

**Bristol Fire Department
Board of Engineers Meeting
November 3, 2025**

A Quorum was established, Call to order, Attendance, Minutes & Agenda Approval, Next Regular Business Meeting.

The quorum was established, and the meeting was called to order by Chief Michael DeMello at 1900 hours.

Attendance

- ☐ Chief of the Department Michael DeMello
- ☐ Deputy Chief of Admin., Safety & Training Stephen Knapman,
- ☐ Deputy Chief of Operations Dennis Cabral
- ☒ ~~Assistant Chief John Perry,~~
- ☐ Assistant Chief Luis Medeiros
- ☐ Assistant Chief Adam Medeiros
- ☐ EMS Captain Brad Palmer
- ☐ Captain Zack Rivers
- ☐ Board Clerk Lou Mascola

Agenda & Previous Meeting Approval

A motion made by Assistant Chief Adam Medeiros and seconded by Assistant Chief Luis Medeiros to approve the Agenda of November 3, 2025.

A motion made by Deputy Chief Dennis Cabral and seconded by Deputy Chief Knapman to approve the minutes of the September 29, 2025 meeting.

Both motions were unanimously approved by the board.

Next scheduled meeting is *Monday December 1, 2025 @ 7:00 PM.* or at the call of the Chief of the Department

Meeting Agenda

Correspondence

A flyer was received to participate in a "Dodgeball" Tournament on Thursday November 20, 2025, 1800 hours, at the Mt. Hope High School Gym. Participants include Students , Teachers, Police & Fire Departments.

Deputy Chief Stephen Knapman - Safety, Training & Administration

- Reported that the current Firefighter II Class will be concluding this month.

Deputy Chief Stephen Knapman - Safety, Training & Administration continued

- All students have passed the 1002 Pump Course.
- Announced that the 1521 Incident Safety Officer Course will begin on Tuesday December 2nd. It will conclude in January 2026 with a (2) week break around the Christmas & New Year's Holidays. **The department strongly urges all officers, and members wishing to become officers take this class.**
- The department will conduct the 1021, and 1041 courses after the completion of the 1521.
- The year to date calls for service as of November 3, 2025 are as follows:

Fire Calls	35
EMS Calls	2875
Building Alarms	484
Other Calls	312
Total Calls	3,706

Deputy Chief Dennis Cabral - Operations

- Discussed the incident with Engine 2.

Assistant Chief Luis Medeiros

- A member of the Defiance Station is ready for the board testing to become a driver of Engine 3.
- Reported that the concrete at the Defiance Station has been completed.

Assistant Chief Adam Medeiros

- The Hydes have (2) members who are ready for their board testing to become drivers of Engine1
- Announced that the Hydes Annual Turkey Roll will be held this Friday, November 7th at 1900 hours.

EMS Captain Brad Palmer

- Discussed with Chief DeMello EMS coverages for the Thanksgiving & Christmas Holidays.

Captain Zack Rivers

- Requested (1) Flat Head Axe.
- Discussed the valve issue on Marine 7.
- Announced the date of the Dreadnaught Santa Ride. (December 21st).

Chief of the Department & CFO Michael DeMello

- Announced that the Annual Christmas Lighting & Market will be held on December 6th. The Market will be held at 500 Wood St. (Unity Park). Due to the larger crowds anticipated, there will be an EMS & Fire Department detail.
- (6) members of Fire Police will be needed from 1630- 2030 hours to cover the Annual Lighting Event.

Old Business

- All update information on the Department's SOG's should be turned into the office as soon as possible. Chief DeMello would like to roll out the updated version in January 2026.
- Chief DeMello distributed a guideline of the Department Officer Minimum Requirements to the board.

Fire Lieutenants should have (3) years of service in the department. Have completed and passed Firefighter I & II courses, have completed the 1021 course.

Fire Captains should have (5) years of service in the department, previously achieved the rank of Lieutenant, completed and passed Firefighter I & II courses, and completed the 1021, 1041, & 1521 courses.

Fire Chief Officers should have (7) years of service in the department, previously achieved the rank of Captain for (2) years, completed and passed the Firefighter I & II courses, and completed the 1021, 1041, & 1521 courses.

The board discussed the proposal with Chief DeMello.

The years of service should be with the Bristol Fire Department.

The roll out for these requirements will be announced at a later date.

New Business

- Chief DeMello discussed with the board the need for consistent Radio Communications. All communications should be followed in the department's SOGS.
- The Board's Annual Dinner will be held on Wednesday December 10th. The location will be decided at a later date.

Meeting Calendar for November 2025

- 3 Board of Engineers Meeting**
- 5 Company Meetings**
- 11 EMS & Engine 4 Meetings**
- 13 Fire Police Meeting**
- 19 Ladies Auxiliary Meeting**
- 20 Firemen's Memorial Committee Meeting**

Company & Department Events Scheduled

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| Nov. 7 | Hydes Annual Turkey Roll |
| Nov. 20 | Dodgeball Tournament |
| Nov. 30 | Kick Off To Christmas |
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| Dec. 10 | Board of Engineers Annual Dinner |
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| Feb 22 (2026) | Engine 4 Clam Boil |
| Feb 26 (2026) | Awards & Recognition Night |

For the Good of the Department

- For the many building alarms that the department receives, please make every effort to attend these calls for service. Your response is always appreciated.

Calls for Service Year to Date: 3,706 total

Meeting Adjournment/ Closing

Without any further business to conduct for this meeting, the meeting was adjourned at 1952 hours.

Respectfully submitted,

Lou Mascola

Lou Mascola

Clerk for the Board of Engineers

Bristol Fire Department

Bristol, Rhode Island 02809