

CONWAY VILLAGE FIRE DISTRICT  
BOARD OF COMMISSIONERS' MEETING  
Thursday, July 28, 2022, 5:00 P.M.  
Fire Station Building

Meeting was called to order at 5:00 P.M.

Commissioners present: Steve Bamsey, Mike Digregorio, and Tom Buco.  
Staff present: Amy Snow, Chief Solomon, and Assistant Chief Phil Remington.  
Superintendent, Bruno Vallieres arrived shortly after.

FIRE CHIEF'S BUSINESS

The Chief began with a request for guidance from the Commissioners on ambulance contracts for Hales Location and the town of Albany. He presented and explained a chart of the current vs needed scheduling. Conversation ensued. (See attached.)

The Chief next offered a new software package for the Fire Station that would save time, and potentially be much more efficient on multiple levels. The cost would be \$11,553.94 for 2022. There is also an upgrade that can link Police and Fire. The cost is \$3,000.00 the first year and \$350.00 yearly for maintenance. The Police Department is willing to install the upgrade as long the Fire Department pays for it. Fire Departments all over New England have been using Firehouse software for decades and they're all in the same boat trying to find a replacement. The Commissioners gave their approval for the Chief to move forward with this endeavor. (See attached.)

The Chief also presented an ambulance abatement request in the amount of \$270.00 for a Ms. Mary Wellman. This person meets the qualifications for an abatement. **Mr. Bamsey made the motion to approve the abatement in the amount of \$270.00. Seconded by Mr. Buco. Motion passed 3-0-0.**

The Chief then announced that he has received the Shoreline permit to build the road from the Fire Station to the park parking lot.

SUPERINTENDENT'S BUSINESS

Bruno stated that last year he had applied for a free leak detection survey through DES and we got it. You will be seeing American Leak Detection trucks for about two weeks.

BOOKKEEPERS BUSINESS

Amy made a power point presentation on the flat rate comparing Jason's estimated costs and the actual costs for the past three years. (See attached.) Discussion ensued.

ADMINISTRATIVE BUSINESS

**Mr. Bamsey made a motion to ratify a., & b. Seconded by Mr. Digregorio.**

- a. Ratify Payroll Manifest and sign checks for week ending 7/24/2022
- b. Ratify A/P Manifest dated 7/27/22 and sign checks dated 7/29/22

Discussion: Healthtrust - \$24,177.02

RCM - Eaton Pump Station, \$1,827.25

NH Retirement - \$25,885.09

**Motion passed 3-0-0.**

**Mr. Bamsey made a motion to approve the chief's timesheet for week ending 7/24/22. Seconded by Mr. Buco. Motion passed 3-0-0.**

**Mr. Bamsey made a motion to approve the minutes for week 7/21/2022, seconded by Mr. Buco. Motion passed 3-0-0.**

The next Public Informational meeting will be held August 18, 2022, at 5 P.M. at the Fire Station meeting room.

The next meeting will be August 4, 2022, at 5 P.M. at the Fire Station.

There being no further business to come before the Board, meeting was adjourned without objection at 6:49 P.M.

Respectfully submitted,  
Lisa Chisholm, Office Assistant

7/28 minutes

yellow = open shift

# Example: For Discussion Only...

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day		Medic	Medic	AEMT	Medic	Medic	AEMT
Day	AEMT	AEMT	AEMT	AEMT	AEMT	AEMT	AEMT
Admin	Chief	Chief	Chief	Chief			
Admin		Asst Chief	Asst Chief	Asst Chief	Asst Chief		
Night		Medic	Medic	AEMT	Medic	Medic	AEMT
Night	EMT	EMT		AEMT	AEMT	AEMT	

Current Schedule: 8 shifts open for Call/ Per-Diem Staff. 4 commonly covered. 4 commonly open.

