

**West Ossipee Fire Precinct Commissioners  
December 6, 2008**

Commissioners Present: Paul Jay, Joe Goss, Henry Ela  
Others Present: Chief Brad Eldridge, Don Eldridge, Ray Boutin, Michael Jay, Roland Millette  
Minutes Taken By: Mellisa Ferland  
Meeting Time: 10:00am

Commissioner Jay opened the bond hearing portion of the meeting.

Commissioner Jay read the bond article as posted on the front door of central station, at West Ossipee Post Office and Ossipee Town Hall.

Chief Eldridge said this project was proposed to the budget committee and voters that this would be a metal garage. Chief Eldridge said a future option could be to move the rescue vehicle from Central to Jewell Hill station and convert the rescue bay into offices for ADA accessibility. He cautioned Commissioners against adding an office or other amenities that will cut into the storage space.

Commissioner Goss read the building cost breakdown that was presented at the 11/22/08 Commissioner's meeting.

Millette asked about the interest rate and encouraged Commissioners to shop around for a better rate if possible. He said the tax rate going up surprised a lot of people and Commissioners should be prepared to sell the building project to the budget committee.

Goss made a motion to change the amount of the bond to \$373,000. Motion passed 3-0. Commissioner Jay closed the bond hearing portion of the meeting at 10:35am.

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A motion passed to approve the 11/22/08 Commissioner's meeting minutes with no changes.

Commissioners thanked Boutin for the payroll processing services he has provided to the precinct. After Boutin expressed his willingness to serve as treasurer, Goss made a motion to appoint him until the January annual meeting. Motion passed.

A motion to appoint Marilyn Bolduc as precinct clerk to serve until the January 10 annual meeting passed unanimously.

A motion passed to forego election of an auditor pending DRA notification that this elected position is not required.

Commissioners reviewed and approved the manifest. The precinct was charged for gym memberships for firefighters and Ossipee Police officers. Chief Eldridge took the bill and will go to Samantha's Inn to have these charges corrected. Chief Eldridge said it is NFPA regulation that the department provide some sort of fitness program for firefighters.

Commissioners discussed implementing a written purchasing policy. A motion passed to adopt the following guidelines.

- Purchases over \$500 requires prior approval by the Commissioners.
- Purchases over \$1000 require 2 quote be obtained prior to purchase
- Purchases over \$2000 will go out to bid or request for proposals

- Emergency expenditures are at the discretion of the fire chief with notification of at least two Commissioners within 24 hours
- All purchases will have an attached purchase order

Chief Eldridge presented a physician's note permitting him to return to work following his medical leave. A motion passed to reinstate Chief Eldridge to his fire chief duties. Chief Eldridge commended Deputy Chief Huddleston and Captain Ted Call for the job well done in his absence.

**Review and approval of 2009 Annual Meeting Warrant**

A motion passed to approve the operating budget recommendation (Article 3) as follows:

\$8,450	Executive
\$30,900	General Government Buildings
\$42,200	Insurance
\$206,150	Fire
\$3,200	Street Lighting
\$12,300	Capital Outlay
\$1,200	TAN Interest
<u>\$44,115</u>	<u>Debt Service</u>
\$348,015	

Mellisa will work on the following items prior to the next meeting:

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- Cancel one cell phone line (Verizon Wireless) that is no longer being used.
  - Put together a packet of grant options/deadlines
  - Compare cost/benefits of short and long term disability through NHLGC versus Provident
  - Obtain a copy, if one exists, of the Waste Management contract
  - Contact NHLGC about driver training courses

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Commissioners voted (3-0) to go into non-public session to discuss a personnel issue at 12:26pm

Commissioners reconvened the regular meeting at 12:32pm.

Commissioners and Chief Eldridge have copies of sample job descriptions for various positions, including Chief. Adopting job descriptions will be placed on the December 20 agenda with the goal to have them in place effective January 1. Goss asked that Chief Eldridge work on levels of employment that will include not only certified firefighters or EMT's but also

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older and/or less aggressive people who want to volunteer. Effective January 1, all current members will have 18 months to become certified EMT's, firefighters, driver/operators, etc. Goss added he would like all drivers of department vehicles to obtain CDL licenses. The precinct would pay for the training and required physical examinations for those needing the certification.

Mellisa reported she had a conversation with OVMAA Chairman Adam Thompson and learned the fire academy will allow a Firefighter I course in this area provided that OVMAA pays for it. Thompson said the issue will be discussed at the December 8 OVMAA meeting.

Chief Eldridge was asked to have the proposed 2009 pay scale for members prepared for Commissioner approval at the December 20 meeting. The goal is to have the pay scale, job descriptions, personnel policy and procedure, and certification policy will take effect January.

Firemen's Association

Fire department members have volunteered and will be moving forward to form a firemen's association to support the fire department. Goss asked that the Association work on compiling historical information and work to commemorate former precinct elected officials, former fire chiefs and past department members.

Commissioners voted (3-0) to go into non-public session to discuss a personnel issue at 1:20pm  
Commissioners reconvened the regular meeting at 1:34pm.

Meeting adjourned at 1:34pm.

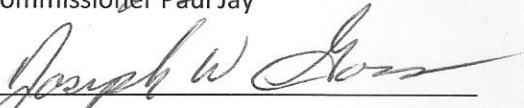
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Minutes Approved

12/20/08

DATE

  
Commissioner Paul Jay

  
Commissioner Joseph Goss

  
Commissioner Henry Ela