

**SUNAPEE BOARD OF SELECTMEN**  
**6:30PM Town Office Meeting Room**  
**Monday, June 3, 2019**

Present: Josh Trow, Chairman, Suzanne Gottling Vice Chairman, John Augustine,  
Fred Gallup, Shane Hastings and Donna Nashawaty, Town Manager

**REVIEW OF ITEMS FOR SIGNATURE:**

**MOTION TO APPROVE THE FOLLOWING CZC's:**

**Parcel ID: 0129-0081-0000 25 Main Street, William Wightman**

**Parcel ID: 0113-0020-0000 62 Ridgewood Road, Jeffrey & Donna Fitzgerald**

**Parcel ID: 0136-0056-0000 56 Birch Point Road, Marianne & Brian Doyle**

**Parcel ID: 0136-0023-0000 297 Lake Ave., Chamberlain Sunapee Estate**

**Parcel ID: 0118-0057-0000 60 Burma Road, Linda Johnson**

**Parcel ID: 0114-0006-0001 45 Brown Hill Road, James Aubuchon**

**Parcel ID: 0114-0006-0001 45 Brown Hill Road, James Aubuchon**

**BY Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:**

**Parcel ID: 0136-0023-0000 297 Lake Ave., Chamberlain Sunapee Estate**

**Parcel ID: 0129-0081-0000 25 Main Street, William Wightman**

**Parcel ID: 0133-0087-0000 & 0133-0088-0000 58/68 Main St. Sunapee Harbor Riverway  
with it conditional on the Riverway permit for the permit by notification by Selectman  
Gallup, seconded by Selectman Gottling. Unanimous**

**MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:**

**Parcel ID: 0133-0026-0000 5 Garnet Street, Royce Enterprises, LLC**

**BY Selectman Gottling, seconded by Selectman Gallup. Unanimous**

**MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:**

**Parcel ID: 0238-0013-0000 Lot 3 Timmothy, Greg & Colleen Teren**

**BY Selectman Gallup, seconded by Selectman Gottling. Unanimous**

**MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:**

**Parcel ID: 0202-0012-0000 Prospect Hill Road, Robert & Leslie Scheele**

**BY Selectman Gottling, seconded by Selectman Gallup. Unanimous**

**MOTION TO APPROVE THE FOLLOWING YIELD TAX:**

**Parcel ID: 0235-0092-0000 Edgemont Road, Lynne Bell**

**Parcel ID: 0238-0029-0000 Nutting Road, Eijk & Rose-Marke De Mol Van Otterloo**

**Parcel ID: 0211-0011-0000 1106 Route 11, Michael & Elizabeth Lemieux**

**BY Selectman Gallup, seconded by Selectman Gottling. Unanimous**

**APPOINTMENTS**

**7:00PM-Chief Dan Ruggles-Awards for First Responders**

Chief Ruggles said that the EMT team had a "save" last October. A save is a cardio episode where the patient is not breathing and has no heart rate. The team brought him back to life. The patient is a summer resident who is back to work and doing fine. Hopefully the team will be able to meet him this summer. The team received a pin symbolizing a CPR save.

### 7:10PM-Boat Launch & Town Dock Public Hearing

Scott Hazelton went over the proposed Boat Launch & Town Dock Ordinance and permit application with the Board. The ordinance was the result of damage happening to the boat launch and complaints regarding commercial users of the boat launch blocking access. The proposed ordinance went through 4 different "drafts" and each time revisions that were requested by the Board as a result of the input from residents and commercial users. The reason the Board wanted to hold this hearing tonight was to allow the summer residents the opportunity to provide input and any additional input from commercial users. Scott Hazelton said last year after going through this whole thing Chief Cahill and Scott Hazelton tracked the people, including commercial users, who were using all 3 of the boat launches which included Burkehaven, Georges Mills and the Harbor. There was some damage last year most of which the town was contacted about and the commercial entities who damaged it agreed to fix it. There was some damage that the town couldn't figure out how it was done, so the town had to fix it. One of the things that this ordinance was set out to do was to get a handle on who was using the boat launches and when as far as commercial users go and to make it easier for both commercial and residential users. One of the things that was requested during this process was if the town were going to have a permit that the commercial users would have an opportunity to have a seasonal permit, which was no problem to Chief Cahill or Scott Hazelton. A lot of the commercial users will call Chief Cahill or Scott Hazelton to tell them a date and time when they might be loading a barge or loading sand and/or gravel, which has worked out well. A condition on the permit could be if someone is given a seasonal permit that they would need to contact one of them. Scott Hazelton that the plan this year is to improve the ramp in the water. He has met with Watermark and Hansen Bridge and hopefully this year, depending on the cost, the existing harbor ramp pads will be replaced by concrete logs, which are like the Fish and Game access launch ramps around the state. Selectman Augustine stated what caught his attention was that the penalties were relatively low. So, for \$25 someone could park their boat in one of the dock spaces that has a 20 minutes limit and walk around the harbor for 2 hours. Scott Hazelton replied that the fees were recommended by the Board. Donna Nashawaty said the fees are only for the spots in the boat launch area. Selectman Augustine said the Board would have to see how it is working and if there happens to be a lot of offenders then the penalties might need to be more severe. Chairman Trow opened the meeting for public comments. Charlene Osborne said just because they live in town, they would have to get a seasonal permit but there were other marinas from all over the state that come to Lake Sunapee to launch. In her opinion, she doesn't feel like any of those marinas are going to go through the permit process to launch in Sunapee. In addition, how are the out of town marinas going to know about this permit process. Donna Nashawaty said that this was off the cuff, but she feels it would be tracked like the way firework permit are tracked. The approved list of seasonal permits would be posted somewhere to be determined on the town website. Selectman Gottling asked if the marinas had an association that could put out a notice regarding the permit for launching in Sunapee. Someone in the audience said there was a Marine Dealers Association, but that's only for dealers, not a marina that winterizes or does repairs. Richard Osborne stated that he knows what Selectman Augustine was saying regarding paying a \$25 penalty fee to rent dock space in the harbor for 4 hours. His question is that's its a non-fee permit, what is its purpose? Chairman Trow replied that a big part of it was for tracking in case there was damage to the infrastructure that the town would have an idea or knowledge of who might have done it.

Chuck Weinstein also asked what the purpose of this permit was. Is it because people have caused damage to the boat launch? Chairman Trow replied that there has been damage to the Boat launch due to commercial entities and the other part is people in general are not aware of how much damage they can do with their boat. After some discussion, some revisions need to be made to the ordinance, so it will be reviewed at the June 17<sup>th</sup> meeting

#### PUBLIC COMMENTS:

- Harry Roher has some concerns about the condition of Lake Avenue. His concerns are with the drainage and the amount salt and sand being used on the road. Scott Hazelton replied that he uses “super sand”, which is a 2 to 1 mixture of sand and salt, so the town is not putting down more salt than they need too. The only time the town uses straight salt is in the event of an ice or freezing rainstorm to make the road safe. Historically the town puts down somewhere in the neighborhood of 1,000 to 1,200 tons annually throughout the town’s paved roads. This year a little more was used due to more freezing rain events versus not as many last year. The Highway Department was not able to get out and sweep as quickly as they were in years past because the spring extended way into April. The sand was swept to the side of the roads until the Contractor could finish up the sweeping. After this is done the Highway Department will come out and begin ditching, to get ready for the paving program. The catch basins are cleaned out annually and it was just finished last week. Mr. Roher said he was glad Scott Hazelton was aware of the problem.

- Chuck Weinstein wanted to know the procedure for grading dirt roads. Scott Hazelton said now that the frost is out of the ground the Highway Department is going around grading the dirt roads. The dirt roads are typically graded 3 times a year.

#### SELECTMEN ACTION

- Tri-Town Assessing Board Appointment-Linda Tanner, 2-Year Term

**Motion to approve the appointment of Linda Tanner to the Tri-Town Assessing Board for a 2-year term by Selectman Gottling, seconded by Selectman Gallup. 3 in Favor. Selectman Augustine Opposed.**

- Use of Facilities:

06/11-SCES 5<sup>th</sup> Grade Beach Day, Dewey Beach

**Motion to approve the Use of Facilities from SCES to hold the 5<sup>th</sup> grade beach day at Dewey Beach on June 11<sup>th</sup> by Selectman Gottling, seconded by Selectman Gallup.**

**Unanimous.**

06/30-Michael Cahill’s 3-Year Old Birthday Party, Gazebo

**Motion to approve the Use of Facilities from Michael Cahill to hold his daughter’s 3<sup>rd</sup> birthday party at the Gazebo on June 30<sup>th</sup> by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

07/03-Lake Sunapee Yacht Club Load Fireworks on Barge, Dewey Beach

Scott Blewitt signed off on the application but on the condition that they are clear of Dewey Beach by 8AM. The Board changed the loading time from 6AM-9AM to 6AM-8AM. In addition the Board changed the number of people from 300 to 20 and number of vehicles from 100 to 5.

