

SUNAPEE BOARD OF SELECTMEN
MEETING

6:30PM Town Office Meeting Room
Monday, February 22, 2021

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman John Augustine, and Donna Nashawaty, Town Manager.
Selectman Shane Hastings Attended by Zoom
Absent: Selectman Fred Gallup

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0133-0092-0000 33 River Road, Sunapee Harbor Riverway

Parcel ID: 0114-0025-0000 73 Tonset Slope, Kate & Jeffrey Davis

By Selectman Gottling, seconded by Selectman Augustine. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID: 0147-0033-0000 57-59 Hamel Road, William Spears & Robin Macilroy

By Selectman Gottling, seconded by Selectman Augustine. Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

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

Parcel ID: 0147-0033-0000 57-59 Hamel Road, William Spears & Robin Macilroy

By Selectman Gottling, seconded by Selectman Augustine. Unanimous.

SELECTMEN ACTION

•Resignation-Donna Larrow, Planning Board Alternate

The Board received Donna Larrow's letter of resignation from the Planning Board. The Board instructed the Town Manager to send a letter of appreciation for her years of service as a Planning Board member.

•Expenditure from Fire Equipment Capital Reserve Fund

Chief John Galloway has come before the Board tonight to request that \$10,000 be withdrawn from the Fire Equipment Capital Reserve Fund for (7) Duo-Safety ladders and shipping costs. The (7) ladders failed the ground ladder inspection. The reports are attached. **Motion to approve up to \$10,000 from the Fire Equipment Capital Reserve Fund for the purchase of (7) new replacement ladders by Chairman Trow, seconded by Selectman Gottling. Unanimous.**

•Board Approval to Post Roads

Scott Hazelton, Highway Director would like approval from the Board to post the Class V roads from March 8th and on and about May 10th. **Motion to allow the posting of Roads from March 8th to May 10th by Selectman Gottling, seconded by Selectman Augustine. Unanimous.**

CHAIRMAN'S REPORT

•Chairman Trow received an email from a resident asking about a fundraising campaign for a Recreation bus. Chairman Trow said he was not aware there was an active plan for a bus, he had heard there was consideration. Donna Nashawaty read the Facebook post that said the Recreation Department for pursuing the possibly of purchasing a 14-passenger bus to allow expansion of our programs to include summer day camp, vacation camps, after school programs and to include lunch and day trips for seniors. Selectman Augustine was surprised this was not mentioned during the budget season and does not recall anything about a van being in the recreation budget. Chairman Trow just wanted to bring it up and see if there was anything else that he had missed or did not know about. Donna Nashawaty said it has not passed her desk at all and at this point maybe someone is trying to figure out if it is worthwhile how it could be done. Donna Nashawaty will investigate this.

Items Selectman Augustine Requested:

•Update on COVID-19 cases in Sunapee and nearby towns

Selectman Augustine updated the Board on the COVID cases in Sunapee and surrounding areas as reported by WMUR.

•Discuss decision-making process that will be used to determine when to fully re-open Town buildings and restore full-service offerings

Selectman Augustine asked what the process would be in determining when things would get back to normal, in terms of reopening buildings full-time and getting back all the services. Also, who will make those decisions and when will they be made. Chairman Trow said he assumed the town would still follow the state's guidelines/rules. Chairman Trow asked other than the recreation activities, are there any town functions that are not being provided? Donna Nashawaty replied that any business the public has needed has been provided. Selectman Augustine asked if each department would make the decisions independently, run them by the Town Manager or by the Board of Selectmen? Donna Nashawaty replied that all the departments would follow the guidelines put out by the Governor and run them by her. Donna Nashawaty said she was not hearing Selectman Augustine focus on something specific that she can get an answer on and she is more than happy to do that. Selectman Augustine replied that at this point it is probably too early to talk about specific things, but given the news that seems positive in general across the state, the Sunapee case count and that more people are getting vaccinated, it feels like there would be a different level risk this spring and summer, then last spring and summer. Donna Nashawaty replied that she heard on WMUR this morning that colleges are planning virtual commencement activities for the college graduations this year. Selectman Augustine said this was helpful and appreciated that they at least started the dialog.

