



**BOARD OF SELECTMEN  
Meeting Minutes  
22 June 2012**

**Approved: July 2, 2012**

**Present:** Vincent Amoroso, Member; Les Fox, Chair; Francis Powers, Clerk; Robert Stemple, Member, Raid Suleiman, Member

**Also Present:** Joseph Fair, Kopelman & Paige; Boxborough Firefighter (FF) Benn Carpenter; Boxborough Fire Chief Randy White; Boxborough Police Chief Warren Ryder; Members of Boxborough FF Union, Attorney for FF Carpenter Ian Russell, FF Union Representative William MacDonald, Members of Carpenter Family, Town Treasurer Margaret Dennehy

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 8:32 A.M. in the Morse/Hilberg rooms of Town Hall. After calling the meeting to order, Chair Fox reviewed the subject matter – an injured-on-duty claim submitted by FF Carpenter. He further explained that the BOS had limited visibility into the claim because of medical privacy policies and indicated that Chief White had referred the matter to the BOS for review so that we could understand the specific details of this case and venture a ruling regarding the claim. Finally Chair Fox stressed that it was the policy of the town to support employees, particularly those injured on duty and, as such, this matter was a very serious one.

Member Powers (Fire Department liaison) then expanded on Chair Fox's introduction to note that the BOS encouraged Department heads to establish rules and regulations for their departments and that since this case involved an apparent failure to comply with Fire Department rules, the BOS needed information to be able to judge whether FF Carpenter's claim was legitimate, despite being apparently not compliant with Department policies.

Member Amoroso then asked a number of questions dealing with the details of the alleged injury and the associated circumstances on the day of the alleged injury and subsequent days. In particular, Member Amoroso's questions dealt with the date and time of the alleged injury, who was present on the scene of the alleged injury, what occurred after the alleged injury both at the scene and back at the fire house, what occurred the remainder of the day and the following days before FF Carpenter reported the alleged injury and what medications or medical treatments were employed by FF Carpenter.

In summary, FF Carpenter's responses to Member Amoroso's questions were as follows:

- The alleged injury occurred on Sunday, 13 May at approximately 9:30 AM at the scene of a reported medical incident to which the Boxborough fire department responded. The Boxborough FD had responded with the engine as the ambulance was temporarily out of service.
- FF Carpenter was riding on the passenger side of the vehicle and stepped down while stopped by the roadside to speak with the ALS unit to clarify the location of the reported medical incident.
- FF Carpenter indicated he stepped down from the fire vehicle (approximately 3.5 to 4 feet) at the scene of the incident and knew something hurt at that time. He said he felt a burning sensation in his knee after stepping down from the vehicle.
- FF Carpenter (passenger) was accompanied to the incident scene by FF Brendon Lyons (driver) but did not say anything to FF Lyons about any pain or injury at that time.
- FF Carpenter said he walked around the vehicle for several minutes, spoke to the ALS van driver at the incident scene and then got back in the fire vehicle and that his knee was still hurting. He added that he hoped the pain would go away.
- It developed that the medical call was for another town and the Boxborough personnel prepared to return to the fire station. The vehicle with FF Carpenter as passenger returned to the fire house at approximately 10 AM.
- FF Carpenter's shift continued on Sunday 13 May until 5 PM.
- During the time period from 10 AM to 5 PM on 13 May, FF Carpenter stated that he did not use an ice pack on his knee, nor did he take Ibuprofen, but that his knee hurt the entire time.
- FF Carpenter stated that he and FF Lyons continued on duty at the Boxborough fire station but that he did not speak to FF Lyons about his knee pain during that time.
- FF Carpenter said he was aware that department policy required injuries to be reported immediately, but said that he did not feel this alleged injury was important and so did not report it in compliance with Department policy. He indicated that the following day (Monday 14 May) was his day off and he felt the alleged injury might heal.
- After returning home on Sunday, 13 May and also Monday 14 May, FF Carpenter said he did nothing but the pain in his knee was getting worse. He said he thought about whether he should see a doctor, but decided not to because he was still hoping the knee would get better without treatment. He said he did not consider calling the department and reporting the injury. FF Carpenter did not take Ibuprofen or use an ice pack or anything else to treat the injury.
- FF Carpenter said that on Tuesday (15 May) morning, a scheduled work day, he noticed on arising that the knee had gotten worse. He called in to the Boxborough fire department at around 6:30 AM, reported his injury and said he would be unable to report for work.
- On Wednesday (16 May), FF Carpenter went to his doctor who prescribed Ibuprofen and nothing else to deal with the reported injury.
- Subsequently therapy for a period of 4-6 weeks was prescribed, but due to concern over insurance coverage, FF Carpenter has not initiated therapy and is waiting for approval of his injured-on-duty claim.
- FF Carpenter stated that he believed that his health insurance had been canceled because he was not being paid by the town.

