

West Ossipee Fire Precinct Commissioners
January 17, 2009

Commissioners Present: Joseph Goss, Henry Ela, Paul Jay

Others Present: Chief Brad Eldridge, Asst. Dep. Chief Carl Huddleston, Matthew Welch, Chris Tozier, Mellisa Ferland, & Thomas Kenny

Minutes Take By: Marilyn Bolduc

Meeting Time: 10:00 am

Commissioner Goss called the meeting to order at 10:04am.

The January 3, 2009 Commissioners' Meeting minutes were reviewed. A motion was made and seconded to accept the minutes as read. Passed 3-0.

The minutes of the Non Public Session of the January 3, 2009 meeting were reviewed. A motion was made and seconded to accept the minutes and seal the minutes. Passed 3-0.

The meeting minutes from the January 10, 2009 Precinct Meeting were reviewed. A motion was made and seconded to accept the minutes as corrected. Passed 3-0.

M. Ferland said the clerk needs to sign the Precinct Minutes on the copy that is sent to the State. J. Goss advised M. Ferland that a complete set of the budget information needed to be submitted to the State. On the set she distributed to the Commissioners, there are some figures missing. M. Ferland and M. Bolduc will meet this coming week to get everything together and both need to sign and witness the paperwork.

Mail Folder A letter from Ocean Bank requesting signatures to push out the date of the TAN to June, 2009, was reviewed and signed. A purchase order for Staples was reviewed and signed.

Manifest The manifest was reviewed and signed. M. Ferland informed the Board that prior information she had received and reported to the Board from Time-Warner was incorrect. The corrected information is Time-Warner will give the fire department free television service, but internet service must be paid for at the residential rate. M. Ferland has asked for the price information to be put in writing and to be sent to her. The Board said the internet expense should be applied to the Office Supplies account.

The Board asked M. Ferland about the status of the cash flow. She said by mid-February they should be receiving money to reimburse some of the Jewell Hill expenses that have been paid. The Board suggested that when the funds come in to get the furnace at the main station replaced.

Job Descriptions Asst. Dep. Chief Huddleston has written a job description that covers his position based on the duties he does now and gave it to M. Ferland. Chief Eldridge has completed the firefighter and secretary job descriptions. He is still working on the lieutenant and captain descriptions. He and M. Ferland will have finalized descriptions in draft form by the February 7, 2009 meeting.

Personnel Policy The policy is not ready. Chief Eldridge has samples from Local Government Center and will adjust it to fit the West Ossipee Fire Department. The commissioners will review the policy and send it to the Precinct attorney for finalization.

Every job level in the department will require certification.

Junior Members - If the fire department doesn't have a sanctioned Explorer Program, a junior member must be 16 years old. To have a program, you need a teacher to conduct the program and a minimum number of students. A program participant may be 14 years old. The Board asked Chief Eldridge to check with the Mutual Aid Association to see if there is a demand to sponsor a program. Chief Eldridge will get an overview of the course and have Hope with Mutual Aid email the information to everyone. He'll also check with the recreation program director to see if there is interest and also find a place to hold the program.

M. Ferland reported that the Local Government Center will do the classroom part of the CDL license course for free. We need to get someone to do the driving portion. Asst. Dep. Chief Huddleston said he could help with the driving portion. The course covers a Class B license only, which is all that is needed for the department. Asst. Dep. Chief Huddleston said the New Hampshire CDL exam is the same as the rest of the country's exams. The Board suggested opening up the course to other Town of Ossipee departments and area fire departments.

Payroll Policy The policy is coming along. Each position has a base pay and the firefighter must attend meetings. There will be an excused absence sheet for those who can not come due work or other commitments. There is an hourly rate, with additional increments for each certification held and increments for every five (5) years of service. Chief Eldridge will have M. Ferland do a newsletter so those who miss a meeting and the commissioners to keep everyone up to date.

There are four men who have definitely signed up to the Level I class being held in Center Ossipee. They are waiting for a date to be set for the class. The course will be taught with the new firefighter's course curriculum.

A motion was made and seconded to temporarily use the new Payroll Policy to compute the payroll for the month of January in order for the department to be paid on time. The new Payroll Policy will be presented to the Board for approval on February 7, 2009. Passed 3-0.

M. Ferland has talked to the State. Our request to pay the firefighters on a monthly basis was denied. The Precinct needs to submit a Safety Summary Form, a copy of our Safety Program, and a list of Safety Committee members to meet requirements. The following people were appointed as Safety Committee members: Paul Jay, Brad Eldridge, Chris Tozier, and Mellisa Ferland. C. Tozier asked which policy should the committee follow, the State's or the insurance company's safety guidelines? The Board said to use whichever policy was the most restrictive in order to cover all the needs.

