

West Ossipee Fire Commissioners Meeting
Monday, August 9, 2010
West Ossipee Central Station

Commissioners Present: Henry Ela, Roger Tice and Paul Jay

Others Present: Chief Brad Eldridge, Don Eldridge, Mellisa Ferland, Carl Huddleston, Carl West, Matt Welch, Joseph Goss, Thomas Kenney, Jamie Catlin and Ellen Goss

Minutes Taken By: Heather Wrigley, Precinct Clerk

6:30 pm The Commissioner's began reading minutes, mail, manifest and bills/invoices for the meeting.

7:04 Commissioner Ela called the meeting to order.

Minutes – The minutes from the West Ossipee Commissioner's Meeting on July 12, 2010, were presented and reviewed. Commissioner Ela made a motion to accept the minutes from the July 12, 2010 commissioners meeting as written, Commissioner Tice seconded; motion was approved 3 - 0. Commissioner Ela made a motion to accept the minutes from the July 12, 2010 non-public session meeting as written and also to seal the minutes, Commissioner Tice seconded; motion was approved 3 - 0.

Mail Folder – Discussion of some of the items in the mail folder.

There was an invoice from the West Ossipee Fire Department to Eastern Propane for the propane tank incident that West Ossipee Fire responded to at the Madison Lumber Mill.

There was a letter to the Commissioners from the Ossipee Valley Mutual Aid Association. They have voted and approved a donation of \$2,000.00 to help stock the rehab or canteen truck.

A letter to the Department from Member's Choice was discussed as to whether the department should join or not. Chief Eldridge would like to look into it a little further before the decision is made.

Commissioner Jay would like to have Mellisa's International Fire Photographer's Association certificate framed. He made a motion to have the clerk purchase a frame for the certificate, Commissioner Ela seconded; motion was approved 3 - 0. Mellisa stated that she would like to donate a frame to save the department from purchasing one.

There was a letter from the State of New Hampshire Highway Safety Agency stating that the funds from the Highway Safety Grant have been approved. The Department will be receiving \$4,500.00 from the grant to help offset the cost of the new cutter, power unit and spreader that were purchased this year. As soon as we have the final bill in from Firematic for these items, we will copy the invoice and the check that was used to pay the invoice and submit the items to the Highway Safety Agency for reimbursement.

There was a purchase order in the mail folder for Mad Cow Screen Printing; the funds are to come from the uniform budget. Commissioner Ela made a motion to approve the purchase order, Commissioner Tice seconded; motion was approved 3 – 0.

The Chief's monthly report of what has happened this month was in the mail folder. The report is to be attached to these minutes for review. See attached "Schedule A".

Manifest – Commissioner Ela made a motion to accept the Manifest, totaling \$32,524.03 including payroll in the amount of \$7,731.13, Commissioner Tice seconded; motion was approved 3 – 0.

Old Business

- The Safety Committee will meet on August 16, 2010 at 7:00.
- Cleaning up out back behind the station for Rymes Propane to set the tanks will begin next week.
- The Electrician will be here also to trace back some of the electrical wires in the building.
- DES does not require any permits to pull the old tank; said tank will be cleaned and taken away.
- We did have the septic tank pumped.
- There has been some discussion about the bathroom at Central Station and the possibility of getting a contractor to do the improvements and still be under budget.
- Chief Eldridge met with Brian Berling from LandTech and Mark McConkey last week about the boundary line adjustment. We are waiting to find out if we are just dealing with the line between Central Station and Independent Jewelers.
- The boat is back. Everything is done that was supposed to be done. It runs good but hasn't been in the water yet. Captain Call is going to devise a training program with our insurance company and develop some Standard Operating Procedures (SOP). The department is not going to get into fast water rescues and fast water calls any more.
- Boat budget is way over budget but that was because the insurance money that had to be paid out. The auditors advised the department to put those expenditures into that category and explain the reason that it is over budget.
- Canteen truck should be on the road this week. It is 95% ready to go. They are still looking for a donated chest type freezer.
- There are some local businesses looking to do future donations.

New Business

- Question was asked of the Chief, do we have to have our fire fighters take the boater's safety class in order to operate the rescue boat. The answer is that that is still a grey area. However that will be worked on in the near future.
- Matt Welch was at the meeting to discuss the ground maintenance at Jewell Hill. Overall there may not be a price difference this year. Next year's price may change due to more lawn to mow than anticipated.
- Commissioner Tice has a request in writing from Joseph Goss requesting information about the details of a personnel issue for calendar year 2009. Commissioner Ela advised the attendees at the meeting that the precinct clerk will send a letter to the department's attorney inquiring if the request is a valid request and also how to proceed.
- Commissioner Tice handed out a request to accept as policy a Boater's Certificate Policy. Chief Eldridge is in the process of writing a new policy regarding all water craft and the department's coverage by the insurance company.
- Commissioner Tice handed out a proposed new standard operating procedure titled Commercial Drivers License. Carl Huddleston indicated that he is in favor of a future policy like this one and there was some discussion of some changes that would need to be made to the policy as it was written. It was decided that the department will wait until they have talked to the Department of Safety to schedule a CDL class and we have some more information on the subject.
- Commissioner Tice handed out a proposed new standard operating procedure titled Non Member Equipment Operation. It was decided that Mellisa will forward the policy to Attorney Slack and have her review it and make any recommendations. There will be further discussion at the next meeting.
- Commissioner Tice handed out a proposal revision to an existing policy about decreasing the minimum purchase amount that is required to obtain prior approval by the commissioners from the current amount of \$500 to \$50. It also would decrease the minimum purchase amount that requires two quotes from \$1,000 to \$600. There was discussion about maintenance issues and also applying the revisions only to new purchases.

Meeting went into Non-Public Executive Session at 8:26.

Meeting went back into Public Session at 9:17.

There was a short recess taken at this time.

Commissioner Jay left the meeting leaving Commissioner Ela and Commissioner Tice.

Other Business – Chief Eldridge wanted to make a few things known to the Commissioners. He stated that the Right to Know Law gives him the right to know about the complaint that was made during the non-public session. He also indicated that he will be contacting his attorney to inquire about the issues going on and the harassment that is also going on.

Commissioner Tice asked if the department has a gas powered positive ventilation fan. There was discussion about purchasing a replacement for the gas powered fan that the department used to have.

Commissioner Tice also asked if Engine 1 has a significant air leak. It has a pony pump that is not operating at this time. Parts may have been ordered for it.

Commissioner Tice also asked about a call where the department was recently called out for a possible fire at the propane company. The propane company was burning off their tanks. It was questioned why the department didn't have a fire fighter respond to the scene to confirm that there truly was not a fire. The responder was cancelled prior to reaching the scene. Mellisa stated that she could write a letter to the local propane companies in the area and remind them that prior to burning off their tanks they should call the dispatcher and let them know what is going to happen.

Adjourn – Commissioner Ela made a motion to adjourn, Commissioner Tice seconded; motion was approved 2-0.


Meeting adjourned at 9:27 pm.

Next meeting will be September 13, 2010 at 6:30.


Approved On: sept 13, 2010



Commissioner Henry Ela, Chairman



Commissioner Roger Tice



Commissioner Paul Jay