

**West Ossipee Fire Precinct  
Commissioners Meeting  
June 3, 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 7:05 p.m.

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

**Motion:** by Howard, seconded by Brothers, to review, discuss and vote on meeting minutes of May 6, 2013 as presented. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to review, discuss and vote on non-public meeting minutes of May 6, 2013 as presented. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order for \$74.99 to upgrade Sugar Sync on-line storage to 60 GB. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order for a not-to-exceed amount of \$80 to Ossipee Auto Parts for fittings for the compressor. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Howard** explained that the laptop hard drive had to be reformatted due to a virus. The payable checks have been handwritten. We thought everything was being backed up to Sugar Sync. However, Quickbooks was not. Quickbooks data from June 2012 to June 2013 has been lost. This data will need to be re-entered.

**A. Payroll**

**Motion:** by Howard, seconded by Moore, to approve a payroll manifest dated June 3, 2013 for May payroll for a gross total of \$8,766.00.

## **B. Payables**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated June 3, 2013 totaling \$30,275.35.

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

A donation was received from Joan Picard for \$10.00. A check was received from Edward and Terri Marshall for \$25.00 (permit fee).

**Motion:** by Howard, seconded by Moore, to accept the checks for deposit. **All in favor, motion passed.**

A questionnaire was received from Plodzik & Sanderson regarding meeting and confirming financial institution's account balance information with financial institutions.

Carl stated that Plodzik & Sanderson is looking for a copy of the signed debit card policy, payables information to Bergeron Protection Clothing, a debit card charge to Salmon Press, and information on a Moore Medical payable. 2012 documents were made available to Plodzik & Sanderson. They took the box and Howard forwarded reports to them. They will follow-up with any missing details. Carl stated the missing information can be scanned and emailed to him. A letter dated May 14, 2013 was received from Plodzik & Sanderson explaining the scope of the audit. They requested that it be signed and dated and returned to them in order for them to proceed.

**Motion:** by Howard, seconded by Brothers, to sign the agreement to engage Plodzik & Sanderson's services. **All in favor, motion passed.**

**5. Treasurer's Report** – Not available due to computer being down.

## **6. Chief's Report**

May 2013 activity report (see attached).

**Motion:** by Howard, seconded by Brothers, to accept chief's report as presented. **All in favor, motion passed.**



**7. Old Business**

**A. Central Station Renovations**

The Stairway treads have been delivered and AM Builders said they will be here this week to finish the treads and installing doors.

The Building Renovation Committee's discussed not doing the ceiling and floor upstairs, not doing the new heat loop until next year, so we can concentrate on getting the upstairs done within the budget. Discussion took place. Sketches or a visit from Mark Plouche with AM Builders would be helpful so he can make recommendations and explain how it could be broken down and how it would look. The Renovation Committee will contact AM Builders.

**8. New Business**

**A. Policy 2013-01 West Ossipee Fire Dept Equipment Agreement.**

Howard reviewed draft policy.

**Motion:** by Howard, seconded by Moore to approve policy 2013-01 Equipment Agreement as presented by Chief Huddleston. **All in favor, motion passed.**

**B. Ambulance Service**

As of Tuesday May 28<sup>th</sup> Ossipee Valley EMS (OVEMS) was given 60 days termination notice that they will no longer be servicing the Town of Ossipee. The Town has been working with North Conway Ambulance; and it is believed that they will step in and fulfill the remainder of the contract. The three Fire Chiefs will meet with Care Plus and the Selectmen to review details of payment and level of service. They are going to be in the former Lord's Ambulance barn on Route 16B in Ossipee. It has been suggested that in the interim, we store one of their ambulance at Jewell Hill and discussion ensued. If within the next 60 days OVEMS decides they will no longer continue, a discussion arose as to whether or not we could staff and have some form of transport vehicle available. North Conway will step in if we call them but, as of now, they are not legally or financially bound to do anything. Until they are, we would like to have an ambulance dedicated to us if we needed it. Discussion took

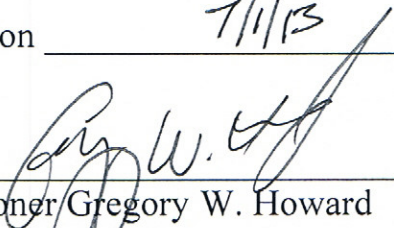
place regarding pay and liability. Huddleston agreed to look into this matter and will have more information at the next meeting. Howard stated he would like to request that the sslectmen hold an informational meeting for the three Precincts' Board of Commissioners.

**9. Public Comments - None.**

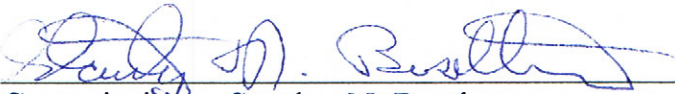
**10. Adjournment**

**Motion:** by Howard, seconded by Brothers, to adjourned at 8:39 p.m.  
**By roll call vote, all in favor.**

Approved on 7/1/13

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Stanley N. Brothers