

CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS' MEETING
Tuesday, April 13, 2023, 5:00 P.M.
Admin. Building Meeting Room

The meeting was called to order at 5:00 P.M.

Commissioners present: Etienne Vallee, Mike DiGregorio, and Steve Bamsey
Staff present: Bookkeeper Amy Snow, Chief Solomon, and Superintendent Bruno Vallieres.

Administrative Business

Mr. Digregorio made the motion to ratify a., and b. Seconded by Mr. Vallee.

- a. Ratify Weekly Payroll Manifest and sign checks for week ending 4/9/23.
- b. Ratify A/P Manifest dated 4/12/23 and sign checks dated 4/14/23.

Discussion: EJ Prescott, \$14,165. - Bruno answered this is for three hydrants and parts.

Discussion ensued regarding hydrants.

Joshua Scotton - RCM Pump, \$18,195. Rebuilding of the Saco Pump #1

Town of Conway, Trustees of the Trust Fund, \$408,067.

Motion passed 3-0-0.

Mr. Vallee made a motion to approve the meeting minutes dated 4/6/2023. Seconded by Mr. Digregorio. Motion passed 3-0-0.

- c. Next week's meeting schedule: Due to conflicting schedules, there is currently no meeting scheduled for next week. Mr. Vallee stated that he will be unable to attend future meetings scheduled for April 27th or June 8th.

Superintendent's Business

Bruno began a conversation regarding free water benefits, the use of business vehicles while on call, and answering the phone while on call.

Mr. Bamsey asked about Stan Anthony's parking lot; Bruno said yes, it will be done shortly.

Fire Chief's Business

The Chief gave an update on where they are with the budget so far. (See attached.) He also presented a list of call types and where they were. (See attached.) Discussion ensued regarding coverage of Redstone.

We're ordering SEB cylinders and getting quotes on turnout gear.

Bookkeeper's Business

Amy advised that she had a pile of papers for signatures and two FYI's. The auditors were here Monday and Wednesday and it's going well, and she stated that she saw Tom Bucu yesterday and he told her that the budget passed the house on a voice vote, and they did not touch our SAG money.

She then presented the new signature cards for the bank accounts to everyone for signing.

Amy then stated that she has a request for use of the Park and parking lot by the Upper Saco Valley Land Trust on May 6th. They will have weighted tents. **Mr. Vallee made a motion to allow the Upper Saco Valley Land Trust to conduct their annual meeting on May 6th, 2023, at Pequawket Park. Seconded by Mr. Digregorio. Motion passed 3-0-0.**

Amy then gave Mr. Bamsey the annual letters that go to verify our SIGI balance and SAG balance that is still owed to us, and the next three letters were to verify our outstanding balance on our loans and bonds to sign for the auditor.

Amy then spoke about a letter from NHMA asking if the district wanted and old files back and if we do not respond, NHMA will destroy them. After some discussion it was decided that the correspondence was email questions, and the Board was fine with destruction.

Amy stated that she had a few papers to sign for the \$1,000,000. She went on to explain that she has been learning how this is going to work and what she can do to get ready. We now have an EPA project manager and it way more complicated because we are getting Federal money, we have to follow their rules. We have to put together a request for proposal for an engineer. She has a contract from Underwood Engineers for them to put together the Request for Proposal (RFP) for us. **Mr. Vallee made a motion to contract with Underwood Engineers to conduct an RFP to secure engineering services. Seconded by Mr. Digregorio. Motion passed 3-0-0.**

Amy presented the following papers to Mr. Bamsey for signing:

1. A paper to be signed says that we aren't going to use any of the Federal money to lobby Washington or Concord.
2. A paper stating that we are an equal opportunity employer, and we don't discriminate.
3. An application stating that we're going to spend \$1,000.000 on a sewer I&I lining project.

Mr. Bamsey asked Amy about an email that she sent to Jason in North Conway regarding the North Conway Debt payment on the three screw presses. He wanted to know what Tammy, our auditor, was questioning. Amy explained that he billed us a straight percentage on the payment, but Tammy believes we should also be getting a piece of the premium that NCWP received from NH Municipal Bond Bank and Amy believes NCWP is also supposed to subtract a percentage of the grants they are getting, this is being looked into and she has not heard back yet.

