire departments. Heavy involvement of police officers in emergency medical services, at least in first responder techniques, should probably be initiated.

## GROWTH & TRENDS

Gilmananton is growing. It's population has been steadily increasing since before 1970. (See Appendix D) Projections by the State of New Hampshire and others indicate that this trend will continue.

The number of building permits issued is also increasing. (See Appendix D) Not only are new structures being built, but, seasonal residences are being upgraded and renovated for year-round occupancy.

The number of "toned emergencies" appears to be increasing overall. (See Appendix D) This places more demands upon the fire department(s).

During this period of growth in Gilmananton, the Fire Department(s) response time has recently gotten longer. (See Appendix D) The Fire Department response-elapsed time (tone to first responding unit) appears to indicate that it is taking longer to get apparatus out of the fire stations. This is especially true of Gilmananton Corners.

The growth of Gilmananton and the current trends in the volunteer Fire Department(s) would indicate that changes are needed at this important time to insure that the past fire protection standard of excellence continues in the future for the people of Gilmananton.

## RECOMMENDATIONS

1. Hire a full time professional fire administrator with general responsibilities for nonemergency administrative functions, fire prevention/code enforcement, and quick daytime response to fire and medical emergencies. (See Appendix E for complete job description) This person would not be a fire chief, but, would assist the Gilmanston Fire Department Chief or Chiefs in a variety of areas. A newly formed Board of Fire Commissioners would create the policy within which this, normally unsupervised, person would work. If the fire departments remain seperate, this person would generally divide his/her time evenly between the two districts. Care should be taken not to burden this person with remedial chores. The ultimate "boss" of the Fire Administrator would be the Chairman of the Board of Fire Commissioners.
2. The Gilmanston Iron Works Fire Department and the Gilmanston Corners Fire Department should be combined into one department called the Gilmanston Fire Department. The new Gilmanston Fire Department would have a Gilmanston Iron Works fire station and a Gilmanston Corners fire station. One Fire Chief would run the emergency side of the department. Deputy Chiefs would be selected from the nucleus of fire fighters from each fire station. The volunteer fire department corporations or associations would also "merge" into one organization. The transition from two departments into one may take one or two years. Joining two seperately functioning independent organizations is not an easy job, but, by doing so both departments can gain strength and the people of the Town of Gilmanston will have a better fire protection system.

The new Fire Administrator can help pull the departments together and provide the proper coordination and communication to allow a graceful merger of two proud independent organizations.

A newly formed and active Board of Fire Commissioners can also participate and lead the way in this strengthening process. The Town of Gilmanston can only gain in this merger.

As the plans are being layed to combine departments, specific activities should be combined to start the merger process. For example, the departments should train together monthly, jointly operate the after hours ambulance service, pre-fire planning should be done jointly, and even social functions and fund raising activities should be combined.

3. The Board of Fire Commissioners should be reorganized and given a new set of goals or mandates. Their main responsibilities should be overseeing the Gilmanston fire protection activities and services. They should act as a buffer between the volunteer fire department(s) and the Town of Gilmanston (it's selectmen and it's people).

The new Board of Fire Commissioners should be responsible for hiring the full time Fire Administrator and then setting the policies within which this person will work with a minimum of supervision. The new Board of Fire Commissioners would also lay out the plans for the merger of the two fire departments.



The new Board of Fire Commissioners would be made up of five (5) members. At first two (2) of the members would be the Fire Chiefs of each fire department. The other three (3) members would be appointed to the Board by the Town Selectmen. Once the fire departments were merged, the selectmen would appoint four (4) of the members--the 5th being the Gilmanston Fire Chief.

The term of each member would be for three (3) years, staggered in such a way as to bring in an appointment (or two) each year.

The Board of Fire Commissioners would elect their own Chairman each year immediately after the appointment by the Selectmen of the new member.

The current inactive Board of Fire Commissioners would be dissolved and the Selectmen would make the three (3) appointments for staggered terms.

4. Fire Prevention, Site Plan Review, Subdivision Review, Plans Review, Inspections, Fire Code Enforcement and Public Education must be emphasized by the Gilmanston Fire Department(s). The new Fire Administrator would have major responsibilities in this area.
5. The Town of Gilmanston should adopt the BOCA National Fire Prevention Code, 1987 edition. The Fire Department(s), through the new Fire Administrator, should be given the responsibility to enforce this fire prevention code and the 1985 Life Safety Code, which was already adopted by the Town and is currently being enforced by the Building Inspector.
6. Ambulance service for the Town of Gilmanston must be reconsidered. A better solution is needed. Recommend that the new Board of Fire Commissioners study this problem and make formal recommendations to the Selectmen and/or the Town's people.
7. Greater emphasis within the Fire Department(s) should be on emergency medical training and certification. Whether the members of the volunteer Fire Department(s) like it or not there is a natural tendency by many to look to the fire department for leadership in this area. The Fire Department(s) unselfish dedication to protecting property and saving lives creates this expectation. Operation of an after hours ambulance service should be undertaken by the Gilmanston Fire Department(s).
8. Plans to use the future Rescue Vehicle for transportation of injured people to local hospitals bring with it the need to be fully trained and certified for this activity. As previously discussed, the overall ambulance service for the Town of Gilmanston must be re-examined with formal recommendations acted upon by the Selectmen and/or the Town's people.
9. The Fire Department(s) should develop written policies on the following items:
  - (a) Use of protective clothing and air masks.
  - (b) Fireground procedures and responsibilities (S.O.P.'s).
  - (c) Fireground, emergency, and station safety.
  - (d) Emergency vehicle driving regulations and safety considerations.
  - (e) Live fire training procedures (See NFPA #1403).
  - (f) Plus, other policies, procedures and regulations as necessary.

10. All site plans for industrial, commercial, and multi-family dwelling units should be reviewed by the Fire Department with the main emphasis on access for firefighting, fire protection and water supply requirements, and conflagration potentials. Also, all proposed building plans should be reviewed by the Fire Department(s) prior to the issue of a building permit. Before occupancy, all new or newly renovated buildings should be inspected and approved by the Fire Department(s). The new Fire Administrator would have major responsibilities in these areas.
11. The Town of Gilmanton should adopt the CABO One and Two Family Dwelling Code, 1986 edition. The Building Inspector should administer and enforce this document. Since most of the buildings within the Town of Gilmanton are single family dwellings, a specific code for this type of structure is needed. This CABO (Council of American Building Officials) code is compatible with the BOCA Building Code.
12. The Fire Department(s) should actively pursue developing new water supply sources and upgrading existing sources. This should be an ongoing activity. Again, the new Fire Administrator could coordinate this vitally important activity.
13. The Fire Department(s), together, should pre-plan all key target hazards in the community. Fireground operations, along with identifying water supply requirements and sources, should be worked out (before the fire occurs) and written up for all members to review.
14. The training program should become more formalized with short and long term goals. Training should include routine evolutions and specialized topics. Most, if not all training, should include the volunteers from both fire stations.
15. A manpower recruitment campaign is needed, especially at the Corners Fire Station. Extensive use of women during work day periods has been very successful in other fire departments that have manpower problems. Manpower must be increased to acceptable levels.
16. The maintenance program for apparatus and equipment must be more formalized. Develop an overall program for maintenance, including preventative maintenance. Keep careful records. The new Fire Administrator should coordinate this activity.
17. The Corners fire station is undersized. A problem exists with the bay doors not being high enough to easily accommodate fire apparatus. This station should be remodeled or rebuilt to accommodate the required equipment. Also, a correctly remodeled fire station would enhance the historical nature of the beautiful Gilmanton Corners historical district (even though the location of the Corners fire station is no longer in the formal historic district).
18. Evaluate fire fighting and emergency equipment carried on all the fire apparatus. Purchase current state-of-the-art equipment as needed. See NFPA #1901 and other references for requirements and ideas. Invite surrounding town fire chiefs in to conduct informal analysis of equipment needs. Utilize the Lakes Region Mutual Fire Aid Chief for his expertise in this area.



19. The Fire Department(s) should become involved with an abatement program for serious fire hazards in the community, such as abandon or burned out structures (see Gilmananton Zoning Ordinance - Article III).
20. The Building Inspector and the Fire Department(s) should work more closely together. Both have life safety and property conservation responsibilities in structures. Both are working toward the same goal in this area.
21. Use NFIRS reporting system for fires. Send reports into the Office of the State Fire Marshal. Keep fire records for determining problem areas and trends in Gilmananton. Focus fire prevention and public education activities on these fire problem areas.
22. All properties in Gilmananton must be identified for quick response by the Fire Department(s). All existing and proposed street and road names should be reviewed for "sound alike" or other problems.

## FINAL COMMENT

Should the two fine Fire Departments now serving the Town of Gilmanton be combined into one? Is a full time person needed to participate in or administer the fire protection systems necessary for the Town of Gilmanton? These were the central questions of this study. The answers appear obvious.

The two Fire Departments should combine into one. This cannot and should not be done quickly. Plans should be carefully developed for implementing such a merger. Both departments have something to gain, with a stronger fire service organization for the Town inevitable. The identity of each fire station should be preserved. Joint meetings, training sessions, and pre-planning sessions should be initiated even before the formal merger. A new Board of Fire Commissioners could help considerably during this transition.

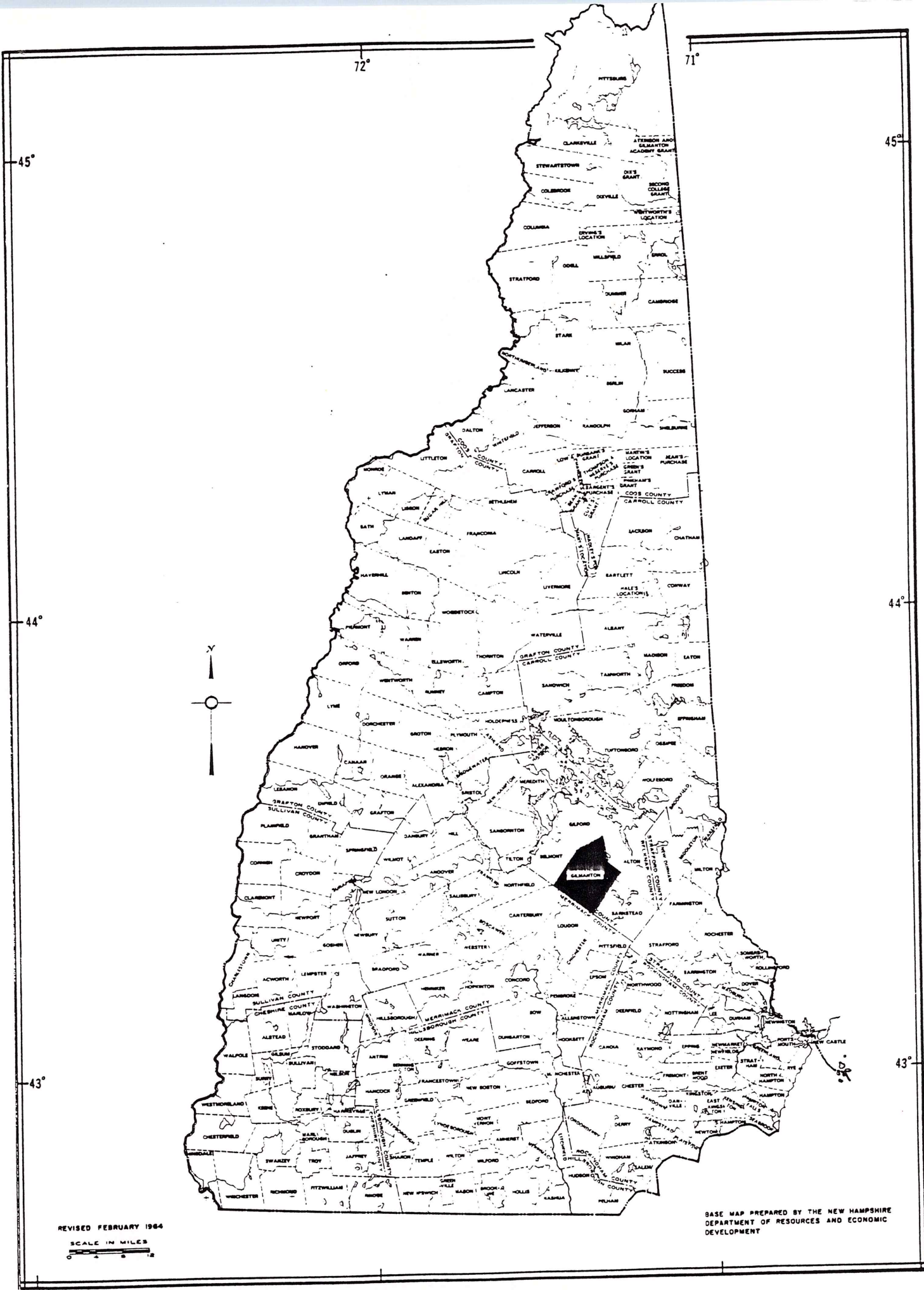
Clearly, a full time professional Fire Administrator should be hired. The anticipated growth and building activity, coupled with the heavy demands upon the current volunteer fire officers, make this position essential for assuring an adequate level of municipal fire protection in the near future. This person would be an administrator, but, would not be a fire chief. He or she, working under the general direction of a newly created Board of Fire Commissioners, would work closely with the Fire Chief(s) handling code enforcement, administrative details, and quick daytime response necessary for this community.