**Motion to approve the amended Use of Facilities from Lake Sunapee Yacht Club to use Dewey Beach on July 3<sup>rd</sup> to load fireworks onto a barge and inform them of the changes to the application by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

07/14-Project Sunapee’s Teddy Bear Picnic, Sunapee Harbor

**Motion to approve the Use of Facilities from Project Sunapee to hold the Teddy Bear Picnic in the harbor on July 14<sup>th</sup> by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Approve Fire Department Organizational Chart & Job Descriptions

Chairman Trow said that the Town Manager, Fire Chief and the Fire Wards have been getting job descriptions together for Fire Department. They also worked on the Organizational Chart. The Fire Wards have decided to use the town's policies and procedures to make sure everyone gets paid and has a process on hiring and firing. The Fire Wards have already approved the Organizational Chart and job descriptions and are now bringing it to the Board of Selectmen to review, approve and adopt both items. **Motion to adopt the proposed Organizational Chart and job descriptions by Selectman Gottling, seconded by Selectman Hastings. 4 in Favor, Chairman Trow Abstained.**

#### CHAIRMAN'S REPORT

•Chairman Trow bought up the state boat launch earlier, but it will be interesting to see if it passes through the state.

•Selectman Augustine said that there were no job postings on the town website, are there any openings? Donna Nashawaty replied the only one she is aware of is the mechanic.

#### TOWN MANAGER REPORTS

•Summer Town Meeting

Donna Nashawaty asked the Board if they wanted to hold the Summer Town Meeting this year. The meeting is scheduled for Tuesday, August 6th. Donna Nashawaty said the Board had a discussion last year regarding speaking to the same audience. Maybe something like pre-recording department heads on what's going on in their departments. Donna Nashawaty stated that last Thursday Chief Cahill invited all the department heads to come to Coffee with the Chief update residents on what projects they were working on. It was a huge success with about 28 to 30 residents who came compared to the 5 residents who came to last year's Summer town meeting. Selectman Gottling wondered why it was such a success. Selectman Augustine feels that the interactive nature of it is appealing to people. There was a topic that got presented, but then everyone in the room could ask a question. Donna Nashawaty would like to try something different and will try to solicit someone who has a camera and knows how to edit to help her.

•Stagecoach Road Closure

Chairman Trow said that the Police and Highway departments both put out email blasts that Stagecoach Road would be closed. Scott Hazelton said the Stagecoach Road portion will be closed for the next 3 weeks. That is from Route 103B to Stagecoach Lane and alternative routes to use are Winn Hill Road, Hells Corner and Youngs Hill.

•July BOS Meeting

Donna Nashawaty said she will be on vacation for the July 1<sup>st</sup> Board of Selectmen's meeting. Does the Board want to still hold the meeting, reschedule or cancel, there is nothing on the agenda. Would the Board like to tentatively reschedule the meeting for July 8<sup>th</sup>? Chairman Trow said and the Board agreed to cancel the meeting on July 1<sup>st</sup> and set one for the 8<sup>th</sup> if needed.

•Monthly Expenditure & Revenue Reports

The Board received the May monthly Expenditure and Revenue reports. Donna Nashawaty said she just received the reports this morning and hasn't had a chance to review, but nothing jumps

out at her.

•Meeting Room Policy

Donna Nashawaty made an executive decision over the past week. She was trying to schedule the first Energy Committee meeting and the committee was leaning towards meeting at the Safety Services Building. Donna Nashawaty said that if the Town Office meeting room is available then the meeting should be held here since this is the primary meeting spot. The heat comes on automatically or has instructions to be manually programmed. Each committee is given a key to the door and the camera is set-up for the streaming. You can also pull the town calendar up to schedule future meetings and at the Safety Services Building it has to be double checked though both Chiefs to make sure they have nothing scheduled. If the committee meets at the Safety Services Building, you have to get access to the meeting room, the camera would need to be turned on. The camera is shut off because of security training or classes that are conducted by the Police and Fire Departments. And when the meeting is over the Officer on duty must come down and lock the room up. The Board had no issue with the Town Manager's decision.

•Road Maintenance Complaint

**9:15PM Motion to enter a non-public session under RSA 91-A:3 II (e)-consideration or negotiation of pending claims or litigation by Selectman Gallup, seconded by Selectman Gottling. Roll call was unanimous.**

**9:53PM-Motion to reconvene the public session by Selectman Gallup, seconded by Selectman Hastings. Roll call was unanimous.**

**Meeting adjourned at 9:53PM**

**Respectfully Submitted by,**

**Barbara Vaughn**

**Administrative Assistant**

**SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, June 3, 2019**

**1. REVIEW OF ITEMS FOR SIGNATURE:**

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**SIGN PERMIT:**

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**DRIVEWAY PERMIT:**

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Parcel ID: 0211-0011-0000 1106 Route 11, Michael & Elizabeth Lemieux

**2. APPOINTMENTS**

7:00PM-Chief Dan Ruggles-Awards for First Responders

7:10PM-Boat Launch & Town Dock Public Hearing

**3. PUBLIC COMMENTS:**

**4. SELECTMEN ACTION**

•Tri-Town Assessing Board Appointment-Linda Tanner, 2-Year Term

•Use of Facilities:

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07/14-Project Sunapee's Teddy Bear Picnic, Sunapee Harbor

•Approve Fire Department Organizational Chart & Job Descriptions

**5. CHAIRMAN'S REPORT**

**6. TOWN MANAGER REPORTS**

- Summer Town Meeting
- July BOS Meeting
- Monthly Expenditure & Revenue Reports
- Meeting Room Policy
- Road Maintenance Complaint

**7. UPCOMING MEETINGS:**

**06/05-7:00PM-Conservation Commission, Town Meeting Room**

**06/06-7:00PM-Zoning Board, Town Meeting Room**

**06/12-8:00AM-Fire Wards, Town Meeting Room**

**06/11-5:30PM-Recreation Committee, Town Meeting Room**

**06/13-7:00PM-Planning Board, Town Meeting Room**

# SIGN-IN SHEET

## BOARD OF SELECTMEN MEETING

DATE: 6-3-19

Jayne Bosse

Bill Wightman

Charles Tremblay

Austin Brown

James Peter White

Lydia Samuiz

Emma Phipps

Andrew Sameritz

Daryl Sencabugh

Paula Ruggles

Chris Pickett

Amelia Gally

Chris Seal

Roxanne

Paul Hove

The Messenger

The Osbornes





# Town of Sunapee

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## BOAT LAUNCH & TOWN DOCK ORDINANCE

### SECTION 1. PURPOSE.

The purpose of this ordinance shall be to promote harmonious use of the Town boat launches and docking facilities by everyone who visits them. This includes Town residents, tax payers, visitors, commercial users, recreational organizations, and organized tournament users. It is important to the Town of Sunapee that we maintain a positive relationship with everyone that regularly launch from the Town boat launches and/or that utilize the Town docks. It is equally important to create a positive relationship with new users. It is for both purposes that we offer this ordinance.

### SECTION 2. DEFINITIONS. In this ordinance:

- A. *Boat Launch* means real property abutting the waters of Lake Sunapee and owned and maintained by the Town of Sunapee for the purpose of launching boats.
- B. *Boat* shall mean any craft or vehicle which is used for travel on water.
- C. *Commercial* shall mean any enterprise conducted for financial gain or benefit by reason of the sale of goods or services.
- D. *Dock* shall mean any Town-owned structure or other facility used in connection with water access including but not limited to all dock structures, the boat launch ramp and the boat launch loading/unloading areas.
- E. *Operator* shall mean any person who shall have physical control of a motor vehicle, including but not limited to a boat, boat trailers, barges .
- F. *Parking Lot* shall mean any facility used for the convenience of motor vehicles (including boats) in such a way as to provide for non-permanent storage, temporary abandonment, stationary visitation or operator access to nearby facilities including the boat launch and docks.
- G. *Power Loading* is a term used to describe using the motor to load and unload a boat or vessel onto and off a boat trailer at a boat launch.