STATUS QUO

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day	Medic	Medic	Medic	Medic	Medic	Medic	
Day		AEMT	AEMT	AEMT	AEMT	AEMT	AEMT
Day							
Admin	Chief	Chief	Chief	Chief			
Admin		Asst Chief	Asst Chief	Asst Chief	Asst Chief		
Night	Medic	Medic	Medic	Medic	Medic	Medic	Medic
Night		AEMT	AEMT	AEMT	AEMT	AEMT	

One added full time. Plus two call day shifts on weekend. Reduces to 4 open shifts of which 2 are days. Adds two call shifts on weekends that if no one takes can be left open.

blue = call shifts

ADDS \$100,000 TO BUDGET

adding 1 FT position

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day		Medic	Medic	Medic	Medic	Medic	Medic
Day	Officer	Officer	Officer	Officer	Officer	Officer	
Day	Firefighter	Firefighter	Firefighter	Firefighter	Firefighter	Firefighter	Firefighter
Admin	Chief	Chief	Chief	Chief			
Admin		Asst Chief	Asst Chief	Asst Chief	Asst Chief		
Night		Medic	Medic	Medic	Medic	Medic	Medic
Night	Officer	Officer	Officer	Officer	Officer	Officer	

Where we need to be. Adds coverage. Requires 3 new career staff. Still has 4 open shifts, but days could be left open if they had to.

ADDS \$295,000 TO BUDGET

adds 3 full time

1/28 minutes

### First Due Software Costs

	2022	2023	2024
First Due Package	\$ 7,400.00	\$ 6,700.00	\$ 6,700.00
IMC Paging	\$ 3,140.00	\$ 360.00	\$ 360.00
First Due Responder + CAD		\$ 3,800.00	\$ 3,000.00
	\$10,540.00	\$10,860.00	\$10,060.00
Cancelation of edispacthes		\$ (1,140.00)	\$ (1,140.00)
Tablets (3) (est 3 yr life)	\$ 299.97		
Cases (3)	\$ 209.97		
Monthly Fee (\$42.00ea)	\$ 504.00	\$ 1,512.00	\$ 1,512.00
Total	\$11,553.94	\$11,232.00	\$10,432.00

Paid for as follows	\$ 6,000.00	Budgeted for the software
	\$ 2,935.00	Workers Comp Refund
	\$ 1,517.00	Property Liabilty Refund
	\$ 700.00	Training
	\$ 400.00	Medical Expenses
	\$11,552.00	

Jason's est.

With (2) \$3M Projects		
CVFD Cost Factor = 1	2019	
	IMA	Rate
Appendix C Operating Budget	\$940,732.00	
NCWP Capital Project Cost	\$198,550.00	
Total Eligible NCWP Costs	\$1,139,282.00	
CVFD Flow Proportion	34.7%	
CVFD Budget Share	\$395,815.25	
CVFD Capital Project Cost		
CVFD share of NCWP over/under		
CVFD Septage Revenue Share	(\$90,000.00)	
NCWP Assumed Flow (gpy)		264,290,000
NCWP Eligible Cost Change		\$ -
Resulting NCWP Rate Change (\$/1,000 gal)		\$ -
CVFD Rate Factor		1.000
CVFD Corresponding Rate Change (\$/1,000 gal)		\$ -
CVFD Assumed Flow (gpy)		91,821,000
CVFD Sewer Rate (\$/1,000 gal)		\$ 3.470
Total Paid by CVFD	\$ 305,815	\$ 318,619
	\$	12,803.62

