

West Ossipee Fire Commissioners Meeting Minutes
Sunday, September 6, 2009

Commissioners Present: Joseph Goss, Henry Ela, Paul Jay

Others Present: Chief Brad Eldridge, Carl Huddleston, Chris Tozier, Don Eldridge, Tom Kenney, Brian Johns

Minutes Taken By: Marilyn Bolduc

The meeting was called to order at 8:02 am.

The minutes from the August 9th meeting were reviewed and a motion to accept the minutes as written passed 3-0.

The mail folder and the manifest folder were not available at the beginning of the meeting.

An invoice from Precinct Attorney Slack was reviewed and approved for payment.

A letter from the Town of Ossipee regarding property available at the upcoming tax sale was reviewed. There are no properties of interest to the precinct at this time.

A letter from Morton Buildings stated that the building will be delivered on September 15, 2009 at 7 am. They request that a check in the amount of \$89,550.00 at time of delivery. This is a second payment. There will be a final invoice after the building is erected. A motion to have the check ready for September 15 was made and passed 3-0.

Jewell Hill Construction - J. Cyr will be back to Jewell Hill on Tuesday September 8th to ready the site for the building.

C. Huddleston said he had received updated quotes for the heating installation from Accutemp and Up Country Electric. He stated that the Up Country quote didn't include the mesh for the floor. The addition of the mesh would put the quote up to \$28,950.00. The Building Committee recommends the precinct go with Accu-temp whose quote is \$27,975.00. Comm. Goss said we needed a copy of the quotes to file for public record.

C. Huddleston stated that the additional wiring and conduit for the compressor and fans were not in the original quote for Picard Electric. Comm. Goss said that the electrician will need to submit an addendum to his quote. C. Huddleston said the electrical construction will still be within the budgeted amount. Conduit and wiring for a backup generator is not in the original budget and will be extra.

The commission ask C. Huddleston to compile a list of the construction costs incurred to date and costs that will be coming up and to compare the costs with the budgeted amounts. They want to make sure that the construction is staying within the budget.

A motion to accept the Accu-temp heating quote was made and passed 3-0.

Notation: The motion to accept the Jewell Hill heating quote has been rescinded by all three commissioners due to a notation on one of the proposals that was made by a fire department personnel. Upon discovery, the commission had an emergency meeting via telephone and voided their previous decision. Bidders are to be contacted to send in new proposals to be reviewed. The parameters of the proposals are identical as the previous bid with no additions or subtractions. The heating quotes will be reviewed on Sunday, September 13, 2009, 8 am, at West Ossipee Central Station.

The present Jewell Hill Station will have to come down before the new building is put up. PSNH will cut the power. Most of the equipment has been moved out of the building.

J. Cyr will be at the Jewell Hill site for about a week. He'll move out when Morton Building puts up the building. He will then return to finish grading for the floor and putting in the conduit.

Comm. Goss asked if the foundation met all Morton Building's requirements. Chief Eldridge said it did.

2010 Budget - Chief Eldridge is still waiting for people to get back to him with figures and should have his information for the October meeting.

Comm. Goss asked what the department will be looking to replace or add in 2010. New turnout gear for the men and the explorers and money for the explorer program. Turnout gear is about \$1,700 per set. The equipment maintenance account will need additional money than the 2009 appropriation. During October, the commission will be conducting 2 or 3 meetings to do the 2010 budget. In November the Town Budget Committee will start to meet.

Chief Eldridge said there is a new employee at the Town Hall handling money disbursements. He will be with her in a week to go over operations.

For 2010 the budget for apparatus should be about the same as 2009 for maintenance.

Chief Eldridge said pump tests on Engine 4 were good. It out pumped Engine 1. He wants to make some changes on Engine 4 pump valves. Engine 1 is all set. The Rescue unit is in need of paint and minor body work. He will get a quote. The Ladder Truck needs minor paint repair and a ladder test. The test costs approximately \$1200 to \$1300; he will get figures. The Pickup Truck has about 112,000 to 114,000 miles. It is handy to move equipment. He will get figures to see what that cost will be to keep it in service. The Tahoe has about 40,000 miles on it and will be paid off next year. The body work is done and Brad needs to pick it up from the shop. There are no mechanical problems or major repairs that need to be done to it. Chief Eldridge sees no major expenses for the boat in 2010.

When the 2010 Budget is discussed, the commissioners will look at the increase in calls the department has had this year. There will also be extra payroll expense for the Explorer Program. The new Jewell Hill Station will increase the cost of insurance and utilities.

Comm. Jay stated that now the financing and the precinct legislation is done, Department Secretary Mellisa Ferland needs to reduce her hours to 20 hours a week. The commission authorized the extra hours earlier this year, but now it is exceeding the budget.

C. Huddleston retrieved the Mail Folder and the Manifest Folder from the Secretary's office.

Mail Folder - There was a form from the Department of Environmental Services regarding the radon testing on the Jewell Hill well that needed to be signed by the commission. A brochure from Local Government Center for a Budget/Financial workshop was received. Precinct Clerk, M. Bolduc will go in place of Comm. Goss. Chief Eldridge may go also.

Manifest - Payroll summary is in line with previous months and includes pay for the explorers; \$8,066.13 for the month of August. Invoices totaled \$108,948.13. The majority of the amount was to pay the TAN and the Staples revolving account was paid off.

A motion was made to accept the manifest and authorize payment was passed 3-0.

The commissioners went over the current Profit and Loss Statement. Comm. Jay questioned the amount in the 2009 Budget column for Regular Payroll and Payroll Expense. He thought the amounts were higher than what is listed. Comm. Goss would like Treasurer R. Boutin to fine tune what has been spent this year against the budget figures from the Precinct Warrant and give them a report at the October meeting. The 2010 budget must be ready by the second week of December to have the precinct annual meeting in mid-January.