### SECTION 3. HOURS OF CLOSING.

The boat launches and Town docks shall be open between the hours of a half hour before sunrise and one half hour after sunset, except as provided below:

- A. Any commercial business may apply for a Boat Launch & Dock Use Permit from the Board of Selectmen to use of the boat launches, Town docks and adjacent parking areas during closed times. Said permit may be issued by Board of Selectmen or its designee when it is in the public interest to do so.
- B. Residents, tax payers or visitors may use the boat launches and/or Town docks at any time of the day or night for pleasure boating purposes only provided that said activities are not in conflict with other Town ordinances.

#### **SECTION 4. ACTS REQUIRING A BOAT LAUNCH & DOCK USE PERMIT.**

No permit is required for residents, tax payers, or visitors to launch or haul out pleasure boats at the Town's boat launches.

- A. Commercial barge operators and licensed septic pumping companies seeking to use the boat launches, Town docks, or adjacent parking areas shall obtain a Boat Launch & Dock Use Permit from the Board of Selectmen or its' designee.
- B. Commercial marinas seeking to use the boat launches, Town dock, or adjacent parking areas for the purposes of launching and/or hauling out pleasure boats shall provide the Town with a copy of their insurance certificate with the Town named as additionally insured.
- C. Boat Launch & Dock Use Permit applications are available at the Town Office and shall include a description of the proposed use, the inclusive dates and times of use, the anticipated impacts on residents, visitors, and other users, a statement that the commercial operator shall be responsible for any damage that they or their subcontractors do to the facility, and shall include a copy of the commercial operator's insurance certificate with the Town named as additionally insured.
- D. The Board of Selectman or its designee may issue a one-time Boat Launch & Dock Use Permit, or a seasonal Boat Launch & Dock Use Permit, after they have reviewed the application and when they feel that circumstances warrant a specific permit type.
- E. The Board of Selectmen retain the option to require commercial operators to post a bond for their proposed use.
- F. A Boat Launch & Dock Use Permit must be in the commercial operator's possession before using the boat launches, docks or adjacent parking lots.
- G. No commercial operator shall preclude others from using the boat launches for a prolonged period of time, and they shall not exceed the time limit proposed to and accepted by the Board of Selectmen on the Boat Launch & Dock Use Permit.

#### **SECTION 5. ACTS PROHIBITED**

- A. No motor vehicles, wheeled or tracked construction equipment, construction materials or supplies, skateboards, bicycles, scooters, roller blades or the like shall be permitted on Town docks.
- B. Power loading of boats onto boat trailers at Town boat launch ramps is strongly discouraged. Damage that is caused to Town boat launch ramps or associated components thereof, as a result of power loading by any person(s), and that is observed by any Town official or employee, shall be repaired by the person(s) causing the damage at no expense to the Town.
- C. No boats shall be docked in the areas that are reserved for the MV Mount Sunapee or MV Kearsarge boats.
- D. No boats shall dock in the slip closest to any public launching ramp except that docking for a period not to exceed 20 minutes shall be allowed for purposes of loading and unloading only.
- E. No overnight docking shall be permitted.
- F. No swimming or playing in the water of Sunapee Harbor including the boat launch is permitted.

## **SECTION 6. PENALTIES**

- A. Violation of any provision of this ordinance shall constitute a violation, and anyone so convicted may be required to pay a fine of twenty five dollars (\$25) for the first offense, one hundred dollars (\$100) for a second offense and two hundred fifty dollars (\$250) for the third offense. Future or repeated violations of any provision of this ordinance may result with additional fines and/or being denied use of the boat launches and Town docks. All appeals shall be to the Board of Selectmen.

## **SECTION 7. ENFORCEMENT.**

This ordinance shall be enforced by the Board of Selectmen, its designees, and by the Town of Sunapee Police Department or any other police agency having jurisdiction within the Town of Sunapee in the manner prescribed for enforcement of violations of law by New Hampshire Statute.

## **SECTION 8. EXCEPTIONS**

The Police Department, Fire Department and Highway Department shall be exempt from this ordinance for the purpose of conducting routine Town business and/or for responding to emergencies.

In the event of an emergency that involves and/or requires the use of the boat launches or Town docks, residents, tax payers, visitors, operators and/or commercial users may be granted a verbal exception from this ordinance by the Board of Selectmen, Town of Sunapee Police Department, Town of Sunapee Fire Department, or the Town of Sunapee Highway Department.



# Town of Sunapee, NH

## Boat Launch & Dock Use Permit Application

Name of Applicant: \_\_\_\_\_

Commercial Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Description of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date of Proposed Use: \_\_\_\_\_ Start Time of Proposed Use: \_\_\_\_\_

End Date of Proposed Use: \_\_\_\_\_ End Time of Proposed Use: \_\_\_\_\_

Anticipated Impacts on Other Users (i.e. delays/shutdown/etc.): \_\_\_\_\_

\_\_\_\_\_

I, the above applicant, have received, read, and understand the Boat Launch & Town Dock Ordinance. I shall be responsible for repairing, at no cost to the Town, any damage that I, any of my employees and/or subcontractors, may cause to the boat launches, docks or adjacent parking infrastructure while using the premises. I will abide by said ordinance, a copy of which is attached, and have attached a copy of my company's insurance certificate with the Town named as additionally insured.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Recommended

Action: Seasonal Approval: \_\_\_\_\_ Single Use Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Highway Director's Signature

\_\_\_\_\_  
Date

Based on the ordinance governing the use of boat launches and Town docks and the recommendation of the Highway Director, this permit has been **GRANTED/DENIED** by the Board of Selectmen.

Signatures of the Board of Selectmen:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by the Sunapee Board of Selectmen November ??, 2018



2 year term starting in March 2019

**TOWN OF SUNAPEE**  
**Volunteer Interest Form**  
**For Town Committees, Boards, and Commission**

Name: Tanner (Last), LINDA (First) Date: 5/22/19

Sunapee Registered Voter: ( ) Yes ( ) No

Mailing Address:

PO Box 267  
Georges Mills

Street Address (if different):

84 Prospect Hill Rd  
Georges Mills

Lived in Sunapee Since: 1984 Home Phone: 803 763 4471 Work Phone \_\_\_\_\_

E-mail: Leptanner@gmail.com Fax: \_\_\_\_\_

1. Please indicated the Board/Commission/Committee you would like to serve on in order of preference.  
(1-First Choice, 2-Second choice, etc.)

- |  |   |
|--|---|
| <input type="checkbox"/> Abbott Library Trustee        | <input type="checkbox"/> Advisory Budget Committee          |
| <input type="checkbox"/> Capital Improvement Committee | <input type="checkbox"/> Conservation Commission            |
| <input type="checkbox"/> Crowther Chapel Committee     | <input type="checkbox"/> Fireward                           |
| <input type="checkbox"/> Planning Board Alternate      | <input type="checkbox"/> Recreation Committee               |
| <input type="checkbox"/> Thrift Shop                   | <input type="checkbox"/> Upper Valley Lake Sunapee Regional |
| <input type="checkbox"/> Zoning Board Alternate        | <u>TRI-Town Assessing Board</u>                             |

2. For consideration:

a. Occupation: STATE Representative b. Employer: STATE OF N.H

c. Length of current employment: 6 yrs d. Education: MALS DARMOUTH

e. Relevant Experience: PUBLIC SCHOOL TEACHER - KEARSARGE Rdy 35 yrs

f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No

g. Volunteer Time Available \_\_\_\_\_ hours per week (daytime) \_\_\_\_\_ hours per week (evenings)

2-3 hours per week (weekends)

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? 4 Yes ☐ No

i. If yes, please indicate Town/Position: Advisory Budget 1 1

j. Are you willing to serve as an Alternate? ☒ Yes \_\_\_ No

k. Are you willing to serve on a Sub-Committee? ☒ Yes \_\_\_ No

3. Why do you want to serve on this board/committee? \_\_\_\_\_

TO LEARN MORE ABOUT MY COMMUNITY

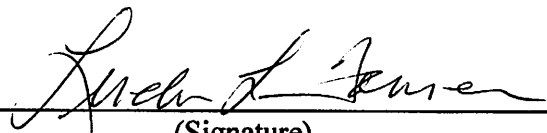
4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? \_\_\_\_\_

