

**West Ossipee Fire Precinct Commissioners**  
**March 21, 2009**

Commissioners Present: Joseph Goss, Henry Ela

Others Present: Brad Eldridge, Mellisa Ferland, Carl Huddleston, Glenn Tucker, Carl West, Don Eldridge

Minutes Taken By: Marilyn Bolduc

Commissioner J. Goss called the meeting to order at 10:05am.

The minutes from the March 7<sup>th</sup> Commissioners' Meeting were reviewed and a motion to accept the minutes was made and passed 2-0.

The minutes from the March 7<sup>th</sup> Commissioners' Non Public Meeting were reviewed and a motion was made to accept the minutes and passed 2-0.

Mail Folder - A memo asking to have the carpets in the offices at Central Station cleaned was approved by the Commissioners 2-0.

A memo regarding changing the authorized signatures on the Precinct's checking account and authorized signatures for the new Precinct's credit card was discussed. The bank needs a copy of the minutes documenting the Commissioners approval of the changes and a list of authorized people for each account.

A motion was made and passed 2-0 to have the following people as authorized signatures on the Precinct's credit card: Chief Bradley Eldridge, Deputy Chief Carl Huddleston, Treasurer Raymond Boutin, Asst. Treasurer Mellisa Ferland, Precinct Clerk Marilyn Bolduc, and Commissioner Joseph Goss.

A motion was made and passed 2-0 to have the following people as authorized signatures on the Precinct checking account: Treasurer, Raymond Boutin, Asst. Treasurer Mellisa Ferland, Precinct Clerk Marilyn Bolduc, and Commissioners Joseph Goss, Henry Ela, and Paul Jay.

Mellisa Ferland gave the three Commissioners and the Precinct Clerk copies of the NH Right to Know Law. She said she refers to it all the time and would be a useful reference tool for everyone.

Manifest - The manifest was reviewed and approved for payment by the Commissioners.

Payroll Policy - Chief Eldridge said it will be printed soon for the Commission to review. He has revisited the policy as the department has a larger group of junior members. Each department member will get a base monthly pay that is contingent upon them attending meetings. Additional to the base monthly pay, there will be an hourly rate with increases in the rate for each 5 years of service.

Chief Eldridge is working on job descriptions and pay scale for the junior members. To be a junior member, the individual must maintain at least a C average at school. All outstanding turnout gear and radios has been returned. It will be cleaned and issued to the junior members. The junior member program is progressing well. Chief Eldridge will send the junior member job description to Attorney Slack for review the first of the week.

Anyone working for the Precinct must be on the payroll to be covered by Workman's Compensation Insurance.

Commissioner J. Goss instructed Chief Eldridge to monitor and approve all work details and control spending costs.

Policy and Procedures Manual - The Commission went over the changes made to the manual by the Commission and the Precinct Attorney. The Precinct Attorney said a form will have to sign yearly by each department member for the release of their motor vehicle record.

The Commission revoked the section regarding "Weapons on Precinct Premises". The reasoning was as follows: 1. The term "weapon" covers a very broad area and is hard to define. 2. Many members are licensed hunters. During the hunting seasons, a member may have their hunting rifle in their vehicle when they report for a call. 3. The person who would come onto the property with a weapon to do harm would do so whether or not there was a policy to prevent it. The policy would not be a deterrent.

The Attorney has advised the Commission that once they adopt the Policy and Procedures Manual, amendments can be made to adjust its content.

A motion was made to accept the Policy and Procedures Manual and has it go into effect immediately; passed 2-0.

The manual will be distributed to everyone and each member will sign a statement of receipt. The statement of receipt will be placed in their personnel file.

Job Descriptions - Commissioner J. Goss stated that a department member will be given two (2) test periods to meet the qualifications of their job description. If after two (2) test periods their qualifications are not met, the department member will then meet with the Commissioners to discuss options for the member to meet their qualifications.

Commissioner J. Goss stated that one job description had been purposely left out - Assistant Fire Chief. The position is currently held by Don Eldridge. The Commissioners stated as long as Don Eldridge wants the position it will be his.

As with the Policy and Procedures Manual, once the job descriptions have been approved and accepted by the Commission, they can be amended as needed.

A motion was made to accept the job descriptions and have them go into effect immediately and was passed 2-0.

Jewell Hill Station - Weather permitting, the concrete company plans to start work the second week of April. SDS will start removing stumps next week.

