

**West Ossipee Fire Precinct  
Commissioners Meeting  
May 6, 2013**

**Commissioners Present:** Paula Moore, Greg Howard, Stanley Brothers

**Recorded by:** Xann Teryek – Precinct Commissioners’ Secretary

**Call to Order:** Howard called the meeting to order at 7:00 p.m.

**1. Review and Approval of Meeting Minutes**

**Motion:** by Howard, seconded by Brothers, to review and approve minutes of April 1, 2013. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Ward Diesel Filter Systems for a No Smoke Diesel Exhaust System at Central Station for a total of \$18,888.62 out of Capital Outlay. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Lakes Region Fire Apparatus for two LED spotlights for Tower 1 for a total of \$760.00. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to SONH for Criminal Records for two new candidates’ criminal background checks (two checks at \$51.50 each). **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to the New England Fire Chief’s Association for Huddleston to attend a convention on June 21<sup>st</sup> through 23<sup>rd</sup>, 2013 to include classes for Best in Leadership (Survival) and Leadership During Critical Events for a total of \$325.00. Huddleston has paid for the hotel himself and will submit an invoice for reimbursement at a later date. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to R.D. Schipellite for repairs to the electric system at Central Station due to construction for a total of \$544.48.

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Knight Security for \$1,083 for repairs to the alarm system at Central Station due to the relocation of sensors.

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Brothers, to approve a payables manifest totaling \$7,545.37 dated May 6, 2013. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a payroll manifest with a gross total of \$7,798.00 dated April 30, 2013. **All in favor, motion passed.**

**4. Review and Discussion of Mail Folder**

Knight Security Alarm Co., Inc. sent the Precinct a copy of the alarm monitoring service agreement for our records.

An Outdoor Event Application was received from the Open Door Bible Church. They will be hosting a concert on Sunday July 21, 2013 at 9:30 a.m. and July 21<sup>st</sup> through 25<sup>th</sup> nightly at 7:00 p.m. nightly.

**5. Chief's Report**

Huddleston report 14 calls total (6 EMS, 3 fire, 1 hazardous condition, 2 service calls, to false alarms) for a total of 93.5 hours. Members attended a total of 72 hours of training, and performed 55 hours of work at both stations.

**Motion:** by Howard, seconded by Moore, to accept the Chief's Report into the record. **All in favor, motion passed.**

**6. Treasurer's Report**

**Motion:** by Howard, seconded by Moore, to accept Treasurer's report into the record. All in favor, motion passed.

**7. Old Business**

**A. Central Station Renovations**

The exterior of Central Station has been completed; we now have a tight exterior so we can now move forward with discussing insulating the interior. The wrong stairway treads were shipped; the correct ones should be received this week.

The Renovation Committee met. The downstairs bay is of no use and the idea was to finish this off as office space and to get the bathroom finished. The upstairs would be for storage. A.M. Builders recommended leaving the bay door there with a wall on the inside and put an entrance door on the north side of the building with a shed roof. You would enter this door, come to a counter, turn left along the northern wall to the bathroom (4-foot wide hallway to bathroom). Commercial grade vinyl was recommended on the floor, sheetrock on the ceiling. It was broken down into three different estimates. Office entrance way/bay renovation and public entrance \$23,970; Bathroom \$4,725; Upstairs Demolition \$12,295. Brothers reviewed estimates. Discussion ensued. The Commissioners ask the Renovation Committee to obtain estimate to enclose the front bay door and make this the entry door instead of entering on the side of the building.

**B. Capital Reserve Transfer to Trust Funds**



Moore has a check from Northway Bank made out to Town of Ossipee, Trustee of the Trust Funds. She will deliver this to the town hall with copy of the 2012 Annual Meeting Minutes at which this fund was created.

**8. New Business**

**A. Audit 2012**

An email was received from Kyle Gingras of Plodzick and Sanderson stating that he will be in Ossipee on May 20<sup>th</sup>. The email also listed items that would help him get started on the Audit.

**B. Local Government Center Inventory Audit**

The Local Government Center will be here tomorrow to look at the buildings for their inventory audit. Huddleston has provided them with updated information on the trucks.

**C. Evaluations**

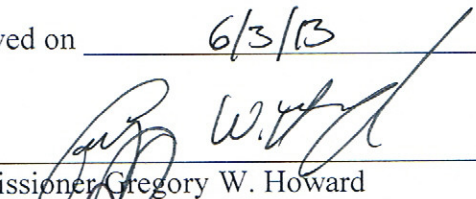
Howard has received evaluations from Huddleston and has forwarded them to the Commissioners. Commissioners should review these so a face-to-face meeting can be held with a Commissioner, Huddleston, and the member. Howard has completed an evaluation for Huddleston to review in non-public.

**9. Public Comments – None.**

**10. Adjourn**

**Motion:** by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** Meeting adjourned at 8:55 p.m.

Approved on 6/3/13

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Stanley N. Brothers