- Attorney Russell asked if the town's records were complete regarding the incident and injured-on-duty claim. Chair Fox replied that although the Town Administrator had been providing updates to the Chair and Fire Department liaison (Member Powers), the Board of Selectmen had not seen the claim documentation as it is protected health information. Chair Fox stated that on June 19 the BOS had reviewed a proposed Memorandum of Agreement regarding the claim.
- Town Treasurer Margaret Dennehy stated that the claims documents are complete and in hand. She also stated that medical insurance for FF Carpenter has continued in effect without interruption.
- Member Amoroso asked Counsel Russell if he were aware of the MOA and was FF Carpenter still interested in pursuing it.
- Boxborough Fire Chief White stated that FF Carpenter had been informed by himself, the TA and Treasurer about the option and process available to him under the Family Medical Leave Act, for continuation of coverage under the town's health insurance policy.
- In response to a question from the BOS, FF Carpenter stated that he had not received any letter advising him of a change in his health insurance coverage.

This completed the initial fact-finding questions from Member Amoroso and answers from FF Carpenter. Chair Fox then opened the floor to other questions from BOS members.

Member Suleiman then inquired about FF Carpenter's awareness of the department reporting rule and his responsibility to report injuries immediately. FF Carpenter agreed that he was aware of the rule. The union representative (Macdonald) and Carpenter's lawyer (Russell) stated that such injuries are the nature of the business, that firefighters are hurt this way all the time and that FF Carpenter's late reporting of the injury was not out of the ordinary. Discussions also included reference to FF Carpenter's medical record for this alleged injury with Chair Fox stating that the BOS had not seen the report due to medical privacy restrictions. Attorney Fair noted that this medical record, if introduced into the meeting would become a public record.

Discussions also addressed FF Carpenter's health insurance after his salary was terminated. FF Carpenter was under the impression that when his pay stopped, his health insurance had been canceled. Town Treasurer Dennehy clarified that Carpenter's insurance had not been canceled and was fully paid up through June 2012. She further noted that the town had not sent any correspondence to FF Carpenter indicating his health insurance was no longer in effect. Chief White indicated he had discussed with Carpenter the option of utilizing the Family Medical leave Act for continuation of health benefits when his coverage did expire but FF Carpenter chose not to do that because he was not prepared to pay 25% of the premiums as required under this Act.

Member Amoroso enquired of attorney Russell concerning his involvement in the draft settlement (without prejudice) MoA. Attorney Russell responded that he was not aware that this MoA offer was still on the table and added that his client would be interested in considering this settlement agreement.

FF Bohnert, speaking for the union indicated that the union has not been satisfactorily notified of the injury claim and the potential settlement MoA and had only learned of this MoA one week

ago. He further noted that the union had not been properly furnished with the original Department rules and regulations (including the injury reporting requirement)He dating back to January 2012 as required in the current CBA. Attorney Fair responded that in typical 111 F cases, the Chief handles the claim and it would not come before the Selectmen for deliberation. In this case, however, because of the failure to report the injury within the Department-required time frame, the Chief was in a difficult situation and, as a result, the matter had been referred to the Board. With respect to furnishing policies to the union, attorney Fair noted that the Department Rules and Regulations had been sent out in January 2012 and all members of the union had acknowledged receipt. The CBA requires 2 weeks' notice prior to implementation and since today is much later than 2 weeks after promulgation and since the union has raised no objections, then the Rules and Regulations are in full force and effect. Attorney Fair stated that there is no legal requirement for the Fire Chief to communicate with the union regarding a claim of injured on duty. Attorney Russell opined that the Chief was required to advise the union of the claim and its status and the notion that the reporting delay in this case could cause a failure to grant injury leave was not correct. He further stated that the only unusual aspect of this case was referring this matter to the Board of Selectman.