I HAVE A GOOD OVERVIEW OF GOVERNANCE AT STATE LEVEL.  
HAVE LIVED IN THE COMMUNITY - 30 yrs

5. Your reasons for wanting this/these appointments /appointments are:

TO LEARN MORE ABOUT THE COMMUNITY GOVERNMENT AND  
TAX STRUCTURE

6. Additional Comments: \_\_\_\_\_

  
(Signature)

5-12-19  
(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

**“considered public information and may be distributed or copied”**

**Town of Sunapee**  
**APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES**

Area (Circle One): BenMere/Banstand - Sunapee Harbor - Georges Mills Harbor - Dewey Beach - Coffin Park - Ski Tow  
Safety Services Building - Town Hall

Name of Organization: Michael + Jade Cahill

This Organization is: Profit - Non Profit - Political - Private - Other

Name of Duly Authorized: Jade Cahill

Mailing Address: 28 Sugar House Lane

#865-Sunapee NH  
Daytime Phone: 865-3341 Evening Phone: \_\_\_\_\_

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: 6-30-19 Time From: 11a To: 2p

Please describe the event: 3 year old Birthday Party

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 15 # of people and 5 # of vehicles attending our event.

Michael Cahill 5-29-19  
Signature of Responsible Individual Date

Det P Cahill 5-29-19  
Approved by Chief of Police Date

Scott Fenn 5/29/19  
Approved by Recreation Director (if applicable) Date

Approved by Fire Chief (if applicable) Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) Date

**Insurance:** At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

**\*Suggested \$50 donation for non-residents**



**Town of Sunapee**  
**APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES**

Area (Circle One): BenMere/Banstand - Sunapee Harbor - Georges Mills Harbor - Dewey Beach - Coffin Park - Ski Tow  
Safety Services Building - Town Hall

Name of Organization: Lake Sunapee Yacht Club

This Organization is: Profit - Non Profit - Political - Private - Other \_\_\_\_\_

Name of Duty Authorized: ALI MAHRA, General Manager

Mailing Address: 34 Stone End Road  
Sunapee, NH 03782

Daytime Phone: 617-645-6355 Evening Phone: Same

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: 7-3-2019 Time From: 6 AM To: 9 AM

Please describe the event: To Load fireworks on Bangs

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 300 # of people and 100 # of vehicles attending our event. approximately

Signature of Responsible Individual alohika Date 7-16-2018

Approved by Chief of Police [Signature] Date 5-29-19

# of Officer(s) will be assigned to event at applicant's expense.

Approved by Recreation Director (if applicable) [Signature] Date 5/29/19

Approved by Fire Chief (if applicable) [Signature] Date 5/28/19

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) \_\_\_\_\_ Date \_\_\_\_\_

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

**\*Suggested \$50 donation for non-residents**

\* Must be  
Clear of Dewey  
Beach by 8am  
[Signature]  
Brent



**Town of Sunapee**  
**APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES**

Area (Circle One): Ben Mere/Banstand Sunapee Harbor - Georges Mills Harbor - Dewey Beach - Coffin Park - Ski Tow  
Safety Services Building - Town Hall

Name of Organization: PROJECT SUNAPEE

This Organization is: Profit Non Profit - Political - Private - Other

Name of Duly Authorized: DONNA GAZELLE

Mailing Address: POB 594

SUNAPEE NH 03782

Daytime Phone: 763.2293 Evening Phone: \_\_\_\_\_

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: July 14 2019 Time From: 11:30-1:30 pm to 6 setup & cleanup 1 hr. before & after.

Please describe the event: "TEDDY BEAR PICNIC" (per decades of tradition)  
FREE gathering for families & young children who bring Teddy Bears,  
picnics to enjoy entertainment, music & games.  
Supervised by Project Sunapee volunteers.

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I understand I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.

- (2) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.

- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.

- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).

- (5) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 75-100 # of people and 25 # of vehicles attending our event.

Signature of Responsible Individual: Donna Gazelle Date: May 10, 2019

Approved by Chief of Police: [Signature] Date: 5-29-19

# of Officer(s) will be assigned to event at applicant's expense. \_\_\_\_\_  
Approved by Recreation Director (if applicable): [Signature] Date: 5/25/19

Approved by Fire Chief (if applicable): [Signature] Date: 5/28/19

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) \_\_\_\_\_ Date \_\_\_\_\_

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

**\*Suggested \$50 donation for non-residents**

**Town of Sunapee**  
**APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES**

Area (Circle One): BenMere/Banstand – Sunapee Harbor – Georges Mills Harbor – Dewey Beach – Coffin Park – Ski Tow  
Safety Services Building – Town Hall

Name of Organization: SCEs

This Organization is: Profit – Non Profit – Political – Private – Other \_\_\_\_\_

Name of Duty Authorized: Lesten Schuele + Danielle King

Mailing Address: 22 School Street  
Sunapee, NH 03782

Daytime Phone: 603-763 3446 Evening Phone: 603-763 3116  
5675

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: June 11, 2019 Time From: 9:00 To: 2:30

(rain date: 6/12 or 6/14)  
Please describe the event: We would love permission to hold "Beach Day" for SCEs 5th graders.

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 40-44 # of people and 1-5 # of vehicles attending our event.

L. Schuele  
Signature of Responsible Individual

May 30, 2019  
Date

Don R. Loh  
Approved by Chief of Police

5-31-19  
Date

# of Officer(s) will be assigned to event at applicant's expense.

Scott Rowe  
Approved by Recreation Director (if applicable)

5/31/19  
Date

Dee B  
Approved by Fire Chief (if applicable)

May 30 19  
Date

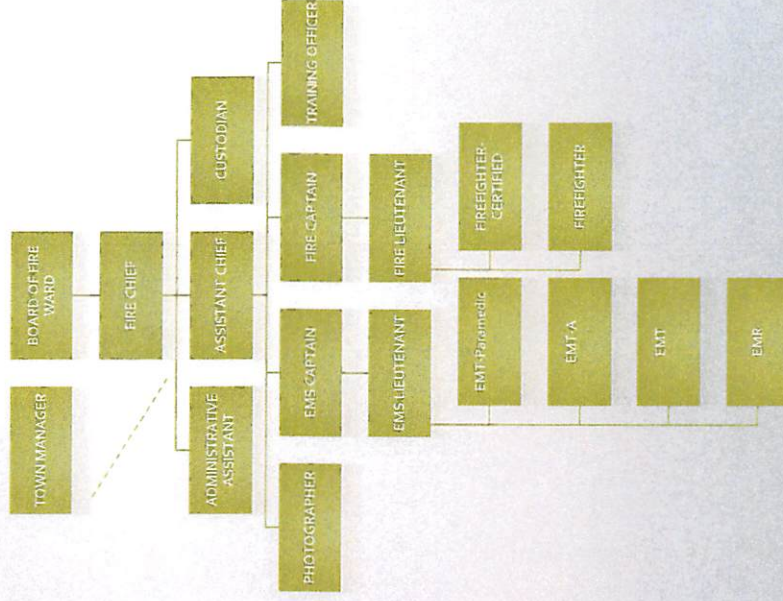
Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

**\*Suggested \$50 donation for non-residents**

# FIRE DEPARTMENT ORGANIZATIONAL CHART



## **Town of Sunapee, NH**

**POSITION: Fire Chief**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Board of Fire Wards**

**LABOR GRADE:**

**DATE: April 2019**

### **GENERAL SUMMARY**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Recommends hiring & termination of all Fire Department personnel.

Plans, coordinates, supervises and evaluates Fire and EMS operations.

Establishes policies and procedures for Fire and EMS Departments in order to implement directives from the Board of Fire Wards.

Plans and implements Fire and EMS programs for the Town in order to better carry out the policies and goals; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and may direct activities at the scene of major emergencies.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Fire Wards regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires.

Adheres to all department rules and regulations.

## **OTHER DUTIES AND RESPONSIBILITIES**

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations as required.

Serves as a member of various employee committees.

## **SUPERVISORY CONTROLS**

Supervises the Assistant Fire Chief, Administrative Assistant and Custodian directly, and other department staff through these subordinate officers.

