

West Ossipee Fire Precinct Commissioners
February 28, 2009

Commissioners Present: Joseph Goss, Paul Jay

Others Present: Chief Brad Eldridge, Don Eldridge, Mellisa Ferland, Glen Tucker, Ted Call, Chris Seamans, and Mark McConkey

Minutes Taken By: Marilyn Bolduc

Commissioner J. Goss called the meeting to order at 12:09pm.

The minutes from the February 7, 2009 meeting were reviewed and a motion was made to accept the minutes as written; passed 2-0.

Mail Folder - A memo from the West Ossipee Fire Department stating the department and the precinct are part of the Town of Ossipee website. Information on the department and the precinct's meeting minutes are now available to everyone. Voicemail boxes have been set up on the department's phone line for the Chief, Deputy Chief, M. Ferland, Precinct Clerk, Fire Permits, and General Messages. Each person has received instructions to retrieve their messages.

A copy of the 2008 West Ossipee Fire Department Activity Summary that will appear in the 2008 Town Report was reviewed.

A summary of the propane fuel usage for Jewell Hill was reviewed.

A signature was required on the employment forms for the Precinct Clerk.

Manifest - The invoices were reviewed. A motion to submit them for payment was made and passed 2-0.

Whittier Coalition Partners - Mark McConkey was present to clarify his offer of land to the Precinct. The option on the land must be exercised by the end of the year. The parcel of land lies between the present Central Station lot and the businesses south of Central Station. This parcel is approximately the same size as what Central Station now sits on. Whittier Coalition Partners is willing to work with the Precinct to make the boundary adjustments for this parcel and will consider an additional parcel behind the station.

A motion was made to exercise the option on the parcel south of Central Station. Chief Eldridge is to get an estimate from Land Tech of the cost to acquire the land and make the necessary boundary adjustments for the March 3rd Commissioners' meeting. Passed 2-0.

Mark McConkey stated that the septic design for Jewell Hill Station is ready for submission to the State of New Hampshire. A check for \$150.00 is needed to accompany the plan. Due to setback restrictions, the septic system must be in the position the Land Tech recommended. It was recommended that some sort of fencing be put between the building and the dumpster location so no one would park on or drive over the system. A motion was made to have a check cut for \$150.00 to the State of New Hampshire and be given to M. McConkey. M. McConkey will then submit the design to the State. Passed 2-0.

Personnel Policy - A motion was made to table any discussion and/or adoption of the Personnel Policy until the March 7th meeting in order for the commissioners to review the draft of the Personnel Manual they received. Passed 2-0.

Profit & Loss Budget Statement - This was submitted to update the commissioners on the Precinct's budget. Chief Eldridge stated he's working hard to keep department spending down. He's only purchased equipment and materials necessary to maintain operating standards.

Job Descriptions - Chief Eldridge will present drafts of all the job descriptions at the March 7th meeting. He will give the commissioners what he has completed to date on Monday March 2nd so they can start reviewing the information. To date, the firefighters have had no issues with the details in the job descriptions.

Each firefighter has been issued a notebook to keep all the new policies and procedures that are being adopted. They have the option to keep the notebook at the station or take it home.

Chief Eldridge will be attending a seminar on Risk Assessment Management put on by Local Government Center. He will report back to the commissioners after the seminar.

Chief Eldridge reported on the department's activities in February. The department was more active this month. Calls included 2 that saved 3 lives. One involved a water rescue. As a result of the call, which was successful, there will be more boat and ice rescue training for the department. The second incident was a motor vehicle accident assist that saved 2 lives.

Chief Eldridge has had more meetings with personnel in February. There has been more response to calls, averaging about 12 firefighters per serious call. Moral is up within the department.

P. Jay reminded those present to use the workout facilities at Sammy's. The topic of possibly having physicals was brought up as a means of screening for unknown health issues. An example from a recent communication was cited. It told of a fireman that is now in good health because a physical found a life threatening problem.

Jewell Hill Station Construction - Due to all the snow, there has been no new construction done at Jewell Hill Station.

M. Ferland said the financing is in the hands of the Bond Council. The Council needs to know when the precinct was established. J. Goss recommended she call Barbara at the Town offices. She found that information for the loan on Engine 1. It was also recommended to look in the Town archives starting around 1942. Chief Eldridge and M. Ferland will do more research. If no paperwork is found, then new paper work needs to be filed with the State. M. Ferland said the State is already sending her paperwork to register the charter. Mellisa also stated that the precinct must register yearly with IRS to keep its Tax ID number active.