The State Bond Commission needs documentation as to when the Precinct was formed before issuing the financing bond. M. Ferland and people in the Town Office have been researching the Town archives for documentation. As yet, nothing has been found. Michelle Clark of DRA is also checking her information and will call Mellisa on Wednesday, March 25<sup>th</sup>.

It is believed the Precinct was formed around 1966. Tax records should be checked for that time period to see when taxes were first applied to residents' bills. The laws governing the formation of a precinct for that time period should also be researched. If documentation can't be found, the Precinct Attorney will need to write an opinion and submit it to the Bond Commission. Until this is resolved, financing is on hold. Chief Eldridge will check with FHA regarding a bond taken for purchase of a fire truck several years ago. FHA may still have the information regarding the Precinct's formation date. M. Ferland will check the old Town Reports for the mid 1960's for documentation. The concrete work can't be done until the financing is in place.

Engine 3 Repairs/Options - A report from Lakes Region says that Engine 3 need front and rear springs, engine work, body repairs and pump repairs. Parts are unavailable for the pump and the pump is obsolete. Estimated cost of repairs start at \$8,500.00 and would go up. They don't recommend the expense due to the lack of part availability.

C. Huddleston reported that he, C. West, and Chief Eldridge went and inspected a 1978 Mack fire truck at Bulldog in Massachusetts and also the Auburn, NH Fire Department's truck. The Mack was in the shop having minor body repairs done and a pump test. There is a little frame separation that is repairable. It would give the department 2-3 year of service for the cost of \$10,000.00 to purchase it.

The Auburn truck is FMC with a Hale pump, stainless steel body, and a foam system. It's very similar to our Engine 3 and would take only a little training to bring everyone up to speed in its use. Auburn wants \$25,000.00 for the truck. This price puts it out of range for purchasing. The Precinct cannot obtain it as a lease/purchase option either per DRA. Money would have had to been appropriated at the Precinct Meeting in January for the lease/purchase. Chief Eldridge stated he has checked all over the country and hasn't found any other viable piece of equipment at an affordable price. He did state he has a lead on another fire department with a sister engine to our Engine 3. They may be interested in purchasing Engine 3 for parts. He will pursue the lead.

The Bulldog's Mack truck could be purchased with \$5,000.00 from the Capital Outlay Account and \$5,000.00 from the Expendable Trust.

A motion was made to authorize the disposal of Engine 3; passed 2-0.

A recommendation was made to sell Engine 3 to the W. Ossipee Firefighter's Association for a \$1.00. They would sell the truck. The Precinct would put a deposit on the Mack with the balance due in 90 days. The W. Ossipee Firefighter's Association would pay the balance from the proceeds from the sale of Engine 3.

A motion was made to modify the prior motion for the disposal of Engine 3 to be: Engine 3 will be sold to the West Ossipee Firefighter's Association for the amount of \$1.00. The Association will then pay the balance of the purchase price of the Mack engine from Bulldog. Passed 2-0.

Propane for Central Station - Chief Eldridge has not received the final price figures for the propane. The price of propane is down, but the margin amounts each company charges will stay the same. He will check with Maine Gas and Eastern Propane to see if they offer the Precinct employees discounts on heating fuels. Commissioner J. Goss said that giving the precinct's employees a break on the heating fuels is a definite consideration when making the final decision on a company. Rymes offers a discount to all fire department members whether or not they supply fuels to the station. It includes K-1, heating oil and propane.

It was recommended to use up the oil that is in the tank now then change over to the new system.

New Business - Chief Eldridge is developing more Standards of Operation Procedures (SOP). At present, he is working on a procedure for damaged or lost equipment.

Call since the last meeting have been for a medical assistance and to rescue a horse stuck in the mud.

All the trucks are inspected. An anonymous donor has given the department a set of tires for the pick up truck.

LandTech and M. McConkey are working on the boundary line adjustment for additional land for Central Station.

Glenn Tucker reported that two members have passed their practical exams and every in current on the certifications.

At Town Meeting the article for the fire department feasibility study was passed. It is felt that the study may show if the 3 precincts are combined the Town may also have to provide an ambulance service. This would increase the number of town employees and benefits costs. Commissioner J. Goss suggested that all three fire precincts commissions meet quarterly to discuss matters such as operating procedures, risk associated behaviors, training, etc. This would pull the precincts together and help them to work together more smoothly. Already the three precincts are doing training together.

A motion was made to adjourn the meeting; passed 2-0.

Meeting adjourned at 12:27pm.

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Approved on \_\_\_\_\_  
Date

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Commissioner Joseph Goss

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Commissioner Henry Ela

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Commissioner Paul Jay