## **COMPLEXITY**

The position includes a variety of principles and practices of modern fire department administration including:

Working knowledge of the municipal budget process; ability to develop and administer a budget.

Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.

Ability to plan, assign and direct the work of subordinate employees under emergency conditions.

Ability to establish and maintain effective working relationships with subordinates, other Town Officials, and the general public.

## **SCOPE AND EFFECT**

The scope of the position includes the day-to-day operation of the Fire/EMS Department.

## **PERSONNEL CONTACTS**

Contacts are typically with the Fire Wards, Town Manager, other department heads, federal and state regulators, other municipal officials, department foremen, co-workers, other Town employees, Town residents, and the general public. The contacts may also include committees or groups in a non-structured to well-structured setting.

## **PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

## **MANAGEMENT RESPONSIBILITY**

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable

knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;

- Skill in the operation of required tools and equipment.
- Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Four (4) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and six (6) years prior work experience as a volunteer firefighter, including certification as an E.M.R.
- Fire Officer I

#### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Valid NH CDL B required with tank/air brake endorsement preferred.

Career Firefighter level I/Firefighter II

EMR

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A complete medical evaluation must show fit for duty.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

### **WORK SCHEDULE**

This is an on call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Assistant Fire Chief**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Chief**

**LABOR GRADE:**

**DATE: April 2019**

**GENERAL SUMMARY**

Performs a variety of technical, administrative, and supervisory work in directing the planning, organizing, and implementing firefighter and officer training to satisfy the areas of prevention, suppression and emergency medical services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

May act as Fire Chief during absence of Assistant Fire Chief, as assigned.

Supervises subordinate volunteer officers in their assigned duties in training division.

Reviews, evaluates, develops and implements training programs, policies and procedures for various departmental operations regarding training.

Directs and participates in major departmental training programs.

Responds to multiple alarm fire as needed; assumes command in the absence of Assistant Fire Chief.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Assists in the planning and implementation of Fire and EMS training programs for the Town in order to better carry out the policies and goals of the Town.

Directs the operation of departmental in-service training activities.

Handles grievances from volunteer training officers and firefighters, maintains Departmental discipline and the conduct and general behavior of volunteer personnel.

Prepares and submits periodic training reports to the Fire Chief regarding the Department's training activities.

Assigns personnel and equipment to such training duties and uses as the service requires.

Responds to 20% of calls.

Adheres to all department rules and regulations.

**OTHER DUTIES AND RESPONSIBILITIES**

Assist Fire Chief in meeting with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' training activities.

Attends training conferences and training meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Departments in a variety of local, county, state and other meetings.



Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various employee committees.

Performs other management duties as requested by the Fire Chief

### **SUPERVISORY CONTROLS**

Assist the Fire Chief in the supervision of the Fire/EMS Department.

### **COMPLEXITY**

Assist the Fire Chief in the Supervision of all Officers and Firefighter/EMS.

### **SCOPE AND EFFECT**

The scope of the position includes assisting the Fire Chief in the day-to-day operation of the Fire/EMS Department.

### **PERSONNEL CONTACTS**

All contacts are to be made with the Fire Chief. In the event the Fire Chief is unavailable contact is to be made with the Board of Fire Wards.

### **PURPOSE OF CONTACTS**

The purpose is to assist the Fire Chief to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

### **MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Two (2) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five (5) years prior work experience as a volunteer firefighter, including certification as an E.M.R.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

## **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Valid NH CDL B required with tank/air brake endorsement.

Firefighter I

EMR

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A complete medical evaluation must show fit for duty.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

## **WORK SCHEDULE**

This is an on call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Administrative Assistant**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Chief**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

The Administrative Assistant provides administrative support to the Fire Chief. (10 hours week or less?)  
The Administrative Assistant is responsible for the clerical duties of the fire department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

Perform department clerical duties as assigned, to include:

- Enter information in the National Fire Incident Reporting System (NFIRS/Firehouse software program) and download to Fire Marshal's Office.
- Send correspondence as directed
- Answer routine question on a daily basis from the public
- Pick up mail and distribute on a daily basis
- Distribute mail to Accounts Payable for bill pay
- Assist with payroll as directed
- Assist with all tasks and duties to include filing of personnel records, maintenance records and all department records
- Support all Fire Department members as directed
- Website Updates
- Perform other duties as directed

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as directed by the Fire Chief.

**SUPERVISORY CONTROLS**

This position does not require any supervisory responsibilities.

**COMPLEXITY**

The position includes a variety of duties and the ability to multi task.

**SCOPE AND EFFECT**

The scope of the position includes assisting the Fire Chief or Assistant Fire Chief with any and all clerical duties for the Sunapee Fire Department.

**PERSONNEL CONTACTS**

Contacts are typically with the Fire Chief, other fire department personnel, state regulators, other municipal officials, co-workers, other town employees, town residents, and the general public.

**PURPOSE OF CONTACTS**

The purpose is to assist all Fire Chief, residents and town employees with any matters concerning the Fire Department.

**MANAGEMENT RESPONSIBILITY**

This position requires no management responsibility, however it requires you to work independently with careful attention to details.

### **DESIRED MINIMUM QUALIFICATIONS**

- High school graduate
- Three years of responsible office administration experience
- Strong computer and organizational skills
- Strict observance of confidentiality is a must when dealing with fire and medical records
- Valid NH Operator Driver's License
- Successfully pass a background investigation

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Working knowledge and experience with computer to include Microsoft Word, Excel, Outlook, Firehouse and internet search engines. Experience with clerical duties including filing, bill paying, ordering supplies etc. Ability to communicate effectively with the public and other employees. Other equipment include shredder, telephone and copier.

### **PHYSICAL DEMANDS**

Typical office environment does not require much physical strength. However high energy is required to multitask. While performing the duties of this job, the employee is required to stand; walk; sit; use hands. Employee must occasionally lift, carry, and move up to 25 pounds, sometimes reach above and below shoulder height.

### **WORK ENVIRONMENT**

The work for this position is performed 99% in an office setting working on a computer, with infrequent interruptions by the public. When in the office you may be exposed to unnatural light, office equipment noises, office product chemicals, air conditioning etc. As stated most work takes place in an office but you may be exposed to fumes in the apparatus bay area.

### **WORK SCHEDULE**

The work schedule is at the discretion of the Fire Chief.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Custodian**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Chief**

**LABOR GRADE:**

**DATE: April 2019**

**GENERAL SUMMARY**

Performs routine maintenance and cleaning of the Safety Services Building.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintain appearance and cleanliness of floors and carpets in the Safety Services Building.

Empty trash receptacles in both buildings.

Maintain clean and sanitary conditions in restrooms in both departments.

Wash and wax floors in restrooms.

Maintain cleanliness of glass and mirror surfaces in both departments.

Inventory cleaning supplies, and report to the Fire Chief.

Monitor performance of equipment and components and alert the Fire Chief to problems or improvements.

Perform other duties, as assigned.

**SUPERVISORY CONTROLS**

This position does not require any supervisory responsibilities.

**COMPLEXITY**

The position includes a variety of normal custodial duties.

**SCOPE AND EFFECT**

The scope of the position includes keeping the Safety Services Building in state of cleanliness.

**PERSONNEL CONTACTS**

Contacts are typically with the Fire and Police Chiefs and other fire and police department personnel.

**PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, implement, direct and to provide advice.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience**

High School diploma or G.E.D., 6 months to one year of custodial experience preferred. More than one year's experience can be substituted for education requirement. Ability to work for departments with different needs, and understand and follow instruction.

**TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Hand and small power tools; telephone; vacuum cleaner.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

### **WORK ENVIRONMENT**

When in the Safety Services Building you may be exposed to unnatural light, office equipment noises, office product chemicals, air conditioning, floor and bathroom cleaners, cleaning agents and solvents. etc. As stated most work takes place inside but you may be exposed to fumes in the sally port and the apparatus bay area. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK SCHEDULE**

The work schedule is at the discretion of the Fire Chief.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
----------------------------

**POSITION: Photographer**  
**FLSA STATUS:**  
**LABOR GRADE:**

**DEPARTMENT: Fire Department**  
**REPORTS TO: Assistant Fire Chief**  
**DATE: April 2019**

**GENERAL SUMMARY**

To assist the Fire Department in a variety of photographic situations including department events and emergencies.

Adheres to all department rules and regulations.

