

**West Ossipee Fire Commissioners Meeting**  
**Tuesday, January 5, 2010**  
**West Ossipee Central Station**

Commissioners Present: Paul Jay and Henry Ela

Others Present: Roland Millette, Raymond Boutin, Chief Brad Eldridge, Glenn Tucker and Mellisa Ferland

Minutes Taken By: Marilyn Bolduc, Clerk

Commissioner Jay called the meeting to order at 7:25pm.

The minutes from the December 8, 2009, meeting were reviewed and a motion to accept the minutes as written was passed 2-0.

The minutes from the non-public session from the December 8, 2009 meeting were reviewed and a motion to accept the minutes as written passed 2-0.

**Mail Folder** – The commissioners reviewed the wording for the special warrant article. Roland Millette asked for further explanation of the article. Chief Eldridge explained that the precinct has been actively pursuing grant money to replace and upgrade equipment. He said the Precinct has not received any grant money despite applying last year and we need to make upgrades to the equipment and turnout gear to comply with mandates and to meet current fire standards from the State. The article covers upgrades to turnout gear, air packs and the Hurst tool. The cost will be paid over five years and the first year's payment will be \$34,000.00. Mr. Millette said he'd like to see a Capital Reserve Fund set up to help cover costs of this nature.

Mr. Millette stated that there were more money articles than usual. Commissioner Jay explained that it makes it easier for the voters to see where the money is being spent. With a warrant article, money appropriated and approved in the article can only be spent on the identified expense. The money cannot be reallocated for any other purpose.

Commissioner Jay stated it had just recently come to his attention that the precinct must do annual audits. After this year, the appropriation for the audit will become part of the annual operating budget. Annual audits are a requirement to be considered for grant money.

Mellisa Ferland stated that Atty. Susan Slack, Moderator Stanley Brothers, and Supervisor of the Checklist will have to be informed of the time and place of the annual meeting. Janice Tully has already been contacted and will have a checklist to the precinct in advance of the January 30<sup>th</sup> Annual Meeting. The precinct clerk will call Mr. Brothers and Atty. Slack.

Morton Buildings asked for a final inspection report from the building committee be sent to them to finalize the warranty paperwork on the Jewell Hill Station. Chief Eldridge said he'd talk to C. Huddleston and have that taken care of.

Jon Cyr sent a contract to be signed for the snowplowing of Central Station and Jewell Hill Station for winter 2009-2010 along with an invoice for the first payment. Plowing for the winter was contracted for \$4,870.00 and will be paid in four payments. A motion was made to enter into the contract with Jon Cyr and passed 2-0. The commissioners signed the contract. Chief Eldridge will see Mr. Cyr and get his signature and a copy of Mr. Cyr's insurance coverage.

**Manifest** – The manifest included mileage for the secretary for December and the first 5 days of January and precinct payroll. A motion made to approve the December 21, 2009 and December 31, 2009 payroll for payment passed 2-0. The manifest totaled \$12,604.90. A motion was made to accept the manifest amount for payment was passed 2-0. (Commissioners also approved the mileage reimbursement request.

Chief Eldridge will pick up the signed paperwork from the Town Hall after the budget committee has approved and signed it. Mellisa Ferland will have the warrant and budget paperwork together for Marilyn Bolduc to post before January 10<sup>th</sup>. The paperwork will be posted at Central Station, Jewell Hill Station, the Town Hall and the West Ossipee Post Office.

Mellisa Ferland has sent the notice to the paper for publication to notify the voters of the hearing regarding the Special Warrant Article. The hearing will take place Friday, January 15, 2010, at Central Station.

**Other Business** – Chief Eldridge presented copies of the new fuel policy and new cell phone usage policy. The Commissioners reviewed the policies and signed them. Chief Eldridge will have the department members sign the policies and they will receive a signed copy.

Chief Eldridge said the department responded to 249 calls in 2009. This is a 46% increase over the number of calls in 2008. In the first 5 days of 2010, the department has already responded to 6 calls.

Chief Eldridge asked the commissioners for permission to purchase a bulletin board with a clear door to place outside Jewell Hill Station. He also asked to purchase a filter to put on the water line at Jewell Hill Station. Right now the water is not used often enough and is not clear; an inexpensive filter on the line will take care of the problem. The commissioners told Chief Eldridge to make the purchases.

Chief Eldridge reported that at Sunday's call the rescue truck received minor damage to the wench housing. It was not due to abuse or misuse. The wench is checked twice a year for wear or damage.

Five to six department members will be attend an EMT course starting this month. Matt Leavitt will be teaching the course at Central Station. The Department still has use of the house to train in, but due to the extreme cold training at the house has been suspended for the time being.

Chief Eldridge has gotten quotes on turnout gear. He has been able to look into some good pricing. He would like to purchase the stair chair for the rescue truck as soon as possible. They have had a need for it at recent calls. It allows one person to safely take a patient down a flight of stairs. He is looking at prices and they seem to be running about the same for all manufacturers. He's looking to see if he can find a demo at a little lower cost.

Glenn Tucker stated the Gary Brock will continue providing EMS training to the precinct this year. It will cover continuing education and RTPs. A course schedule will be available shortly.

Chief Eldridge has been talking with Chief Brownell regarding having 2 people on call each night to respond to calls. Chief Brownell has been doing it for about 6 months and says there is a cost savings. Each on-call person would receive \$50 per night to cover 7pm to 7am. They would receive no extra money if they responded to a call. They would get \$50 per person per night if on call duty whether or not they responded to a call. With on-call personnel scheduled each night, it prevents extra manpower responding to a call when it is not necessary. If the on-call personnel deems extra personnel is needed, then they can ask for more to respond. Chief Brownell will provide Chief Eldridge with his figures to study.

A motion to purchase a stair chair for the rescue as soon as possible passed 2-0.

A motion was made to go into a non-public session per RSA 91-A3:II (a)(c); seconded by Commissioner Jay. Commissioner Jay voted yes, Commissioner Ela voted yes.

The meeting went into non-public session at 8:35pm.

The meeting resumed public session at 8:40pm.

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A motion was made to have the following policies drafted and be reviewed by Atty. Slack before they are adopted by the precinct:

1. A policy stating no payroll advances will be made to precinct personnel with public funds.
2. No checks will be written or signed by the treasurer until the expense is reviewed and signed off by the commissioners. No checks will be written or signed by the treasurer on verbal authorization only.
3. No precinct personnel, hired or elected, are to use public funds to purchase anything for personal/private use. Violation of this policy is grounds for immediate dismissal.

Mellisa Ferland will draft the policies and forward them to Atty Slack for review.

A motion was made to adjourn; passed 2-0

Meeting adjourned at 8:47pm

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