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ACTUALS

With (2) \$3M Projects			With (2) \$3M Projects		
CVFD Cost Factor = 1	2019		CVFD Cost Factor = 1	2019	
	IMA	Rate		IMA	Rate
Appendix C Operating Budget	\$940,732.00		Appendix C Operating Budget	\$940,732.00	
NCWP Capital Project Cost	\$198,550.00		NCWP Capital Project Cost	\$198,550.00	
Total Eligible NCWP Costs	\$1,139,282.00		Total Eligible NCWP Costs	\$1,139,282.00	
CVFD Flow Proportion	34.7%		CVFD Flow Proportion	34.7%	
CVFD Budget Share	\$395,815.25		CVFD Budget Share - Actual	\$323,595.90	
CVFD Capital Project Cost			CVFD Capital Project Cost - Actual	\$68,698.37	
CVFD share of NCWP over/under			CVFD share of NCWP over/under	(\$10,019.79)	
CVFD Septage Revenue Share	(\$90,000.00)		CVFD Septage Revenue Share - Actual	(\$104,817.42)	
NCWP Assumed Flow (gpy)		264,290,000	NCWP Actual Flow (gpy)		262,266,700
NCWP Eligible Cost Change		\$ -	NCWP Eligible Cost Change		\$0.00
Resulting NCWP Rate Change (\$/1,000 gal)		\$ -	Resulting NCWP Rate Change (\$/1,000 gal)		\$0.00
CVFD Rate Factor		1.000	CVFD Rate Factor		\$1.00
CVFD Corresponding Rate Change (\$/1,000 gal)		\$ -	CVFD Corresponding Rate Change (\$/1,000 gal)		\$0.00
CVFD Assumed Flow (gpy)		91,821,000	CVFD Actual Flow (gpy)		90,897,000
CVFD Sewer Rate (\$/1,000 gal)		\$ 3.470	CVFD Sewer Rate (\$/1,000 gal) BREAK EVEN		\$3.05
Total Paid by CVFD	\$ 305,815	\$ 318,619	Total Paid by CVFD	\$277,457.06	\$277,454.00
	\$	12,803.62			(\$3.06)

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*estimate*

With (2) \$3M Projects		
CVFD Cost Factor = 1	2020	
	IMA	Rate
Appendix C Operating Budget	\$964,250.30	
NCWP Capital Project Cost	\$195,373.20	
Total Eligible NCWP Costs	\$1,159,623.50	
CVFD Flow Proportion	34.5%	
CVFD Budget Share	\$400,114.91	
CVFD Capital Project Cost		
CVFD share of NCWP over/under		
CVFD Septage Revenue Share	(\$90,000.00)	
NCWP Assumed Flow (gpy)	253,084,700	
NCWP Eligible Cost Change	\$20,341.50	
Resulting NCWP Rate Change (\$/1,000 gal)	\$ 0.080	
CVFD Rate Factor	1.000	
CVFD Corresponding Rate Change (\$/1,000 gal)	\$ 0.080	
CVFD Assumed Flow (gpy)	87,324,000	
CVFD Sewer Rate (\$/1,000 gal)	\$ 3.550	
Total Paid by CVFD	\$ 310,115	\$ 310,033
	\$	(82.03)

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*Actuals*

With (2) \$3M Projects			With (2) \$3M Projects		
CVFD Cost Factor = 1	2020		CVFD Cost Factor = 1	2020	
	IMA	Rate		IMA	Rate
Appendix C Operating Budget	\$964,250.30		Appendix C Operating Budget	\$964,859.72	
NCWP Capital Project Cost	\$195,373.20		NCWP Capital Project Cost	\$195,373.20	
Total Eligible NCWP Costs	\$1,159,623.50		Total Eligible NCWP Costs	\$1,160,232.92	
CVFD Flow Proportion	34.5%		CVFD Flow Proportion	33.7%	
CVFD Budget Share	\$400,114.91		CVFD Budget Share - Actual	\$324,981.15	
CVFD Capital Project Cost			CVFD Capital Project Cost - Actual	\$28,901.71	
CVFD share of NCWP over/under			CVFD share of NCWP over/under	(\$16,443.23)	
CVFD Septage Revenue Share	(\$90,000.00)		CVFD Septage Revenue Share - Actual	(\$119,218.07)	
NCWP Assumed Flow (gpy)	253,084,700		NCWP Actual Flow (gpy)	227,273,000	
NCWP Eligible Cost Change	\$20,341.50		NCWP Eligible Cost Change	\$ 20,951	
Resulting NCWP Rate Change (\$/1,000 gal)	\$ 0.080		Resulting NCWP Rate Change (\$/1,000 gal)	\$ 0.083	
CVFD Rate Factor	1.000		CVFD Rate Factor	\$1.00	
CVFD Corresponding Rate Change (\$/1,000 gal)	\$ 0.080		CVFD Corresponding Rate Change (\$/1,000 gal)		
CVFD Assumed Flow (gpy)	87,324,000		CVFD Actual Flow (gpy)	76,603,000	
CVFD Sewer Rate (\$/1,000 gal)	\$ 3.550		CVFD Sewer Rate (\$/1,000 gal) BREAK EVEN		\$2.85
Total Paid by CVFD	\$ 310,115	\$ 310,033	Total Paid by CVFD	\$218,221.56	\$218,318.55
	\$	(82.03)			\$96.99