Perform other duties, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To assist department staff in photographing incidents, events or training. The Photographer will use their own equipment during the course of duty within the department. The Photographer shall attempt to remain out of hazardous atmosphere areas and make every effort to avoid interfering at the scene of an incident.

**SUPERVISORY CONTROLS**

The Photographer shall work under the supervision of the Assistant Chief.

**SCOPE AND EFFECT**

Extensive knowledge and skills in digital and/or 35mm photography

Must have the ability to work under the stress of emergency situations

Must have the ability to read, learn, and remember changes in policy or procedures.

Must have the ability to apply information in a logical manner; maintain composure, confront stressful situations, and withstand the effects of repeated exposure to traumatic situations.

Must have the ability to take and follow orders from Officers.

Must have the ability to establish and maintain effective working relationships with fire personnel, other fire agencies, outside agencies, and the general public.

Must have the ability to establish and maintain effective working relationships with community personnel, other fire agencies, outside agencies, and the general public.

**PERSONNEL CONTACTS**

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

**PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice

**MANAGEMENT RESPONSIBILITY**

This position does not require any supervisory responsibilities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

A high school graduate or have passed the GED Requirements at time of appointment.

Able to follow oral and written direction, exercise good judgment, work safely independently and with others, respond quickly to oral commands or signals during emergency situations.

May be required to complete any standard training requirements as approved by the department before being allowed to participate in department incidents.

Successfully pass a background check

## **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Camera

## **PHYSICAL DEMANDS**

Frequent stand, walk or sit for extended periods of time.

## **WORK ENVIRONMENT**

Work is performed primarily in outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **WORK SCHEDULE**

This is an on call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



<b>Town of Sunapee, NH</b>
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**POSITION: Fire Captain**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Assistant Fire Chief**

**LABOR GRADE:**

**DATE: April 2019**

**GENERAL SUMMARY**

Supervises and performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises subordinates in their assigned duties as directed.

Supervises maintenance of departmental equipment, supplies and facilities.

Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, etc.

Reviews disciplinary recommendations of Fire Lieutenant.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Responds to alarms received and directs routes to be taken; directs work of fire lieutenants pending arrival of a superior officer; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Responds to multiple alarm fire as a priority; assumes command in the absence of superior officers.

Responds to 20% of calls.

Participates at least 2/3 of departmental in-service training and meeting that include mandatory Officers Meetings.

Adheres to all department rules and regulations.

Perform other duties, as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

**PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide information.

**MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in

evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Two (2) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five (5) years prior work experience as a volunteer firefighter.

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

## **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Firefighter Level 1

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, move and carry 25 pounds, and occasionally in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

## **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

**WORK SCHEDULE**

This is an on call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Fire Training Officer**  
**FLSA STATUS:**  
**LABOR GRADE:**

**DEPARTMENT: Fire Department**  
**REPORTS TO: Assistant Fire Chief**  
**DATE: April 2019**

**GENERAL SUMMARY**

Performs a variety of technical, administrative and supervisory work in directing the planning, organizing and implementing firefighter and officer training to satisfy the areas of prevention and suppression.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Review, evaluate, develop and implement training programs, policies and procedures for various departmental operations regarding training.

Directs and participates in major departmental training programs.

Prepare and submit periodic training reports to the Assistant Fire Chief regarding the Department's training activities.

Attend necessary training as may be required to stay current with the latest modern fire-fighting trends and emergency operation techniques.

Responds to 15% of calls.

Adheres to all department rules and regulations

Perform other duties, as assigned.

**SUPERVISORY CONTROLS**

Works under the guidance and direction of the Assistant Fire Chief.

Supervises on call firefighters involved in training, either directly or through subordinate officers.

**PERSONNEL CONTACTS**

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

**PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide information pertaining to training activities.

**MANAGEMENT RESPONSIBILITY**

Ability to train subordinate personnel; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other firefighters and officers; and ability to meet the special requirements.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience**

- Graduation from high school or GED equivalent with specialized training in fire department administration.

- Two (2) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five (5) years prior work experience as a volunteer firefighter.
- Valid NH CDL B required with tank/air brake endorsement.

#### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Fire & Emergency Services Instructor I
- Successfully pass a background check

#### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Firefighter Level 1

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift 10 pounds, carry, and move up to 100 pounds,, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

#### **WORK SCHEDULE**

As needed to provide training to the Department, and to be coordinated with the Assistant Fire Chief.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Fire Lieutenant**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Captain**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

Supervises and performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises subordinates in their assigned duties as directed.

Supervises maintenance of departmental equipment, supplies and facilities.

Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Responds to multiple alarm fire as a priority; assumes command in the absence of superior officers.

Attend 2/3 of meetings and trainings that includes Mandatory Officers Meetings.

Respond to 15% of calls.

Adheres to all department rules and regulations.

Perform other duties, as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the Fire Captain. In the event the Fire Captain is unavailable contact is to be made with the Assistant Fire Chief.

**PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

**MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience**

- Graduation from high school or GED equivalent with specialized training in fire department administration.

- Five (5) years prior work experience as a volunteer firefighter.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.

**LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Successfully pass a background check

Firefighter Level 1

**TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, move and carry 25 pounds, and occasionally in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

**WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

**WORK SCHEDULE**

This is an on call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Firefighter-Certified**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Lieutenant**

**LABOR GRADE:**

**DATE: April 2019**

**GENERAL SUMMARY**

Performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

**OTHER DUTIES AND RESPONSIBILITIES**

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Participates in classes in firefighting, hazardous materials, and related subjects.

Participates in the inspection of buildings, hydrants, and other structures.

Participates in the maintenance of fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, and hazardous materials.

Participates in the maintenance in keeping the station in state of orderliness and cleanliness.

Attend 2/3 of meetings and trainings.

Responds to 10% of calls.

Adheres to all department rules and regulations.

Performs other duties as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the Fire Lieutenant. In the event the Fire Lieutenant is unavailable contact is to be made with the Fire Captain.

**PURPOSE OF CONTACTS**

The purpose is to assist in planning, scheduling, organizing, coordinating, managing and to provide communication with their specialized skills.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience**

- Graduation from high school or GED equivalent.
- Successfully pass a background check



#### Necessary Knowledge, Skills and Abilities:

- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.

#### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Firefighter Level 1

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, move and carry 25 pounds, and occasionally in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

#### **WORK SCHEDULE**

This is an on call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: Firefighter**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Lieutenant**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

Performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

**OTHER DUTIES AND RESPONSIBILITIES**

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Participates in classes of firefighting, hazardous materials, and related subjects.

Participates in the inspection of buildings, hydrants, and other structures.

Participates in the maintenance of fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, and hazardous materials.

Participates in the maintenance and the upkeep of the station to maintain the state of orderliness and cleanliness.

Attend 2/3 of meetings and trainings for fire

Responds to 10% calls.

Adheres to all department rules and regulations.

Performs other duties as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the Fire Lieutenant. In the event the Fire Lieutenant is unavailable contact is to be made with the Fire Captain.

**PURPOSE OF CONTACTS**

The purpose is to assist in planning, scheduling, organizing, coordinating, managing and to provide communication with their specialized skills.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Graduation from high school or GED equivalent with specialized training in fire department administration.

## **LICENSING AND CERTIFICATION**

- Valid NH Operators Driving License without record of suspension or revocation.
- Successfully pass a background check

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, move and carry 25 pounds, and occasionally in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

## **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

## **WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: EMS CAPTAIN**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Assistant Fire Chief**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

Performs highly responsible work overseeing the Emergency Medical Services and personnel. The EMS Captain will be responsible for the Department licensing, EMS equipment and apparatus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Ensure that all medical supplies and equipment are purchased, stocked and stored properly.

Ensure that assigned apparatus is inspected and properly stocked.

Promotes departmental policies, procedures, objectives, safety, and quality assurance programs.

Participates in post-incident analysis and debriefings.

Initiates and assists in developing and implementing improvements of EMS procedures.

Performs scheduled inspections and minor maintenance of equipment and facilities.

Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.

Completes EMS, and special incidents and other required reports, which includes reviewing members documentation on their electronic medical reporting system (TEMSIS).

Verify that all EMS personnel maintain required certification.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Perform patient care.

Attend 2/3 trainings and monthly meetings includes Mandatory Officers meeting.

Responds to 20% of EMS calls.