Discussion then revolved around the issue of what was a reasonable time within which to report an on-duty injury. Mr. Macdonald noted that minor injuries happen to firefighters all the time and that firefighters are not prone to go crying to the Chief at such injuries. He added that, in Waltham, a past requirement for reporting injuries was 90 days but he was not sure of the current requirement. He had earlier stated that if he had reported every minor injury to his chief he would have "killed a rain forest". Members Stemple and Amoroso asked what was a reasonable time period for injury reporting and attorney Russell opined that 2 days was a perfectly reasonable time period for such reporting.

Member Suleiman then stated that we were ready to start a dialogue on the draft settlement MoA provided it did not set a precedent for future claims. Fire Lieutenant Gray commented that the union had some concern with the wording of the existing draft MoA. This point was emphasized by attorney Russell, the union representative and FF Carpenter who noted they had not had adequate time to review the draft MoA.

At this point, at 10:05 AM, Chair Fox asked if there were any further comments or questions, and hearing none, said he would entertain a motion to adjourn to executive session for deliberations among Board members and to reconvene in open session afterwards. This motion was made by Chair Fox and seconded by Member Powers. Roll call vote – Fox "aye", Powers "aye", Stemple "aye", Suleiman "aye" and Amoroso "aye".

At approximately 10:55 AM, the Selectmen reconvened in open session. Chair Fox reviewed a statement of agreement developed in executive session. He noted the following points:

- The Board had concerns about the injury reporting delay,
- However, upon the recommendation of the Fire Chief, the Board was prepared to enter into a MoA without prejudice
- The Board agreed to pursue the settlement MoA but needed to hear the union's concern with the MoA language.

Attorney Russell responded that his client was satisfied with the Board's decision and that the union had no concern with the existing draft MoA. He said that FF Carpenter and the union wanted to agree the MoA ASAP and were prepared to sign it as-is.

Chair Fox then moved that the Board sign the MoA as-is; seconded by Member Amoroso; **Approved 5-0**. The MoA was signed and at 11:10, Member Stemple moved to adjourn; seconded by Member Amoroso; **Approved 5-0**.



## BOARD OF SELECTMEN

### Meeting Agenda Boxborough Town Hall Morse-Hilberg Meeting Room June 22, 2012

#### 1. CALL TO ORDER, 8:30 AM

#### 2. NEW BUSINESS

Discussion related to the physical condition of an employee

[Employee has been advised of rights pursuant to c. 30A §21, and has elected to hold the meeting in open, rather than in executive session]

#### 3. EXECUTIVE SESSION

*Move to adjourn to executive session to conduct a collective bargaining session and to discuss strategy with respect to collective bargaining (Boxborough Professional Firefighters, Local 4601), and to adjourn immediately thereafter*

**ROLL CALL  
VOTE:**

With respect to latter part of motion, Chair shall stated: "An open meeting may have a detrimental effect on the bargaining position of the Board"

#### 4. ADJOURN





**BOXBOROUGH BOARD OF SELECTMEN**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 263-1116 • Fax: (978) 264-3127  
www.town.boxborough.ma.us

Leslie R. Fox, Chair    Francis J. Powers, Clerk    Vincent M. Amoroso    Robert T. Stemple    Raid M. Suleiman

By Hand Delivery

June 19, 2012

Benn Carpenter  
[REDACTED]

Dear Benn,

I am writing to you on behalf of the Board of Selectmen to notify you that the Board will convene in executive session pursuant to M.G.L.c.30A, §21, reason number 1 for convening executive session, on Friday, June 22 at 8:30 AM, for the purpose of discussing your medical condition relative to your injured on duty claim. The session will be held in the Morse-Hilberg Room of the Boxborough Town Hall, 29 Middle Road.

Please be further advised that the Board shall hold an open meeting if you so request that the meeting be open. If an executive session is held, you shall have the following rights:

- 1) To be present at such executive session during deliberations which involve you.
- 2) To have counsel or a representative of your own choosing present and attending for the purpose of advising you and not for the purpose of active participation in the executive session.
- 3) To speak on your behalf.
- 4) To cause an independent record to be created of said executive session by audio-recording or transcription, at your expense

You may also have certain rights under the collective bargaining agreement..

Please do not hesitate to contact me with any questions.

Yours truly,

Selina S. Shaw  
Town Administrator

I hereby acknowledge receipt of this letter.