Finally, it must be said that the people of the Town of Gilmanton are very fortunate to have such fine volunteer fire departments. The dedication of these fire fighters in the preservation of lives and property is unselfish and relentless. Changes are needed within the municipal fire protection structure to support and supplement this volunteer dedication.

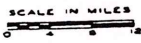
APPENDIX A

-MAPS-

Gilmanton in New Hampshire  
Gilmanton in the Lakes Region  
Gilmanton Zoning Map  
Gilmanton Subdivision Map  
Gilmanton Existing Land Use  
Gilmanton Topography & Steep Slopes  
Regional Highway System

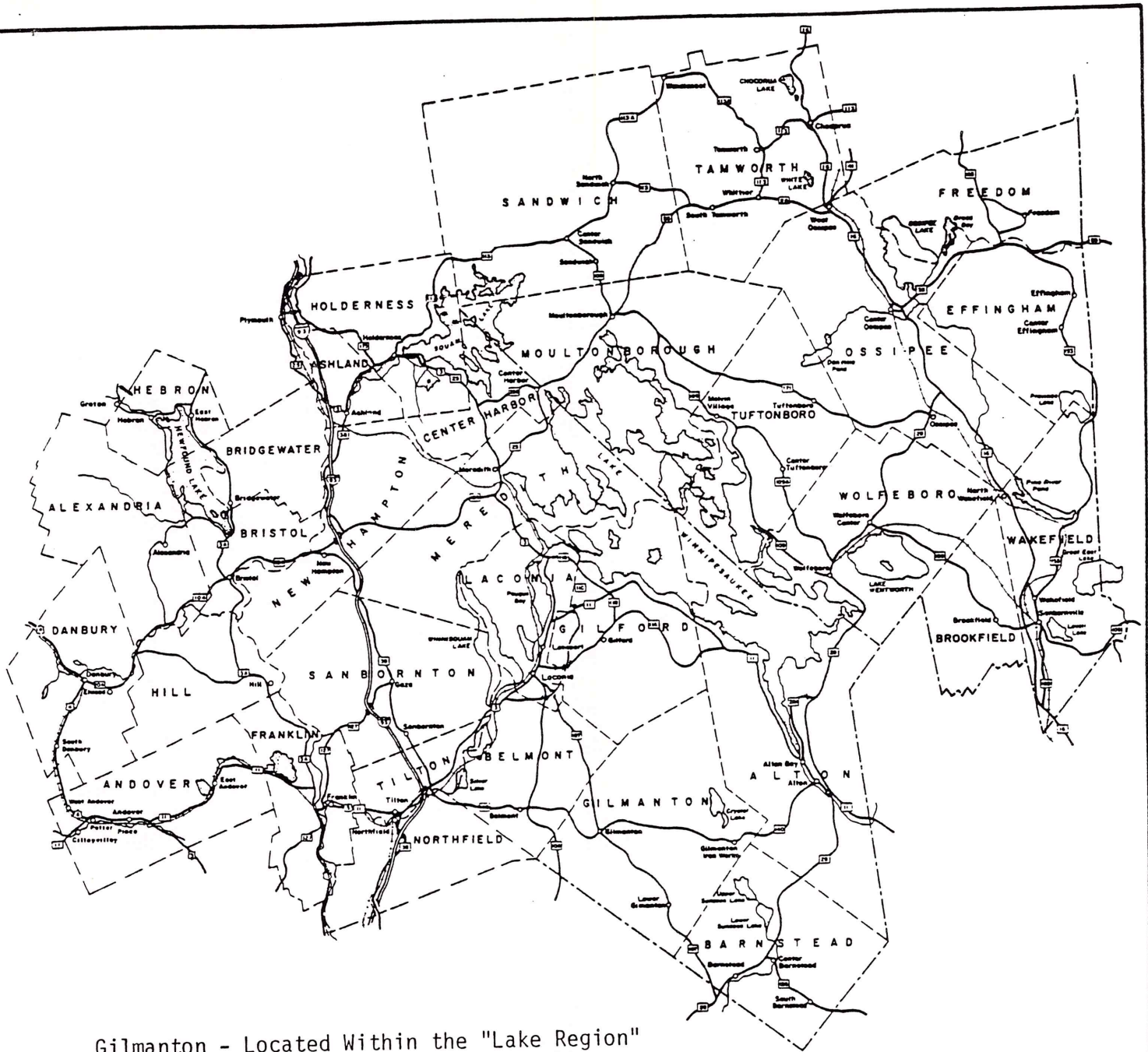


REVISED FEBRUARY 1964



BASE MAP PREPARED BY THE NEW HAMPSHIRE DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT





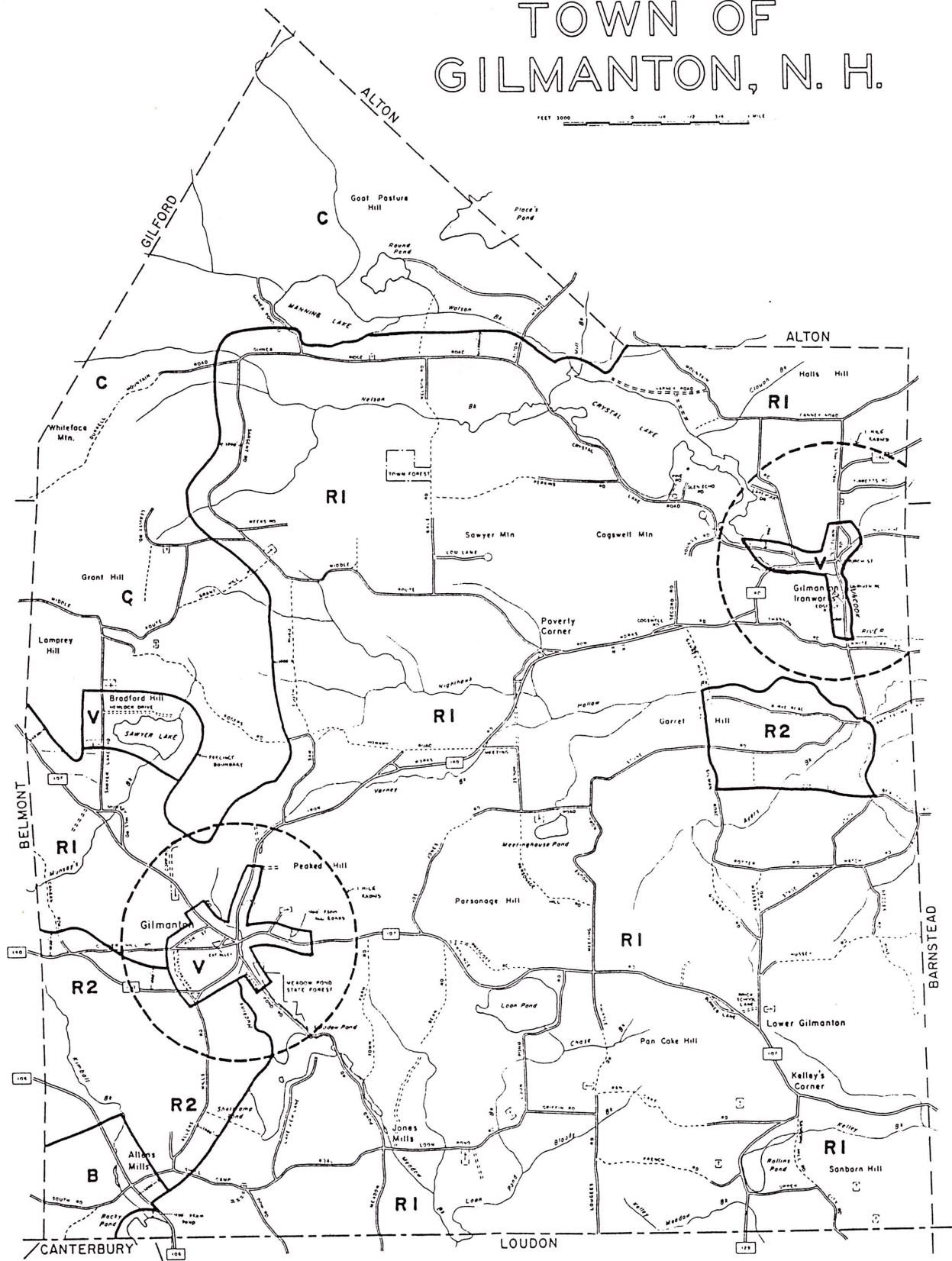
Gilmanton - Located Within the "Lake Region" of Central New Hampshire



From Lakes Region Planning Commission

# TOWN OF GILMANTON, N. H.

FEET 3000 0 100 200 300 400



**ZONING MAP**  
NOVEMBER 2, 1982

- V VILLAGE
- R1 RURAL 1
- R2 RURAL 2
- C CONSERVATION
- B BUSINESS/LIGHT INDUSTRIAL
- SPECIAL MULTI-FAMILY

SOURCE: FILM POSITIVE OF U.S.G.S. MAP  
DRAFTED BY:  
REVISIONS: MADE & WATER STUDIED FROM 1974 USGS  
AERIAL PHOTOGRAPHS - JULY 1974

