

**Town of Sunapee
Board of Fire Wards
October 2, 2019**

Present: Josh Trow, Austin Brown and John Paris by telephone

Also present: Chief Dan Ruggles

Josh Trow opened the meeting at 7: 01AM

Ambulance- Austin Brown emailed contracts to Donna Nashawaty and noted the town has received the bill for the upcoming year. Chief Ruggles indicated a new director of the ambulance service has been appointed effective in November. Chief Ruggles is hoping for a more positive relationship with the new director.

Budget 2020- Chief Ruggles passed out the Safety Services Building and the Fire Department budgets.

Safety Services Building - Josh Trow asked how we are doing with electrical, oil and other monthly expenses. Chief Ruggles said we are right on target with what the engineers quoted us when the Safety Services Building was built. Chief Ruggles explained that we have not had our LED lighting long enough to know if they are a money saver. Josh Trow questioned the water rent line as it seems to have doubled, and Chief Ruggles said we must pay the bill no matter what it is. Chief Ruggles explained that we are replacing a compressor on the air conditioner that is yet to be paid out of this year's budget. He went on to say the siding is being replaced by Craig Heino and the building and maintenance crew and he expressed what a great job they have done.

Fire Department- Chief Ruggles noted that the part time wages have not been determined as of this date and the figure on that line may be adjusted prior to final budget submission. Austin Brown asked what the last date is to adjust the budget, and Josh Trow indicated mid to late December. Chief Ruggles stated the computer services possibly could increase as the Fire Department needs to upgrade computers. Chief Ruggles is in conversation with CCI, the same company that services our Town Office for computer needs. Chief Ruggles noted the medical line is up as we may need to provide Hep A shots to our medical personnel depending on how many cases are recognized in the area. Chief Ruggles said we need to clarify who will be paying for background checks-will it be under Fire Department Budget or Town. Josh Trow asked about pager replacement, and Chief Ruggles explained that they get replaced as needed. Chief Ruggles indicated the building the Repeater sits on needs some repairs as it is collapsing. Royal Electric from Woodsville NH will perform the electrical on the Repeater. Josh Trow asked about the Georges Mills Station and cautioned Chief Ruggles he should be prepared to talk about its usefulness at budget time. Chief Ruggles said the Georges Mills Station houses Engine 3 and all the antique vehicles. Chief Ruggles indicated that it is his desire to recruit more members from the Georges Mills area. Chief Ruggles said that was his rationale for combining Engine one and three with the shortage of members in the Georges Mills area. Jake Paris asked if any personnel

are stationed out of Georges Mills and Chief Ruggles said yes there are two. Josh Trow noted the shortage of manpower from this station is another good reason for enticing younger people to get involved in the fire department. Chief Ruggles noted the training budget is up as he has had some request for members who want to take an EMT course. Jake Paris asked if Sunapee Fire Department has had any training on electric cars and Chief Ruggles responded classroom only. Jake Paris has experienced some of these in crashes and found them to be quite dangerous, he suggested Chief Ruggles investigate this. His suggestion would be to invite several area departments to participate. Chief Ruggles indicated he is used to doing multi department trainings. Josh Trow asked about the tool line item and what kind of tools would need replacing. Chief Ruggles responded something that got destroyed at fire or got left at a scene. Josh Trow asked if we are buying gear every year. Chief Ruggles replied two years ago all interior personnel were updated. Chief Ruggles spends budget down at the end of the year. Austin Brown asked if we purchased single or multi-channel pagers and Chief Ruggles said they were all single except for one person on the department as this person is a member of New London Ambulance. Chief Ruggles indicated portable radios are assigned to officers of the department and one in every truck except the tanker. Austin Brown asked if Chief Ruggles was anticipating any warrant articles, and Chief Ruggles responded only the Capital Reserve for \$115,000. Chief Ruggles reminded the Fire Wards that Engine 1 is due to be replaced in 2022. Josh Trow asked the age of the truck and Chief Ruggles said it will be 30 years old.

It was noted that Chief Ruggles will get email addresses of members to Administrative Assistant Barbara Vaughn to enable members to use the behind the scene website option.

New Truck -Josh Trow asked if there was any update on the new truck and Chief Ruggles said it is progressing.

Human Resource – Chief Ruggles said a sign for recruitment will go up along with the Fire Prevention Week sign by October 6th.

SOP-The Fire Wards held a work session reviewing Standard Operating Procedures (SOP) & Guidelines. Josh Trow made a motion and it was seconded by Austin Brown to adopt SOP 107, SOP 108 SOP 110, SOP 501, SOP 502, SOP 503, SOP 505, SOP 506, SOP 601, and SOP 602 of the document in progress. SOP 101 was edited, and SOP 109 was removed. A vote in the affirmative was taken and approved the above SOP's by Josh Trow and Austin Brown. Jake Paris was absent when the vote was taken.

The meeting was adjourned at 9:09AM.

Submitted by:

Betty H. Ramspott