Adheres to all department rules and regulations.

Perform other duties, as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

## **MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

## **DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Two (2) years of supervisory duties which must have been equivalent to EMS Lieutenant or higher and five (5) years prior work experience as a volunteer EMT.

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

## **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.  
EMT or higher licensure preferred.

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency response vehicles, medical equipment, rescue equipment and tools.  
Computers, office equipment, and communication equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

## **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

**WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

## **Town of Sunapee, NH**

**POSITION: EMS Lieutenant**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: EMS Captain**

**LABOR GRADE:**

**DATE: April 2019**

### **GENERAL SUMMARY**

Performs highly responsible work providing patients with medical attention and overseeing the Emergency Medical Services and personnel. The EMS Lieutenant will serve as the EMS Training Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinates the planning and implementation of the EMS Training Programs.

Ensure that assigned apparatus is inspected and properly stocked.

Promotes departmental policies, procedures, objectives, safety, and quality assurance programs.

Assist EMS Captain with post-incident debriefings.

Assist EMS Captain with developing and implementing improvements.

Assist with scheduled inspections and minor maintenance of equipment and facilities.

Assist the Captain with special incidents and other required reports, including documentation entered into department's computerized records management system.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend 2/3 trainings and monthly meetings includes Mandatory Officers meeting.

Respond to 15% of EMS calls

Adheres to all department rules and regulations.

Perform other duties, as assigned.

### **PERSONNEL CONTACTS**

All contacts are to be made with the EMS Captain. In the event the EMS Captain is unavailable contact is to be made with the Assistant Fire Chief.

### **MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

## **DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Five (5) years prior work experience as a volunteer EMT.

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

## **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.  
EMT or higher

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency response vehicles, medical equipment, rescue equipment and tools.  
Computers, office equipment, and communication equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

## **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

## **WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



## **Town of Sunapee, NH**

**POSITION: EMR**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: EMS Lieutenant**

**LABOR GRADE:**

**DATE: April 2019**

### **GENERAL SUMMARY**

Emergency Medical Responders respond to emergency calls to provide efficient and immediate care to patient.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMR or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

### **PERSONNEL CONTACTS**

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

### **MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

### **DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMR or higher by date of hire.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

#### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

#### **WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: EMT**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: EMS Lieutenant**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

Emergency Medical Technicians respond to emergency calls to provide efficient and immediate care to patient.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMT or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

**MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

**DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMT or higher by date of hire.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

#### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

#### **WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: EMT-A**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: EMS Lieutenant**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

Advanced Emergency Medical Technicians respond to emergency calls to provide efficient and immediate care to patient.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMT-A or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

**MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

**DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMT-A or higher by date of hire.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

#### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

#### **WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

<b>Town of Sunapee, NH</b>
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**POSITION: EMT-Paramedic**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: EMS Lieutenant**

**LABOR GRADE:**

**DATE: April 2019**

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**GENERAL SUMMARY**

Paramedics respond to emergency calls to provide efficient and immediate care to patient.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as a Paramedic or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

**PERSONNEL CONTACTS**

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

**MANAGEMENT RESPONSIBILITY**

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

**DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as Paramedic or higher by date of hire.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

#### **LICENSING AND CERTIFICATION**

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

#### **WORK SCHEDULE**

This is an on-call position so work schedule will vary as needed.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



## Monthly Budget Through May 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$325,904.00	\$121,018.63	\$204,885.37	62.87%
TCTC	\$210,052.00	\$81,259.92	\$128,792.08	61.31%
Elections	\$6,485.00	\$4,092.59	\$2,392.41	36.89%
Finance	\$222,127.00	\$92,179.53	\$129,947.47	58.50%
Assessing	\$112,218.00	\$26,848.19	\$85,369.81	76.07%
Legal	\$18,000.00	\$4,393.20	\$13,606.80	75.59%
Personnel Benefits Mgmt	\$1,000.00	\$38.50	\$961.50	96.15%
Planning/Zoning	\$52,752.00	\$17,789.56	\$34,962.44	66.28%
General Govt-B&G	\$173,983.00	\$57,884.48	\$116,098.52	66.73%
Cemetery	\$13,625.00	\$2,206.99	\$11,418.01	83.80%
Insurance	\$7,540.00	\$0.00	\$7,540.00	100.00%
Information Booth	\$13,981.00	\$882.80	\$13,098.20	93.69%
Other General Govt	\$30,651.15	\$10,339.97	\$20,311.18	66.27%
Police	\$847,326.73	\$332,009.96	\$515,316.77	60.82%
Ambulance	\$59,516.00	\$0.00	\$59,516.00	100.00%
Fire	\$202,257.00	\$47,748.63	\$154,508.37	76.39%
SSB	\$156,535.00	\$61,167.20	\$95,367.80	60.92%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,786,325.00	\$556,617.99	\$1,229,707.01	68.84%
Street Lights	\$16,800.00	\$5,107.35	\$11,692.65	69.60%
Transfer Station	\$531,762.00	\$173,273.59	\$358,488.41	67.42%
Health Officer	\$5,193.00	\$223.76	\$4,969.24	95.69%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$15,176.00	\$0.00	0.00%
Welfare	\$43,808.00	\$8,449.08	\$35,358.92	80.71%
Recreation	\$161,086.00	\$37,348.82	\$123,737.18	76.81%
Library	\$400,953.00	\$147,057.28	\$253,895.72	63.32%
Memorial Day	\$200.00	\$0.00	\$200.00	100.00%
Patriotic/Band Concerts	\$5,000.00	\$0.00	\$5,000.00	100.00%
Conservation Commission	\$3,550.00	\$1,975.00	\$1,575.00	44.37%
Debt - Principal	\$262,883.00	\$223,361.63	\$39,521.37	15.03%
Debt - Interest	\$58,479.00	\$22,049.24	\$36,429.76	62.30%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,746,867.88	\$2,050,499.89	\$3,696,367.99	64.32%

## ***Monthly Budget Through May 31, 2019***

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	<b>Budget</b>	<b>PaymentToDate</b>	<b>EndingBalance</b>	<b>% Remaining</b>
<b>Hydro</b>	<b>\$113,912.00</b>	<b>\$25,381.78</b>	<b>\$88,530.22</b>	<b>77.72%</b>
<b>Sum</b>	<b>\$113,912.00</b>	<b>\$25,381.78</b>	<b>\$88,530.22</b>	<b>77.72%</b>

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## 2019 Revenue Report through May 31, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3110-01-900	PROPERTY TAXES-CURRENT		\$0.00		\$0.00
01-3110-01-901	TAX REDEMPTIONS		\$0.00		\$0.00
<b>Sum</b>			\$0.00		\$0.00
01-3120-01-901	LAND USE CHANGE		\$0.00		\$0.00
<b>Sum</b> Land Use Change			\$0.00		\$0.00
01-3185-01-900	YIELD TAX		\$0.00		\$0.00
<b>Sum</b> Yield Tax			\$0.00		\$0.00
01-3186-01-900	EXCAVATION TAX		\$0.00		\$0.00
<b>Sum</b> Excavation Tax			\$0.00		\$0.00
01-3190-01-902	INTEREST & COSTS	\$60,000.00	\$58,913.61	\$60,000.00	\$46,513.35
01-3190-01-903	Returned Check Fee		\$200.00		\$50.00
<b>Sum</b> Interest and Penalties on Delinquent Taxes		\$60,000.00	\$59,113.61	\$60,000.00	\$46,563.35
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$480.00
<b>Sum</b> Licenses, Permits and Fees		\$500.00	\$1,494.00	\$500.00	\$480.00
01-3220-01-807	Snowmobile and ATV Fees	\$0.00	(\$3,458.00)		
01-3220-01-906	AUTO REGISTRATIONS	\$750,000.00	\$883,862.17	\$750,000.00	\$346,128.51

Monday, June 3, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Motor Vehicle Permit Fees		\$750,000.00	\$880,404.17	\$750,000.00	\$346,128.51
	01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$600.00
	01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$550.00
	01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$12,395.50
Sum	Building Permits		\$35,000.00	\$37,612.35	\$35,000.00	\$13,545.50
	01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
	01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$927.90
	01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$6,491.89
	01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$3,467.00
	01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$1,245.00
	01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$6,452.50
	01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$6.00
Sum			\$36,000.00	\$39,833.08	\$36,000.00	\$18,590.29
	01-3311-01-841	FEDERAL FEMA FUNDS		\$0.00		\$0.00
Sum	From Federal Government			\$0.00		\$0.00
	01-3351-01-927	SHARED REVENUE		\$0.00		\$0.00
Sum	Shared Revenues			\$0.00		\$0.00
	01-3352-01-840	STATE OF NH-ROOMS/MEALS	\$177,168.00	\$177,291.02	\$177,291.00	\$0.00