PREPARED BY:  
LAKES REGION PLANNING COMMISSION  
MERRIDITH, NEW HAMPSHIRE



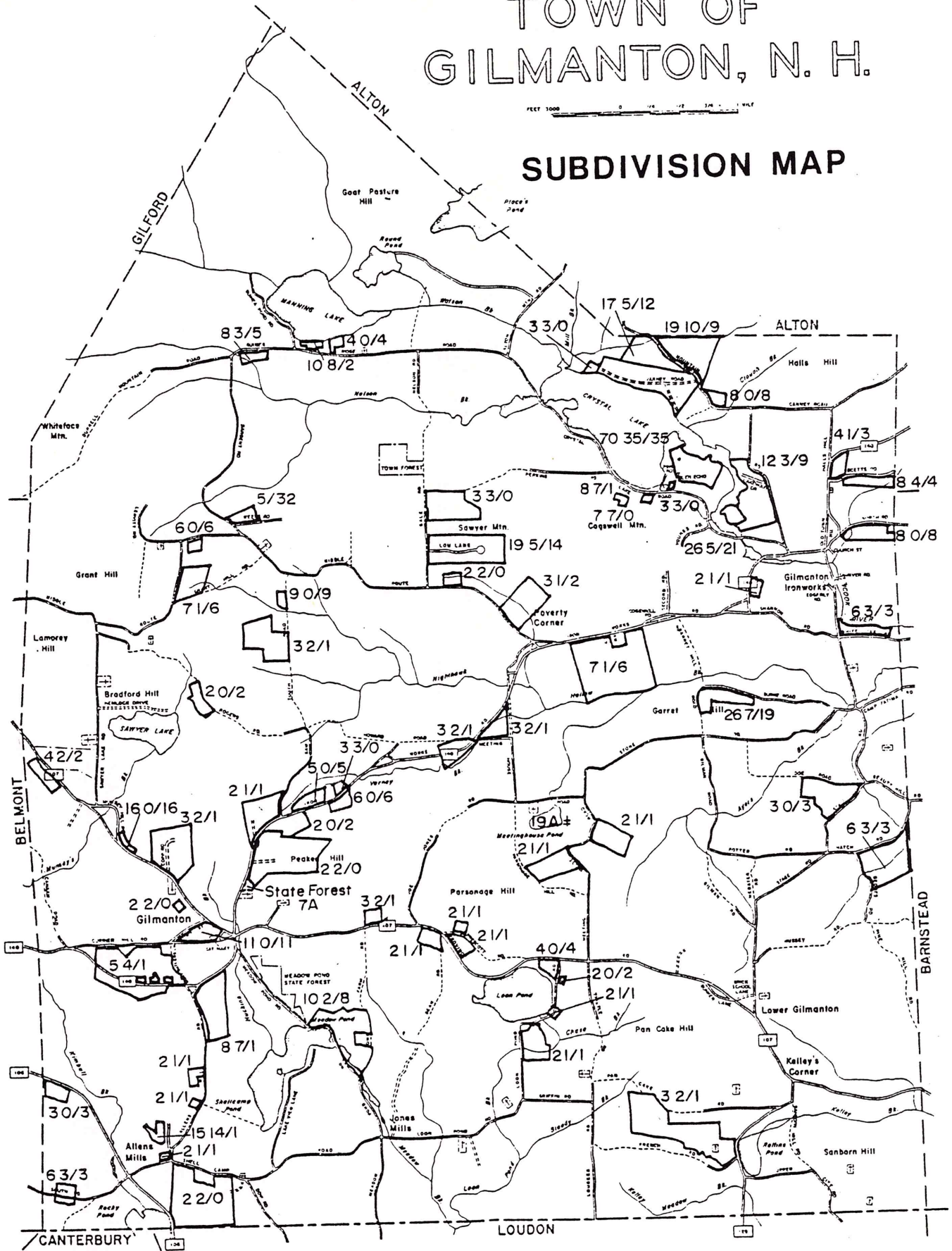
SCALE APPROXIMATE. CONSIDERED SUFFICIENT FOR COMMUNITY & ADMIN. USE FOR ENGINEERING PURPOSES.



# TOWN OF GILMANTON, N. H.

FEET 1000 0 100 200 300 400

## SUBDIVISION MAP



**KEY:**

Total Lots    Lots Built On/Lot Still Available

From Gilmanton Master Plan 1982

SOURCE: FILM POSITIVE OF U.S.G.S. MAP  
DRAFTED BY: [unreadable]  
REVISIONS: ROADS & WATER BODIES FROM 1974 USDA  
AERIAL PHOTOGRAPHS

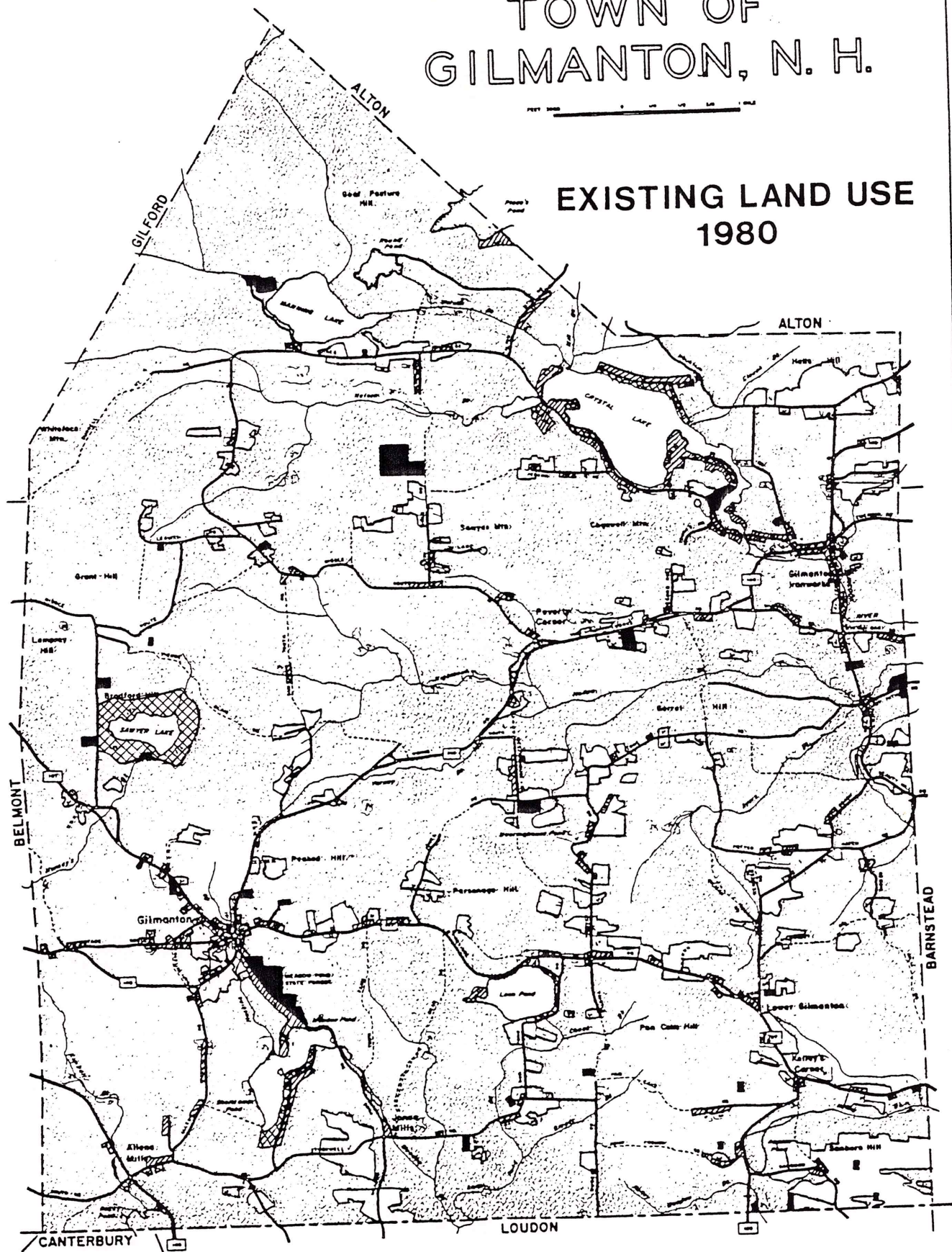
PREPARED BY:  
LAKES REGION PLANNING COMMISSION  
MEREDITH, NEW HAMPSHIRE








# TOWN OF GILMANTON, N. H.



## EXISTING LAND USE 1980

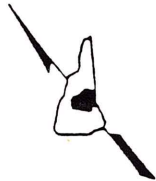


**KEY:**

-  LOW DENSITY - RESIDENTIAL
-  MEDIUM DENSITY - RESIDENTIAL
-  OPEN LAND - AGRICULTURE
-  PUBLIC - SEMI-PUBLIC
-  WOODLAND

From Gilmanton Master Plan 1982

SOURCE: FILE POSITIVE OF U.S.G.S. MAP  
 DRAFTED BY:  
 REVISED BY: (NAME & ADDRESS) (PHONE NO. & MAILING ADDRESS)  
 PREPARED BY  
 LAKES REGION PLANNING COMMISSION  
 MERIDITH, NEW HAMPSHIRE

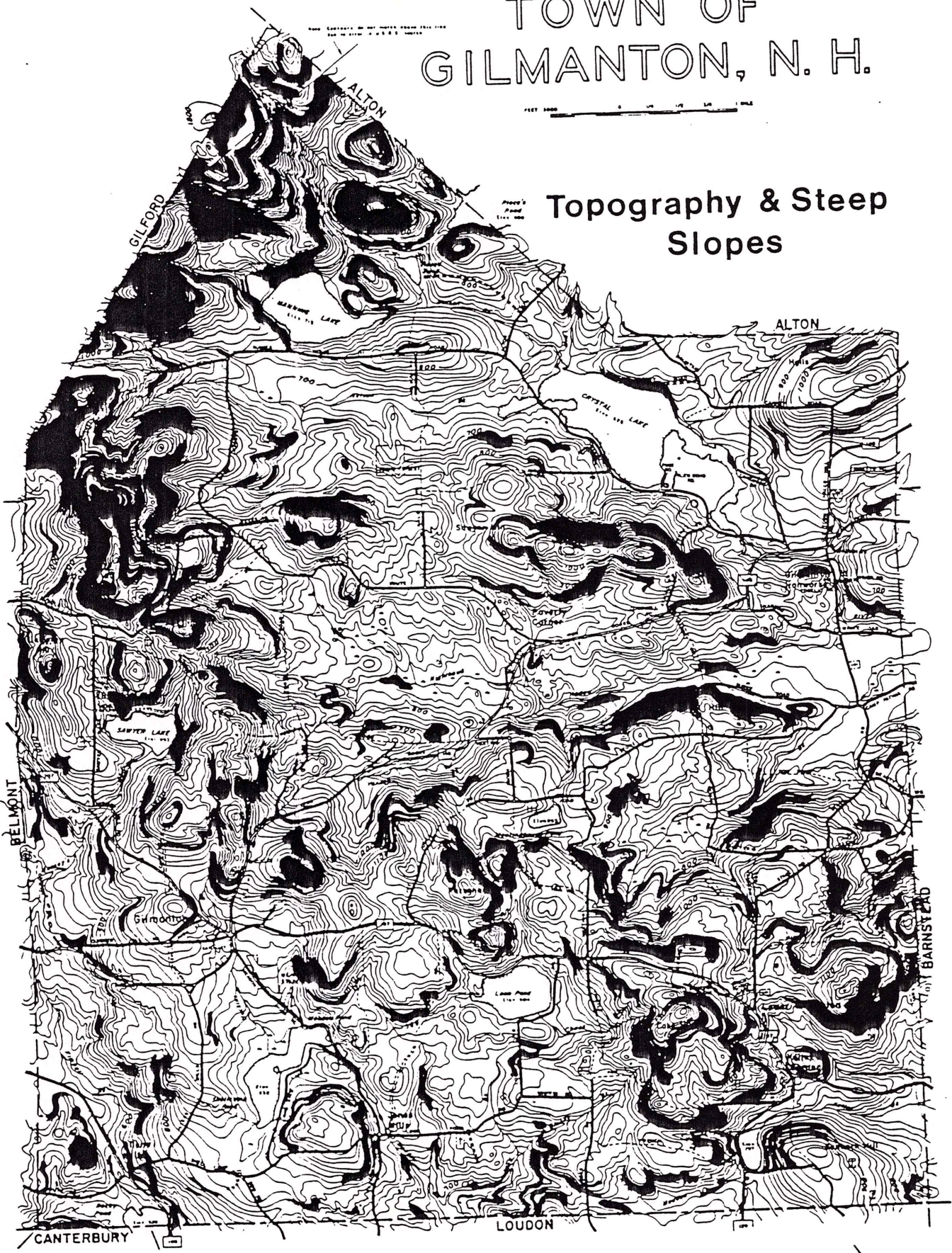




# TOWN OF GILMANTON, N. H.

FEET 0 100 200 300 400 500

## Topography & Steep Slopes



SHADED AREAS ARE SLOPES  
GREATER THAN 25%.