•Absentee ballots for March 9th Town & School election

Selectman Augustine said an email blast went out last week stating that absentee ballots were available at the Town Clerk's office. Selectman Augustine received an email from a resident that said they asked for an absentee ballot but were told they could not get one because there was a problem and the ballots had to be reprinted. What is the status of the ballots? Donna Nashawaty replied that the ballots should be here by tomorrow.

Chairman Trow said any that were already requested and sent will be resent. Selectman Augustine asked what was the problem with the first ballot? Donna Nashawaty replied

That there was a candidate that should not have been on the initial ballot, so the Secretary of State advised the town to reprint the ballot. Selectman Augustine asked who pays for the double printing? Chairman Trow replied that the town pays for it. Selectman Augustine asked what was the cost for reprinting the ballots? Donna Nashawaty replied she did not know at this time. Selectman Augustine asked who proofreads the ballots? Donna Nashawaty replied that it was a technical issue with the Town Clerk's office. The validation of the people who were on the ballot needed to happen clearer and it did not. Selectman Augustine replied that to be on the ballot he only thought you had to be a town resident. Chairman Trow said that the person also must be a registered voter and domiciled as of the day we filed. Selectman Augustine said that someone filed to run and they either were not domicile or a registered voter and it did not get caught until after it got printed the first time. Donna Nashawaty replied that was correct. Selectman Augustine said a few people got a ballot that had an ineligible candidate on them, so going forward starting tomorrow or the next day the corrected ballot will be sent to anyone who asked for one. Donna Nashawaty said an email blast will be sent out when the corrected ballots are available in the Town Clerk's office. Selectman Augustine said on the form to request an absentee ballot it seems like COVID concerns are not a valid reason to request an absentee ballot. Donna Nashawaty replied it was never on the form, but the Secretary of State's office considered it a medical reason for requesting an absentee ballot. Betty Ramspott, Town Clerk stated that this can still be done in the March election and the person would check the disability reason on the form.

- Share plan for in-person voting on March 9th

Selectman Augustine asked if in-person voting will be done the set-up the same stay as it was in November? Chairman Trow replied at this point everything is the same, but there has been some discussion about whether there could be tables in the lobby for fundraising. Selectman Augustine asked who would make the decision regarding the fundraising in the lobby? Chairman Trow said the Moderator would make the decision.

- Share feedback received from resident on Town deliberative session

Selectman Augustine said before the last Board of Selectmen (BOS) meeting a resident has sent an email through the town contact form that he thought was sent to everyone. He also received the email directly to his email address. Don Bettencourt sent the email which Selectman Augustine read the email. This issue was discussed at the February 8th Board of Selectmen's meeting.

- Town employee job openings

Selectman Augustine said that the Part-Time Administrative Assistant for the Highway Department was listed on the town website. Is this still open? Donna Nashawaty replied yes, it is still open, but the town is not actively seeking a replacement. The Account Clerk is currently working some of the hours. Donna Nashawaty said there are (2) Part—Time Police Officer positions that the Chief uses other recruiting means and the Planning/Zoning position which will be discussed at the March 8th BOS meeting.

- March 8th Board of Selectmen's Meeting

Chairman Trow wondered if the meeting should be cancelled because of the town election on March 9th. After some discussion, the Board will revisit in a week to see what is on the agenda.

TOWN MANAGER REPORTS

- Election Day Reminder

Donna Nashawaty said the Selectmen either had to come to the election or appoint someone to have a quorum. The flyers for the Town and School ballots will be here on Friday. The Town Reports will be delivered the week before the election.

Meeting Adjourned 8:08PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

SUNAPEE BOARD OF SELECTMEN

MEETING AGENDA

6:30PM Town Office Meeting Room

Monday, February 22, 2021

- **Citizen Input:** In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at https://townhallstreams.com/towns/sunapee_nh. If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at donna@town.sunapee.nh.us no later than 3:30 pm on the day prior to the meeting.