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*estimate*

With (2) \$3M Projects		
CVFD Cost Factor = 1	2021	
	IMA	Rate
Appendix C Operating Budget	\$988,356.56	
NCWP Capital Project Cost	\$192,247.23	
Total Eligible NCWP Costs	\$1,180,603.79	
CVFD Flow Proportion	34.5%	
CVFD Budget Share	\$407,353.92	
CVFD Capital Project Cost		
CVFD share of NCWP over/under		
CVFD Septage Revenue Share	(\$90,000.00)	
NCWP Assumed Flow (gpy)		253,084,700
NCWP Eligible Cost Change		\$ 20,980
Resulting NCWP Rate Change (\$/1,000 gal)		\$ 0.083
CVFD Rate Factor		1.000
CVFD Corresponding Rate Change (\$/1,000 gal)		\$ 0.083
CVFD Assumed Flow (gpy)		87,324,000
CVFD Sewer Rate (\$/1,000 gal)		\$ 3.633
Total Paid by CVFD	\$ 317,354	\$ 317,272
	\$	(82.03)

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*Actuals*

With (2) \$3M Projects			With (2) \$3M Projects		
CVFD Cost Factor = 1	2021		CVFD Cost Factor = 1	2021	
	IMA	Rate		IMA	Rate
Appendix C Operating Budget	\$988,356.56		Appendix C Operating Budget	\$906,187.59	
NCWP Capital Project Cost	\$192,247.23		NCWP Capital Project Cost	\$192,247.23	
Total Eligible NCWP Costs	\$1,180,603.79		Total Eligible NCWP Costs	\$1,098,434.82	
CVFD Flow Proportion	34.5%		CVFD Flow Proportion	29.12%	
CVFD Budget Share	\$407,353.92		CVFD Budget Share - Actual	\$267,442.18	
CVFD Capital Project Cost			CVFD Capital Project Cost - Actual	\$42,307.92	
CVFD share of NCWP over/under			CVFD share of NCWP over/under	(\$36,442.19)	
CVFD Septage Revenue Share	(\$90,000.00)		CVFD Septage Revenue Share - Actual	(\$154,406.01)	
NCWP Assumed Flow (gpy)		253,084,700	NCWP Actual Flow (gpy)		237,289,049
NCWP Eligible Cost Change		\$ 20,980	NCWP Eligible Cost Change		\$ (61,798)
Resulting NCWP Rate Change (\$/1,000 gal)		\$ 0.083	Resulting NCWP Rate Change (\$/1,000 gal)		\$ (0.244)
CVFD Rate Factor		1.000	CVFD Rate Factor		\$1.00
CVFD Corresponding Rate Change (\$/1,000 gal)		\$ 0.083	CVFD Corresponding Rate Change (\$/1,000 gal)		-\$0.24
CVFD Assumed Flow (gpy)		87,324,000	CVFD Actual Flow (gpy)		69,790,000
CVFD Sewer Rate (\$/1,000 gal)		\$ 3.633	CVFD Sewer Rate (\$/1,000 gal) BREAK EVEN		\$1.70
Total Paid by CVFD	\$ 317,354	\$ 317,272	Total Paid by CVFD	\$118,901.90	\$118,643.00
	\$	(82.03)			(\$258.90)

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