

**West Ossipee Fire Commissioners Meeting**  
**Monday, September 13, 2010**  
**West Ossipee Central Station**

Commissioners Present: Henry Ela, Roger Tice and Paul Jay

Others Present: Chief Brad Eldridge, Mellisa Ferland, Ray Boutin, Carl Huddleston, 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.

7:32 Commissioner Ela called the meeting to order.

**Minutes** – The minutes from the West Ossipee Commissioner's Meeting on August 9, 2010, were presented and reviewed. Commissioner Ela made a motion to accept the minutes from the August 9, 2010 commissioners meeting as written, Commissioner Jay seconded; motion was approved 3 - 0. Commissioner Jay made a motion to accept the minutes from the August 9, 2010 non-public session meeting as written and also to seal the minutes, Commissioner Tice seconded; motion was approved by the following voice vote: Commissioner Jay – Yes, Commissioner Tice – Yes, Commissioner Ela – Abstained; 2 – 0.

**Manifest** – Commissioner Ela made a motion to accept the Manifest, totaling \$30,819.01 including payroll in the amount of \$4,875.25, Commissioner Tice seconded; motion was approved 3 – 0. Commissioner Ela made a motion to accept a second Manifest, totaling \$150.00, Commissioner Jay seconded; motion was approved 3 – 0.

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

Commissioner Ela made a motion to change the signers on the West Ossipee Northway bank accounts to be the 3 Commissioners and Ray Boutin, Treasurer, thus removing all prior signers on the account, Commissioner Tice seconded; motion was approved 3 – 0.

There was a purchase order in the mail folder for BP Sign; the funds were for the signs at Jewell Hill Station. Commissioner Ela made a motion to approve the purchase order, Commissioner Jay seconded; motion was approved 3 – 0.

Commissioner Ela decided to move to item VIII on the agenda for the Non-Public Executive Session at 7:45.

Meeting went back into Public Session at 8:38.

There was a short recess taken at this time.

**Chief's Monthly Report** – The Chief's monthly report of what has happened this month is to be attached to these minutes for review. See attached "Schedule A".

**Old Business**

- Chief Eldridge met with Brian Berlind from LandTech and Mark McConkey. Chief Eldridge has a proposed drawing with the boundary line adjustment on it. There is a proposal that the Commissioners need to sign to get this project moving. The proposed cost is within the amount approved on the warrant article. The proposed cost is \$5,492.00 and the warrant article was written and approved for \$6,000.00. Commissioner Ela made a motion to approve the proposal from LandTech, Commissioner Jay seconded; motion was approved 3 – 0.
- 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. Commissioner Tice received a quote for approximately \$9,000.00 for construction of an ADA compliant bathroom. There was additional discussion about the possibility of having a contractor do the structural portions of the bathroom and having work details and having the members of the department do the finish work.
- The trucks have all been inspected.
- With next year's budget in mind there are things to be aware of: The rescue truck is going to need new springs. The tower has some improvements that need to be completed. The department needs to think about whether or not the pickup truck will be replaced.
- Safety Committee: The safety committee has created a 15 month training program. It schedules the future classes and trainings for the department members.
- The 911 mapping cd has been given to Carl Huddleston for the Safety Committee meeting.
- The air leak on the rescue truck was found. The air dryer on the rescue was also replaced.
- The Safety Committee met last month. Carl Huddleston will resolve the issue of needing more non-officer members of the safety committee.
- Ambulance service requests for proposals have gone out from the Selectmen for the Town of Ossipee. Some of the items requested were at the requests of the three fire chiefs. For example they are requesting 3 ambulances staffed 24/7 with one Advanced Life Support truck dedicated to Ossipee. Also the dedicated truck cannot be over 5 years old, body or chassis.

**New Business**

- On the subject of the Explorer Program, Commissioner Ela had a recommendation from our Attorney. According to RSA 276-A minors may require special supervision and training due to their age. She recommended the department also consult their liability insurance carrier about supervision and training procedures to follow for minors. Mellisa Ferland is going to check with the Local Government Center about this requirement.
- By 2012 drivers will be required to carry a Medical Card. The department is looking into offering to pay for each person's medical card.
- Mellisa Ferland presented the Board with West Ossipee Fire Precinct Client Response to Audit Recommendations. Commissioner Tice made a motion to accept the recommendations as prepared by Mellisa Ferland, Commissioner Jay seconded; approved 3 – 0.
- The Board was also presented with a revised Bookkeeping Procedures, per the recommendation of the auditors. Commissioner Jay made a motion to accept the Bookkeeping Procedure as written, Commissioner Tice seconded; approved 3 – 0.
- Commissioner Ela made a motion to approve the Department spending \$299.00 to purchase the Enhanced Payroll System from Quickbooks, per the recommendation of the auditors, Commissioner Jay seconded; approved 3 – 0.
- There was discussion about the Department's Debit Card / Credit Card policy. Discussion on that topic was tabled to be discussed further at a future meeting.


**Adjourn** – Commissioner Ela made a motion to adjourn, Commissioner Tice seconded; motion was approved 3-0.

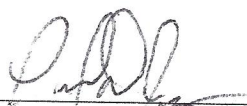
Meeting adjourned at 9:47 pm.

Next meeting will be October 5, 2010 at 6:30 and there will be a Budget Workshop on September 21, 2010

Approved On: October 5, 2010

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Commissioner Henry Ela, Chairman

  
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Commissioner Roger Tice

  
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Commissioner Paul Jay