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0133-0092-0000 33 River Road, Sunapee Harbor Riverway

Parcel ID: 0114-0025-0000 73 Tonset Slope, Kate & Jeffrey Davis

LAND DISTURBANCE BOND:

Parcel ID: 0147-0033-0000 57-59 Hamel Road, William Spears & Robin Macilroy

DEMO PERMIT:

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

Parcel ID: 0147-0033-0000 57-59 Hamel Road, William Spears & Robin Macilroy

2. PUBLIC COMMENTS:

3. SELECTMEN ACTION

- Resignation-Donna Larrow, Zoning Board Alternate
- Expenditure from Fire Equipment Capital Reserve Fund

4. CHAIRMAN'S REPORT

Items Selectman Augustine Requested:

- Update on COVID-19 cases in Sunapee and nearby towns
- Discuss decision-making process that will be used to determine when to fully re-open Town buildings and restore full-service offerings
- Absentee ballots for March 9th Town & School election
- Share plan for in-person voting on March 9th
- Share feedback received from resident on Town deliberative session
- Town employee job openings

5. TOWN MANAGER REPORTS

- Election Day Reminder

6. UPCOMING MEETINGS:

02/24-7:30PM-Firewards Meeting, Town Meeting Room

02/25-5:30PM-Water & Sewer Commission, Town Meeting Room

03/02-5:00PM-Energy Committee, Town Meeting Room

03/03-7:00PM-Conservation Commission, Town Meeting Room

03/04-6:00PM-Zoning Board, Town Meeting Room

03/08-6:30PM-Board of Selectmen, Town Meeting Room

03/09-8:00Am-7:00PM Town & School Elections, Sherburne Gym

NONPUBLIC: The Board of Selectmen may enter a nonpublic session, if so voted, to discuss items listed under RSA 91-A:3, II

RECEIVED

FEB 18 2021

TOWN OF
SUNAPEE

February 11, 2021

Board of Selectmen

Michael Marquise, Town Planner

23 Edgemont Road

Sunapee NH 03782

Dear Selectmen and Michael,

I wish to resign at this time, having completed my committed two years on the planning board as an alternate. As I had thought, I cannot commit to an additional year. I would have stayed on the board as a full member if I had thought that possible. I did not want to leave the board midterm and the alternate position seemed like a good compromise.

I have enjoyed the board and wish them well. Good luck finding alternates, I know that is a difficult task.

Sincerely,



Donna Larrow

PO Box 362 – 15 Prospect Hill Road

Georges Mills NH 03751

Dingee Machine Company

195 NH Route 120

Cornish, NH 03745

603-542-9682 • 603-542-0915 (fax)

dingeemachine@comcast.net

Sunapee Fire Department

Attn: Chief Galloway

9 Sargent Road

Sunapee, NH 03782

January 7, 2021

Below is the quote that you requested for replacement Duo-Safety Ladders. Please note that the prices listed below do not include any shipping costs.

QTY	ITEM	PRICE PER	TOTAL COST
1	875-A; 20' Roof Ladder	\$519.00	\$519.00
2	900-A; 24' 2-Section Extension Ladder	\$740.00	\$1,480.00
2	1200-A; 28' 2- Section Extension Ladder	\$916.00	\$1,832.00
1	1200-A; 35' 2-Section Extension Ladder Without Poles	\$1,162.00	\$1,162.00
1	1200-A; 35' 2-Section Extension Ladder With Poles	\$1,518.00	\$1,518.00

I also want to make you aware that Duo-Safety currently has a production time of sixteen (16) weeks.

Please feel free to contact me with any questions that you may have.

Thank you,

Ashley Cunningham

Dingee Machine Company

RE: Phone Call Follow-up

Just what I sent you and I have a copy of the failed test report

From: Donna Nashawaty <Donna@town.sunapee.nh.us>
Sent: Monday, February 22, 2021 11:10 AM
To: John H. Galloway <firechief@town.sunapee.nh.us>
Subject: RE: Phone Call Follow-up

Do you have any paperwork to distribute

Donna

From: John H. Galloway <firechief@town.sunapee.nh.us>
Sent: Monday, February 22, 2021 10:54 AM
To: Donna Nashawaty <Donna@town.sunapee.nh.us>
Subject: Fwd: Phone Call Follow-up

Could we do a spend up to \$8500 not knowing a definite on shipping?