Signature

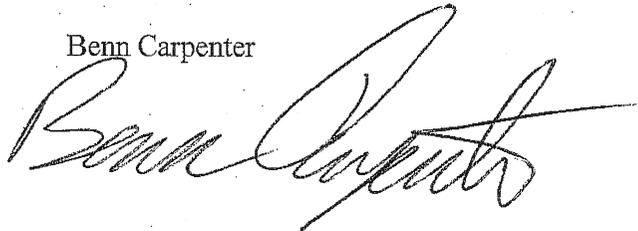
Benn Carpenter

Printed Name

19 June 2012  
Date

I am in receipt of your letter in regards to the June 22, 2012 meeting regarding my injured on duty claim. I am requesting that the meeting be an open meeting and not held in an executive session.

Benn Carpenter

A handwritten signature in cursive script, appearing to read "Benn Carpenter". The signature is written in dark ink and is positioned below the printed name.

19 June 2012

TOWN OF BOXBOROUGH FIRE DEPARTMENT  
RULES AND REGULATIONS

- b. Reporting for Duty- Report for duty at the regularly appointed times and not withdraw or resign or absent oneself from duty without proper leave. Members must be in uniform and ready for duty for the entirety of their scheduled shift. Members in the public view must remain in the required uniform at all times.
- c. Awareness of Activities- Acquaint oneself concerning all new orders, regulations, and memoranda governing his/her assignment.
- d. Filing Reports- Promptly and accurately complete all reports and forms as required by this manual. Before leaving the station at the conclusion of an incident or tour of duty, complete all reports and forms which pertain to the events occurring during said time.
- e. Giving Identification- Give name, rank, and position and similar information in a civil manner to any person who may inquire, except where the physical safety of the member is threatened.
- f. Testifying at Investigations- Testify to or state the facts as he/she knows them as he/she appears before or is involved in any judicial, departmental, or other official investigation, hearing, trial, or proceeding, and in all other ways cooperate fully during such proceedings.
- g. Communications- Report communications to a higher command when required.
- h. Reporting Injuries- Any member injured on duty shall immediately notify the officer in charge of the extent of his/her injuries. The officer in charge will determine whether the injured member shall proceed to the hospital or remain on duty in cases where injury is not apparent. Verbal notification must be made to the Fire Chief or his designee, regardless of whether further medical attention is sought. As soon as his/her condition permits, the injured member must complete a "report of injury" form in writing to the Fire Chief. Where the injured is seen by a physician, a written report from the physician is required. Also, complete appropriate insurance forms which may be obtained from the chief when reimbursement is sought for medical expense.

2. PROHIBITIVE CONDUCTS

The following acts by a member of the department while in uniform are prohibited:

- a. Criminal Conduct- Commission of a felony, misdemeanor, or other criminal offense.

## Chief White

---

**From:** Chief White [rwhite@boxboroughfire.com]  
**Sent:** Wednesday, April 04, 2012 9:08 AM  
**To:** 'Lt. Jason Malinowski'  
**Subject:** RE: BFD Rules and Regulations - Response Required

Thanks!

[rwhite@boxboroughfire.com](mailto:rwhite@boxboroughfire.com)  
Randolph T. White, Fire Chief  
Emergency Management Director  
Boxborough Fire Department  
502 Massachusetts Avenue  
Boxborough, MA 01719

978-263-7546 Main  
978-263-0038 Fax

[www.boxboroughfire.com](http://www.boxboroughfire.com)

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The information contained in this message and any attachment may be proprietary, confidential, and privileged and thus protected from disclosure. When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by replying to this message and deleting it and all copies and backups thereof.

Thank you.

**From:** Lt. Jason Malinowski [<mailto:jmalinowski@boxboroughfire.com>]  
**Sent:** Wednesday, April 04, 2012 8:57 AM  
**To:** [rwhite@boxboroughfire.com](mailto:rwhite@boxboroughfire.com)  
**Subject:** Fwd: BFD Rules and Regulations - Response Required

Sent from my Verizon iPhone

Begin forwarded message:

**From:** Benn Carpenter <[REDACTED]>  
**Date:** January 4, 2012 8:54:54 AM EST  
**To:** "Lt. Jason W. Malinowski" <[jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com)>  
**Subject:** Re: BFD Rules and Regulations - Response Required

following, "I have received a copy of the BFD Administrative Rules and Regulations. I have read the copy provided to me and understand all sections described within this document."