It was agreed that we should pay the Quarter 1 bill but to include a letter stating that we are paying this with objection and that we object at this time to past monies that have gone to sludge removal. This should go to the commissioners and not just Jason Gagnon.

Additionally, we still have not heard back from NCWP regarding the mediation.

The next meeting is currently scheduled for Thursday, April 27, 2023. 5:00 P.M. in the Administrative Building Meeting Room.

The meeting was adjourned without objection at 6:13 P.M.

Respectfully submitted,
Lisa Chisholm, Office Assistant and
Amy Snow, Municipal Bookkeeper

Conway Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2023} And {03/31/2023}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	5	1.48%	\$0	0.00%
113 Cooking fire, confined to container	1	0.29%	\$0	0.00%
114 Chimney or flue fire, confined to chimney	4	1.18%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	1	0.29%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	0.29%	\$0	0.00%
	12	3.56%	\$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
251 Excessive heat, scorch burns with no	1	0.29%	\$0	0.00%
	1	0.29%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	0.29%	\$0	0.00%
321 EMS call, excluding vehicle accident with	200	59.34%	\$0	0.00%
322 Motor vehicle accident with injuries	4	1.18%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	8	2.37%	\$0	0.00%
341 Search for person on land	4	1.18%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.29%	\$0	0.00%
362 Ice rescue	1	0.29%	\$0	0.00%
	219	64.98%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.29%	\$0	0.00%
422 Chemical spill or leak	1	0.29%	\$0	0.00%
424 Carbon monoxide incident	1	0.29%	\$0	0.00%
444 Power line down	1	0.29%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.29%	\$0	0.00%
	5	1.48%	\$0	0.00%
5 Service Call				
522 Water or steam leak	3	0.89%	\$0	0.00%
553 Public service	5	1.48%	\$0	0.00%
554 Assist invalid	19	5.63%	\$0	0.00%
571 Cover assignment, standby, moveup	1	0.29%	\$0	0.00%
	28	8.30%	\$0	0.00%
6 Good Intent Call				

Conway Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2023} And {03/31/2023}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
611 Dispatched & cancelled en route	20	5.93%	\$0	0.00%
622 No Incident found on arrival at dispatch	6	1.78%	\$0	0.00%
631 Authorized controlled burning	1	0.29%	\$0	0.00%
671 HazMat release investigation w/no HazMat	5	1.48%	\$0	0.00%
	32	9.49%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to	6	1.78%	\$0	0.00%
734 Heat detector activation due to malfunction	2	0.59%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	0.89%	\$0	0.00%
745 Alarm system activation, no fire -	29	8.60%	\$0	0.00%
	40	11.86%	\$0	0.00%

Total Incident Count: 337

Total Est Loss: \$0

Conway Fire Department

Incidents by District (Summary)

Alarm Date Between {01/01/2023} And {03/31/2023}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
1 Center Ossipee	1	0.29 %	\$0	0.00 %
11 Center Conway	41	12.16 %	\$0	0.00 %
111 Eaton	1	0.29 %	\$0	0.00 %
12 Conway	183	54.30 %	\$0	0.00 %
14 Redstone	2	0.59 %	\$0	0.00 %
15 North Conway	9	2.67 %	\$0	0.00 %
151 Hales Location	7	2.07 %	\$0	0.00 %
16 NON Precinct	49	14.54 %	\$0	0.00 %
17 Albany	24	7.12 %	\$0	0.00 %
172 Livermore	2	0.59 %	\$0	0.00 %
18 Madison	12	3.56 %	\$0	0.00 %
19 Fryeburg	4	1.18 %	\$0	0.00 %
6 Tamworth	2	0.59 %	\$0	0.00 %
Total Incident Count:	337		Total Est Losses:	\$0