----- Forwarded message -----

From: Dingee Machine Co <dingeemachine@comcast.net>
Date: Feb 19, 2021 5:50 PM
Subject: Phone Call Follow-up
To: "John H. Galloway" <firechief@town.sunapee.nh.us>
Cc:

Hi Chief,

Duo-Safety is estimating shipping would be roughly \$3,000.00 for all seven (7) ladders. They did warn that they have seen shipping costs increase recently due to the rising costs of fuel. I repeated this amount back to the representative a few times to make sure that I heard her correctly- I guess I never really thought about shipping costs of ladders. The cost is based on a rough crated weight of 1,300 pounds and overlength fee.

Please let me know if you have any other questions.

Thank you,
Ashley

Reply Forward

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Customer
SUNAPEE FIRE DEPT.
PO BOX 15
SUNAPEE, NH 3782

Test Location **9 SARGENT RD. SUNAPEE NH**
Linear feet tested **379**
Ladders Tested **18**
ATC heat sensors applied **64**
Purchased Ladder Sticker Set **0**

Test and Report Limitations

This report is provided to you with the understanding that American Test Center's responsibility is solely to conduct the test and assist you with an interpretation of the results; the decisions you make thereafter concerning the equipment are your exclusive responsibility, and American Test Center is not responsible for those decisions or their consequences. Inspection criteria is based on NFPA 1932 chapters 6 and 7.

WARNING!

These tests determine the state of the equipment at the time the tests were performed only! Any overloads, accidents, or abuse of this equipment after the test could result in the test performed no longer being valid, as structural damage may have occurred even though the equipment visually may appear intact and usable after said overloads, accidents, or abuse.

Robert Tarlo

Results reviewed with: **CHIEF GALLOWAY**

Please note! This signature indicates you have reviewed the results of this report with the test technician.

Test Remarks:

Summary of Ladders Inspected

94M1

24' Extension	Report: 7	Def: 4	14' Roof	Report: 8	Def: 4
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E-2

24' Extension	Report: 1	Def: 4	14' Roof	Report: 2	Def: 4	10' Attic	Report: 3	Def: 4
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L-5

24' Extension	Report: 12	Def: 1	24' Extension	Report: 13	Def: 1	28' Extension	Report: 14	Def: 1
28' Extension	Report: 15	Def: 1	35' Extension	Report: 16	Def: 1	16' Roof	Report: 9	Def: 3
20' Roof	Report: 10	Def: 1	10' Attic	Report: 11	Def: 2	10' Attic	Report: 18	Def: 4

R-1

24' Extension	Report: 6	Def: 4	14' Roof	Report: 5	Def: 4	10' Attic	Report: 4	Def: 4
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SPARE

50' Extension	Report: 17	Def: 4
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Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(1)**

Truck Number **E-2**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied **8**

Length **24**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **10/1/2011**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 8 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(2)**

Truck Number **E-2**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Roof**

Number of ATC Heat Sensors Applied **4**

Length **14**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **4/1/2011**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 4 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Roof Hook Test	Applied 1000lbs to roof hooks for 1 minute, no permanent damage or deformation occurred.

Roof Hooks

Condition	Roof hooks inspected for damage or wear.
Operation	Roof hook operation tested, hooks are functioning normally.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(3)**

Truck Number **E-2**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Attic**

Number of ATC Heat Sensors Applied **4**

Length **10**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date

Remarks **NO DATE.**

Inspection Detail

General

Heat Sensor Labels INSTALLED 4 ATC HEAT SENSORS.
Electrical Hazard Stickers Electrical hazard stickers are properly installed and legible.
Ladder Length Marking Ladder length marking is properly installed and legible.
Climbing Angle Labels Climbing angle labels are properly installed and legible.
Bolts or Rivets All bolts and rivets inspected for damage, proper installation, and tightness.
Welds All weldments visually inspected for cracks.
Cleanliness Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test Ladder pre-loaded at 160lbs for 1 minute, then loaded to 225lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.

Folding

Condition Ladder folding components inspected for damage or wear.
Operation Ladder folds and unfolds properly.