A motion to table the discussion of the bids on the heating for Jewell Hill Station until the next meeting was made. The Building Committee has not completed reviewing all the information. Passed 2-0.

Electrical Upgrade for Central Station - Chief Eldridge has gotten some preliminary information. It is recommended to take the service box from Jewell Hill Station when it is taken down and put it in Central Station. It has capacity to take care of the demand at Central Station and is only about 2 years old. Chief Eldridge will get a written estimate for the commissioners so they can get an idea of what the scope of the upgrade would be.

Chief Eldridge announced that Mike Roy, a commissioner for the Ossipee Corner Precinct, had passed away February 27th. As soon as arrangements are made he will inform everyone.

New Business - Engine 3 went in for inspection and will need approximately \$6,000.00 to \$8,000.00 worth of repairs. Chief Eldridge will get an estimate. He also stated that replacements parts for Engine 3 are becoming obsolete which may hinder its repairs. Chief Eldridge had talked to the Auburn, NH fire chief. Auburn has an engine that is identical to our Engine 3 and they are willing to loan their engine to West Ossipee. J. Goss said Chief Eldridge needs to get something in writing from the Auburn Department and information on insuring the equipment while it is on loan.

Chief Eldridge said he received information from DRA regarding expenditures from a trust fund. DRA has no control over expenditures from a trust fund; expenditures are under the control of the Trustee of the Trust Fund.

J. Goss asked if Engine 3 is unsafe. It won't pass State inspection without the major repairs. The precinct has until April 10th to get something in place. If Engine 3 is put out of service, it will have to be drained, all the equipment taken off the truck, and stored in a secure place.

A mandate regarding chainsaws used by fire departments has come from the State. After attending a program put on by Local Government Center, both of the precinct's saws and the two saws on loan from the Town Forestry are out of compliance. The saws must have 7 of the 11 safety features that are on saws manufactured 2007/2008. All saws have been taken off the trucks at this time. The current saws cannot be upgraded. The approximate replacement cost is \$395.00 per saw. The lighter weight Husquvarna brand with the larger chain is preferred by the firefighters. A motion to get one new saw immediately and purchase a second saw by April was made; passed 2-0. Chief Eldridge will check about trading in the current saws or outright sale with proceeds to go in the General Fund.

The Commissioners requested that the Treasurer, Ray Boutin be present at the next meeting on March 7th. They would like a report of the actual cash on hand figures.

J. Goss stated that with the new Federal stimulus package passage that all efforts need to be made to see what funds are available for the Precinct. Chief Eldridge said he is already working on it through his contacts. There have been rumors that there are funds for building new fire stations in the package.

Public Relations - Chief Eldridge had two suggestions he felt would be beneficial.

The first is an "After the Fire" booklet. This would be give to victims of a building fire. It would direct them on how to contact the insurance company, IRS, utilities, and other information to start their recovery after having a fire.

The second is an Honor Guard/Color Guard. There is an interest within the department to establish a color guard. He has researched protocols and talked with Kathy Lord, who has participated in a color guard. He is also going to present the idea at the Mutual Aid meeting to see if other departments want to participate.

At 2:09 pm a request to go into a Non Public Session was requested by Mellisa Ferland. A motion was made to go into Non Public Session and passed 2-0.

At 2:30pm, Commissioner J. Goss brought the Public Session back to order.

A motion to pay Treasurer, Ray Boutin, his appropriated salary at the rate of \$500.00 per month effective January, 2009 was made and passed 2-0.

M. Ferland asked about setting up a small petty cash account. An amount will be determined and voted on at the March 7th meeting.

The commissioners instructed that all of the Precinct's debit cards be cancelled and destroyed. They are to be replaced by 2 bank issued credit cards. The fire chief will hold one and the treasurer and/or his assistant will hold the second one. The following positions would have authority to use the cards: fire chief, treasurer, assistant treasurer, precinct clerk, and a commissioner. The commissioners highly recommends to the representative of the West Ossipee Firefighter's Association to replace their debit cards with bank issued credit cards.

Chief Eldridge has been getting LP gas prices for Central Station. Maine Gas was \$1.52/gal, Eastern Propane was \$1.56/gal and Rimes was approximately \$1.90/gal. He stated that Rymes offers reduced LP gas prices to members of fire departments. It would be automatic delivery only. He will get more information on this and prices in writing for Central Station to present at the next meeting.

A motion to adjourn was made at 2:46pm, passed 2-0.

Minutes Approved _____
DATE

Commissioner Joseph Goss

Commissioner Henry Ela

Commissioner Paul Jay