

**DRAFT**  
**West Ossipee Fire Precinct Commissioners**  
**January 03, 2009**

Commissioners Present: Paul Jay, Joseph Goss, Henry Ela  
Others Present: Chief Brad Eldridge, Ray Boutin, Mellisa Ferland  
Minutes Taken By: Marilyn Bolduc  
Meeting Time: 10:00am

Commissioner Jay called the meeting to order at 10:03am.

A motion passed (3-0) to approve the December 20, 2008 Commissioner's meeting minutes with no changes.

**Payroll Policy** - A payroll scale has been set. It starts with a base monthly pay with firemen attending 2 meetings per month. Callouts are paid at an hourly rate. A determination still needs to be made to determine the start time of a callout and minimum time paid. Chief Eldridge should have all the information for review by the Commissioners by 01/10/09 and ready for approval by 01/17/09.

**Job Descriptions** - Chief Eldridge has reviewed samples of job descriptions and is developing job descriptions that are pertinent to the West Ossipee Fire Department. They will be ready for approval by the end of the month.

Chief Eldridge has been reviewing several software products that cover fire department personnel, payroll, attendance and inventory. He has talked to other departments and seen how user friendly the software is to use. He has found one that is reasonable priced, provides security to the information, and is user friendly. He will be able to breakdown information according to departments for better tracking.

Chief Eldridge and M. Ferland have been checking on fuel prices. There are fleet options available that are less expensive than purchasing fuel from the State. They will find the best option. The department will still be able to get fuel from the State and the Town if needed.

**Equipment Maintenance** - Engine 3 has a pump test and service coming up. The L-10 will need a service soon. J. Goss recommended that Cummings of Portland, ME reset the rods. The remainder of the equipment is in good running order. There is some body work that needs to be addressed on the rescue and tower trucks.

Chief Eldridge reported the West Ossipee Firefighters Association changeover is progressing. They have their Tax ID number and paperwork has been filed with the State. The members are looking into doing fundraising and a scholarship for firefighters' children. The Commissioners said that the Association needs to get their own liability insurance.

Chief Eldridge reported they have been on 6 calls since the New Year started and have no injuries to report. He has resolved the invoice discrepancy with Samantha's Inn and gave the corrected invoice to M. Ferland for payment.

Commissioner Jay informed the other Commissioners and Chief Eldridge that as of 12/26/08 he is on 100% disability. All future commissioner meetings will be held downstairs.

**January 10, 2009 Precinct Meeting** - The West Ossipee voter list will be picked up Wednesday from the Town Hall. The downstairs will be set up with chairs and a table for the Commissioners. H. Ela suggested Chief Eldridge get a couple of curtained voting booths from the Town and extra chairs from the Lions Club, if possible.

The Commissioners agreed that any monetary donations to the Department for good service or in memorial will go the WO Firefighters Association. If a donation should come in earmarked for a specific purpose, the donation has to go through the Precinct.

**Manifest** - There was no manifest to review.

M. Ferland reported that an ad for additional bids for Jewel Hill be in the Conway Daily Sun on Monday, January 5<sup>th</sup>. The notice for the January 10<sup>th</sup> Precinct Meeting is in Saturday, January 3<sup>rd</sup> Conway Daily Sun.

**Mail** - An email from Morton Buildings. They will be back this coming week to finish pouring the walls and backfill the foundation. Chief Eldridge will assist them pumping out the water by the footings before backfilling.

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Commissioners voted (3-0) to go into non-public session to discuss personnel issue at 11:11am.

Commissioners reconvened the regular meeting at 11:50am.

**Capital Improvements** - The replacement of Engine 3 has gone past the original 20 year date set when it was purchased. It has been decided not to replace it for another 3-4 years.

Other replacement priorities - air packs, communications (pager & radios), and other vehicles and equipment: Chief Eldridge was asked to come up with a prioritized replacement plan that includes how the equipment will be paid for and the value of the old equipment for resale. The precinct needs to find as many funding sources as they can to offset the expense of the new equipment. M. Ferland said there are many grants available especially for firefighter safety equipment. Homeland Security has funds for communications. FEMA grant application process opens up in March, with a deadline in April. Rhodes Development has grants that may pay for the exhaust and extractor systems for Jewel Hill. They also to government guaranteed loans.

Chief Eldridge said he would like to see about getting a new commercial chassis for the duce and a half. He would transfer everything off the old one to the new chassis.

**Equipment Mandates from the State and NFPA** - Mandates are coming in all the time from the State and NFPA. Chief Eldridge stated that at this time the department is in good shape, and only needs to

Get safety vest and signs for traffic control. Mandates from NFPA are guidelines and New Hampshire is not a NFPA state. He said many of the mandates do not come with procedures, tools or ways to enforce the mandate. The Commissioners are concerned about the burden on the taxpayers as the department tries to meet all the mandates. They asked Chief Eldridge to see if he could find avenues to help the department shoulder the burden or could some of the expense be paid for by the State. J. Goss proposed a motion for Chief Eldridge to inform the Commissioners when mandates that require specialized equipment are received. The Commissioners can then review the mandates with the insurance company to determine need and priority of the mandate's execution. The motion passed (3-0).

Commissioner Jay adjourned the meeting at 12:13pm.

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Minutes Approved: \_\_\_\_\_ Date

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Commissioner Paul Jay

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Commissioner Joseph Goss

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Commissioner Henry Ela