

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday November 10, 2016
Minutes**

Meeting was called to order at 4:30 p.m.

Commissioners present: Janine Bean, Michael Digregorio, Steve Bamsey

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to approve items A through D, motion seconded by; Mr. Bamsey motion passed 3-0-0.

- a. Ratify A/P Manifest and sign checks dated 11/09/2016
- b. Ratify Payroll and sign checks for period ending 11/06/16
- c. Approval and signing of Superintendent's. and Chief's timecards for period ending 11/06/16
- d. Approval of Meeting Minutes dated 11/03/2016

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 11/06/2016
Mr. Bamsey made a motion to approve the Meeting Minutes dated 11/03/16, Mr. Digregorio seconded the motion; motion passed 3-0-0.

BOC INFORMATION

Folder was reviewed

PUBLIC COMMENT

SUPERINTENDANT'S BUSINESS

Superintendent Quint updated the Board on the results of the yearly test that is done, per the inter- municipal agreement on all of our meters and electronics in the meter pit. They found that the 8 inch meter was good however the 4 inch meter was at 45% which is low. Superintendent Quint said under the inter- municipal agreement we need to fix it, he proposed to replace the 4 inch meter with a mag meter because there are no moving parts, we've had one in the well yard for 12or 13 years and have not had any problems with it. Ms. Bean asked if Mr. Quint ran this by David Bernier he responded yes, he asked Mr. Bernier if that was acceptable Mr. Bernier said yes, by all means. Mr. Bamsey asked what the mag meter would cost Mr. Quint said we don't have the quote yet. Mr. Bernier estimated \$4,500.00 installed. A brief discussion ensued around the faulty meter and the benefits of replacing it with the mag meter. Ms. Bean stated the money will come out of the water infrastructure acct.

Mr. Quint also presented updated budgets for water and sewer. Ms. Snow explained you have the expenses and revenue and she attached the impact it will have on the rates.

Mr. Digregorio questioned salaries; Ms. Snow explained the salaries were broken out 50/50 between water and sewer. Mr. Digregorio questioned why Kenny was not budgeted for the whole year. Ms. Snow asked why we would do that. Mr. Digregorio replied if he has a life change and decides not to leave we would be short. Ms. Bean said she thought that we were going to budget for the entire year in case we hired somebody. Mr. Quint said he does not for see the need to replace Kenny right now. Ms. Snow said Kenny has already let social security and NH Retirement know. Ms. Snow said if we budget for him the whole year the water budget will go up and we have to put that into the rates. Ms. Bean stated she was concerned that we changed the format of 50/50 in employee (employee pay split between water and sewer) without discussion. Ms. Snow responded that is why it's in the budget that way so you can discuss it. Discussion ensued around what happens if Kenny does not retire and the budget numbers.

Ms. Bean said she would like to see the budget put back so everyone was in the department the way they were before. Chief Solomon suggested a payroll spreadsheet. Ms. Snow will break it out so they have something to compare to. Discussion ensued.

FIRE CHIEF'S BUSINESS

Chief Solomon reported Engine 1 is out of order and needs to be towed to Milton Cat in Scarborough. While on a fire call on Chase Hill the Truck could not physically make Bald Hill and had to back down on to Chadbourn and be taken it to Allen's shop. It was discovered that the turbo is cracked and there is something wrong with the fuel system and Allen cannot test it because the truck is a Caterpillar, it will need to go to Cat in Scarborough ME. Ms. Bean asked what does that do for the fire department. Chief responded, we have been running that as our 2ed engine for a while because it has a number of other problems and that's why is slated to be replaced, there is \$30,000 worth of work to put into it if you wanted to keep the thing and it would not surprise me if it cost \$10,000 to get it back on the road. Ms. Bean asked when we were going to get rid of it. Chief said it was originally slated for 2017 but we don't have enough money so we pushed it to 2018 and even in 2018 we're talking about a lease purchase, which he is concerned about because it requires a 2/3 vote. Mr. Digregorio asked if Engine 2 is the main attack. Chief said yes, it has been for a while because of the problems with Engine 1 the tank truck has a 1000 gallon a minute pump on it and hose the only thing it does not have is ladders. Right now the plan is to have Engine 1 towed to Cat and have them diagnose it and give us an estimate what the motor needs. Discussion ensued.