Other Business - Brian Johns, Operations Manager of Medstar, presented a letter to the commission regarding potential situations he wanted to discuss with them. Upon reading the letter, Comm. Ela made a motion to go into executive session. A motion was made and passed 3-0 to go into executive session at 8:53am.

At 9:20 am, the commission came out of executive session and took a 10 minute break.

The meeting resumed at 9:30 am with Brian Johns telling what he has done to improve services at Medstar and what his future plans are for Medstar. First and foremost, Brian wants the communication lines between the fire department and Medstar to be open to discuss any problems that may arise. Medstar has 5 ambulances stocked and in service with 2 more vehicles to be on the road in 30-45 days. By the end of the year, he hopes to have a total of 8 ambulances and a wheelchair van in service. Sixty percent of his employees are ALS. There are 12 full time employees and 4 part time employees. He has additional staff on per diem when needed. New standards for employees training are in place.

Brian is a certified trainer and has set up a training course schedule. He offers discounts for multiple attendees from the same agency. He is setting up clinical sites for paramedic training. A schedule of classes is available on www.medstarnh.com/education.

A maintenance schedule has been set up for all vehicles to prevent breakdowns. The employees will be getting uniforms soon with Medstar identification on them. The trucks are having body work done, being painted and lettered with a new logo. New medical equipment has been added to the units.

Future plans are for converting an old RV into an incident/rehab vehicle equipped with a generator. He is also looking into having a tag-a-long trailer for displaced victims to use. He also wants to have heavy rescue equipment with trained personnel to supplement the area fire departments. There are plans for 20 free community CPR classes.

Brian would like all the first responders in the area to come and check out the Medstar equipment. All the cabinets are standardized and labeled identically in every vehicle. He is also going to get their own private radio channel.

Brian said he is a paramedic, but also as operation manager he has administrative duties to do. He may not be available for all calls, but you will see him on scenes. There are 2 paramedics working a total of 8 of the 14 shifts. There are 3 shifts a day 24/7.

The commission asked if he could set up a EMT training program for the precinct so that personnel can keep up with their continuing education. Many classes are not available for personnel that work second shift or varying schedules. Brian said he would work up a program and price. The commission would also like to include the explorers in some first aid training. Brian said he can do everything from first responder through paramedic training. If anyone has any questions, Brian can be contacted on his Blackberry at brianjohns@medstarnh.com.

Comm. Goss said the commission needed to go into another executive session to discuss matter that didn't pertain to anyone currently present. A motion was made to go into executive session at 9:57 am was passed 3-0.

The Commission went back into regular session at 10:09 am.

Comm. Goss asked Chief Eldridge about the file cabinet for the commissioners office. Brad said he has a new file lock on order at the hardware store and will be checking on it when he goes to the store after the meeting.

Comm. Goss announced that a new policy is in place starting immediately. All the requests from the commission will be in writing and will have a deadline. If the deadline cannot be met, then an extension needs to be requested. If the deadline is not met and no extension is requested, disciplinary action may be taken.

Comm. Jay informed Chief Eldridge that his son Michael is back in town. Brad said the Michael had asked for a Leave of Absence before he left. He would be glad to have him back.

Comm. Goss told Chief Eldridge that after reviewing the addresses in the Mail Folder and the Manifest and talking with the West Ossipee Post Office, the commission has determined the PO Box 643 is perceived as the precinct's mailbox. The precinct is giving up PO Box 122 and if the Firefighters Association wants to take it over they can. All mail addressed to the precinct and fire department will go into PO Box 643.

Chief Eldridge informed the commission the Firefighter Scott Matherson has tendered his resignation effective September 2, 2009. He returned all the equipment issued to him by the department.

Airboat - Rivercraft is waiting for a decision. If the precinct requires a new console, then the boat repair costs exceeds the threshold and the boat is a total. Chief Eldridge has talked with Yankee Airboats. Currently, Tuftonboro owns a Yankee airboat. Yankee is trying to put together a deal for a new boat for the same money as the insurance claim. The Yankee boat is more stable with a platform to work off of and is better in deep water the original department boat. It could have a ladder or slide to get people into the boat. Yankee has a yearly service program and they are located in Sebago, ME. The commission said to see what Yankee could do for us and give the department a boat that is better suited for the department's needs. With the end of the year near, the commission needs figures to put in the budget if the Yankee airboat is going to be purchased. The precinct also needs to bill the individual that caused the loss of the airboat. He needs to be billed for the boat and radios insurance deductibles. We should look into any claim that Marine Patrol may be filing and add our claim to it.

Chief Eldridge said he has not replaced any of the radios lost when the airboat sank until he has received the insurance check.

Chief Eldridge met with MRI last Tuesday. Martha Eldridge said that the Town has not received any reports yet from MRI. Comm. Goss asked if maybe the three fire precincts should meet again once the MRI report comes out. The Town has to make the report public 24 hours after they receive it. It would be good to meet with the other precincts in regards to budgeting for 2010 to see if we are duplicating equipment. It was suggested the three precincts meet twice a year, every year.

Future Meeting Schedule: All meetings at West Ossipee Central Station

Sunday, September 13, 2009, 8:00am - Bids for Jewell Hill Heating

Saturday, October 3, 2009, 9:00 am - Business Meeting

Saturday, October 17, 2009 9:00 am - Business Meeting

A motion was made to adjourn the meeting, passed 3-0.

Meeting adjourned at 10:40 am.

Approved On: _____

Commissioner Joseph Goss

Commissioner Henry Ela

Commissioner Paul Jay