Rungs

Condition All rungs inspected for damage or wear.
Connection to rails Rung connections to rail inspected for damage or wear.

Side Rails

Condition All side rails inspected for damage and wear.
Alignment Side rail alignment inspected.
Butt Spurs/Foot Pads Butt spurs/foot pads are installed and functioning normally.
End Caps End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(4)**

Truck Number **R-1**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Attic**

Number of ATC Heat Sensors Applied **4**

Length **10**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **2/1/1998**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 4 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 160lbs for 1 minute, then loaded to 225lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
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Folding

Condition	Ladder folding components inspected for damage or wear.
Operation	Ladder folds and unfolds properly.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(5)**

Truck Number **R-1**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Roof**

Number of ATC Heat Sensors Applied **4**

Length **14**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **2/1/1999**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 4 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Roof Hook Test	Applied 1000lbs to roof hooks for 1 minute, no permanent damage or deformation occurred.

Roof Hooks

Condition	Roof hooks inspected for damage or wear.
Operation	Roof hook operation tested, hooks are functioning normally.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(6)**

Truck Number **R-1**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied **8**

Length **24**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **3/1/1999**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 8 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(7)**

Truck Number **94M1**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied **8**

Length **24**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **2/1/1994**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 8 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

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Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(8)**

Truck Number **94M1**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Roof**

Number of ATC Heat Sensors Applied **4**

Length **14**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **12/1/1995**

Remarks

Inspection Detail

General

Heat Sensor Labels INSTALLED 4 ATC HEAT SENSORS.
Electrical Hazard Stickers Electrical hazard stickers are properly installed and legible.
Ladder Length Marking Ladder length marking is properly installed and legible.
Climbing Angle Labels Climbing angle labels are properly installed and legible.
Bolts or Rivets All bolts and rivets inspected for damage, proper installation, and tightness.
Welds All weldments visually inspected for cracks.
Cleanliness Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Roof Hook Test Applied 1000lbs to roof hooks for 1 minute, no permanent damage or deformation occurred.

Roof Hooks

Condition Roof hooks inspected for damage or wear.
Operation Roof hook operation tested, hooks are functioning normally.

Rungs

Condition All rungs inspected for damage or wear.
Connection to rails Rung connections to rail inspected for damage or wear.

Side Rails

Condition All side rails inspected for damage and wear.
Alignment Side rail alignment inspected.
Butt Spurs/Foot Pads Butt spurs/foot pads are installed and functioning normally.
End Caps End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(11)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Attic**

Number of ATC Heat Sensors Applied **4**

Length **10**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date

Remarks **NO DATE.**

Defect Comments, review with tech on site

Class 2 Defects: Caution, use with Caution

AHJ Sign and date

Rungs

Condition 5TH RUNG HAS NESTWEAR TOUCHING 3 RIBS.

Class 3 Defects: Repairs needed, recommend soon or next maintenance

AHJ Sign and date

Rungs

Condition 4TH RUNG MINOR AXE DENT.

Roof Hooks

Condition LUBE ROOF HOOKS.

Inspection Detail

General

Heat Sensor Labels	Heat sensors are properly installed and do not indicate exposure to high temperatures.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test Ladder pre-loaded at 160lbs for 1 minute, then loaded to 225lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.

Folding

Condition Ladder folding components inspected for damage or wear.
Operation Ladder folds and unfolds properly.

Rungs

Connection to rails Rung connections to rail inspected for damage or wear.

Side Rails

Condition All side rails inspected for damage and wear.
Alignment Side rail alignment inspected.
Butt Spurs/Foot Pads Butt spurs/foot pads are installed and functioning normally.
End Caps End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(12)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied

Length **24**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **1/1/2003**

Remarks

Defect Comments, review with tech on site

Class 1 Defects: Serious, recommend shut down and out of service

AHJ Sign and date

Side Rails

Alignment BOTH BASE AND FLY RAILS ARE BENT TO THE LEFT. OOS.

Rungs

Connection to rails FLY HAS OUTER WELD CRACKS AT TIP IN MULTIPLE PLACES.