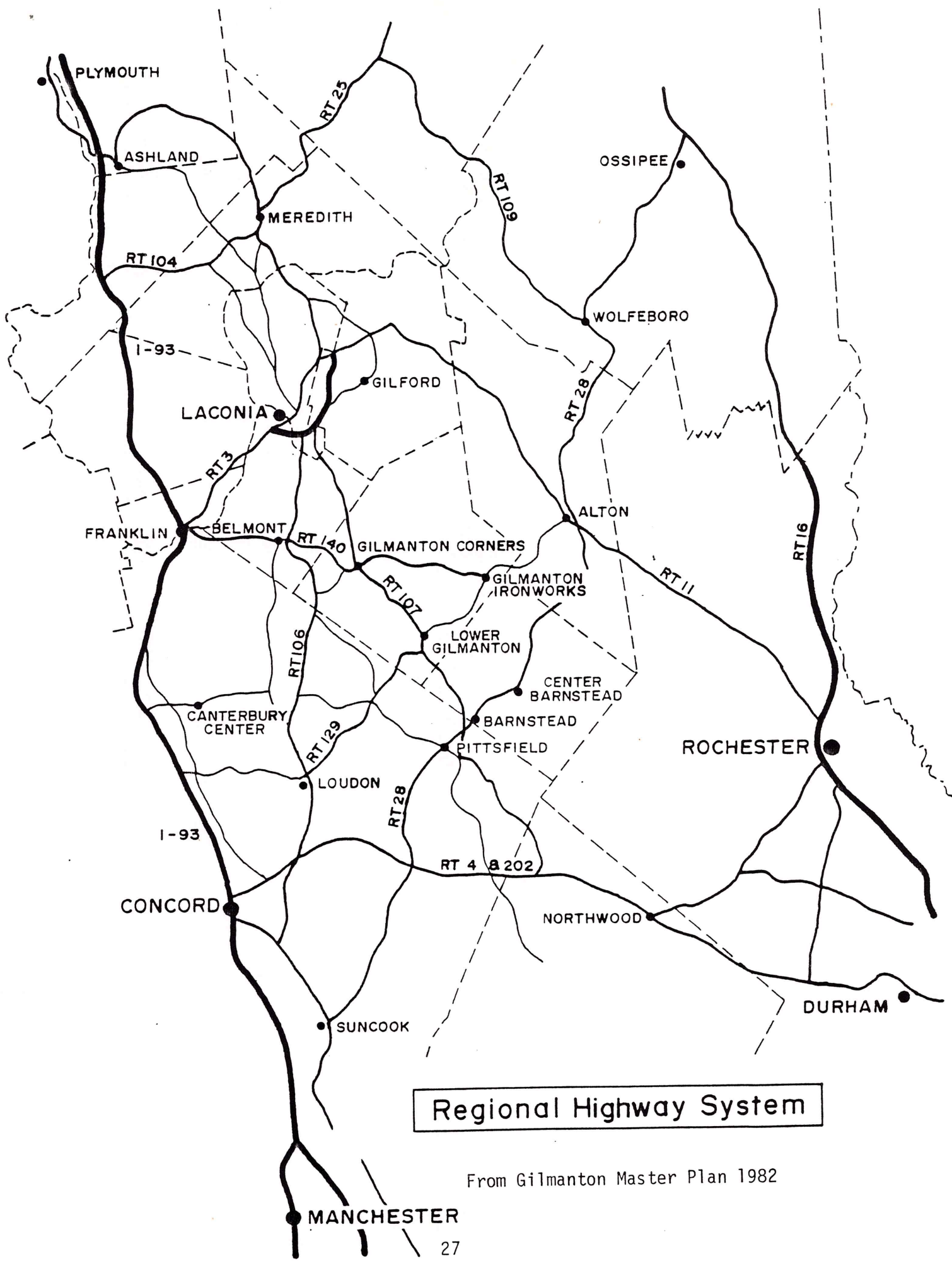
From Gilmanton Master Plan 1982

SOURCE U.S.S. ENLARGEMENT  
DRAFTED BY ALICE V. JOHNSON  
NEWBORS

PREPARED BY  
LAKES REGION PLANNING COMMISSION  
MEREDITH, NEW HAMPSHIRE

FEBRUARY, 1976





**Regional Highway System**

From Gilmanton Master Plan 1982



APPENDIX B

Reference Documents

Source Documents

Municipal Fire Protection Standards  
&  
Recommended Practices

## Source Documents

- A. Gilmanton Master Plan - 1982  
Prepared by the Gilmanton Planning Board with assistance from the  
Lakes Region Planning Commission
- B. Annual Reports of Gilmanton, New Hampshire  
1965 and 1982 to 1986
- C. Equalization Surveys - State of New Hampshire  
1978 to 1985
- D. New Hampshire Population Projections - N.H. State Planning, October 1985
- E. Zoning Ordinance, Town of Gilmanton, New Hampshire  
Including Amendments
- F. Subdivision Regulations, Town of Gilmanton, New Hampshire  
Including Amendments
- G. Site Plan Review Regulations, Town of Gilmanton, New Hampshire

## Municipal Fire Protection Standards & Recommended Practices

- 1. The Municipal Year Book ICMA
- 2. Fire Protection Handbook NFPA
- 3. Organization for Fire Services NFPA #1201
- 4. Organization of a Fire Department NFPA #1202
- 5. Public Fire Prevention Criteria NFPA #1301

6. America Burning (The Report of the National Commission on Fire Protection and Control) 1973
7. Small Community Fire Departments: Organization & Operation NFPA
8. Fire Suppression Rating Schedule ISO
9. Standard for Fire Officer Professional Qualifications NFPA #1021
10. Evaluation of Public Protection: A Guide to Recommended Practices Insurance Bureau of Canada
11. Managing Fire Services ICMA
12. Master Planning Basic Guide National Technical Information Services  
FEMA (from NFPA #1201)
13. Water Supply for Public Fire Protection Fire Underwriters Survey  
Canada
14. Also See;
  - A. Specific Related NFPA Pamphlets
  - B. Various Fire Service Management Books



APPENDIX C

-Formal Interviews-

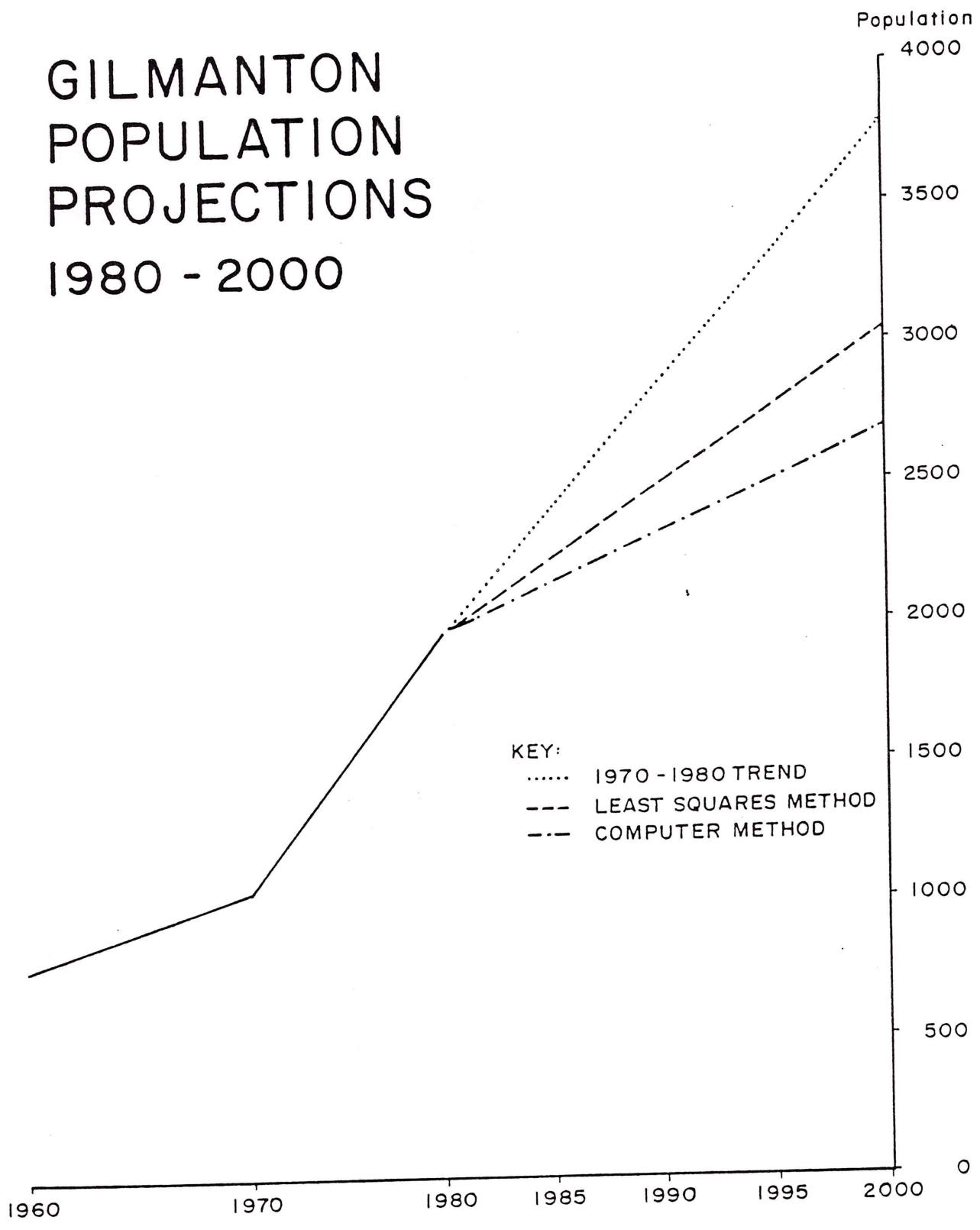
<u>Person or Group</u>	<u>Date of Interview</u>
1. Gilmanton Corners Fire Department Membership attending meeting (Included Fire Chief James Clough)	June 1, 1987
2. Gilmanton Iron Works Fire Department Membership attending meeting (Included Fire Chief David Russell)	June 1, 1987
3. George Pelissier Building Inspector	June 2, 1987
4. Morris Salmon Police Chief	June 2, 1987
5. Walter Skantz Member-Gilmanton I.W.F.D.	May 23, 1987
6. Candace Daigle Secretary Gilmanton Planning Board (Brief Telephone Discussions)	June, 1987
7. Ed Warfield Chief Coordinator Lakes Region Mutual Fire Aid	May 25, 1987
8. Richard Heinis Deputy Coordinator Lakes Region Mutual Fire Aid	May 25, 1987

