

West Ossipee Fire Commissioners Meeting
Monday, April 5, 2010
West Ossipee Central Station

Commissioners Present: Henry Ela, Roger Tice and Paul Jay

Others Present: WOFD Chief Brad Eldridge, Mellisa Ferland, Roland Millett, Chris Seamans and Jonathan Powers

Minutes Taken By: Heather Wrigley, Clerk

Commissioner Ela called the meeting to order at 7:02 pm.

The minutes from the West Ossipee Commissioner's Meeting on March 1, 2010, were presented, reviewed and signed. Commissioner Ela made a motion to accept the minutes from the March 1, 2010 commissioners meeting as written, Commissioner Tice seconded; motion was approved 2 - 0. Commissioner Jay abstained from the vote because he did not attend the meeting on March 1, 2010.

The minutes from the non-public session from the March 1, 2010 meeting were distributed and reviewed. Commissioner Ela made a motion to accept the minutes from the March 1, 2010 non-public session as written, Commissioner Tice seconded; motion was approved 2 - 0. Commissioner Jay abstained from the vote because he did not attend the meeting on March 1, 2010. Commissioner Ela made a motion to have the private session minutes remain sealed, Commissioner Tice seconded; motion was approved 3 - 0. Votes were as follows: Henry Ela, Yes; Paul Jay, Yes; Roger Tice, Yes.

Mail Folder – The mail folder was distributed for review to the Commissioners.

The Commissioners agreed to table reading and signing the Lease/Purchase agreement until later in the meeting, due to the length of the document.

Treasurer Ray Boutin had a letter in the mail folder to the Commissioners regarding the amount of funds the West Ossipee Fire Department owes the State of New Hampshire for unemployment taxes. Chief Eldridge will follow up on this item in the next day or so, to see how to proceed about getting payment options instead of paying a lump sum at this time.

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".

At the recent gear inspection training, 15 sets of gear did not pass inspection and were destroyed.

Also, Chief Eldridge wanted the Commissioner's to know that the EMT class is almost complete.

Old Business – Boat Status: Brad has been told that the boat will be complete this week.

Tax Anticipation Note (TAN): No word from the lender yet about the status of the final closing documents. This will be for a closed end line of credit note. Commissioner Jay made a motion that when the TAN documents are ready the three Commissioners will get together again to discuss, review and sign the loan documents, Commissioner Tice seconded; motion was approved 3 - 0.

All apparatus has been inspected except the trailers. The tower is out of service because it needs parts for the hydraulics.

Engine 1 has been repaired and is all set.

New Business

Reporting Software – The department uses computer software to deliver the reports to the State of New Hampshire. The department is looking at trying to obtain the software in the least expensive way as possible. Mellisa has researched the costs of the different software from various companies. The best deal that she was able to find was through Emergency Reporting. The costs are: a one-time set up fee of \$700.00 and a monthly fee of \$76.00. Commissioner Jay made a motion to approve going with the Emergency Reporting company and the aforementioned costs, Commissioner Ela seconded; motion was approved 3 – 0.

Safety Summary Form for January 1, 2010 was reviewed by the Commissioners. Commissioner Jay made a motion to approve the Safety Summary Form, Commissioner Ela seconded; motion was approved 3 – 0.

The West Ossipee Fire Department has received the title back on the Chief's Chevy Tahoe.

The Commissioner's were presented with some information on a one day, free seminar in Concord, NH on Lessons in Successful Grant Writing. Mellisa Ferland would like to attend this seminar on April 27, 2010. Commissioner Jay made a motion to allow Mellisa to attend this seminar, Commissioner Ela seconded; motion was approved 3 – 0. At this time the class is full, but Mellisa will be added to the waiting list in case there is a cancellation.

Chief Eldridge has discussed with people the possibility of purchasing a vehicle for use as a canteen truck to attend fire calls and have refreshments. The vehicle that he has in mind is a 1981 Chevy Step Van P20 with a purchase price of \$2,300.00. Chief Eldridge distributed an email correspondence with Michelle Clark from the Town regarding the RSA language which allows the commissioners to accept the donated funds. Commissioner Jay made a motion to purchase the above listed van using \$1,598.68 from the money marked and the remainder of the purchase funds from logistics line item for a total of \$2,300.00, Commissioner Tice seconded the motion; motion was approved 3 – 0. Commissioner Ela signed the Bill of Sale that was submitted to move forward with said purchase.

The canteen truck/van that will be purchased and used to provide refreshments and other items has developed a nick name of "Socks and Soup Mobile." Chief Eldridge presented a check in the amount of \$100.00 from the Town of Freedom. Commissioner Jay made a motion to accept said check as the first donation to the Socks and Soup Mobile, Commissioner Tice seconded; motion was approved 3- 0.

Commissioner Tice made a motion to write a Thank You note to CG Roxanne in Moultonboro, NH for the donation of the cases of bottled water, Commissioner Ela Seconded, Motion was approved 3 – 0.

Chief Eldridge has cut the fire meetings back to two meetings a month instead of four.

Chief Eldridge would like to sit on two oral boards for a Lieutenant position in Rochester, and also oral board sessions for a Chief position in May. Commissioner Jay made a motion to allow Chief Eldridge to attend these sessions, Commissioner Ela seconded; Motion was approved 3 – 0.

Chief Eldridge would like to attend the New England Chief Show in June at the Big E. Commissioner Jay made a motion to allow him to attend, Commissioner Tice seconded; motion was approve 3 – 0.

Chief Eldridge would like to attend the National Chief Convention in November in Clearwater, FL. Commissioner Jay made a motion to allow him to attend, Commissioner Tice seconded; motion was approve 3 – 0.

8:34 The Board decided to take a break.

8:50 Back from Break

Continuation of Old Business – Financial Audit: Commissioner Tice made a motion to have a representative from Plodzick & Sanderson attend the next Commissioner’s meeting to discuss the audit process so that we can move forward with our financial audit, Commissioner Jay seconded; Motion was approved 3 – 0.

Other Business - Commissioner Tice would like to find out about the possibility of getting some of the larger billing items’ due dates moved toward the end of the calendar year.

Mail Folder (continued) – Lease / Purchase Agreement: The Lease/Purchase Agreement paperwork was distributed and read by the commissioners. Commissioner Jay made a motion that they sign and send the Exhibit C and Resolution in the Agreement and the Escrow Agreement to Attorney Slack for her review and signature along with a copy of the minutes attached, Commissioner Tice seconded; Motion was approved 3 – 0.

Manifest – Commissioner Jay made a motion to accept the Manifest, totaling \$22,615.08 including payroll in the amount of \$7,487.63, Commissioner Ela seconded; motion was approved 3 – 0.

The meeting went into non-public session at 9:41 pm.

The meeting resumed public session at 10:57 pm.

Other Business (continued) – Chief Eldridge presented the board with an email from Carol Searcy at the Municipal Leasing Credit Corporation. The email shows what Mellisa does for Brad and ultimately the entire department. The Commissioners asked the Clerk to type a letter of recognition for Mellisa regarding the email that Brad received. The letter will go into her personnel file.

Commissioner Ela made a motion to adjourn, Commissioner Tice seconded; motion was approved 2-0.

Meeting adjourned at 11:06 pm