2023 Budget Status 1 Qtr 2023

	<u>2023 Budgeted</u>	<u>Expended YTD</u>	<u>Remaining</u>	<u>% Remaining</u>
1 Salaries-Full Time	\$ 519,621.00	\$ 85,769.00	\$ 433,852.00	83%
2 Salaries- Part Time	\$ 138,000.00	\$ 37,818.00	\$ 100,182.00	73%
3 Overtime	\$ 60,000.00	\$ 6,994.00	\$ 53,006.00	88%
4 Health/Dental/Life/Disability	\$ 227,000.00	\$ 36,121.00	\$ 190,879.00	84%
5 FICA	\$ 8,600.00	\$ 2,345.00	\$ 6,255.00	73%
6 Medicare	\$ 10,400.00	\$ 1,893.00	\$ 8,507.00	82%
7 NH Retirement	\$ 183,566.00	\$ 33,026.00	\$ 150,540.00	82%
8 Workers Comp/ Unemployment	\$ 32,900.00	\$ 32,855.00	\$ 45.00	0%
9 Audit and Accounting	\$ 5,460.00	\$ 1,059.00	\$ 4,401.00	81%
10 Legal/ Professional Fees	\$ 1,000.00	\$ -	\$ 1,000.00	100%
11 Medical Expenses	\$ 2,000.00	\$ 415.00	\$ 1,585.00	79%
12 Ambulance Billing	\$ 19,500.00	\$ 6,543.00	\$ 12,957.00	66%
13 Telephone	\$ 5,200.00	\$ 1,033.00	\$ 4,167.00	80%
14 Electricity	\$ 15,000.00	\$ 3,206.00	\$ 11,794.00	79%
15 Heat	\$ 10,000.00	\$ 2,675.00	\$ 7,325.00	73%
16 Building Maintenance	\$ 12,000.00	\$ 3,341.00	\$ 8,659.00	72%
17 Property/ Liability Insurance	\$ 26,424.00	\$ 26,424.00	\$ -	0%
18 Training	\$ 15,000.00	\$ 2,485.00	\$ 12,515.00	83%
19 Office Expenses	\$ 25,000.00	\$ 3,832.00	\$ 21,168.00	85%
20 Equipment Maintenance	\$ 14,000.00	\$ 3,966.00	\$ 10,034.00	72%
21 Radio Maintenance	\$ 2,000.00	\$ 469.00	\$ 1,531.00	77%
22 Fire/ Rescue Supplies	\$ 750.00	\$ -	\$ 750.00	100%
23 Medical Supplies	\$ 28,000.00	\$ 3,918.00	\$ 24,082.00	86%
24 Vehicle Fuel	\$ 15,000.00	\$ 2,254.00	\$ 12,746.00	85%
25 Vehicle Maintenance	\$ 17,500.00	\$ 2,039.00	\$ 15,461.00	88%
26 Uniforms	\$ 5,000.00	\$ 1,573.00	\$ 3,427.00	69%
27 Equipment Purchase	\$ 30,100.00	\$ 112.00	\$ 29,988.00	100%
28 Total Operating Budget	\$ 1,429,021.00	\$ 302,165.00	\$ 1,126,856.00	79%

Revenue		2023 Estimate	Received YTD	Remaining	% Remaining
30					
31	Albany Contract	\$ 170,000.00	\$ -	\$ 170,000.00	100%
32	Grafton/ Waterville Agreement	\$ 1,500.00	\$ 1,500.00	\$ -	0%
33	Ambulance Billing	\$ 260,000.00	\$ 88,570.00	\$ 171,430.00	66%
34	Ambulance Collections	\$ 2,000.00	\$ 989.00	\$ 1,011.00	51%
35	Ambulance Details	\$ 2,500.00	\$ 1,425.00	\$ 1,075.00	43%
36	Conway Amb Agreement	\$ 185,000.00	\$ 46,250.00	\$ 138,750.00	75%
37	Hales Location	\$ 38,000.00	\$ -	\$ 38,000.00	100%
38	Fire Prevention Fees	\$ 500.00	\$ 50.00	\$ 450.00	90%
39	Miscellaneous	\$ 1.00	\$ 15.00	\$ (14.00)	-1400%
40	Non-Precinct Fire	\$ 214,435.00	\$ -	\$ 214,435.00	100%
41	Sale of District Property	\$ 1.00	\$ -	\$ 1.00	100%
42					
43	Total Revenue	\$ 873,937.00	\$ 138,799.00	\$ 735,138.00	84%