Sent from my iPhone

On Jan 4, 2012, at 8:09 AM, "Lt. Jason W. Malinowski" <[jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com)> wrote:

following, "I have received a copy of the BFD Administrative Rules and Regulations. I have read the copy provided to me and understand all sections described within this document."

**Selina S. Shaw**

---

**From:** Chief White [rwhite@boxboroughfire.com]  
**Sent:** Wednesday, June 20, 2012 11:11 AM  
**To:** 'Selina S. Shaw'  
**Cc:** fjpowers@verizon.net; 'Les Fox'  
**Subject:** FW: [FWD: RE: [FWD: BFD Rules and Regulations - Response Required]]  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

[rwhite@boxboroughfire.com](mailto:rwhite@boxboroughfire.com)  
Randolph T. White, Fire Chief  
Emergency Management Director  
Boxborough Fire Department  
502 Massachusetts Avenue  
Boxborough, MA 01719

978-263-7546 Main  
978-263-0038 Fax  
[www.boxboroughfire.com](http://www.boxboroughfire.com)

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Thank you.

---

**From:** Lt. Jason W. Malinowski [mailto:jmalinowski@boxboroughfire.com]  
**Sent:** Wednesday, June 20, 2012 10:40 AM  
**To:** Chief White  
**Subject:** [FWD: RE: [FWD: BFD Rules and Regulations - Response Required]]

FF Bohnert

Lieutenant Jason W. Malinowski  
Public Education Coordinator  
Boxborough Fire Department  
502 Massachusetts Avenue  
Boxborough, MA 01719

Phone: (978) 263-7546

[www.boxboroughfire.com](http://www.boxboroughfire.com)

----- Original Message -----

Subject: RE: [FWD: BFD Rules and Regulations - Response Required]

From: "FF Bohnert" <ebohner@boxboroughfire.com>

Date: Wed, January 18, 2012 8:34 am

To: "Lt. Jason W. Malinowski" <jmalinowski@boxboroughfire.com>

Lt.,

I have received a copy of the BFD Administrative Rules and Regulations. I have read the copy provided to me and understand all sections described within this document.

FF Bohnert

---

**From:** Lt. Jason W. Malinowski [mailto:jmalinowski@boxboroughfire.com]

**Sent:** Wednesday, January 18, 2012 8:04 AM

**To:** ebohner@boxboroughfire.com; 04ACF7 [redacted] ewrecknap [redacted]  
a.m.robinson5253 [redacted] Brendan Lyons; s.kruc [redacted] Brendan Hurley;  
wnoke [redacted] adufresne [redacted]; irishmatt123 [redacted]

barriosjc2 [redacted] Rich Bottner; Nick Costanzo; derekjiordan [redacted]

**Cc:** Chief White; Lt. Gray; FF Williams

**Subject:** [FWD: BFD Rules and Regulations - Response Required]

All,

As a reminder, we need written confirmation from every member of the department regarding these new rules and regulations. Responses were due last Friday January 13th. You are receiving this e-mail because I do not have a copy your written confirmation. If I missed it, I apologize. Please forward me a copy.

Otherwise, please respond and say the following:

"I have received a copy of the BFD Administrative Rules and Regulations. I have read the copy provided to me and understand all sections described within this document."  
Thanks, in advance.

Jason

Lieutenant Jason W. Malinowski  
Public Education Coordinator  
Boxborough Fire Department  
502 Massachusetts Avenue  
Boxborough, MA 01719

Phone: (978) 263-7546

[www.boxboroughfire.com](http://www.boxboroughfire.com)

----- Original Message -----

Subject: BFD Rules and Regulations - Response Required

From: "Lt. Jason W. Malinowski" <jmalinowski@boxboroughfire.com>

Date: Wed, January 04, 2012 8:09 am

To: "Adam A Nichols" [redacted], "Anthony Cunha"