Payroll for Treasurer and Clerk - A total of \$12,000.00 has been allotted for both positions. Each position will receive \$6,000.00, to be divided equally over the 12 month period. Chief Eldridge stated that Mr. Boutin would like to donate his services. The Board asked that the Chief check into how the Precinct can do this.

The clerk will be paid monthly and it will be done with a 1099 form, with taxes being the responsibility of the clerk. A voice mailbox will be set up on the fire station phone line for the public to leave messages for the clerk. The clerk will be able to call in to retrieve the message using a special code number.

The firefighters' payroll will be submitted to the Board each month for approval and signature. The chief will approve each firefighter's run sheet and sign off on it.

Appoint Fire Chief The chief's job description is not yet ready for approval.

A motion was made and seconded to appoint Brad Eldridge an Interim Fire Chief until an adequate job description is approved. Passed 3-0.

Capital Improvements Chief Eldridge reported that Bob Gillette said he has not been provided with adequate information on a capital improvement plan for the West Ossipee Fire Precinct.

A motion was made and seconded for Chief Eldridge and Asst. Dep. Chief Huddleston to take a copy of the Master Plan, make the necessary adjustments and submit it to Mr. Gillette. Passed 3-0.

Other Business Chief Eldridge reported 12 calls to date. There has been good manpower turnout for the calls

Chief Eldridge is going to review the department's restitution policy to include restitution for such things as, false alarms, arson, and calls that involved criminal acts the involved a summons being issued. He is looking a standard fee of \$250.00 for the call with added fees for additional equipment that is needed for the call. He also wants to add a fee for Emergency Response Services.

Chief Eldridge wanted the Board to be aware of a complaint received about a recent call. The complainant almost hit an on scene police officer due to excessive exhaust smoke coming from the ambulance that had responded. The excessive exhaust smoke made it extremely difficult to see the accident scene. The ambulance also had other safety compliance issues. The complaint was passed on to the Ossipee Selectmen's office and the Ossipee Police is aware of the complaint.

Chief Eldridge reported that the insurance company is now processing the claim submitted on the thermo imaging camera repairs.

Commissioner J. Goss expressed the desire that a historical committee be formed to compile a history of the West Ossipee Fire Department. This needs to be done to preserve the records of the department before they are lost. He would also like to see plaques recognizing past West Ossipee firefighters. Chief Eldridge will bring the idea before the next firefighter's meeting and suggested that the West Ossipee Firefighter's Association may want to participate.

Chief Eldridge said that Engine 3 in running on borrowed time. The pump on the truck is obsolete. He has talked with Lakes Region a Perkins; they cannot get replacement parts any longer. Chief Eldridge is worried how much longer the engine will stay in service. He has been looking for a potential replacement pump or vehicle; the selection is very limited. There is one in Pennsylvania that he feels is a good deal and would like to send two men to look at it. He has negotiated the price down to \$12,000.00. A new pump is more than twice the amount. The Board asked where the funding would be coming from. He would like to use the money in the Expendable Trust Fund and the Capital Outlay Fund. The Board said the research needs to be done to see if these funds can be used. He needs to check with the Trustee of the fund and DRA. The Board appointed Chief Eldridge and Carl West to go to Pennsylvania and see if the equipment meets the department's requirements.

A motion and made and seconded for the West Ossipee Fire Department to get approval in writing from DRA to use funds in the Expendable Trust Fund to purchase a replacement pump that is attached to a rolling chassis and is considered a parts vehicle. With funding in place, two men will inspect the equipment and upon completion of inspection will contact two (2) commissioners for approval to purchase the equipment. Passed 3-0.

At 11:42am, a motion was made and seconded to go into a Non Public Session. Passed 3-0.

At 12:55am, a motion was made and seconded to end the Non Public Session. Passed 3-0.

At 1:05pm, a motion was made and seconded to go into a Non Public Session. Passed 3-0.

At 1:20pm a motion was made and seconded to end the Non Public Session. Passed 3-0.

A motion was made and seconded to close the written minutes from both of the Non Public Sessions and to seal the minutes. Passed 3-0.

Chief Eldridge reported that an application has been sent to Wright Express for a fuel account. Each vehicle will have a card. All firefighters that are authorized will receive a code to purchase fuel. The card is honored at most gas stations. The tax exemption refund will be received on the month following any fuel purchases. J. Goss asked Chief Eldridge to be sure the refund is reflected as a credit on the invoice and not refunded by check.

M. Ferland has been in contact with Sprint and the call plan has been changed. This is saving the department \$45.00 per month. She has also had the phone in the rescue truck disconnected.

A motion was made and seconded to adjourn the meeting. Passed 3-0.

The meeting was adjourned by Commissioner Goss at 1:31pm.