

**West Ossipee Fire Precinct Commissioners**  
**Work Session - Non Public Session**  
**April 11, 2009**

Commissioners Present: Joseph Goss, Henry Ela, Paul Jay  
Minutes Taken By: Marilyn Bolduc

At 12:10pm a motion was made to go into a Non Public Session was made and passed 3-0.

The commissioners discussed the items to include in the Fire Chief's employment contract. This information will be forwarded to Precinct Attorney Susan Slack for her review and to have her draft a contract. The following items were suggested for inclusion:

1. **Term of Contract:** Year to year, July 1 to June 30.
2. **Job Qualifications:** As listed in the West Ossipee Fire Precinct Fire Chief Job Description.
3. **Meeting Job Qualifications:** The fire chief will have two (2) testing periods to meet the job qualifications. If after the two (2) testing periods qualifications are not met, the fire chief may request a grace period extension.
4. **Hours of Work:** The fire chief must be available (on call) 24 hours a day, 7 days a week. During times he is not available, the fire chief needs to make arrangements with the Deputy Fire Chief to be available to take his place. The fire chief is required to put in 32 hours of office time per week to qualify for benefits.
5. **Wages:** This is a salary position. Wages will be \$45,000.00 per year and paid in 52 weekly increments.
6. **Health Benefits:** The fire chief may enroll in the Health Insurance Plan. The Precinct will pay 100% of a Single insurance plan, 75% of a Two Person insurance plan, and 60% of a Family insurance plan. The insurance plan will be through the State of New Hampshire Health Insurance Plan.
7. **Vacations:** Request for vacation time off must be in writing at least two (2) weeks prior to the first day of vacation as per the West Ossipee Fire Precinct Policy and Procedure Manual. The Fire Chief must notify the Deputy Fire Chief of his vacation time to ascertain that the Deputy Fire Chief is available for coverage. Service time qualifications for vacation time is as listed in the West Ossipee Fire Precinct Policy and Procedures Manual. Service time start date for Fire Chief Bradley Eldridge is when he started full time in 2005.
8. **Holidays:** Holidays are as listed in the West Ossipee Fire Precinct Policy and Procedures Manual.
9. **Retirement Plan:** The Fire Chief position is eligible for the State Retirement Plan through the Town of Ossipee, NH.
10. **Performance Reviews:** A performance review will be conducted in April of each year prior to the renewal of the Fire Chief's contract.
11. **Department Vehicle:** The Fire Chief Position comes with a Precinct provided vehicle. This vehicle for Precinct use only. The vehicle can only be driven by a Precinct employee for Precinct business. At no time may a Precinct vehicle ever be driven by a non Precinct employee or use for non Precinct business.
12. The Fire Chief position is indemnified for liability as covered by the Errors and Omission Insurance Policy.



13. Precinct Attorney Slack should also include any and all additional information required in an employment contract she deems necessary.

The Clerk will forward this information to Attorney Slack and request a draft to be returned to her for review by the Commissioners at the Sunday, May 3, 2009 Commissioners' Meeting.

The Commissioners moved on to the position of Department Secretary. In the approved Department Secretary Job Description, there was no mention of the number of hours the position required. At the next scheduled Commissioners' Meeting, the Commission will go into a Non Public Session to discuss with Chief B. Eldridge if there is 20 hours of work per week for the Department Secretary to do. After their discussion, an amendment will be made to the Department Secretary's to reflect the number of hours the position requires per week.

The issue of the Commissioners not seeing all of the mail that comes to the Precinct was brought up. At this time, there are two post office boxes: one for the Precinct and one for the Fire Department. It was agreed that only one post office box is needed. There will only be one key to the post office box and it will be held by the Precinct Clerk. The Town of Ossipee will be notified that only a West Ossipee Fire Precinct Commissioner or the West Ossipee Precinct Clerk will pick up any mail for the West Ossipee Fire Precinct from the Town Hall. This will be discussed in a Non Public Session with the Fire Chief and the Department Secretary at the May 3<sup>rd</sup> Commissioners' Meeting.

At 12:48pm a motion was made to go back to public session and passed 3-0.

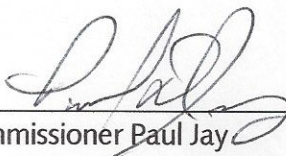
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Approve On: \_\_\_\_\_

DATE

  
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Commissioner Joseph Goss

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Commissioner Henry Ela

  
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Commissioner Paul Jay