<val\_cunha@ [REDACTED]>, "Benn Carpenter" [REDACTED],  
"Brendan Lyons" [REDACTED], "Brendan Neal Hurley"  
[REDACTED], "Brian Harrington" [REDACTED],  
"David Hillman" [REDACTED], "Derek Jordan"  
[REDACTED], "Edmond Daigneault" [REDACTED], "Eoin  
Bohnert" [REDACTED], "Erik Byam" [REDACTED],  
"James DeVogel" [REDACTED], "Jonathan R Williams"  
[REDACTED], "Juan Barrios" [REDACTED],  
[REDACTED], "Justin M Geneau" [REDACTED],  
"Mathew Allen" [REDACTED], "Mathew Robinson"  
[REDACTED], "Mike Kidd" [REDACTED],  
"Nicholas Costanzo" [REDACTED], "Randolph T. White"  
[REDACTED], "Randolph T. White" <rwhite@boxboroughfire.com>,  
"Richard Bottner" [REDACTED], "Robert Sokolowski"  
[REDACTED], "Robert T Stemple" [REDACTED],  
"Scott Krug" [REDACTED], "Shawn Stephen Gray"  
[REDACTED], "Taylor Soberg" [REDACTED], "William  
Noke" [REDACTED], "Lt. Gray" <sgray@boxboroughfire.com>,  
[ebohnert@boxboroughfire.com](mailto:ebohnert@boxboroughfire.com)

BFD Members,

As the Chief announced last night, the Officers have approved the first in a series of polices, procedures, and guidelines. The first section relates to Administrative Rules and Regulations.

Please review the attached file (also posted in the day room) and reply to this e-mail saying the following, "I have received a copy of the BFD Administrative Rules and Regulations. I have read the copy provided to me and understand all sections described within this document."

**Your response must be received no later than Friday January 13th.** As soon as all responses are received, these regulations will be enforced immediately, with the exception of the uniform section, which be subject to potential refinement, as the Chief proceeds through the budget process.

Please do not hesitate to reach out to the Chief or any other Officer if you have questions, as you read through this document.

Lieutenant Jason W. Malinowski  
Public Education Coordinator  
Boxborough Fire Department  
502 Massachusetts Avenue  
Boxborough, MA 01719

Phone: (978) 263-7546

[www.boxboroughfire.com](http://www.boxboroughfire.com)

----- Original Message -----

Subject: RE: [FWD: BFD Rules and Regulations - Response Required]  
From: "Lt. Gray" <[sgray@boxboroughfire.com](mailto:sgray@boxboroughfire.com)>  
Date: Wed, January 18, 2012 8:10 am  
To: "Lt. Jason W. Malinowski" <[jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com)>

"I have received a copy of the BFD Administrative Rules and Regulations

Lt. Shawn S. Gray

Lieutenant/Training Officer

Fire Prevention

Boxborough Fire Department

502 Massachusetts Ave.

Boxborough, Ma 01719

#978-263-7546

[sgray@boxboroughfire.com](mailto:sgray@boxboroughfire.com)

---

**From:** Lt. Jason W. Malinowski [<mailto:jmalinowski@boxboroughfire.com>]

**Sent:** Wednesday, January 18, 2012 8:04 AM

**To:** [ebohnert@boxboroughfire.com](mailto:ebohnert@boxboroughfire.com); 04ACF7C; [ewrecknap@boxboroughfire.com](mailto:ewrecknap@boxboroughfire.com); [g.m.robinson5253@boxboroughfire.com](mailto:g.m.robinson5253@boxboroughfire.com); Brendan Lyons; [s.krug@boxboroughfire.com](mailto:s.krug@boxboroughfire.com); Brendan Hurley; [wnoke@boxboroughfire.com](mailto:wnoke@boxboroughfire.com); [adufresne@boxboroughfire.com](mailto:adufresne@boxboroughfire.com); [irishmatt123@boxboroughfire.com](mailto:irishmatt123@boxboroughfire.com); [barriosic2@boxboroughfire.com](mailto:barriosic2@boxboroughfire.com); Rich Bottner; Nick Costanzo; [derekjordan@boxboroughfire.com](mailto:derekjordan@boxboroughfire.com)

**Cc:** Chief White; Lt. Gray; FF Williams

**Subject:** [FWD: BFD Rules and Regulations - Response Required]

All,

As a reminder, we need written confirmation from every member of the department regarding these new rules and regulations. Responses were due last Friday January 13th. You are receiving this e-mail because I do not have a copy your written confirmation. If I missed it, I apologize. Please forward me a copy.

