

**West Ossipee Fire Precinct
Commissioners Meeting
July 1, 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 June 3, 2013 as presented with revisions. **All in favor, motion passed.**

Motion: by Brothers, seconded by Howard, to review, discuss and vote on non-public meeting minutes of June 3, 2013 as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order for \$743.21 to Carl Huddleston for reimbursement of hotel charges and mileage to attend New England Fire Chief’s conference. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Towmasters in the amount of \$400 for two individuals to attend Big Rig Rescue Training. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Ossipee Auto Parts in the amount of \$95.98 for paper towels. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to Tom Coates for \$34.50 for reimbursement for NH Boating Course. **All in favor, motion passed.**

3. Review and Approval of Manifests

A. Payables

Motion: by Howard, seconded by Brothers, to approve a payables manifest dated June 30, 2013 totaling \$47,641.05. **All in favor, motion passed.**

B. Payroll

Motion: by Howard, seconded by Moore, to approve a payroll manifest dated June 30, 2013 for June payroll for a gross total of \$8,407.15. **All in favor, motion passed.**

4. Review and Discussion of Mail Folder

A letter dated June 20, 2013 was received from Mark McConkey on behalf of The Friends of NRA Committee requesting that the Precinct make the Jewel Hill station available for an October 12, 2013. They would need seating for at least 200 people and they would provide the tables, chairs, take down and clean up and be out by midnight. The Friends of the NRA would be happy to make a contribution to the WOFP. Discussion ensued regarding maximum occupancy of the building without a sprinkler system, parking for approximately 200 people (if you move trucks outside, there is no more room for parking). Commissioners were in agreement that Howard will draft a letter to Mark McConkey explaining these issues and concerns.

A letter dated April 2, 2019 was received from Knight's Security which included the monitoring contract agreement.

A letter was received from the Local Government Center regarding an update of the employment law hotline.

A letter dated June 7, 2013 was received from the Local Government Center regarding a public hearing for requesting comments on proposed bylaw amendments. Howard reviewed letter.

5. Treasurer's Report

Roberts reported a checking account balance of \$45,700.52; Teryek still needs to reconcile Quickbooks after re-entering data due to laptop crash.

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

6. Chief's Report

Huddleston submitted Chief's Report for June 2013 activity report (see attached).

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

7. Old Business

A. Central Station Renovations

The stairway treads are done; the doors still need to be replaced. The ideas for the downstairs office will be marked out on the floor by AM Builders.

B. Audit 2012

The auditors are in the latter stages of completing their audit for 2012. An email was received from Plodzik & Sanderson dated June 26, 2013; Howard reviewed their items of concern. Commissioners were in agreement to request that Plodzik & Sanderson come to meet with Commissioners to discuss year end journal entries, reports to be verified each month, and correcting previous year's issues (due to laptop crash).

8. New Business

Chris Ouellette was present to present fire department keys behalf of his father's estate. The Commissioners expressed condolences on his father's passing.

Huddleston requested the purchase order policy be amended to allow certain members to charge up to \$100 per month at Ossipee Auto Parts and Indian Mound Hardware without a pre-approved purchase order.

Motion: by Howard, seconded by Brothers, that Ossipee Auto Parts and Indian Mound Hardware allow Carl Huddleston, Ted Call, Matt Welch, and/or Chris Ouellette to purchase up to \$100 per month

without a pre-approved purchase order. **All in favor, motion passed.**

The MCI trailer is now for used for the ATV and toboggan. Huddleston requested permission to put the snowmobile trailer out to bid. This is the trailer that we do not have a registration for; however, we can sell it with a bill of sale.

Motion: by Howard, seconded by Moore, to advertise the snowmobile trailer for bid with a reserve amount established through the fire service notification network. **All in favor, motion passed.**

The exhaust system is in.

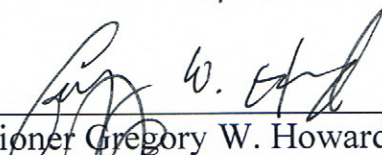
The next Commissioners' Meeting will be Monday, July 15th.

9. **Public Comments** - None.


10. **Adjournment**

Motion: by Howard, seconded by Brothers, to adjourned at 8:47 p.m. **By roll call vote, all in favor.**

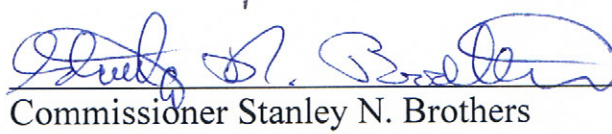
Approved on 7/15/10



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Stanley N. Brothers