

West Ossipee Fire Commissioners
Meeting Minutes
Sunday, August 9, 2009

Commissioners Present: Joseph Goss, Henry Ela
Others Present: Chief Brad Eldridge, Carl Huddleston
Minutes Taken By: Marilyn Bolduc

The meeting was called to order at 8:00 am.

The minutes from the July 12th meeting were accepted as written, 2-0.

Mail Folder: It contained the monthly Profit and Loss Statement and a letter regarding the finalization of the construction financing.

Manifest: There was no manifest.

Commissioner Goss asked Chief Eldridge about some of the invoices on last month's manifest that the commission had questions about. Chief Eldridge said the bills had been paid. The reason some of the amounts were so high was they were statements for more than one invoice and not a single bill. Chief Eldridge has met with Martha Eldridge and Morton Leavitt regarding the timely release of the WOFD funds to meet payroll and invoice payments. Mr. Leavitt issued a memo to make sure the funds are issued on time and it was hand delivered to the person that issues our monthly budgeted funds.

The question of why the precinct is using two wireless carriers was asked. Chief Eldridge explained it was needed for maximum coverage. With upgrades in the wireless systems, Chief Eldridge will discontinue one carrier when the contract expires; any early cancellation will cost the precinct a large penalty. He will evaluate which service has the best plan and coverage.

Jewell Hill Construction: The financing is finalized and the money is in the escrow account at the bank.

Carl Huddleston presented an updated bid from Overhead Doors for the Jewell Hill Station. The Building Committee reviewed all of the bids and found this company was the best choice. The choice was based on recommendations from other fire departments and customers who use their product. Overhead Doors has replacement parts in stock and can do repairs the same day or within 24 hours of receiving a call. The doors have the highest "R" insulation value. A motion was made to accept the bid and award Overhead Doors the contract for the Jewell Hill project; passed 2-0.

The precinct has signed agreements with Jon Cyr Construction and John Picard Electric. John Picard has already purchased most of the materials needed to do Jewell Hill and does not foresee any major change in his bid.

The Building Committee is waiting for updated quotes for the heating on Jewell Hill.

Jon Cyr is looking at prices for doing the floor at Jewell Hill. He is trying to find us the best savings possible.

Accutemp had made some suggested changes to the scope of their work which will only have a minimal increase to the bid.

Jon Cyr projects he will be done with his current project in about two weeks and will be back to work on Jewell Hill.

The company that is providing the building said once they receive the order, the building will be delivered in 8 weeks. Discussions with the company say it may arrive as early as 6 weeks.

The floor has to be filled in and rough graded before the building is erected. The projected timeframe to pour the floor is October. Everyone wants the floor in before it gets too cold.

If at all possible, the Commission would like the old Jewell Hill Station to be left standing. They understand that a portion may have to be demolished. Chief Eldridge said that Chief Brownell has offered West Ossipee space to store equipment at the Center Ossipee Station. Also for the short term, equipment can be stored out back and covered.

C. Huddleston said he'll have the heating quotes for the September to be reviewed by the commissioners.

Commissioner Goss asked for suggestions for the repurposing of the old Jewell Hill Station. If it had sprinklers installed, it could be used for offices and a meeting/ training area. The large doors could be removed and replace with windows and it would need to be insulated.

The Building Committee will be meeting to layout the plumbing, electrical conduit, and the radiant heat. They will put in conduit for future expansion purposes. There will be no radiant heating coils under any asphalt.

In September the precinct will be starting budget discussions. Chief Eldridge has been trying to get a schedule of the Town's Budget Committee meetings. The commissioners would like to get the WOFire precinct budget through the Town budget committee process early in order to hold the precinct annual meeting in January, 2010.

Some items to do exploratory budget research are:

1. Do we take down the old Jewell Hill Station and replace it with an up-to-code double wide with an office, meeting room, kitchen and sleep quarters that is ADA compliant. This would give the precinct a space to use as an emergency shelter if needed.
2. Looking to the future incase the precinct has to take over ambulance services, what would be needed to be put in place and the cost to provide this service.

Chief Eldridge will have a couple of men help with this preliminary research for cost and what requirements need to met for ADA, insurance, manpower, etc.

