

**Town of Sunapee
Board of Fire Wards
December 11, 2019**

Present: Josh Trow Austin Brown and Jake Paris

Also present: Chief Dan Ruggles

Josh Trow called the meeting to order at 7:02AM.

The first appointment was cancelled by the requestor, Steve Marshall.

Human Resources & Recruitment – Chief Ruggles said it is his goal to have outside sources to do training to make it more interesting and educational for members. Josh Trow asked if there is a list of training for members and Chief Ruggles said there are several on-line courses as well as Firefighter I and II. Josh Trow also inquired about other opportunities at the State Academy, and Chief Ruggles said he was sure there were several.

Chief Ruggles indicated he distributed applications to two new prospects, and has two returned applications.

Chief Ruggles expressed getting the Officers and truck assignments complete will create more comradery with the intention of having a plan in place by year end. Josh Trow questioned what the number of new applications received to date and Chief Ruggles indicated he has five. Josh Trow asked if we had a restriction about people living in town to be on the Department and Austin Brown considers this discretionary and it should be a decision left up to the Chief. Chief Ruggles answered that as long as they are in reasonable distance from the station, he would consider the application.

Chief Ruggles specified that the ad for the Assistant Fire Chief's position was going to be advertised in local media next week. Austin Brown questioned the length of time the position will stay open for applications. Chief Ruggles responded a couple of weeks and see how many applications we receive.

Chief Ruggles said he will be conducting the interviews for the Lieutenants positions next week. Josh Trow encouraged Chief Ruggles to make sure this happens as it is the desire of the Fire Wards to have all interviews completed by year end. He went on to say we must get the hiring concluded so the Department can move forward.

Chief Ruggles announced that Matthew Pollari has been selected as Fire Captain.

Ambulance – Chief Ruggles explained that he has been in conversation with Ambulance Director Sean Riley and February 1, 2020 is the target date to have 24-hour coverage in Sunapee. Chief Ruggles went on to explain that he needs to get some prices on building the rooms upstairs in the Safety Services Building. Chief Ruggles had a conversation with Highway Director Scott Hazleton and he is not in favor of having the Building Maintenance Staff build the rooms.

Austin Brown stated in that case Chief Ruggles should get some other quotes in order to move forward with the proposed plan.

Austin Brown reported there is a new Fire Chief in Newport and we should consider drafting a letter asking for ambulance backup/mutual aid. Chief Ruggles replied he believes Sunapee's Town Manager has been in conversation with Newport so we should check with her prior to drafting a letter.

Josh Trow made a motion and it was seconded by Austin Brown to enter non-public session at 7:24AM per RSA91-A:3 II(b) – The hiring of any person as a public employee. All in favor.

A motion was made by Josh Trow and seconded by Austin Brown to return to public session at 7:44AM. There was a motion made by Josh Trow and seconded by Austin Brown to seal the minutes of the non-public session as this would likely affect adversely the reputation of any person other than a member of the Board. All in favor.

Chief Ruggles left the meeting at this point.

Austin Brown made a motion and it was seconded by Jake Paris to enter non-public session at 7:54AM per RSA91-A:3 II(c) – Matters which, if discussed public, would likely affect adversely the reputation of any person, other than a member of the public body or agency itself, unless such person requests an open meeting. All in favor.

A motion was made by Josh Trow and seconded by Austin Brown to return to public session at 8:45AM. There was a motion made by Josh Trow and seconded by Austin Brown to seal the minutes of the non-public session as this would likely affect adversely the reputation of any person other than a member of the Board. All in favor.

Meeting adjourned at 8:47AM

Submitted by:

Betty H. Ramspott