APPENDIX D

-Graphs and Table-

Gilmanton Population Projections  
(from 1982 Gilmanton Master Plan)  
Population Growth  
(population figures from Selectmen)  
Total Equalized Valuation  
Building Permits  
Toned Emergencies per Department  
Response Time (Tone to 1st Responding Unit)  
Response Time (Tone to 1st Unit on the Scene)  
Fire Department Appropriations

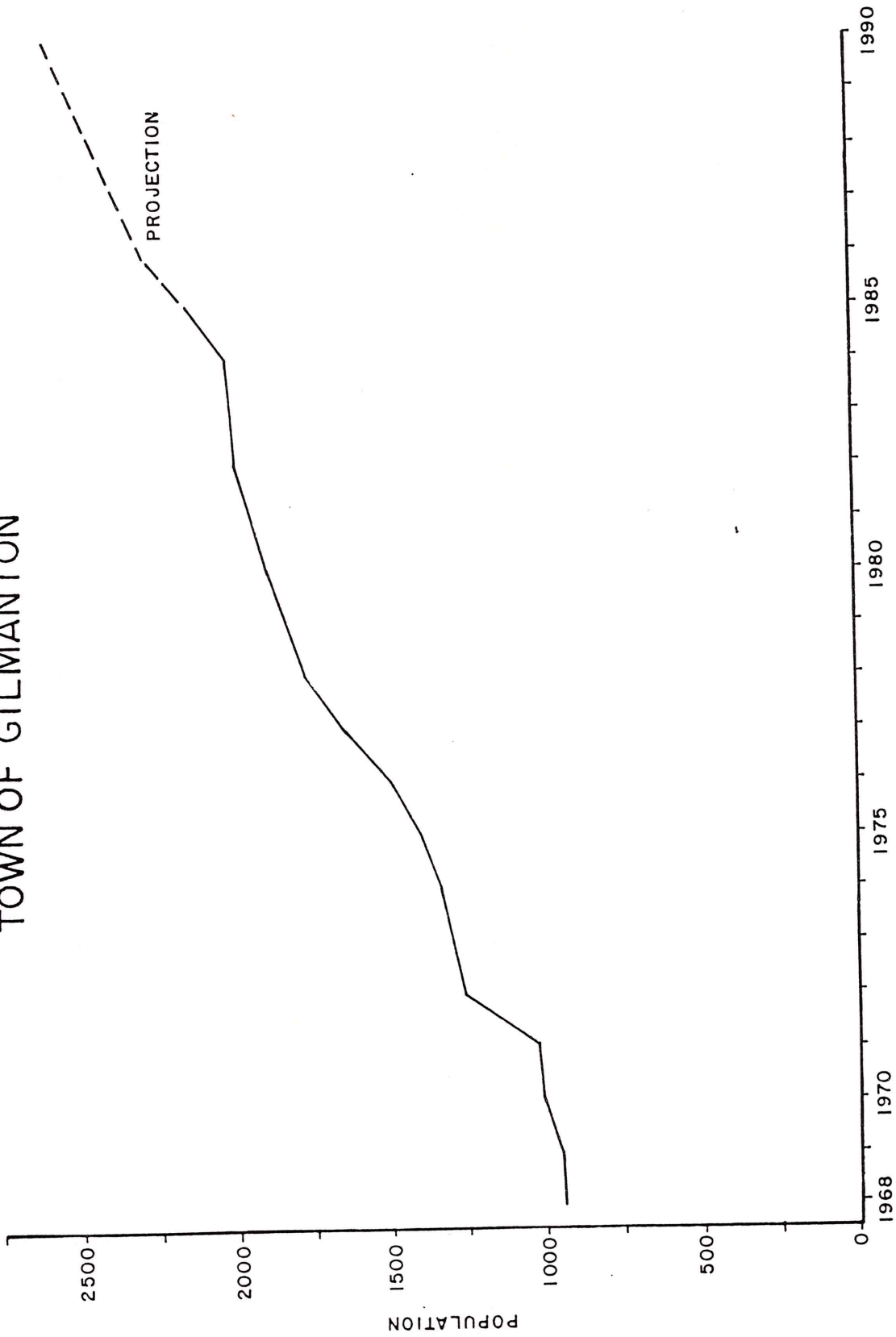
# GILMANTON POPULATION PROJECTIONS 1980 - 2000