Chief Solomon wanted to review changes made to the Non-Precinct Area Fire and Rescue Protection agreement between the Town of Conway and CVFD (see attached). Paragraph six was discussed. Chief Solomon put the paragraph in because what the town had in there before was very ambiguous. It was to clarify EMS calls. The Non-Precinct Fire Committee does not like this paragraph because they think we are trying to restrict what we do. Discussion ensued. Ms. Bean asked if Chief ever got the North Conway Contract; Chief said no, Earl has acknowledged him though and he still needs to get it to him. Ms. Bean would like to see it before we give them a final. Chief said we are not at final. Mr. Digregorio said he was not as worried about item 6 as he was item 14, he wants it spelled out clearly what happens if they go up or down on the price. Mr. Bamsey wanted to first clarify paragraph 13 regarding transport. Ms. Snow asked what the difference between rescue and ambulance is. Chief responded that is

the question why paragraph 6 was changed; an ambulance is a transporting vehicle, and rescue is a broad term that encompasses all kinds of things, but the number one rescue call is an EMS call. Ms. Bean asked Chief do you think EMS is going to clarify it enough for them or confuse them. Chief said the non-precinct fire committee did not like that paragraph; we haven't gotten anything back asking for a change. Mr. Digregorio asked is it prudent to have a definition page. Mr. Bamsey asked do you think they are confusing EMS with Ambulance. It was agreed they could be. Chief Solomon said he could add a disclaimer to paragraph 6 that reads EMS first response does not include ambulance trail or services.

Discussion ensued around paragraph 14 next. Mr. DiGregorio suggested the following wording in an e-mail "*Should the total sum to be paid to the provider increase or decrease by more than 15% from any given year to the next, the boards of both parties to this agreement shall meet to review the contract provisions. Both parties agree no changes of either an increase or decrease will be made without the consent from each party.*" Ms. Bean suggested provision not provisions and 15% or more be added. (See attached)

A brief discussion ensued.

Mr. Bamsey wanted to comment on the process of using emails regarding contracts. He thinks email is good but not for making suggestions or comments regarding contracts. From his perspective dealing with people he does not like to do too much through e-mail because of misconstrued communications. All agreed and Mr. DiGregorio said the e-mail should be printed out and put in the minutes. Ms. Bean said she will forward the emails to Ms. Snow so they can be attached to the minutes. (See Attached)

Ms. Bean asked if Chief was able to find the manual for the Joint Loss Management; Chief will get the manual to Ms. Snow and the minutes.

Ms. Bean proposed a revision to the personnel policy regarding unused time off on employee separation. Discussion ensued around if the District should buy back sick time upon separation, if so how much and vacation time. No decision was made.

The Board then discussed evaluations. Ms. Bean said it was decided we can't give you evaluations this year and the Board needs to meet with each one and set some goals for next year so we have a working document. Superintendent Quint and Chief Solomon were asked to come up with two or three goals for next year.

Dependent Life insurance was discussed, it was decided the district will not pay for the dependent life insurance.

Mr. DiGregorio made a motion to go into non-public RSA 91-A: 3, II (c) at 6:05 p.m., Mr. Bamsey seconded the motion; motion passed by roll call 3-0-0.

Mr. Digregorio made a motion to go out of non- public session at 6:30 p.m., Mr. Bamsey seconded the motion; motion passed 3-0-0.

Mr. Digregorio made a motion to unseal the minutes of 4/21/09 and 12/17/09, Mr. Bamsey seconded the motion; motion passed 3-0-0.

There being no further business, the meeting was adjourned without objection at 6:30 p.m.

Respectfully submitted,
Stacy Bolduc, Receptionist

OLD AND PENDING

Policies and Procedures
Ambulance Write-off Policy
Review of Non-Public Meeting Minutes
Discussion of Rates and Reimbursement
Evaluations
Non –Precinct Fire Contract
Ambulance Contract
Steve Anderson Program
Kenny Retiring

PUBLIC COMMENT

FUTURE DATES

November 17, 2016 Commissioner's Meeting