Monday, June 3, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Meals and Rooms Tax Distribution		\$177,168.00	\$177,291.02	\$177,291.00	\$0.00
	01-3353-01-928	HIGHWAY BLOCK GRANT	\$122,211.00	\$124,397.12	\$124,468.00	\$73,989.93
Sum	Highway Block Grant		\$122,211.00	\$124,397.12	\$124,468.00	\$73,989.93
	01-3354-01-794	STATE OF NH-SEWER GRANT		\$0.00		\$0.00
Sum	Water Pollution Grant			\$0.00		\$0.00
	01-3354-01-795	STATE OF NH - WATER GRANT	\$7,508.00	\$5,294.00	\$7,508.00	\$2,632.47
	01-3359-01-741	PD GRANT INCOME		\$0.00		\$0.00
	01-3359-01-927	STATE NH HIGH ST BRIDGE G		\$0.00		\$0.00
	01-3359-01-927	State of NH Treatment Plant Road		\$0.00		\$0.00
Sum	Water Pollution Grant		\$7,508.00	\$5,294.00	\$7,508.00	\$2,632.47
	01-3379-01-935	TOWN OF SPRINGFIELD-TS	\$104,054.00	\$102,291.00	\$109,054.00	\$25,572.75
Sum	From Other Governments		\$104,054.00	\$102,291.00	\$109,054.00	\$25,572.75
	01-3401-01-150	PD - SPECIAL DETAIL INCOME		\$0.00		\$0.00
	01-3401-01-320	FIREWORKS PERMIT FEE		\$440.00		\$0.00
	01-3401-01-321	PHOTOCOPY INCOME		\$63.00		\$35.25
	01-3401-01-581	RECYCLING MAGAZINES		\$0.00		\$0.00
	01-3401-01-584	RECYCLING INCOME-STEEL C		\$1,026.42		\$819.29
	01-3401-01-586	RECYCLING INCOME-ALUMIN		\$13,574.57		\$7,455.17

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AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3401-01-587	RECYCLING CARDBOARD		\$9,989.15		\$4,183.95
01-3401-01-588	RECYCLING NEWSPAPER		\$1,094.62		\$806.72
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$5,713.19
01-3401-01-592	RECYCLING PLASTIC		\$7,608.28		\$7,859.52
01-3401-01-593	RECYCLING INCOME-BATTERI		\$0.00		\$0.00
01-3401-01-937	MISC. GENERAL GOVT INCOM		\$34,279.83		\$5,331.57
01-3401-01-940	INSURANCE REPORTS		\$0.00		\$0.00
01-3401-01-948	MISC. TOWN OFFICE INCOME		\$0.00		\$0.00
01-3401-01-949	REGULATIONS SOLD		\$0.00		\$0.00
01-3401-01-950	ZBA INCOME		\$3,000.00		\$1,200.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$3.56
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$121.00
01-3401-01-958	HIGHWAY PARTS		\$0.00		\$0.00
01-3401-01-959	HWY-MATERIALS SOLD		\$0.00		\$0.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	\$80,000.00	\$49,093.00	\$109,820.00	\$14,202.50
01-3404-01-941	SPRINGFIELD T/S TICKET SAL		\$2,000.00		\$0.00
01-3404-01-950	Sunapee Beautification Donations		\$0.00		\$0.00
01-3501-10-813	Pistol Permit Fee	\$0.00	\$70.00	\$0.00	\$0.00

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	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Income from Departments		\$80,000.00	\$136,473.21	\$109,820.00	\$47,731.72
	01-3409-01-965	SALE OF CEMETERY LOT	\$2,000.00	\$1,600.00	\$2,000.00	\$0.00
	01-3409-01-966	BURIAL INCOME		\$2,750.00		\$0.00
Sum	Other Charges		\$2,000.00	\$4,350.00	\$2,000.00	\$0.00
	01-3501-01-965	PD-SALE OF CRUISER		\$0.00		\$0.00
	01-3501-01-966	SALE OF TOWN OWNED PROP	\$2,000.00	\$1,650.00	\$8,000.00	\$0.00
	01-3501-01-968	SALE OF HIGHWAY EQUIPMEN		\$3,601.99		\$0.00
Sum	Sale of Municipal Property		\$2,000.00	\$5,251.99	\$8,000.00	\$0.00
	01-3501-01-970	Checking Account Interest Earned	\$57,000.00	\$120,558.12	\$80,000.00	\$19,856.13
	01-3502-01-972	INVESTMENT INTEREST INCO				
Sum	Interest on Investments		\$57,000.00	\$120,558.12	\$80,000.00	\$19,856.13
	01-3503-01-936	RENTS/LEASES & SERVICES	\$30,000.00	\$18,097.46	\$26,000.00	\$0.00
	01-3503-01-938	OLD ABBOTT LIBRARY Rent	\$0.00	\$5,500.00		\$3,000.00
	01-3504-01-938	DOG FINES		\$50.00		\$0.00
	01-3504-01-939	PARKING FINES		\$2,800.00		\$80.00
	01-3504-01-940	PD FALSE ALARM FINES		\$0.00		\$0.00
	01-3504-01-941	REPLACEMENT TRANSFER ST		\$450.00		\$150.00
	01-3504-01-944	PD STATE WITNESS FEES		\$1,750.00		\$1,200.00

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<b>AccountNumber</b>	<b>AccountName</b>	<b>2018 Estimated</b>	<b>2018 Actual</b>	<b>2019 Estimated</b>	<b>2019 Actual</b>
01-3504-01-945	PD COURT RESTITUTION		\$0.00		\$0.00
01-3504-01-946	PD Discovery		\$550.00		\$175.00
01-3506-60-260	Revenue from Other Agency		\$0.00		\$0.00
01-3509-01-950	WELFARE MISC. REVENUE		\$1,888.00		\$128.00
<b>Sum Other</b>		<b>\$30,000.00</b>	<b>\$31,085.46</b>	<b>\$26,000.00</b>	<b>\$4,733.00</b>
01-3912-01-800	Operating Transfer from Special R				
<b>Sum From Special Revenue Funds</b>					
01-3914-01-000	Enterprise Funds Sewer	\$1,114,743.00		\$1,116,243.00	
<b>Sum From Enterprise Funds: Sewer</b>		<b>\$1,114,743.00</b>		<b>\$1,116,243.00</b>	
01-3914-01-001	Enterprise Funds Water	\$551,609.00		\$531,090.00	
<b>Sum From Enterprise Funds: Water</b>		<b>\$551,609.00</b>		<b>\$531,090.00</b>	
01-3914-01-002	Enterprise Funds Electric	\$285,113.00		\$233,912.00	
<b>Sum From Enterprise Funds: Electric</b>		<b>\$285,113.00</b>		<b>\$233,912.00</b>	
01-3915-01-650	CAPITAL RESERVE-HWY	\$78,172.00	\$0.00		\$0.00
<b>Sum From Capital Reserve Funds</b>		<b>\$78,172.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
01-3915-01-651	CAP RESERVE - LIBRARY		\$0.00		\$0.00
<b>Sum From Capital Reserve Funds</b>			<b>\$0.00</b>		<b>\$0.00</b>
01-3915-01-652	CAP RESERVE - BRIDGES		\$0.00		\$0.00

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AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum From Capital Reserve Funds			\$0.00		\$0.00
01-3915-01-653	CAP RESERVE - POLICE EQUIP				
Sum From Capital Reserve Funds					
01-3915-01-654	CAP RESERVE - DIRT ROAD PA				
Sum From Capital Reserve Funds					
01-3915-30-962	TRANSFER FROM EXP TRUST		\$0.00		\$0.00
Sum From Capital Reserve Funds			\$0.00		\$0.00
01-3934-01-800	Proceeds from Long Term Bonds &				
Sum Proceeds from Long Term Bonds and Notes					
Grand Total		\$3,493,078.00	\$1,725,449.13	\$3,406,886.00	\$599,823.65

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