

Spofford Fire & Rescue Precinct Commissioners' Meeting Minutes November 16, 2023 – Spofford Fire Station

Present: Evan James Deutsch, Commissioner Chair; John Forester, Commissioner; Rob Hodgkins, Commissioner; Brendan Kiniry, Fire Chief; Fran Shippee, Selectmen's Representative and Jay Gaudry, Clerk

Absent:

Elaine Croteau, Treasurer

Call to Order

Evan James Deutsch called the meeting to order at 6:05 pm.

Visitors

Joey Babcock

Approval of Minutes

Minutes from the October 19, 2023 Commissioners' meeting were distributed via email and hard copies were available at the meeting.

Evan James Deutsch moved to approve the October 19, 2023 Commissioners' meeting minutes as presented, seconded by John Forester. All in favor, the motion carried unanimously.

Bills and Correspondence

Bills and invoices were distributed for the signatures of the Commissioners.

Old Business

Grants

None

Chairman's Report

Evan James Deutsch said payroll will be processed by Elaine Croteau so the checks will be mailed by the first week in December.

Evan James Deutsch moved to approve the payroll as submitted and for the Treasurer to process, seconded by Rob Hodgkins. All in favor, the motion carried unanimously.

Evan James Deutsch suggested the Fire Chief term be extended for a multi-year term. The Bylaws need to be consulted. The State said it was fine for the term to be multi-year and other districts use multi-year terms.

Treasurer's Report

Elaine Croteau provided her Profit & Loss vs Actual Report via email.

Evan James Deutsch said the Profit & Loss Summary looked like he had expected.

Rob Hodgkins didn't present the budget for the budget committee in November. He will present the proposed budget in December. He has been requesting donations from local business owners and several have made commitments to donate.

Chief's Report

Brendan Kiniry said Engine 1 and 2 were pump tested and passed. The payroll is completed and was easier to do this year.

There was a grant for Spofford but we couldn't accept due to EIN number discrepancy with the State. It was resubmitted for Brendan Kiniry to be the administrator and the state is working on this and it should be updated correctly.

Fran Shippee confirmed the Spofford Fire District is in good standing with the State. She will talk with Joey Babcock to process donation checks to the Fire Association.

Discussion ensued regarding EMS coverage and Spofford calls.

Building Maintenance/Use

John Forester said there's a leak in the sprinkler system and he obtained a quote from Hampshire Fire Protection for \$710. They also provided a quote for inspection and replacing three heads at \$2500. The Commissioners tabled the contract decision until next meeting. The Commissioners did approve the cost for researching the leak in the system by Hampshire Fire Protection as this was a necessity.

Inspection of the Generator quotes were obtained and will be tabled for decision.

Commissioner's Report

Rob Hodgkins said he will present the budget to the Budget Committee on December 12.

Selectmen's Rep

Fran Shippee said she spoke with DMI for a paving quote that will be updated and sent to John Forester for the parking lot.

Clerk

Jay Gaudry did not have anything new to report.

New Business

Other

Discussion ensued regarding the proposed Warrant for 2024.

A working copy of the Warrant 2024 was distributed and reviewed.

Article 1 – Choose a Moderator

Article 2 – Choose a Clerk

Article 3 – Choose a Treasurer

Article 4 – Choose a Commissioner – John Forester's term is expiring

Article 5 – General Government – Total \$317,300

Propane \$9,000

Telephone \$5,000

Electricity \$9,000

Insurance \$20,000

Worker's Comp \$2,700

Contracted Expenses \$4,000

Administrative Expenses \$5,500

Rescue Supplies \$4,000

Gas & Diesel \$6,000

Equipment Repairs & Maintenance \$12,000

Small Equipment Repair \$3,500

Building: Maintenance and Upgrade \$12,000

Training & Dues \$4,000

Stipends & Other Related Expenses \$45,000

Small Equipment \$8,000

Fire Prevention Program \$100

NFPA Testing \$5,000

Firefighters Physicals/Inoculations \$1,000
Financial Audit \$2,500
Bond Interest \$12,000
Bond Principal \$75,000
Mutual Aid Payment \$35,000
Uniforms & PPE \$7,000
Heavy Equipment Lease \$30,000

Article 6 was reviewed with Bill Vermouth and determined it followed the proposed Capital Maintenance Plan. It was agreed to use \$90,000 since we need to look at truck purchases and increased expenses for the future.

Article 7 changed to \$41,000 to follow Capital Maintenance Plan for equipment.

Article 8 always remains at \$2,000.

Article 9 has no change at \$24,000.

Article 10 one-time bump to \$50,000 and then will be back to \$25,000 every year following. The bump will cover the majority of the parking lot paving.

Article 11 will be \$4,743 for the final 6 months of payment not billed in a timely manner by Zoll.

Article 12 remains the same at \$19,000 to be added to the Personal Protective Equipment Capital Reserve Fund.

Article 13 to transact any other business that may legally come before said meeting.

Evan James Deutsch moved to approve the proposed Warrant Articles for 2024 and to have Rob Hodgkins present it to the Budget Committee on December 12, seconded by Rob Hodgkins. All in favor, the motion carried unanimously.

The December meeting will be held on Monday, December 11, 2023 at 6:00 pm at the Spofford Fire Station. This will allow a review before the proposed Warrant for 2024 is presented to the Budget Committee on December 12.

Joey Babcock talked about the Tanker warranty and the difficulty he's experienced in reaching the representative to get repairs done.

Future meeting schedule:

December 11, 2023

January 2024 – Joint Chesterfield & Spofford Fire Commissioners at Chesterfield Fire Station - TBD

Executive Session

Evan James Deutsch moved to enter Executive Session at 7:02 pm, seconded by Rob Hodgkins. All in favor, the motion carried unanimously.

Adjournment

Evan James Deutsch moved to adjourn at 7:10 pm, seconded by Rob Hodgkins. All in favor, the motion carried unanimously.

Submitted by,



Jay Gaudry
Clerk

Approved 12/11/23