Chief Eldridge asked the commission if he could get a port-a-potty for the Jewell Hill Construction site. The commission approved the request.

Chief Eldridge said we need to get training for the EMS II personnel to bring them up to ALS standards. The precinct is not licensed. He will get prices for training and insurance.

Fireboat: The insurance quotes are at Local Government Center. The Rivercraft quote was \$21,750.12. This is an all new boat except for the hull and the prop which were not damaged. Everything with be new, state-of-the-art equipment. The seating will be reconfigured from the original boat. A new console and new electronics will be installed. The hand throttle will be replaced by a foot throttle for better steering control. The quote for the radios is separate policy and not part of the boat quote. The precinct should be getting an answer back this week about the replacement repairs. Carl West will sandblast the boat trailer and repaint it while the boat is being repaired.

Chief Eldridge said 6 departments are looking an Engine 3 and it should be sold by the end of the year. The Firefighters Association asked how the money from the sale of the engine will be handled when they make the donation to the precinct. The commission said when the money is donated; the association may earmark a specific purpose for it will be used. The precinct has to vote in a public meeting to accept the donation.

Chief Eldridge said he had talked with a Trustee of the Trust Funds. The trustee was asking about the name of the fund the precinct has used to purchase Engine 4 with. The commission said originally it was called a Contingency Fund, but the name was later changed to an Auxiliary Equipment Fund.

Commissioner Goss asked Chief Eldridge to have M. Ferland to change her outgoing WOFD answering machine message to reflect her title as Department Secretary. The title and position was adopted earlier this year as Department Secretary and not Administrative Assistant. The motion was made and passed to have her do this change at the July 12, 2009 meeting. Also at the July 12, 2009 meeting a motion was made and passed for M. Ferland turn over the West Ossipee Precinct post office key to the present precinct clerk, M. Bolduc.

It was asked that someone be present to explain the manifest. Chief Eldridge explained that the Sunday meeting time was not convenient for many people to attend. Commissioner Goss said the Sunday meeting time was discussed in a public meeting and the motion to change to Sunday passed by a 3-0 vote of the commission. M. Bolduc asked when the manifest is written, if a brief description could be included explaining the charges on each invoice. This would answer most questions the commissioners would have.

The precinct Tahoe has not been repaired as yet. The body shop was unable to take it in July. It is going in on Tuesday, August 11th. A motion was made to extend the deadline to the September precinct meeting; passed 2-0.

A motion was made for C. Huddleston and Chief Eldridge to get pricing information for budget discussions; passed 2-0.

The TAN extension is due the end of the month and will be paid the day before the end of the month.

Payroll was approved; passed 2-0. M. Ferland is to get a copy of last month's payroll figures for the commissioners to sign as soon as possible.

The precinct will be making a payment on the truck of \$38,400 or \$38,500 (Chief Eldridge did not have the exact figure with him) this year. Next year the payments will be spread over 8 months.

The cost between oil and propane fuel for Jewell Hill is about the same. Chief Eldridge would like to repurpose the current oil tank as a diesel fuel tank to hold a back-up supply of fuel.

Commissioner Goss said that any surplus equipment the department wants to get rid of can be put into any public consignment auction. It does not need to go to Concord and be put into a State auction.

Extremely positive comment has been received about our Explorer Program and Honor Guard. Both the Explorers and Honor Guard participated in the Freedom and Madison Old Home Week parades. Commissioner Goss said the Explorer Program should have its own line item in the 2010 Budget. The program now has 7 members. There is another young man that wants to join after he receives his grades for the first quarter of the school year. When the membership in the program is stable, Chief Eldridge wants to apply to the Daniel Webster Council for chapter affiliation. The program must maintain a membership of 5 participants at all times.

The uniform budget amount needs to be increased for 2010.

Grant applications for the exhaust system have been submitted. Applications for Federal fund have been sent in.

The department has responded to about 40 more call than at the same time last year. Calls are up about 24% from 2008.

The next meeting of the commissioners will be Sunday, September 6, 2009 at 8:00am at Central Station.

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

Meeting adjourned at 10:53am.

Minutes Approved On: _____

Commissioner Joseph Goss

Commissioner Henry Ela

Commissioner Paul Jay