From Gilmananton Master Plan 1982

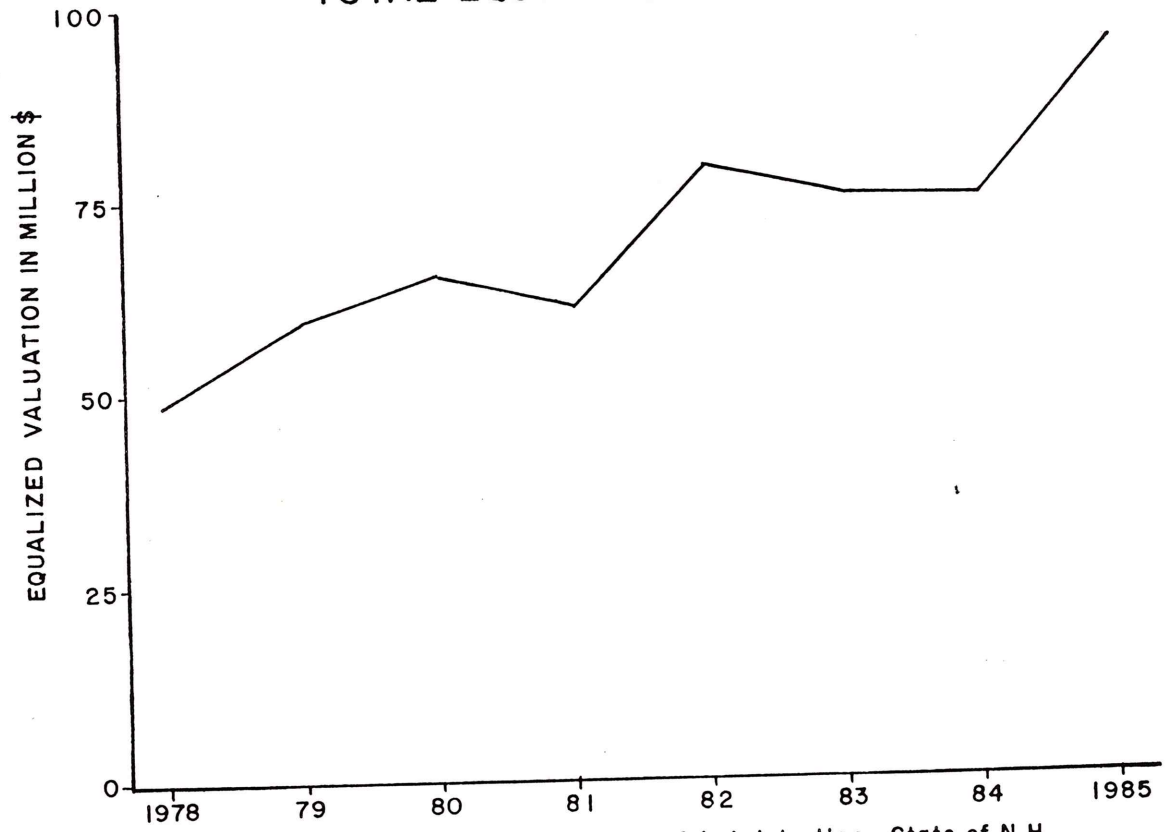


# POPULATION GROWTH TOWN OF GILMANTON



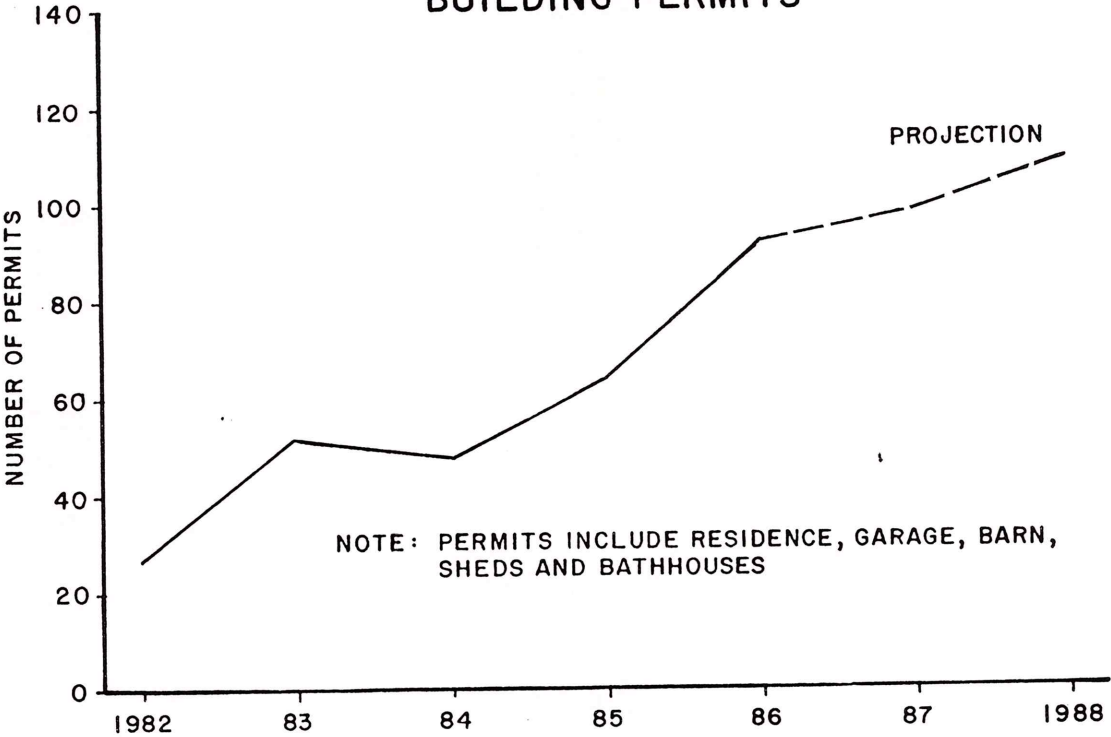
SOURCE: As taken by the Selectmen

# TOWN OF GILMANTON TOTAL EQUALIZED VALUATION



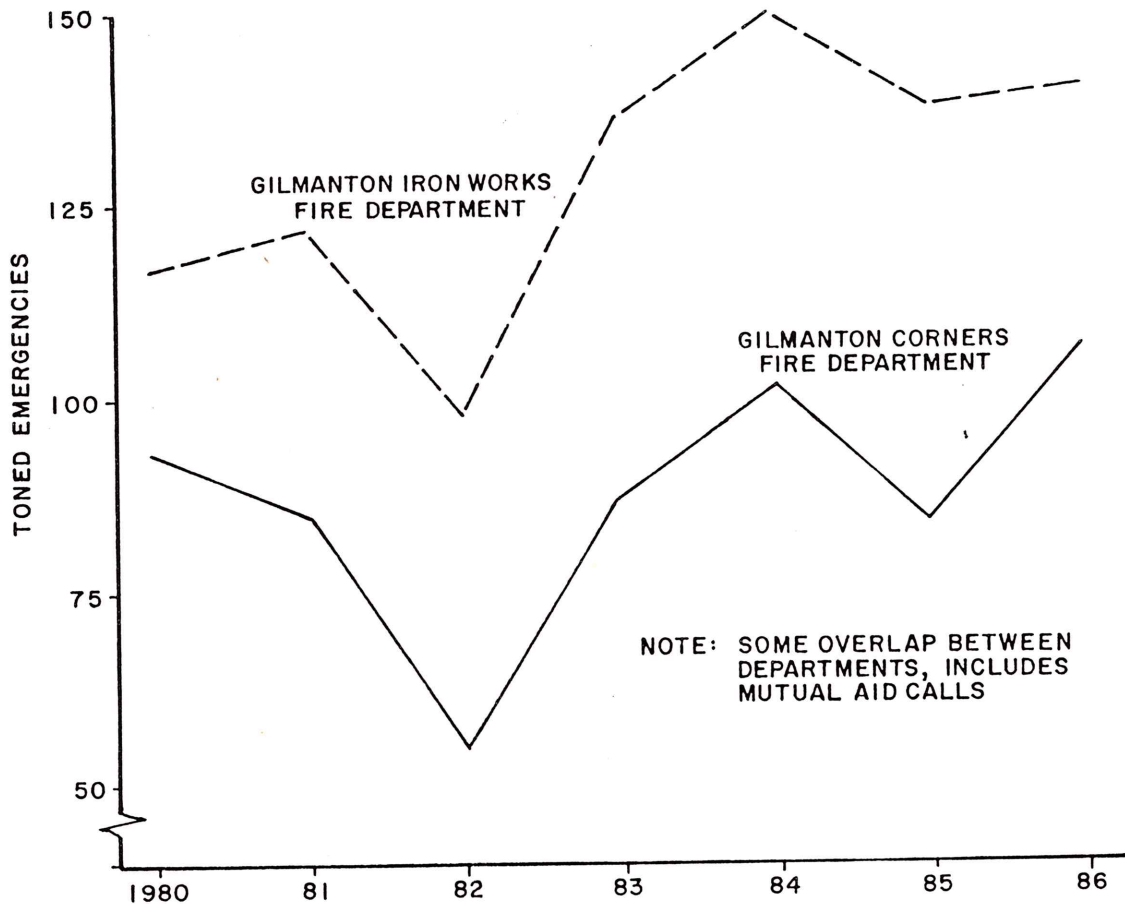
Source: Department of Revenue Administration, State of N.H.

# TOWN OF GILMANTON BUILDING PERMITS



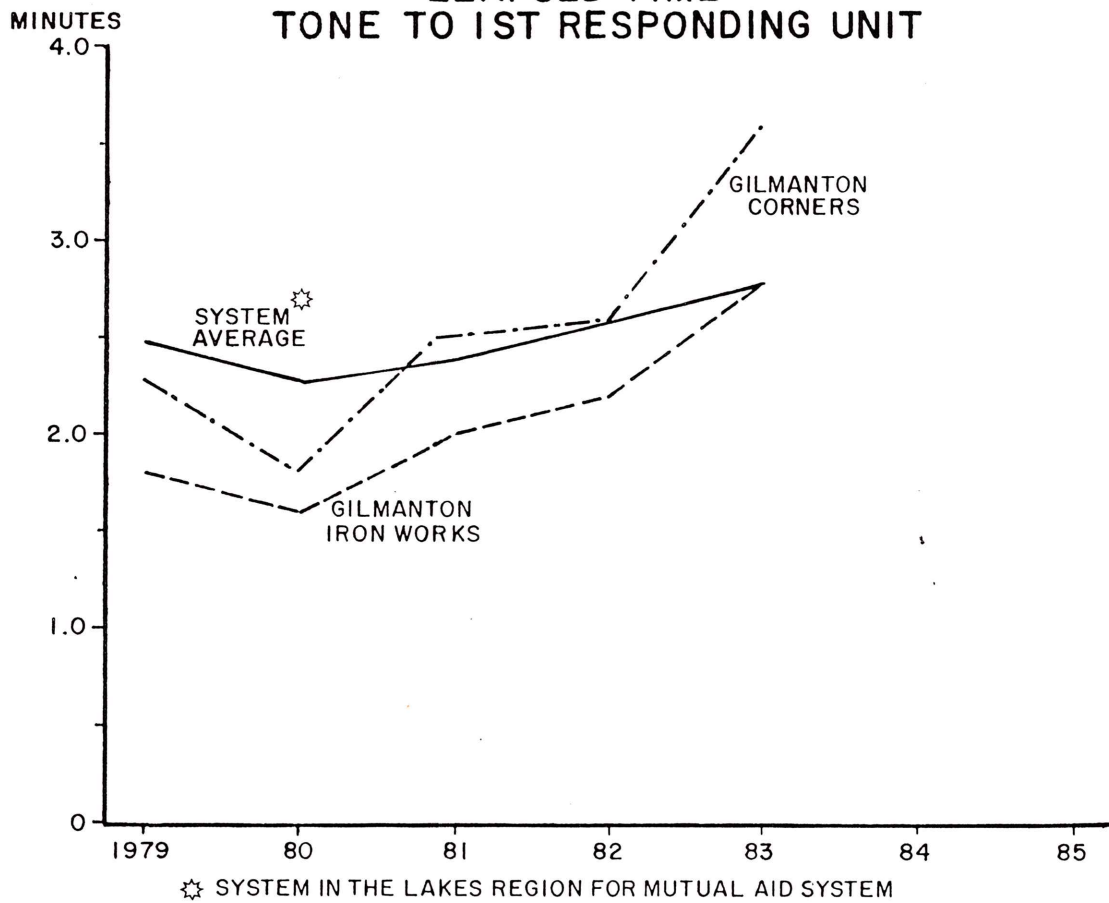


# NUMBER OF CALLS PER DEPARTMENT TONED EMERGENCIES

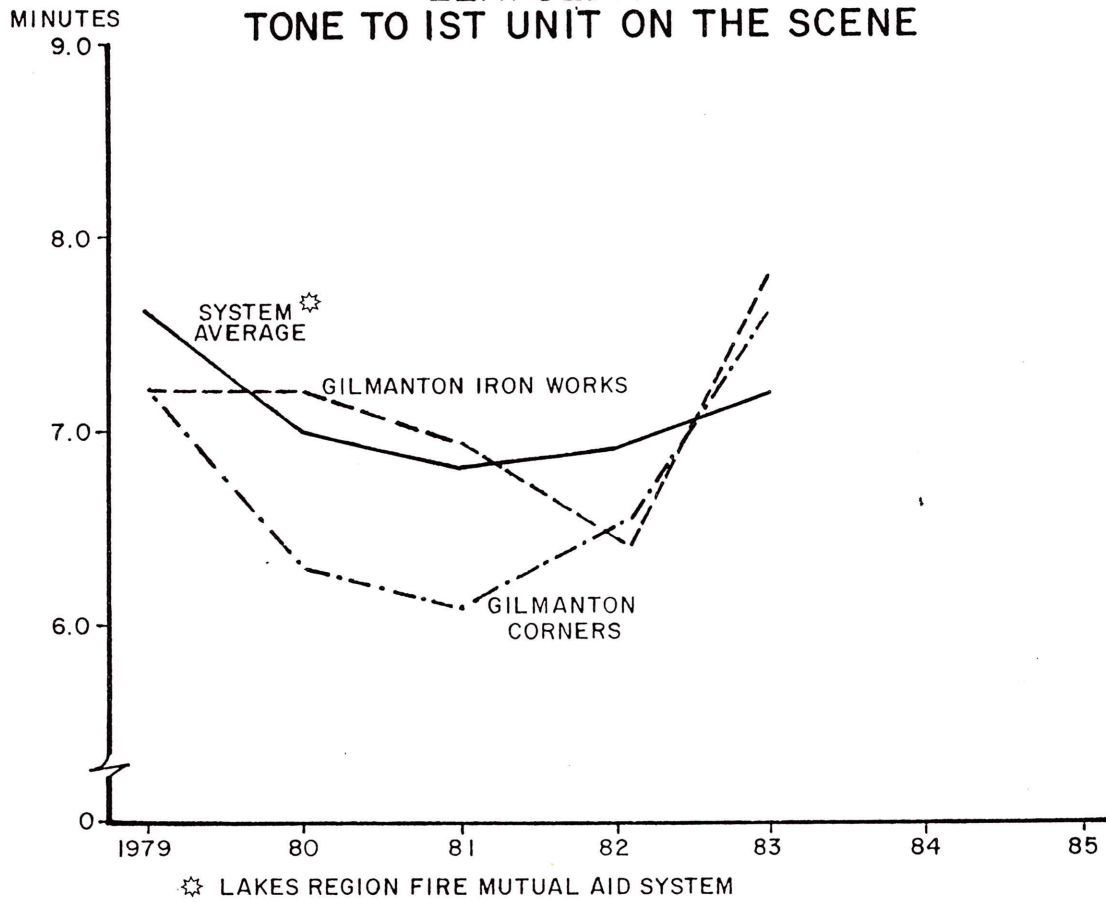


Source: Lakes Region Fire Mutual Aid

# FIRE DEPARTMENT RESPONSE ELAPSED TIME TONE TO 1ST RESPONDING UNIT



# FIRE DEPARTMENT RESPONSE ELAPSED TIME TONE TO 1ST UNIT ON THE SCENE





Fire Department Appropriations  
as a  
Percentage of the Total Town Appropriation  
by  
Year

<u>Year</u>	<u>F.D. Appropriations*</u>	<u>Total Town Appropriations</u>	<u>F.D. %age Of Total</u>
1982	\$19,345	\$531,466	3.64%
1983	\$23,335	\$585,216	3.99%
1984	\$22,450	\$622,182	3.61%
1985	\$24,099	\$660,439	3.65%
1986	\$27,550	\$879,245	3.13%

\*Gilmanton Corners and Gilmanton Iron Works  
Fire Departments - Combined Appropriations

Analysis: The Fire Department's share of the total appropriation has been fairly consistent. Had the rate for 1986 been at the 1983 level of 3.99%, the Fire Department's appropriation would have been \$7,500 greater.

## APPENDIX E

### Recommended Full Time Position for the Gilmanston Fire Department(s)

Title: Fire Administrator

Alternate Titles: Administrative Assistant  
Administrative Officer

Recommended Annual Salary Range: \$23,000 to \$26,000

#### Education and Training

Position requires an associate degree or equivalent from a recognized college or university, with a major in a field related to fire protection, business administration, engineering, or other appropriate area. A bachelors degree is preferred in an appropriate subject area. Position requires 3 to 5 years experience in areas related to administration, fire protection or fire service activities.

#### General Statement

The Fire Administrator's position is a professional position which works without day to day supervision. Selection and general supervision is done by the Board of Fire Commissioners. The ultimate supervisor of the Fire Administrator is the Chairman of the Board of Fire Commissioners. The Fire Administrator works for the Gilmanston Fire Department of the Town of Gilmanston. If the Departments are separate, then the Fire Administrator works evenly between the two stations.

