

West Ossipee Fire Precinct Commissioners
February 7, 2009

Commissioners Present: Joseph Goss, Paul Jay

Others Present: Brad Eldridge, Glenn Tucker, Chris Tozier, Ted Call, Carl West, Matthew Welch, Carl Huddleston, Melissa Ferland, Don Eldridge, and Chris Ouellette.

Minutes Taken By: Marilyn Bolduc

J. Goss called the meeting to order at 10:14 am.

The minutes from the January 17, 2009 meeting were reviewed by the Commissioners and a motion to accept the minutes as read was made and passed 2-0.

The minutes from the January 17, 2009 Non Public meeting were reviewed by the Commissioners. A motion was made to accept the minutes as read was made and passed 2-0. A motion was made to seal the Non Public meeting minutes and passed 2-0.

Mail Folder:

Paper work for the loan on the new Jewell Hill Station construction was reviewed. The new lower loan rates save the Precinct approximately \$3,000.00 on the life of the loan. A motion was made to move forward with the loan paperwork was made and passed 2-0.

Paperwork on the truck loan was received showing possible savings if the loan payments were made monthly instead of yearly for the remainder of the loan. A motion to table the decision on the paperwork until the February 21st commissioners meeting was made and passed 2-0.

Two letters from NHDOT were received regarding price caps on unleaded and diesel fuel purchases from NHDOT. The cap on unleaded will be \$1.94 to \$2.09 per gallon and diesel will be \$2.65 per gallon for the next 18 months. A motion was to take this information under advisement was made and passed 2-0. Chief Eldridge said they are filling out the paperwork for tax exemption status with Wrights and will be filing it shortly.

A letter from Morton Buildings said they need additional paperwork in order to set a delivery date for the Jewell Hill building. They need copies of the building permit, financial information, engineering information and would like the Commissioners to sign the enclosed indemnification papers. A motion was made to put this on hold until the February 21st meeting for more discussion and until the financing is finalized. Passed 2-0.

A purchase order for 25 safety vests was submitted. A motion to approve the purchase order was made and passed 2-0.

Bids were received for heating systems at Jewell Hill Station and Central Station from Moose Hart's Heating, Accu Temp, and a combined bid from Up Country Heating and Heating Etc. A motion was made to have the Building Committee review the Jewell Hill bids, compare the bids for reliability and value for the money; passed 2-0.

The bids for the replacement of Central Station's heating system were given to the members of the Building Committee that were present - Carl Huddleston, Carl West, and Glenn Tucker. They were asked to compare each bid and come back with a recommendation before the meeting adjourns.

Electrical upgrades for Central Station need to be solicited. The Commissioners would like to see at least three. The Commissioners requested that a notice be put in the Conway Daily Sun and electrical contractors be called. A spec sheet will be written up for the bid process and will include an upgraded 200 amp panel and a 100 amp sub panel. Chief Eldridge will get the spec sheet to M. Bolduc.

Manifest:

A Payroll Summary sheet for January, 2009, totaling 232 hours was reviewed. A motion was made to approve the payroll and submit it to the Treasurer was passed 2-0.

Invoices totaling \$17,277.49 were reviewed. A motion was made to pay the invoices and passed 2-0.

At 11:00 am a motion was made to take a 10 minute break and passed 2-0.

At 11:10am the meeting was reconvened by J. Goss.

Personnel Policy - The draft of the Personnel Policy was sent to the Precinct Attorney for review and it has not yet been returned. A motion to postpone action on the policy until the February 21st meeting was made and passed 2-0.

Job Descriptions - Chief Eldridge has met with a representative from the Dept. of Public Safety and was told he can get help with the job descriptions from Firefighter Standards and Training. Chief Eldridge and possible C. Huddleston will be meeting with Firefighter Standards and Training soon. Chief Eldridge said that not every fireman has to be certified. Firefighter Standards has job descriptions for non certified personnel and also for EMS personnel. Chief Eldridge should have drafts for the Commissioners to review the first of March. A motion was made to postpone discussion on Job Descriptions until the February 21st meeting; passed 2-0.

Payroll Policy - Chief Eldridge has gone over the Policy with almost everyone. The men are comfortable with the Policy. He will talk with the last of the men as soon as possible. P. Jay stated there has been some concerns over the amounts the new Clerk and Treasurer positions are being paid. A motion was made to table the discussion until the February 21st meeting passed 2-0.

Capital Improvements:

J. Goss asked those in attendance what Capital Improvements the group foresaw in the next 5-10 years to update the Master Plan. The following suggestions were presented:

- Update air packs - 24 identical air packs would be ideal. Each vehicle needs to have 5 each plus some spares need to be available.
- Engine 3 will need to be replaced in the next 2-3 years. A committee will need to be set up. A smaller truck with all wheel drive is needed to get down the narrow camp roads. The department does not need another tanker. Approximate cost is \$300,000.00.
- Turnout gear - Head to toe complete sets for everyone, approximately 25-30 sets. Approximate cost is \$60,000.00.
- EMS Truck - Either replace what we have or remount the body on a new chassis. Approximate cost is \$500,000.00.
- Tower Truck - Immediately it needs minor paint and bodywork to be done. The tower truck is in year 15 since its last rebuild. C. Huddleston recommended that the tower be a re-chassis. It needs to be heavier to carry equipment. Newer tower vehicles are now longer and the department does not need to have a longer vehicle. It would probably have to be a custom build. Approximate cost is \$500,000.00.

