West Ossipee Fire Precinct
Commissioner's Meeting
March 28, 2011

Commissioners Present:
Paul Jay, Gregory Howard, Paula Moore

Minutes Recorded By:
Mellisa Ferland, Secretary

Meeting time: 7:00pm

Commissioner Jay read a memo regarding the authorized signatures on the Northway Bank accounts. He made a motion that passed 3-0 to have Paul Jay, Gregory Howard, Paula Moore and Raymond Boutin as authorized signatures on the bank accounts. Additionally, a motion passed to list Raymond Boutin as the only one allowed to transfer money between bank accounts.

Motions passed to approve the regular meeting and non-public session of March 21. The March 14 meeting minutes previously approved were signed after corrections were made.

Commissioner Jay pointed out a list of items needed for an Effingham family who lost their home to fire March 27. Copies of the list were passed out to the audience.

Commissioner Moore asked Ms. Ferland about the status of the MS-35 form that is due at the NH DRA by April 1st. Ms. Ferland said that this is something that the auditors take care of filing for us. Moore will look into this.

Ms. Ferland will meet with the commissioners and the precinct clerk April 1 at 9 a.m. at the West Ossipee Post Office to authorize the postmaster to add their names and delete hers from the post office boxes.

To reduce the possibility of mail tampering once it is at the station, the clerk will put mail in large manila envelopes marked with the recipient's name instead of putting the open mail in the boxes on the office doors.

File Storage

Discussion regarding storage of precinct records for archival and for access:

- Vehicle titles and registrations will be stored in the commissioner's office.
- Vehicle maintenance records will be stored in the deputy chief's office.
- Emergency run reports current and for previous years will be stored in the deputy chief's office.
- Financial records prior to 2010 will be stored in the commissioner's office with 2010 financial records being kept in the secretary's office for auditing purposes.

Vehicle inspections

Acting Chief Carl Huddleston reported the 7Utility1 and 7Car1 have been inspected, with 7Car1 failing due to emissions. Huddleston said this likely occurred because the vehicle's battery had died and this interfered with the vehicle's computer. The error code has been reset. Once the vehicle is run for a couple of days it will be returned for the inspection sticker provided the error code does not reappear. Inspection of the forestry vehicles is "being dealt with" by the town's forestry department.

Emergency Reporting

Huddleston has been inputting emergency calls into the precinct's emergency reporting software and hopes to have all incidents dating back to January 1, 2011 entered by the end of April. Commissioner Howard reported the commissioners received information from the state that West Ossipee Fire Department has not reported to the state since 2006. Howard reported that WOFD has never reported to the State. The State records only go back to 2006. We received notice from the State that we are severely delinquent. Once WOFD complies with this mandatory State requirement then we will be eligible to make application for Federal Grants.

Huddleston said reporting is required by state law NH RSA 153:11, "every fire occurring in this state shall be reported in writing to the state fire marshal within 10 days after the occurrence of the same by the appropriate fire chief and shall be in the form prescribed by the board and shall contain a statement of all facts relating to the cause and origin of such fire, so far as is possible, the extent of damage thereof and the insurance upon such property, and such other information as may be required. Fires resulting in losses of less than $5,000 need not be reported unless there is death resulting..."

With regards to Huddleston's statement that after this year's reporting is up to date he will work on putting in previous years as time allows, resident Bob Pustell suggested the commissioners focus on getting current and moving forward, not spending time entering previous years if it is not required.

Inventory

Huddleston said he hopes to have a Sunday work session with as many department members to assist as possible to complete the inventory at both fire stations. He said all precinct-owned items will be evaluated for usefulness, need, condition, etc. and he will then make recommendation to the commissioners regarding disposal of equipment that is not needed. All inventory will then be kept in designated storage areas in order to keep better track of the inventory. Huddleston hopes to have this inventory completed by the end of April.

The meeting recessed for a break and then moved into a non-public session for a personnel discussion per roll call vote at 7:48 p.m.

The public meeting reconvened at 10:17 p.m. and was immediately adjourned with no further business.

Next meeting at 04/04/11 at 7:00pm

Approved on 4/4/2011

Commissioner Paul Jay

Commissioner Greg Howard

Commissioner Paula Moore