#### General Responsibilities (A Multi-Function Professional Position)

- A. General administration of the non emergency functions of the Fire Department(s). [May become involved with emergency management through the existing channels of officer structure of the Department(s)]
- B. Fire Prevention/Code Enforcement activities including plans review, inspections, code enforcement and public education. Administration of the State Fire Code, Life Safety Code and other fire oriented codes used in the Town.
- C. Responds to fire, medical and other emergencies during work week daytime periods. Drives fire and emergency apparatus and holds the appropriate certification for providing emergency medical services.

Fire Administrator  
Sample of Specific Duties

1. Carries out the policies set forth by the new Board of Commissioners.
2. Provides administrative support to the Gilmanston Fire Chief(s).
3. Administer/Enforce the Life Safety Code as adopted by the Town and other fire codes as subsequently adopted by the Town. Administer and enforce the State Fire Code.
4. Responds to fire and emergency calls during work week while on duty. Drives fire and emergency apparatus. (May respond after hours as a volunteer)
5. Administers the Fire Department(s) budget appropriated by the Town.
6. Review all plans for new buildings or major modifications of existing buildings for fire code compliance. Work closely with the Building Inspector.
7. Review subdivision plans (see Subdivision Regulation Section 6.5).
8. Review site plans for proposed buildings (if a review is authorized by the Planning Board).
9. Administer the ongoing water supply improvement program. Develop plans with input from others and utilize budget funds to upgrade existing water sources and to develop new sources.
10. Act as Fire Department's liaison with other Town departments such as Police Department, Building Department, Zoning Board, Planning Board, Highway Department and with the appropriate state agencies, i.e., State Fire Marshal's Office.
11. Provides emergency medical aid to the community during work week while on duty as either a first responder or an EMT.
12. Recommends standard operating procedures, safety policies and other policies. Helps in the writing of such procedures and policies. Disseminates and monitors such procedures and policies.
13. Administers the apparatus and equipment maintenance program. Administers the maintenance and upkeep of the fire stations.
14. Develop and monitor records systems for the Department(s). (Not necessarily responsible for tabulating specific records)
15. Assists in the specing and purchasing of all apparatus and equipment.



16. Assists the Fire Chief(s) with the development of a comprehensive training schedule.
17. Assists the Fire Chief(s) with the pre-planning of key target hazards.
18. Assists in the development of mutual aid and disaster plans. Keeps written plans on file. Disseminates information to Fire Department officers.
19. Issue oil burner permits, place of assembly permits and other permits as per the State Fire Code, State Laws and, if adopted, the BOCA National Fire Prevention Code.
20. Inspect chimney installations in new construction and new woodstove installations. Upon request, inspect existing woodstove installations.
21. Other duties as assigned.

APPENDIX F

By-Laws  
for  
Gilmanton Corners  
and  
Gilmanton Iron Works  
Fire Departments

Gilmanton Corporation Document

# Gilmanton Iron Works Fire Department

GILMANTON IRON WORKS, N. H.

## BY-LAWS

Revised to include all amendments as of January 7, 1985.

### ARTICLE I - TITLE AND OBJECTIVES

1. The name of this organization shall be the Gilmanton Iron Works Fire Department, here-in-after called the Department, and shall be duly incorporated as a non-profit corporation under the laws of the State of New Hampshire.
2. The objectives of this Department shall be:
  - A. To provide for the preservation and protection of life and property from and during such fires, medical, rescue and/or other emergencies as may occur in the Gilmanton Iron Works Precinct, so-called: in the vicinity of Crystal Lake, and such other parts of the Town of Gilmanton, N.H. as are accessible, by establishing, maintaining and supervising a suitable Fire Department and Rescue Squad and all the appurtenances thereto.
  - B.
    1. To perform any legal acts deemed advisable for the advancement and welfare of the community served and the citizens thereof.
    2. Toward the accomplishment of the aforesaid objectives, this Department will provide mutual assistance with the Gilmanton Corner Fire Department in providing fire suppression, emergency medical and rescue services to the community.
    3. Further, this Department will render full support to the Gilmanton Corner Fire Department and the Lakes Region Mutual Fire Aid Association in their stated objectives to protect life and property in the respective areas served.
  - C. In the furtherance of these objectives the Department may purchase, hire, lease, rent and contract for real and personal property, as here-in-after provided, paying for same from funds subscribed, donated or appropriated to its use and shall hold title to such property in the name of the Department.

### ARTICLE II - MEMBERSHIP

1. Any resident of the community served, over the age of sixteen years, who is recommended to the Membership Committee by a member of the Department, and who receives the approval vote of said committee shall become a Probationary Member of the Department upon a favorable vote of the membership as provided for in par. 2 of this Article. All candidates for membership who have not attained the age of eighteen years must have the consent of parent or guardian.
2. Probationary Membership shall be for a period of six months following which the names of candidates for membership shall be processed in the same manner as to



recommendation and balloting as provided for in preceding par. 1, to the following status of membership.

- A. The names of those candidates for membership who have attained the age of eighteen years shall be processed to the status of Member.
  - B. The names of those candidates for membership who have not attained the age of eighteen years shall be processed to the status of Junior Member. Such Junior Members shall, upon attaining the age of eighteen years, be transferred to the status of Member upon favorable recommendation of the Chief.
3. The name of any member missing three consecutive meetings without good and sufficient reason, such as employment, illness, etc., will be dropped from the rolls by vote of the Executive Committee. The Executive Committee shall be empowered to waive this provision in the case of any member having rendered long and faithful service to the Department and whose services, in case of fire or other emergency, can reasonably be expected to be available.

#### ARTICLE III - OFFICERS

1. The officers of the Department shall be:

A. Administrative Officers

- . President
- . Vice-President
- . Secretary
- . Treasurer

B. Operations Officers

- . Department Chief
- . Deputy Chief
- . Fire Captain
- . Rescue Captain
- . Lieutenants

The offices of secretary and treasurer may be held by one member. An additional Deputy and Captain may be elected at the discretion of the membership.

2. All officers shall be elected for the term of one year, at the Annual Meeting provided for in Article VII, par. 2. Vacancies for any of the officer positions may be filled by special elections held at any regular or special meeting provided due notice of such action is included in the notice of such meeting. Voting shall be by secret ballot. A majority of all votes cast shall elect.
3. Nominations for officers shall be made either by a Nominating Committee appointed by the President or "from the floor".
4. All officers shall be legally registered voters of the Town of Gilmanon, N.H.

#### ARTICLE IV - DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Department and of the Executive

Committee and shall be a member, ex-officio, of all committees except the Nominating Committee, and shall perform all duties usually pertaining to this office. The President shall appoint the Chairman of the Membership Committee and Chairmen of such other committees as may be required from time to time for the accomplishment of the objectives of the Department.

2. The Vice-President shall act as assistant to the President and shall perform the duties of the President in the absence of that officer.
3. The Secretary shall keep a correct record of all meetings of the Department and of the Executive Committee; shall handle all correspondence; shall maintain a record of all real and personal property of the Department; shall maintain a record of the names and addresses of all members and shall perform such other duties usually pertaining to this office.
4. A. The Treasurer shall receive all funds of the Department as may be owed, subscribed, donated or appropriated and from such funds as are hereinafter provided for shall pay all bills which may be the proper obligation of the Department.  
B. The Treasurer shall keep suitable and accurate records of all receipts and expenditures and render a report of same at each meeting and as may be requested by the Executive Committee. The town funds must be accounted for separately from other funds. Expenditures from the town funds will be restricted to such items as may be strictly identified as for Fire Department purposes: i.e., Equipment, Vehicle and Building Maintenance, Insurance and Utilities. An Annual Report, close of business December 31st of each year will be made of this account to the Selectmen, Town of Gilmanton, N.H.  
C. No expenditure shall be made by the Treasurer from either the Primary or Special Accounts in an amount in excess of \$100.00 without prior approval of the Department. Expenditures for the costs of routine utility services, lighting, telephone and heating shall be exempt from this proviso.  
D. The Treasurer's accounts will be audited annually by the town auditors or a CPA.
5. It shall be the duty of the Department Chief:
  - A. To organize and maintain suitable rosters and assignments of personnel to specific duties to assure prompt and efficient handling of the fire fighting and rescue activities of this Department.
  - B. To see that all apparatus and other equipment is in proper condition to function at all times.
  - C. To see that all alarms are promptly responded to.



- D. To take full charge of all personnel and equipment at the scene of an emergency or other place where Department personnel and/or equipment may be in use.
  - E. To see that all equipment is promptly and properly restored to its normal storage area ready for immediate use upon call.
  - F. To maintain a record of all alarms and information pertaining thereto; this information to be reported at regular meetings of the Department for incorporation in the records of the Secretary.
  - G. To comply with, and to see that the Department complies with, all applicable Federal, State, County and local laws, regulations and ordinances pertaining to fire prevention, fire fighting and Fire Department operations.
  - H. To coordinate with the Gilmanton Corner Fire Department to provide joint services to the community.
- 6. It shall be the duty of the Deputy Chief to act in behalf of the Chief and carry out delegated duties.
  - 7. It shall be the duty of the Captain to act in behalf of other Department officers and carry out delegated duties.
  - 8. It shall be the duty of the Rescue Captain to act in behalf of other Department officers and specialize in supervising the Rescue operations of the Department. This responsibility includes coordination of training and operations with the Gilmanton Corner Fire Department in providing joint services to the community.

#### ARTICLE V - EXECUTIVE COMMITTEE

- 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and Chief of the Department, plus three additional elected members.
- 2. The duties of the Executive Committee shall be to transact necessary business of the Department between regular meetings and to transact such other business as may be referred to it by the Department.

#### ARTICLE VI - STANDING ORDERS AND HOUSE RULES

- 1. For the maintaining of necessary discipline and good order, such as to assure the maximum efficiency toward the accomplishment of the objectives of this Department, as defined in preceding Article I, all members thereof shall comply with and conduct themselves in accordance with Standing Orders and House Rules to be promulgated separately from these By-Laws.
- 2. Violations of Standing Orders and House Rules shall be referred to the Executive Committee for appropriate action.

#### ARTICLE VII - MEETINGS

- 1. Regular meetings will be held on the first Monday of each month, except in those



instances when this day occurs on a holiday in which case regular meetings will be held at the call of the President.

2. The Annual Meeting of the Department will be held on the first Monday of January except when this day may occur on New Years' Day in which case the Annual Meeting will be held the following Monday.
3. These By-Laws shall be read at each Annual Meeting.

#### ARTICLE VIII - QUORUMS

1. Seven members present shall constitute a quorum for the transaction of Department business at any regular or annual meeting.
2. A quorum of four being present shall constitute a quorum for the transaction of Department business at any meeting of the Executive Committee.

#### ARTICLE IX - AMENDMENTS

1. These by-laws may be amended at any regular meeting of the Department by a two-thirds vote of the members present and voting, provided notice of the proposed amendment was given at the preceding regular meeting and in the regular notice of the meeting at which the vote on the proposed amendment is taken.
2. Amendments may also be made at the Annual Meeting without previous notice of the proposed amendment by unanimous vote.

#### ARTICLE X - PARLIAMENTARY AUTHORITY

1. The rules of parliamentary practice comprised in "Robert's Rules of Order, Revised," shall govern the proceedings of this Department and of the Executive Committee, subject to the special rules which have been or may be adopted.

ADOPTED at Regular Meeting held November 6, 1961.

Amended July 1, 1968	Article 1 b.	Objectives
Amended Feb. 28, 1972	Article II	Membership
	Article VI	Standing Orders & House Rules - Added
Amended Jan. 9, 1984	Article II	Membership
	Article III	Officers
	Article IV	Duties of Officers
	Article V	Executive Committee
	Article VIII	Quorums
Amended Jan. 7, 1985	Article IV	Duties of Officers
	Article V	Executive Committee

BY-LAWS of the GILMANTON CORNER FIRE DEPARTMENT

Article I

The name of this corporation shall be: Gilmanton Corner Fire Department.

