

**West Ossipee Fire Precinct  
Commissioners Meeting  
September 16, 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 Moore, to review, discuss and vote on meeting minutes of September 3, 2013. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Ben’s Uniform for a not-to-exceed amount of \$858.50 for uniforms associated with promotions and some alterations. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed figure of \$4,500 annual service on Tower 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed figure of \$2,000 for annual service for Engine 2. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Lakes Region Fire Apparatus for not-to-exceed figure of \$2,000 for annual service on Rescue 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Lakes Region Fire Apparatus for not-to-exceed figure of \$3,750 for annual service on Engine 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for not-to-exceed figure of \$8,987 for hose. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to the USPS for \$46.00 for 100 Forever stamps. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Checks Unlimited Checks for 1,000 checks with self-sealing envelopes for a total of \$336.29. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order of a not-to-exceed figure of \$200 to The Conway Daily Sun to run a public notice for invitations to bid on well installation at Central Station. **All in favor, motion passed.**

### **3. Review and Approval of Manifests**

#### **A. Payables Manifest**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated September 16, 2013 totaling \$5,558.01. **All in favor, motion passed.**

### **4. Treasurer's Report**

The checking account balance as of September 5, 2013 is \$89,772.12.

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

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

A letter was received from Towmasters regarding the class being held on October 25<sup>th</sup> and 26<sup>th</sup> at the Fire Academy in Concord. Matt Welch and Matt Terriault will be attending, traveling back and forth.

The Property Liability Trust is holding a one day workshop on Employment Law for Municipalities on September 26, 2013 from 9 a.m. to 3 p.m.

A letter was received from Plodzyk & Sanderson regarding the year end December 31, 2013. Howard reviewed for the letter and reviewed the information still needed by the auditors so they can close 2012.

## 6. Old Business

### A. Central Station Water Supply

Huddleston prepared a draft invitation to bid. It will be added that sealed bids need to be received by the West Ossipee Fire Precinct by October 21, 2013 by 5:00 p.m., to be opened at 7:00 at the Commissioners Meeting.

**Motion:** by Howard, seconded by Brothers, to approve the use of the bid specifications for the installation of a new well at Central Station prepare by Chief Huddleston, and to post the invitation to bid in the newspaper and create a .pdf to post on the website. **All in favor, motion passed.**

Huddleston will fax the invitation to bid to all local vendors.

### B. 2014 Budget

Much discussion took place on what needs to be expensed this year and on what next year's figures may look like. Huddleston recommended leaving Capital Outlay at \$20,000. He would like to increase fuel for vehicles by \$1,000 and based on original estimates for building maintenance, he suggests a ball park of \$20,000 to \$25,000.

Huddleston stated he would like to increase the training line item explaining that this could be increased without raising the bottom line. He explained that we have a lot of equipment that the firefighters have never been trained how to use. This is opening us up for liability issues. Discussion ensued.

Howard stated he believes we need a formal objective training program to identify where we fall short and to identify the individuals that fall into these categories so we know what our costs are and where our shortfalls are. We may see that some individuals are a higher priority than others.

**Motion:** by Howard, seconded by Brothers, to have Chief Huddleston evaluate our safety training needs and create safety training guidelines. **All in favor, motion passed.**

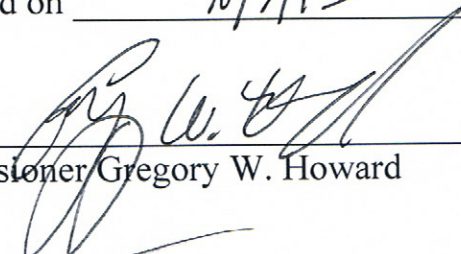
8. **New Business** – None.

9. **Public Comments** – None.


10. **Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourned at 9:28 p.m. **By roll call vote, all in favor.**

Approved on 10/7/13

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Stanley N. Brothers