

**Town of Chelmsford FIRE STATION STUDY COMMITTEE Minutes**  
**June 6, 2023**  
**50 Billerica Road, Room 200**  
**Chelmsford, MA 01824**

**I. Call to order**

- a) The meeting of the Fire Station Study Committee was called to order by the Committee Chair Virginia Crocker Timmins, 6 members were present at 4:02 pm on June 6, 2023. The meeting was held at the Chelmsford Town Offices, 50 Billerica Road, Room 200.

**II. Attendance**

- a) The following members were present at the meeting:

Virginia Crocker Timmins, Committee Chair  
Sheryl ODonnell, Committee Vice Chair  
Gregory Segnini, Committee Clerk  
Robert Albon, Firefighters' Union Representative  
Paul Cohen, Town Manager  
Gary Ryan, Fire Chief

- b) The following member was absent:

Robert Destrempe, Resident Representative

**III. Meeting Minutes**

- a) G. Segnini presented the proposed minutes from the meeting on May 30, 2023.
- b) A motion was made by R. Albon to accept the meeting minutes for the previous meeting on May 30, 2023. The Motion was seconded by G. Ryan. The motion passed, 6 yes, 1 absent.

**IV. Set next meeting dates**

- a) The committee has previously set meetings for 4:00pm on the following dates:
- i. June 21, 2023
  - ii. June 27, 2023

**V. Public Comment**

- a) None

**VI. Public Comment Policy**

- a) V. Timmins presented the committee with a proposed public comment policy to be adopted by the committee.
- b) A Motion was made by R. Albon to adopt the public comment policy as proposed. The motion was seconded by S. ODonnell. The motion passed, 6 yes, 1 absent.

**VII. Working Discussion**

- a) The committee discussed narrowing down the station/staffing proposals by identifying a preferred 3-station, 4-station and 5-station proposal (one of each) based on the data and information gathered.
- b) The committee discussed the Town's ability to fund a 13-person shift vs. a 14-person shift.
- c) Chair Timmins polled the committee on the preferred of the two 5-station proposals.
  - i. 6 members participated in the poll in total with one member absent. 5 members were in favor of **scenario d** and 1 was in favor of **scenario e**.
  - ii. The dissenting member was P. Cohen who cited his concern over the Town's ability to fund the 14-person shift recommended in **proposal d**. Thus, opting for **proposal e** which recommends a 13-person shift.

**VIII. Public Comment**

- a) Michael Young, resident at 15 Janet Rd discussed using current staffing to increase shift strength by making "swingmen" permanent as a way to reduce the number of new positions/hiring required.

**IX. Adjournment**

- a) Motion to Adjourn the meeting by R. Albon. Seconded by S. Odonnell. Motion Passed.  
  
Chair Timmins adjourned the meeting at 5:27pm.

Submitted by: Gregory Segnini, Committee Clerk

Supporting documents:

- a) FSSC Public Comment Policy
- b) Updated Station/Staffing configuration Slides/Spreadsheets

\*All supporting documents are uploaded and recorded to a shared cloud drive