Article II

The object for which this corporation is established is: the Promotion of the Growth and Prosperity, and the Fire Protection, of the Town of Gilmanton, N.H.

Article III

The place in which the business of this corporation is to be carried on is: Gilmanton, N.H. (Gilmanton Corner, Route 140).

Article IV

The amount of capital stock or number of shares is: none.

Article V

Meetings

Section 1. Stated meetings of the Department shall be held on the first Tuesday of each month.

Section 2. The annual meeting for the purpose of electing officers, submission of reports and transacting other necessary business, shall be held at the Stated Meeting in August of each year.

Section 3. Special meetings shall be called upon written instruction of at least six (6) members to the Chief.

Article VI

Officers

Section 1. The officers shall consist of: a Chief, a Deputy Chief, a Secretary, a Treasurer, a Captain, an Engineer, and an Executive Committee.

Section 2. A President may be appointed by the Chief to conduct all meetings.

## Article VII

### Duties of Officers

- Section 1. The Chief shall be elected at the annual meeting, and his duties shall consist of: (a) organizing the Department, (b) assigning members to their duties, (c) taking charge of fires and other fire emergencies, and (d) holding training drills.
- Section 1a. The President shall conduct meetings, appoint committees and perform any other duties as assigned by the Chief.
- Section 2. The Deputy Chief shall be elected at the annual meeting. In the absence of the Chief, he shall be the Acting Chief.
- Section 3a. The Secretary shall be elected at the annual meeting, and shall keep a proper record of the transactions of the Department, and shall notify all members of the calling of each special meeting, by mail postpaid.
- Section 3b. The Treasurer shall be elected at the annual meeting, and shall keep a correct account of all funds of this Department, submitting the same to an auditing committee, which shall be the Executive Committee, twice yearly (June and December), and shall, in January of each year, render an annual report, which shall also be the Town Report, of receipts and expenditures.
- Section 4. The Executive Committee shall be elected at the annual meeting, and it shall be their duty to make recommendations to the Department as to general policy. At their first election one shall be designated to serve three years, one for two years, and one for one year, the first year of their service to run from their election to the next annual meeting. Thereafter, there shall be one member of the Committee elected for a three year term, each year. They shall audit the Treasurer's accounts.
- Section 5. In event any officer may be unable to continue active service, his place shall be filled by election at the next Stated Meeting.
- Section 6. Only members who have attended five (5) monthly meetings will be eligible to vote at the annual meeting.

## Article VIII

### Membership

- Section 1. All members interested in the Community are eligible for membership. After presenting themselves at and attending a regularly scheduled meeting, if then they wish to join the Department, the applicants shall appear before a membership committee and be made aware of the duties expected of a fireman. The Membership Committee will then make a recommendation at the next regular meeting and action will follow.



Article VIII (continued)

Section 1a. All residents of the Community between the ages of 15 and 18 are eligible to become junior members of the Department, providing that written parental permission has been received by the Chief. Applicants for junior membership will serve the customary five (5) months probation period, at the end of which they may become junior members upon the recommendation of the officers of the Department. Junior members shall attend regular meetings, drills, and other departmental activities, and shall be given opportunity to express their views, but without voting privileges. Junior members will only be allowed to travel in the cabs of mobile fire units, and shall not enter burning buildings until the fire is declared under control by the officer in charge. Upon reaching the age of 18, junior members may present themselves to the Membership Committee for recommendation to full membership in the Department. (Amendment added 2/7/73)

Section 2. The Membership Committee shall, after a five (5) month probationary period, make the recommendation that the new member be put on as a permanent member or not.

Section 3. The Membership Committee shall consist of one Officer, one Trustee, and one Fireman, to be appointed by the Chief, the number of membership committees and length of appointment to be discretionary with the Chief.

Section 4. Any member who misses any three (3) scheduled fire department events in a year without a proper excuse would be subject to disciplinary action.

Section 5. Any member of the department will be subject to dismissal from the department if, in the judgment of the majority of the members of the department present at a regularly stated meeting, said member shall have committed an act of insubordination, or in any way committed an act detrimental to the welfare of, or the best interest of, the department. The man shall appear before the membership committee for a hearing; from thence a recommendation shall be made at the next regular meeting by said committee, and a vote to be taken by the membership.

Article IX

Quorum

Section 1. Seven (7) members shall constitute a quorum.

Article X

Section 1. Amendments may be made to these By-Laws at any Regular or Stated Meeting, by a two-thirds vote of the members present in favor thereof, providing such amendment shall have been presented in writing at a previous regular or Stated Meeting.

## Article XI

Section 1. Leave of Absence: a leave of absence may be granted to any member in good standing by the officers of the department. A leave of absence may be taken for educational, U.S. Armed Services, or religious commitments. Any member taking a leave of absence will not lose his standing or position within the department unless the board of Officers deems his job to be critical to the department and community. A member under these conditions may be reinstated upon completion of his or her leave of absence.

Amendment approved, November, 1978

## Gilmanon Corner Fire Department

### Goals and Objectives

Article II of the By-Laws for the Gilmanon Corner Fire Department describes the object for the establishment of this organization as "the promotion of the growth and prosperity, and fire protection of the Town of Gilmanon, N.H."

As a by-law this is quite sufficient. As an explanation in anything other than a legal sense I feel it falls short. Therefore, I would like to offer my understanding as to the goals and objectives of this organization.

The Primary, major, on-going goal of the Gilmanon Corner Fire Department is to offer to our community emergency fire and medical aid - on a volunteer basis - in the most efficient and professional manner which we can provide.

A sub-goal of this Primary goal is as an organization, we are willing to take-in interested members of the community on a volunteer basis and provide them with training and expertise to operate within our organization to accomplish our Primary goal. In the process, our members have the opportunity to become respected and responsible members of our community.

Objectives of the Gilmanon Corner Fire Department are those organized training, work sessions and fund-raising activities which guide us toward accomplishing our Primary goal.

Without a very clear understanding of the above mentioned, a member of the Department, a perspective member, or even a member of the community cannot aid us as an organization effectively in our attempts to achieve our goals and objectives.

Michael A. LaRoche  
Captain, GCFD.

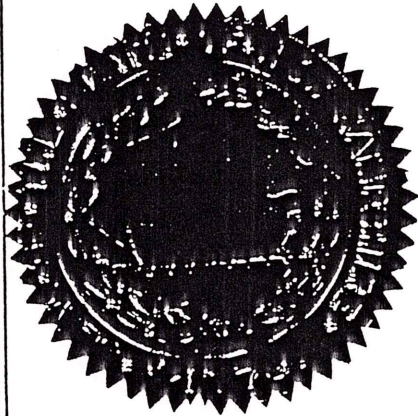


# State of New Hampshire

OFFICE OF SECRETARY OF STATE



I, ROBERT P. AMBROSE, Deputy Secretary of State of the State of New Hampshire, do hereby certify that the following and hereto attached Articles of Agreement of THE GILMANTON IRON WORKS FIRE DEPARTMENT have been recorded in the Records of Voluntary Corporations, Volume 988, Page 525.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Seal of the State, at Concord, this 12th day of March A. D. 19.....80

*Robert P. Ambrose*

Deputy Secretary of State

STATE OF NEW HAMPSHIRE

OFFICE OF THE SECRETARY OF STATE

Filed for record this 12th  
day of March 19 80  
at 9:00 A.M. o'clock



DEPUTY  
SECRETARY OF STATE

# The State of New Hampshire

## ARTICLES OF AGREEMENT

The undersigned, being persons of lawful age, associate under the provisions of the Laws of New Hampshire RSA 292 by the following:

Article 1. The name of this corporation shall be  
The Gilmanton Iron Works Fire Department. "Articles of Agreement" dated Sept. 4, 1930, indicated name to be "Gilmanton Hills Improvement Association". Name changed to "Gilmanton Hills Fire Department" July 26, 1939, to Gilmanton Iron Works Fire Dept., April 5, 1962.

Article 2. The object for which this corporation is established is

To provide for the protection and preservation of life and property from fire and other emergencies in the general area of Gilmanton Iron Works and to provide mutual aid for such services to the Gilmanton Corner Fire Dep., and to the Lakes Region Mutual Fire Aid Association.

\*Article 3. In case of dissolution of corporation, the assets shall be distributed to  
Town of Gilmanton, N.H.

Article 4. The address at which the business of this corporation is to be carried on is  
Gilmanton Iron Works, N.H. 03837

Article 5. The amount of capital stock, if any, or the number of shares is  
None' Not applicable.

Article 6. Signatures and post office address of incorporators

PLEASE PRINT NAME(S) BELOW SIGNATURE LINE

Names	Post Office Address
<u>Ralph G. Forsyth, Chief</u>	ALL ADDRESSES (03837) <u>Ralph G. Forsyth, Chief, Gilmanton Iron Works, N.H.</u>
<u>Walter H. Skantze, Pres.</u>	<u>Walter H. Skantze, Pres.</u>
<u>Wendell E. Beck, Vice Pres.</u>	<u>Wendell E. Beck, Vice-Pres.</u>
<u>Leslie O. Forsyth, Sec.-Treas.</u>	<u>Leslie O. Forsyth, Sect-Treas.</u>
<u>Wilfred A. Emond</u>	<u>Wilfred A. Emond, Former, Sect-Treas.</u>

Town (or City) Clerk's office, Town (or City) of

Received and recorded this 10 th day of March 19 80

Town (or City) Clerk

Elizabeth R. Smithers



APPENDIX G

Gilmanton Fire Departments  
Membership Rosters  
&  
Pictures of Fire Stations

Gilman Iron Works Fire Department

-Membership Roster-

David Russell - Chief  
Chris Smith - Deputy  
Paul Hempel, Jr. - Deputy  
Don Hamilton - Captain  
Lee Gardner - Captain  
Tony Burditt - Lieutenant  
Dennis Wilkinson - Lieutenant  
Steve Bedard - President  
Tom Reed - Vice President  
Cindy McCown - Sec-Treas  
Walter Skantze - Executive Committee  
Paul Hempel, Sr. - Executive Committee  
Wendell Beck - Executive Committee

Brian Wilkinson  
Jim Falardeeu  
Bill Provencal  
Tom O'Flaherty  
Art McDonald  
Bill Price  
Herman Kardinal  
Gary Lines  
Roger Porosky  
Steve Keane  
Norman Skantze  
Ronald Senior  
Jaqueline Gardner

Gilmanton Corners Fire Department

-Membership Roster-

James Clough - Chief - Cert FF, Paramedic  
Vincent Baiocchetti - Deputy - Cert FF, EMT  
Carl Moorehead - Captain - Cert FF  
Jon Cook - Fire Lieutenant - Cert FF  
Shelley Clough - EMS Lieutenant - RN, EMT

Willis Hyslop, Jr. - Cert FF, AFA  
Mickey Daigle - Cert FF  
Jeff Caldon, Jr.  
Robyn Sawyer, Jr.  
Mark Sawyer  
Brett Currier  
Frank McClary  
Paul Hebert  
Clayton Shibles  
Steve Schremdt  
Andrew Stockwell, Jr.  
Jon Leet, student - Cert FF  
Rick Andrews, student - Cert FF, EMT





Gilmanston Iron Works Fire Station



Gilmanston Corners Fire Station