

**West Ossipee Fire Precinct
Commissioners Meeting
October 7, 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 7:01 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Brothers, seconded by Howard, to review, discuss and vote on meeting minutes of September 16, 2013. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Brothers, to approve a purchase order to the Conway Daily Sun for the bid notice for well installation for a not to exceed figure of \$120. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to Edward Call for reimbursement of fuel for the airboat and training supplies for a total of \$102.78. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to Carl Huddleston for reimbursement for training supplies and a starter for the airboat for a total of \$386.42. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to Ossipee Valley Mutual for 8 EMS protocol books for a total of \$86.40. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to the Center for Education and Employment Law for \$254.95 for an employment law book and a monthly newsletter. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to the State of New Hampshire – Criminal Records for a total of

\$51.50 for a potential new employee's criminal background check. **All in favor, motion passed.**

3. Review and Approval of Manifests

A. Payables Manifest

Motion: by Howard, seconded by Brothers, to approve a payables manifest dated October 7, 2013 totaling \$9,916.04. **All in favor, motion passed.**

B. Payroll Manifest

Motion: by Howard, seconded by Moore, to approve the payroll manifest for September 2013 with an adjusted gross total of \$10,350.50. **All in favor, motion passed.**

5. Review and Discussion of Mail Folder

- A letter from Dartmouth Medical School was received as part of the NH EMS for Children Program looking to update their information by a statewide survey. An email will follow.
- A letter was received from the Property Liability Trust regarding the Annual Meeting on December 10, 2013. New members and directors will be elected.
- The National Business Institute sent information on a live teleconference.
- The Board of Selectmen sent a letter dated 9/23/2013 regarding meeting with the Board of Selectmen and the Budget Committee. Budget requests must be submitted by the Thursday before the scheduled time to meet. Meetings were noted as follows: November 25, 2013 at 4:30 with the Selectmen and December 11, 2013 at 6:30 with the Budget Committee.
- US Department of Commerce sent a letter regarding the census to be completed online.

6. Chief's Report

For September, there were 16 calls (3 motor vehicle collisions, 10 EMS calls, 2 hazardous condition calls, and 1 false alarm).

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

7. Old Business

A. Bid Notice – Well Installation at Central Station

The ad for bids ran in the Conway Daily Sun on September 25th and 26th. The specifications are on the website in .pdf format for anyone interested to review. The bids are due prior to the next Commissioners' Meeting on October 21, 2013 at 6:00 p.m.

B. 2014 Budget

Discussion took place on addressing the ceiling and lighting upstairs and the downstairs renovations at Central Station. Howard suggested that the Building Committee pull some numbers together to be able to set some priorities on what we want to get accomplished next year. Howard would like to review this at the next Commissioners' Meeting. Commissioners were instructed to look at each individual line item to recommend changes or adjustments for the 2014 budget.

8. New Business

A. Former Fire Chief

Howard was contacted by NH Department of Probation and Parole. Former Fire Chief, Bradley Eldridge has been ordered to pay restitution for funds utilized during his attendance at a seminar in Florida. He pled guilty to credit card fraud and official oppression. Howard will request the official report and findings from the Court.

B. New Policy

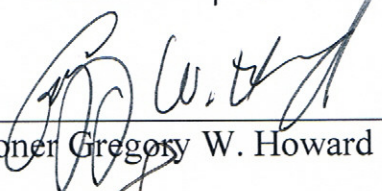
Huddleston presented and reviewed a proposed training outline policy. Discussion took place on whether it needs to be a policy or a guideline. Huddleston will review current job descriptions to see if training outline/guidelines are included in them.

9. Public Comments – None.

10. Adjournment

Motion: by Howard, seconded by Brothers, to adjourned at 9:00 p.m.
By roll call vote, all in favor.

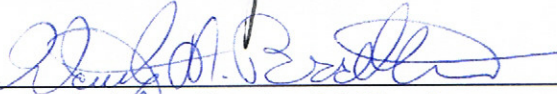
Approved on 10/21/13



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Stanley N. Brothers