Inspection Detail

General

Heat Sensor Labels	Heat sensors are properly installed and do not indicate exposure to high temperatures.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition All rungs inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(13)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied

Length **24**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **6/1/2001**

Remarks

Defect Comments, review with tech on site

Class 1 Defects: Serious, recommend shut down and out of service

AHJ Sign and date

Side Rails

Alignment FLY, BOTH RAILS ARE BENT TO THE RIGHT. OOS.

Inspection Detail

General

Heat Sensor Labels	Heat sensors are properly installed and do not indicate exposure to high temperatures.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(14)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied

Length **28**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **4/1/2003**

Remarks

Defect Comments, review with tech on site

Class 1 Defects: Serious, recommend shut down and out of service

AHJ Sign and date

Side Rails

Alignment FLY, BOTH RAILS ARE BENT TO THE RIGHT. OOS.

Inspection Detail

General

Heat Sensor Labels	Heat sensors are properly installed and do not indicate exposure to high temperatures.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(15)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied

Length **28**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **6/1/2001**

Remarks

Defect Comments, review with tech on site

Class 1 Defects: Serious, recommend shut down and out of service

AHJ Sign and date

Side Rails

Alignment **FLY, BOTH RAILS BENT TO THE LEFT. OOS.**

Inspection Detail

General

Heat Sensor Labels	Heat sensors are properly installed and do not indicate exposure to high temperatures.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(16)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied

Length **35**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **5/1/2001**

Remarks

Defect Comments, review with tech on site

Class 1 Defects: Serious, recommend shut down and out of service

AHJ Sign and date

Side Rails

Alignment FLY, BOTH RAILS BENT TO THE RIGHT. OOS.

Inspection Detail

General

Heat Sensor Labels	Heat sensors are properly installed and do not indicate exposure to high temperatures.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(17)**

Truck Number **SPARE**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Extension**

Number of ATC Heat Sensors Applied **8**

Length **50**

Beam Type **Truss**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date

Remarks **NO DATE.**

Inspection Detail

General

Heat Sensor Labels	INSTALLED 8 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 350lbs for 1 minute, then loaded to 500lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
Extension Hardware Test	All extension hardware subjected to 1000lb load for 1 minute, no permanent damage or deformation occurred.

Extension Assembly

Pawl Condition	Pawl locks inspected for damage or wear.
Pawl Operation	Pawl locks are operating normally.
Halyard condition	Halyard inspected for damage or wear.
Rail Guides	Rail guides inspected for damage or wear.
Ladder Stops	Ladder stops inspected for damage or wear.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.

Ground Ladder Inspection Report

Report Number **20-2191-2**
Test Date **12/19/2020**

Subreport Num **20-2191-2(18)**

Truck Number **L-5**

Local Ladder Number

Manufacturer **Duo Safety**

Ladder Type **Attic**

Number of ATC Heat Sensors Applied **4**

Length **10**

Beam Type **Solid**

ATC Sticker Set ☐

Serial Number

Material **Aluminum**

MFG Date **6/1/2011**

Remarks

Inspection Detail

General

Heat Sensor Labels	INSTALLED 4 ATC HEAT SENSORS.
Electrical Hazard Stickers	Electrical hazard stickers are properly installed and legible.
Ladder Length Marking	Ladder length marking is properly installed and legible.
Climbing Angle Labels	Climbing angle labels are properly installed and legible.
Bolts or Rivets	All bolts and rivets inspected for damage, proper installation, and tightness.
Welds	All weldments visually inspected for cracks.
Cleanliness	Ladder is clean with no buildup of grease, dirt, or grime.

Service Tests

Horizontal Bend Test	Ladder pre-loaded at 160lbs for 1 minute, then loaded to 225lbs for 5 minutes. Deflection returned to acceptable range within 5 minutes.
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Folding

Condition	Ladder folding components inspected for damage or wear.
Operation	Ladder folds and unfolds properly.

Rungs

Condition	All rungs inspected for damage or wear.
Connection to rails	Rung connections to rail inspected for damage or wear.

Side Rails

Condition	All side rails inspected for damage and wear.
Alignment	Side rail alignment inspected.
Butt Spurs/Foot Pads	Butt spurs/foot pads are installed and functioning normally.
End Caps	End caps are installed.