

**Town of Sunapee
Board of Fire Wards
November 27, 2019**

Present: Josh Trow and Austin Brown

Also present: Chief Dan Ruggles

Josh Trow opened the meeting at 7:05AM

Josh Trow made a motion and it was seconded by Austin Brown to enter non-public session at 7:05AM per RSA91-A:3 II(b) – The hiring of any person as a public employee. All in favor.

A motion was made by Josh Trow and seconded by Austin Brown to return to public session at 7:17AM. There was a motion made by Josh Trow and seconded by Austin Brown to seal the minutes of the non-public session as this would likely affect adversely the reputation of any person other than a member of the Board. All in favor.

Ambulance – Chief Ruggles said he has been in conversation with New London Ambulance Director Sean Riley about moving forward with this idea of having personnel housed in the Safety Service Building. Chief Ruggles also spoke with Building Maintenance Supervisor Craig Heino about the bunk rooms upstairs in the building and he felt some of the work could be done in house if time permits. Craig will run this by the Highway Director and get back to Chief Ruggles. There was discussion how to arrange the upstairs rooms and if an office would be needed for the ambulance crew. Josh Trow said he had an opportunity to look at New London Fire's setup and was impressed with it. Chief Ruggles said he has received a roster of ambulance crew so he can have pass keys made for them. There was discussion about future renovations including bathrooms upstairs. Josh Trow asked for a timeline of when we can expect 24/7 coverage. Chief Ruggles will follow up with this and also with Craig Heino.

Human Resources & Recruitment- Chief Ruggles said he sent letters to new applicants indicating he would set up interviews within the next two weeks. Josh Trow indicated that we need to move forward with hiring all Department personnel. Chief Ruggles also indicated he is trying to get new training programs to make it more interesting for all.

SOP – Chief Ruggles and his appointed SOP Committee continue to review the SOP's.

Chief Ruggles left the meeting at this point.

The Fire Wards reviewed fee policies that other Departments use regarding the EMS calls. It was noted that we have a facility in town that requires our services many times a month.

Josh Trow discussed the option for purchasing the car for the Fire Department and taking from capital reserve vs the budget.

Next meeting December 4, 2019 to review SOP's

The meeting was adjourned at 8:08AM.

Submitted by:

Betty H. Ramspott