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Jason

Lieutenant Jason W. Malinowski

Public Education Coordinator

Boxborough Fire Department

502 Massachusetts Avenue

Boxborough, MA 01719

Phone: (978) 263-7546

[www.boxboroughfire.com](http://www.boxboroughfire.com)

----- Original Message -----

Subject: BFD Rules and Regulations - Response Required

From: "Lt. Jason W. Malinowski" <[jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com)>

----- Original Message -----

Subject: RE: [FWD: BFD Rules and Regulations - Response Required]

From: "Jon Williams" <[jwilliams@boxboroughfire.com](mailto:jwilliams@boxboroughfire.com)>

Date: Wed, January 18, 2012 9:28 am

To: "Lt. Jason W. Malinowski" <[jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com)>

Jason,

"I have received a copy of the BFD Administrative Rules and Regulations. I have read the copy provided to me and understand all sections described within this document."

Sorry for being late but better late than never I Guess.

---

**From:** Lt. Jason W. Malinowski [<mailto:jmalinowski@boxboroughfire.com>]

**Sent:** Wednesday, January 18, 2012 8:04 AM

**To:** [ebohnert@boxboroughfire.com](mailto:ebohnert@boxboroughfire.com); O4ACF7 [redacted]; [ewrecknap@boxboroughfire.com](mailto:ewrecknap@boxboroughfire.com); [g.m.robinson5253@boxboroughfire.com](mailto:g.m.robinson5253@boxboroughfire.com); Brendan Lyons; [s.kruc@boxboroughfire.com](mailto:s.kruc@boxboroughfire.com); Brendan Hurley; [wnoke@boxboroughfire.com](mailto:wnoke@boxboroughfire.com); [adufresne@boxboroughfire.com](mailto:adufresne@boxboroughfire.com); [irishmatt123@boxboroughfire.com](mailto:irishmatt123@boxboroughfire.com); [barriosic2@boxboroughfire.com](mailto:barriosic2@boxboroughfire.com); Rich Bottner; Nick Costanzo; [derekjordan@boxboroughfire.com](mailto:derekjordan@boxboroughfire.com)

**Cc:** Chief White; Lt. Gray; FF Williams

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----- Original Message -----

Subject: BFD Rules and Regulations - Response Required

From: "Lt. Jason W. Malinowski" <[jmalinowski@boxboroughfire.com](mailto:jmalinowski@boxboroughfire.com)>

Date: Wed, January 04, 2012 8:09 am

# General Conduct

- Required Conduct
  - Identification – Always provide your name and rank, whenever asked, unless personal safety is threatened
  - Injury – Injuries shall be reported immediately to the officer in charge of a scene, with a follow-up to the Chief, regardless of whether further medical treatment is sought
- Prohibited Conduct:
  - Private Services – at least 3 referrals
  - Personal Business
  - Dept. Letterhead
  - Further items detailed in policy

# BOXBOROUGH FIRE DEPARTMENT - CALL SIGN IN SHEET

DATE: 1/3/2012 DAY: Tuesday TIME: 7:00-9:00 RUN # \_\_\_\_\_

2 hrs.  
EMS

TYPE OF INCIDENT: EMS Report Writing

ADDRESS: BFD OWNER: Lt. Gray

ID#	NAME	SIGNATURE	ASSIGNMENT
11052	ALLEN, MATT		✓
11228	BARRIOS, JUAN		✓
11080	BOTTNER, RICHARD		
11050	BYAM, ERIK		
11094	COSTANZO, NICHOLAS		
11332	CUNHA, ANTHONY		✓
10547	DAIGNEAULT, EDMOND		
10150	DEVOGEL, JAMES, Lieutenant		3 hrs. ✓
11061	DUFRESNE, ANDREW		
10661	GENEAU, JUSTIN		
11337	HARRINGTON, BRIAN		✓
11260	HILLMAN, DAVID		
11065	HURLEY, BRENDAN		✓
11225	JORDAN, DEREK		✓
10135	KIDD, MICHAEL J, Deputy Chief		3 hrs ✓
10618	KRUG, SCOTT		✓
11235	LYONS, BRENDON		3 hrs. ✓
11048	MALINOWSKI, JASON		✓
10736	NICHOLS, ADAM		✓
10569	NOKE, WILLIAM		
11140	ROBINSON, MATHEW		✓
10498	ROCHE, LAWRENCE		✓
11246	SOBERG, TAYLOR		
10433	SOKOLOWSKI, ROBERT F.		✓
10326	STEMPLE, ROBERT T.		✓
11118	BOHNERT, EOIN		
10500	CARPENTER, BENN		
10643	GRAY SHAWN, Lieutenant		
10106	WHITE, RANDOLPH, Chief		
11051	WILLIAMS, JONATHAN Lieutenant		

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VF  
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