

**Town of Sunapee
Board of Fire Wards
September 18, 2019**

Present: Austin Brown and John Paris.

Absent: Josh Trow

Also present: Chief Dan Ruggles & Donna Nashawaty, Town Manager

Austin Brown opened the meeting at 7:05AM.

Ambulance- Donna Nashawaty informed the Fire Wards that she has received the invoice for payment from New London Ambulance for the upcoming year. Donna Nashawaty also indicated that she has sent New London Ambulance a request for information to assist in our decision-making process for ambulance service.

Personnel- Donna Nashawaty stated that it has become obvious that the custodian for the Safety Service Building should fall under the Building and Grounds Supervisor as this position is building related. Chief Ruggles stated he does not have an issue with this. Donna Nashawaty will bring this request to the next Board of Selectman's Meeting as a change on the Town's Organizational Chart.

SOP- The Fire Wards and Chief Ruggles held a work session reviewing Standard Operating Procedures (SOP) & Guidelines. Jake Paris made a motion and it was seconded by Austin Brown to adopt SOP 104, SOP 105, and SOP 106 of the document in progress. All in favor.

The meeting was adjourned at 9:11AM.

Submitted by:

Betty H. Ramspott