

**SUNAPEE FIRE DEPARTMENT
BOARD OF ENGINEERS
June 11, 2018**

D Ruggles opened the meeting at 7:01pm

Present were: Dan Ruggles, Dana Ramspott, Howard Sargent and Mark Scott.

Also present: Town Manager Donna Nashawaty

H Sargent made a motion and M Scott seconded it to approve the minutes of May 14, 2018.

M Scott made a motion and D Ramspott seconded it to approve the nonpublic minutes of May 14, 2018.

Donna Nashawaty suggested we unlock front door for public access during Board of Engineers Meetings.

Donna Nashawaty has observed the minutes to the Board of Engineers Meetings are not posted until after the minutes are approved. She noted that all other boards post them within a few days for public access. Her suggestion is that the Board of Engineers adopt this practice.

D Nashawaty stated that she was in attendance to talk a little about the new structure of the Sunapee Fire Department that was adopted at Town Meeting. She said when the organizational chart is complete and approved this should show chain of authority. Some of the questions to be answered are who will work with Town Manager on the budget, i.e. will the Fire Chief prepare the budget then Fire Wards approve? This must be more formal procedure along with a policy of how it will happen. Another area is the general buildings and dispatch services, this also needs a policy. Once this policies are approved by the Board of Engineers they should be brought to the Board of Selectmen for review. The ambulance service is a good example of how an issue is handled. The Town Manager has been informed that New London Ambulance is up 4% where they agreed to 2%. How will donations that are not the Sunapee Fire Department Association be handled, or if the Association wants the town to accept a donation from them? There is a formal process for this. Another area to consider if there is an issue with the Fire Department who should she call to rectify will it be Fire Wards? D Nashawaty offered the publication Knowing your Territory if Board of Engineers wanted to read it. The Fire Chief is the organization and administrative overseer and is appointed for definite or indefinite time, she gave reference to RSA154:5 which talks about how the chief is managed among other things. D Nashawaty gave a short explanation of the definition of a volunteer. She once again stated the importance to develop a master chart and policies along with clear and understandable job descriptions. The other area of concern to her is the point system and how it will be incorporated into the new structure. She spoke about list serves that many different department heads belong to and was

not sure if the NH Fire Chiefs have one. List serves are normally a very useful tool. D Nashawaty offered any guidance or assistance the Board of Engineers might need during the process. H Sargent informed D Nashawaty that since last fall many inquiries have been made to several different departments around the state. D Nashawaty reminded the Board of Engineers that budget season will be upon us soon, and the CIP Committee will probably be asking for a more intricate plan from all town departments.

D Ruggles reported on the following:

- Update - the compressor has arrived and training on it will begin tomorrow evening at 630pm. He informed Board of Engineers that air samples need to be sent out for testing.
- A traffic control class will take place the second Tuesday in July. This will be mandatory for members doing traffic control.
- Training with the commercial boats will be on June 24th at 9:00am. D Ramspott was contacted by Enfield Fire Department who would like to participate and it was an affirmative vote to let them participate.
- The roof on the Safety Services Building is completed.
- Plans for the Bradford Road Bridge dry hydrant are complete and have been sent to NH DES for approval.
- A meeting with Superintendent Russ Holden produced upgrades to Sunapee Central Elementary School. Dan has plans if anyone is interested.
- There will be fireworks at Lake Sunapee Yacht Club on July 3rd and July 7th in the Harbor. The Watermelon Race is on July 6th and the sign-up sheet for coverage is in the radio room. The fireworks for the 250th Celebration will be on August 17th in the Harbor.
- When doing the upgrades to Active 911 all the iPads crashed. Chief will look into why this is happening.

D Ruggles would like to bring to everyone's attention when responding to calls make sure the gas meters are working properly before leaving the station. There was an issue recently that caused concern because of a bad meter.

H Sargent spoke with Janet McAlister about the property bequeathed to Sunapee Fire Department by a relative. H Sargent will talk to Town Manager D Nashawaty about this.

D Ramspott inquired what happened to ceiling over the fire boat. D Ruggles said it was an accident by a worker.

D Ramspott made a motion and H Sargent seconded it to go into non-public session under RSA 91-A:3II(a) at 7:42pm.


D Ramspott made a motion and M Scott seconded it to return to public session at 7:45pm.

H Sargent inquired if the canopy for the fire boat would be put back on for fireworks detail, and it was stated that yes it would be.


D Ramspott made a motion and H Sargent seconded to adjourn the meeting at 7:47pm.




Daniel Ruggles, Chief



Howard Sargent, Deputy Chief



Dana Ramspott, Deputy Chief



Mark Scott, Deputy Chief

