

Approved 07/10/2014

Exeter Fire District

(June 26, 2014)

Call to Order

Chairman Scott Kettelle called the June 26th meeting of the Exeter Fire District to order at 6:39pm. Commissioners Scott Kettelle, Patricia Whitford, Charles Franklin, Andrew Slater, Kevin Rooney, Larry Aker and Bill Nievera were present. District treasurer Pauline MacDonald as well as solicitor Peter Ruggiero and Rescue Chief Tom Lawrence were also present. There were 3 members of the public in attendance.

Public Comment

There was no public comment.

Old Business

After Mr. Rooney announced that the hiring committee had finished its search and agreed to retain 3 of the Exeter Rescue Corps employees, namely Robt. Manni, Cynthia Horan and Larry DiSandro, (one employee had removed himself from consideration) he advised the commissioners that Jason Fassnacht had accepted the offer of employment at the EMS Services division. Ms. Horan, and Messrs. Manni and DiSandro have been employed by the Exeter Rescue Corps for a lengthy time and are very familiar with the roads and citizens within the town. Mr. Rooney feels that these 4 full time

employees, along with the per-diem employees selected by Chief Lawrence, will give the division a good staff with which to offer a high degree of quality pre-hospital care within the town. Ms. Whitford moved (Mr. Nievera second) hiring the above named four employees. The motion carried unanimously.

Doug Kendall from Heartland Payroll Service was on hand to explain his payroll service. Mr. Aker moved (Ms. Whitford second) contacting Payroll Matters to terminate their services. Mr. Kendall will co-ordinate with Mr. Rooney in moving the payroll service from Payroll Matters to Mr. Kendall's company.

Mr. Slater reported that the health care service should be in effect by July 1st. One piece of information is needed by the health care organization and should be in their possession sometime tomorrow.

Chief Lawrence reported that he had met with the employees, including the per-diems, earlier in the day and that they had a relatively good meeting. He also reported that all but 6 shifts had been taken for the coming two months (July & August). These shifts may be offered to the full time employees. Mr. Kettelle said that a temporary (90 day) operating license is in hand and that he expects to have a permanent license within the next 60 days. Chief Lawrence intends to use Image Trend software for his run sheets/reports. He also plans on initiating a training program in the very near future with both fire companies.

Mr. Kettelle suggested that Chief Lawrence have copies of state medical and driver's licenses on file. Our legislation has passed the House and Senate. Mr. Moskwa has requested a copy of the

legislation when it becomes available.

The USDA has recommended using USDA forms to expedite processing of our loan assumption/application. Mr. Moskwa will initiate the loan transfer paperwork for the 2 heart monitors.

The rescue vehicles have yet to be registered. After a short discussion it was the sense of the meeting that they be registered as “fire vehicles” thus negating the need for the annual re-registration process.

Mr. Kettelle reported that insurances are in place and that the former rescue company will maintain some coverage as a “tail policy”. We will be covered by an accident/sickness policy rather than a Workman’s Comp policy. Our current limit of liability will be \$200,000. We will, after 60 days or so, explore the feasibility of extending the limit to between \$300,000 and \$500,000.

A draft of the policy and procedures manual has been given to Chief Lawrence and both fire chiefs. They report that they have no immediate issues with the draft. Chief Lawrence and Messrs. Kettelle and Rooney are currently working on an employee handbook. It will be e-mailed to all commissioners as soon as it has been completed.

Mr. Kettelle has an outfit scheduled to examine the rescue vehicles with regard to re-lettering. In the grand scheme of things, this is not a big deal but is important for public image and perception.

Chief Lawrence is looking for a medical director to affiliate with the new EMS Division.

Mr. Nievera has returned the signature cards to Greenwood CU. He is also responsible to contact the CU in the morning with the proper

address and phone number for the EMS division. He will also return (by US mail) the signature sheet for the account set-up.

After a short presentation of the benefit package by Mr. Rooney Mr. Nievera moved (Mr. Aker second) accepting the package without alteration. The motion carried unanimously. All employees will be required to complete a 12 month probationary period.

Mr. Nievera suggested that the employees be invited to attend the commissioners meetings with room placed on the agenda for their issues.

Mr. Kettelle offered his thanks to all commissioners for their assistance during this EMS division undertaking. He also offered to Chief Lawrence that he had the unwavering support of the board in all his decisions. Mr. Kettelle asked all commissioners to direct any employee concerns brought to them by the employees to Chief Lawrence. "We have a chain of command; let's use it."

It was suggested by Mr. Ruggiero that a press release be considered to announce the new EMS Services Division.

Next Meeting

The next scheduled meeting of the Board of Commissioners will be held on July 10, 2014. The meeting will be held in the program room of the Exeter Public Library and will begin at 7:00pm.

Adjournment

Ms. Whitford moved (Mr. Aker second) adjournment at 8:26pm. The motion carried unanimously.

Respectfully Submitted,

Bill Nievera, Clerk

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