

**West Ossipee Fire Commissioners Meeting**  
**Wednesday, February 3, 2010**  
**West Ossipee Central Station**

Commissioners Present: Henry Ela, Paul Jay and Roger Tice

Others Present: Treasurer Raymond Boutin, WOFD Chief Brad Eldridge, Attorney Susan Slack, Mellisa Ferland and Carl Huddleston

Minutes Taken By: Heather Wrigley, Clerk

Commissioner Ela called the meeting to order at 7:01 pm.

The minutes from the Commissioner's Meeting on January 5, 2010, West Ossipee Public Hearing Meeting on January 15, 2010, and the Annual Meeting on January 30, 2010, were presented and reviewed. Commissioner Jay made a motion to accept the minutes from the January 5, 2010 commissioners meeting as written, Commissioner Ela seconded; motion was approved 3 - 0. Commissioner Jay made a motion to accept the minutes from the January 15, 2010 public hearing meeting as amended, Commissioner Ela seconded; motion was approved 3 - 0. Commissioner Jay made a motion to accept the minutes from the January 30, 2010 annual meeting as written,

The minutes from the non-public session from the January 15, 2010 meeting were reviewed. Commissioner Jay made a motion to accept the minutes from the January 15, 2010 non-public session as written, Commissioner Ela seconded; motion was approved 3 - 0

The meeting went into non-public session at 7:25pm.

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The meeting resumed public session at 8:13pm.

**Mail Folder** – Commissioners reviewed the MS-31 and had the clerk sign it.

Chief Brad Eldridge asked if we could get the minutes to the State as soon as possible and request in writing that they be reviewed immediately due to a prior incident that was done in good faith. Commissioner Tice suggested that we fax a copy to DRA and ask that they review them as soon as possible.

**Manifest** – A motion was made to approve the January 30, 2010 payroll for payment, passed 3-0. Manifest 1 of 2, totaling \$41,852.28. Commissioner Ela made a motion to accept the manifest amount for payment, seconded by Commissioner Tice. It passed 3-0. Manifest 2 of 2, totaling \$3,041.37 Commissioner Tice made a motion to accept the manifest amount for payment, seconded by Commissioner Ela. It passed 3-0.

Discussion was brought up during the manifest review about the department of labor approving our payroll being paid monthly instead of weekly. The commissioners requested this approval from the Department of Labor last year and the application was denied due to not having a safety policy and safety committee in place. Getting these in place and reapplying for the approval of the monthly payroll is a priority for the board.

**Chief's Monthly Report** – Chief Brad Eldridge gave his report of what has happened this month. The report is to be attached to these minutes for review. See attached "Schedule A".

**New Business** – Jewell Hill: Chief Eldridge would like the commissioners to allow the building committee to move forward in getting costs and supply lists for completing the bathrooms at Jewell Hill Station. The department members will be completing much of the work themselves to eliminate some of the expenses. FW Webb has agreed to look at the premises and provide a list for the supplies needed to complete the bathrooms. FW Webb has agreed to give the department contractor or better pricing. Carl Huddleston is the chairman of the building committee. Commissioner Tice agreed that the building committee should get together as soon as possible for project discussion.

Central Station: Chief Eldridge discussed the future plans for the left bay of the Central Station to be a future meeting room as well as making the Central Station bathroom an ADA bathroom.

Heating System: A heating system upgrade for Central Station was previously approved but the funds were not spent as proposed last year due to the other cost overruns on the new Jewell Hill Station. He is looking into a gas wall-mount boiler with hot water on demand. Chief Eldridge would like the commissioners to allow him to move forward with getting updated information on a new heating system at Central Station. Commissioner Jay made a motion to gather Requests for Proposals (RFP's) for Central Station's heating system upgrades. Commissioner Tice seconded; motion was approved 3-0.

The clerk presented the commissioners with the Town of Ossipee Capital Improvement Program, Project Proposal Forms for their review. She is waiting to receive the form electronically. When the form is received she will complete them and submit them to the Capital Improvement Committee. No signatures are needed on the forms.

Warrant Article Purchases:

Stair Chair Update: Chief Eldridge reported the stair chair is here for a 30-day evaluation.

Hurst Tool Update: The department needs a heavy-duty cutter and spreader for the extrication tool.

Turnout Gear Update: Bristol will be here on February 10<sup>th</sup> for a demonstration. The members are still looking at a couple other manufacturers as well.

Air packs: The Scott representative was at the department on February 3<sup>rd</sup> discussing the purchase with Chief Eldridge. Scott's price is higher than the MSA. The MSA bid is lower but it includes reusing some of the bottles and face pieces that the department already owns. The Scott bid is for everything to be new. Also the service and testing can be completed on the premises when needed and completed in one day. The members are actively testing both brands against each other. If the members pick Scott packs a few of the members will be sent to Scott service school to do minor improvements and repairs themselves.

**Other Business** – Commissioner Tice asked Mellisa Ferland if she wears turnout gear and does the coat indicate photographer on it? Mellisa responded yes, she wears her coat and it says Photo Unit on the back.

Commissioner Tice asked if Chief Eldridge could look into a cheaper phone system than the Blackberry's? Chief Eldridge agreed that he had tried the Blackberry for a while and doesn't think it's necessary that he keep his. He would like to keep the direct connect Nextel line though. He also stated that it is imperative that Mellisa keeps her Blackberry due to her job function and the functionality of the phone.

Commissioners agreed to a change in procedure for processing monthly payroll. The payroll is to be paid to all firefighters on the last day of the month. In order to accomplish this, Mellisa will email the payroll worksheet to each Commissioner on the day prior. Once there is consensus approval received via email back to Mellisa, she will forward the worksheet to Treasurer Boutin who will then write the payroll checks.

Commissioner Jay made a motion to adjourn, Commissioner Tice seconded; motion was approved 3-0.

Meeting adjourned at 10:06 pm

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Approved On: \_\_\_\_\_

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Commissioner Henry Ela

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Commissioner Paul Jay

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Commissioner Roger Tice