- Central Station needs to have the bathroom upgraded to ADA standards. Upgrades on Central Station need be done as replacement of the station is too costly. Some of the immediate needs are for deeper and wider bays to work on the equipment, more office space and secure storage space. J. Goss asked M. Ferland for the paperwork from M. McConkey and his associates regarding additional land for the fire department. Upon review of the paperwork, there were no statements for actual footage amounts. Mr. McConkey and his associates need to be invited to the February 21st meeting to clarify their intent and the amount of property they are considering, and if the offer is still available. The property will have to be surveyed. Any expansion of the building may require moving the existing well. T. Call said there is a safety issue right now when equipment is parked in front of the station due to the close proximity to the highway. Repositioning of the doors to the side or pull through bays would help with this safety issue. Chief Eldridge said he will talk with NHDOT about changing the present signs with flashing lights and signs for better visibility.
 - Auxiliary Equipment
 - Thermo imaging camera replacement-approximate cost \$50,000.00
 - Air boat replacement- approximate cost \$50,000.00
 - ATV replacement-approximate cost \$10,000.00
 - Portable pumps replacement-approximate cost \$30,000.00
 - Radios/base station/antenna replacement- approximate cost \$10,000.00
 - 20hp Outboard motor for existing boat w/o motor-J. Goss will check with some people for a donation of a used motor before a purchase is considered.
 - Air Packs-24 packs - approximate cost \$150,000.00 The men would like all the same model for ease of interchangeable parts and ease of use/training. Grants will be applied for to help cover this expense. It was asked if a Capital Reserve Fund could be set up to cover more than one specific item. The State would have to be consulted if it is possible and how to word the fund to make it possible.

The Building Committee members came back and presented their findings and recommendation on the Central Station replacement heating system. They made some calls and got information so all of the bids were identical. Their recommendation is to go with Accu Temp due to the amount of their bid and they have a proven record of reliability and service. A motion was made to accept Accu Temp's bid to replace Central Station's heating system with a new propane system as soon as the money becomes available; passed 2-0.

Chief Eldridge will get bids for propane fuel for the new system and see what needs to be done to set a tank at the station.

Update on Jewell Hill Construction:

Financing is being finalized and should be in place by mid March. Morton Buildings wants the Commission to sign an indemnification statement before they deliver the building. Brad will talk with Morton buildings about the engineering that has already been done. As soon as the weather clears, the foundation will be finished and a delivery date can be set.

The stump pile will be removed within the next four.

Carl Huddleston reported that if the old Jewell Hill building has to be taken down for the new building to go in, the Center Ossipee Fire Chief had agreed to store the equipment in the old building at the Center Ossipee Station.

Before the floor is put in at the new Jewell Hill station, the Building Committee needs to make sure that the layout for the ADA bathrooms, the floor drain layout and the radiant heat layout are in their correct positions.

New Business:

Chief Eldridge had the Commissioners review a new mandatory seatbelt policy he would like to implement. Each department member will read and sign off on the policy and a copy will be put in their personnel record. A motion was made to accept the policy as presented and to post the policy in each of the Precinct's buildings; passed 2-0. M. Bolduc will contact H. Ela and have him see M. Ferland to sign the new policy.

Chief Eldridge reported on the department's activity for the month of January. There were 24 calls, no injuries to any personnel, and no damage to equipment.

Chief Eldridge reported that as part of the new Payroll Policy, there will be documentation of department personnel's work activity and training in a binder for review. This will be backup documentation for the Payroll Summary submitted to the Commissioners each month for approval.

J. Goss said that IRS laws needed to be checked regarding the hours the men volunteer to see if this time can be reported to the IRS and taken as a tax deduction on the men's income tax returns.

M. Ferland, C. Huddleston, and Chief Eldridge have been cleaning out old records that have been stored for years. Historical information, personnel information and information pertaining to Precinct equipment are being set aside for secure storage. All non essential files are being shredded. Files that are required by the State and Federal governments to be kept are being saved and will organize to put in secure storage. Equipment maintenance records will be consolidated and available to access when any equipment is sold.

Chief Eldridge asked the Commissioners to consider moving the Precinct offices to another location until the upgrade on the heating system at Central Station is done. The cold conditions at Central Station makes the Commissioner's meeting very uncomfortable. He will look around to see what is available and pricing.

M. Ferland suggested that work sessions take place prior to talking over projects at the Commissioner's meeting. This would make project discussion more effective during the Commissioner's meetings. It is something to consider for the future.

A motion to adjourn the meeting was made and passed 2-0.

Meeting was adjourned by J. Goss at 1:03pm.

Minutes Approved _____
Date

Commissioner Joseph Goss

Commissioner Henry Ela

Commissioner Pay Jay