



**Office of Board of Selectmen
Town of Mason**

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Selectmen / FD Meeting 4/25/2023

Approved Minutes

Present: Selectmen Kate Batcheller, Charlie Moser, John Suiter; Admin Asst Jen Tenney; Accountant Brenda Wiley; Fire Chief Tony Burns

Called to Order: The meeting was called to order at 6:53pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above.

New Business:

- Current year to date spending was reviewed. It was discussed that line item #4220-43 Fuel was underbudgeted. A contributing factor of this line item being over budget is that this is the first year of having a dedicated emergency response vehicle and not relying on volunteer's using their own vehicles which is contributing to this line item being overbudget. Chief plans to supplement monies from other line items to offset the overage of the fuel. A more detailed plan of action for how the monies will be supplemented will be discussed in more detail at the next department meeting.
- There is an onboarding Zoom meeting scheduled in two weeks for CodeRed. Chief created an Emergency Management document for once CodeRed is implemented.
- Chief created a Medical Records Release Authorization form. This form will be screened only by Chief Burns. Selectmen are in support of a \$15.00 fee for open record requests of medical forms and/or fire reports.
- Chief Burns presented a completed Standard Operating Guidelines (SOG) for Mason Fire & EMS. This SOG will be reviewed at the next fire department meeting.
- Chief gave Jen paperwork for a candidate interested in a volunteer position.
- Quarterly calls were reviewed.
- Training and CDL courses are going well.
- Chief is interested in holding CPR classes, more information to follow.

Adjournment: There being no further business, Kate motioned to adjourn, second from John. Roll call vote Kate-aye, Charlie-aye, John-aye. Meeting adjourned at 7:25pm.

Respectfully Submitted,

Jennifer Tenney

BOS Administrative Assistant