

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
March 1, 2021**

Commissioners: Greg Howard, Paula Moore, Denise Castle
Recorded by: Xann Horn – Precinct Commissioners’ Secretary
Call to Order: Howard called the meeting to order at 6:02 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve February 15, 2021 meeting minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Kelly Marsh for not-to-exceed figure of \$800.00 for CPR re-cert training for up to 20 people. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Grainger for \$78.25 bathroom paper products. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Fleetmasters for a not-to-exceed figure of \$2,750.00 for repair of the extension cylinder control on the Tower. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to The Conway Daily Sun for a not-to-exceed figure of \$247.00 for the posting of the Annual Meeting. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated March 1, 2021 totaling \$1,359.63. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a Payroll Manifest for February 2021 with a gross total of \$13,495.75 and to approve payment of 941 employment taxes of \$2,835.80 to be paid via EFTPS. **All in favor, motion passed.**

4. Chief’s Report – Commissioner Howard read the February 2021 Chief’s Activity Report to those attending via conference call.

Motion: by Howard, seconded by Moore, to accept Chief’s Activity Report as submitted. **All in favor, motion passed.**

5. **Mail** – A check was received from the Town of Freedom for \$768.00 for payment for services during the time the bridge was closed.

Motion: by Howard, seconded by Moore, to accept the check from the Town of Freedom for \$768.00 for deposit. **All in favor, motion passed.**

6. **Old Business**

A. **COVID-19 Pandemic** – The department has not had any incidents of exposure. All members have received the vaccine.

B. **Annual Meeting** – The long-range weather forecast looks good. Tables have been taken to Jewell Hill. All the COVID-19 guidelines will be in place. Bob Pustell, Moderator, stated that when talking to Katie Meserve, she said that according to NH Rulings, those who refuse to wear a mask still need to be accommodated. If this is the case, we should find out and plan accordingly. Chief Huddleston stated we would have an area available for anybody who does not wear a mask.

C. **2020 Audit** – The auditors found that the Town of Ossipee was underpaying the Precinct each month of 2020, making up the difference in the December 2020 payment. It was suggested that the Precinct confirm what the monthly payment should be based on the MS-434 and/or the approved annual budget and be sure that the Town makes payments accordingly. The auditors approached the town asking why the appropriate payments were not made and the Town could not explain why. They also found an invoice to Industrial Protective Services that did not have a matching purchase order; this is one of the Precinct's routine annual expenses and per policy does not require a purchase order. They requested a couple of bank receipts from 2021, the bank confirmation from the treasurer, and I-9 for one employee. Once these are provided, they will be able to work toward completing their findings.

7. **New Business - Jewel Hill Station Boiler** – Chief Huddleston stated there was an issue with the heat exchanger at Jewell Hill. This would be the second time the heat exchanger will have been replaced. It is not under warranty. Our options are to do the \$2,500 repair, that is expected to last a few months, or install a new boiler for approximately \$10,000. This expense was not account for in the 2021 budget.

Chief Huddleston suggested taking \$10,000 out of the Capital Reserve Fund to replace this boiler or change the proposed budget amount of \$20,000 for the Capital Reserve Fund to \$10,000, leaving the remaining \$10,000 in the operating budget. Commissioner Castle wondered since this is an emergency, can we call and explain the situation to DRA and raise the amount for the building maintenance fund at Saturday's Annual Meeting? Commissioner Howard stated that at the Annual Meeting we can modify and change the budget on the floor; any line item can be increased or decreased. Discussion ensued. Commissioner Howard stated we also must consider our Purchasing Policy which states that any repair over \$9,000 must be put out to bid. Discussion ensued. Commissioner Castle suggested spending the \$2,500 to repair it, then put replacement of the boiler out to bid. Commissioner Howard agrees with Denise. Commissioner Moore's opinion that this must go out to bid. Chief Huddleston's stated that replacing the boiler needs to be brought up at the Annual Meeting. The proposed budget for building maintenance at Jewell Hill is \$2,500. He recommends not doing anything until after Saturday's meeting. He does not

recommend a repair as we are now doing laundry and showering at Jewell Hill Station and, therefore, in addition to heat, hot water is also necessary. Commissioner Howard feels we are forced to replace the heat exchanger to keep heat/hot water and allow time to put purchasing/installing a new boiler out to bid.

Motion: by Howard, seconded by Moore, to prepare a purchase order to White Mountain Oil & Propane for the replacement of the heat exchanger at Jewell Hill for a not-to-exceed total \$2,500. **All in favor, motion passed.**

8. **Public Comments** – None.

9. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:33 p.m.

Approved on: 3/15/2021



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle