

**West Ossipee Fire Precinct  
Commissioners Meeting  
October 19, 2015**

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

**Recorded by:** Xann Horn – Precinct Commissioners' Secretary

**Call to Order:** Howard called the meeting to order at 6:03 p.m.

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

**Motion:** by Brothers, seconded by Howard, to approve October 5, 2015 public meeting minutes. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Howard, to approve October 5, 2015 non-public meeting minutes. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Evernote for a total of \$24.99 for on-line backup services for one year. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Crowell's Towing for a not-to-exceed amount of \$750.00 for annual state inspection for Car 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Ossipee Mountain Electronics for a total of \$940.00 for 2 Motorola pages and extended warranties. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Moore, to approve a payroll manifest with a gross total of \$372.25 for September 2015 (Glenn Tucker was inadvertently not included in September's payroll run). **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a payables manifest totaling \$2,576.39 dated October 19, 2015. **All in favor, motion passed.**

**4. Old Business**

**A. Record Retention Policy** – Howard prepared and distributed a Document Retention and Destruction Policy. Discussion ensued. Once this policy is finalized, the precinct will then need to come up with a cursory structure on how to proceed with the filing system needed. Howard asked each commissioner and the fire chief to review the policy; email him what they think should be added or changed; and hopefully at the next meeting it can be approved.

- B. 2016 Budget** – Discussion ensued, figures agreed upon are included in the draft 2016 budget attached for review.

Huddleston noted that we have put off replacing the light tower which would be an expense of \$18,000 to \$19,000. The body (cab) of Tower 1 needs work. It would cost about \$15,000 to \$20,000 to fix, however, they have found a used cab which would cost approximately \$1,700 to purchase and probably \$5,000 to have it gone through, painted and undercoated. If we don't have funds this year to finish, we can absorb it and that line item for next year can be left where it is.

Huddleston stated that Engine 2 is in need of paint this year or next year. We can either decide to do this or he can apply for a grant for a wildland interface truck that would replace Engine 2 and the big forestry truck. For a truck valued at \$350,000, the precinct would end up paying \$15,000 plus \$35,000 for modification. Commissioners agree that Huddleston should move forward with applying for the grant.

**Motion:** by Howard, seconded by Brothers, to authorize Chief Huddleston to submit for grant for the wildland interface truck. **All in favor, motion passed.**

Painting of Engine 2 will be tabled until the decision on the grant has been given.

Howard requested a description of and photos of the trailer at Jewell Hill be provided to him so he can post it for sale.

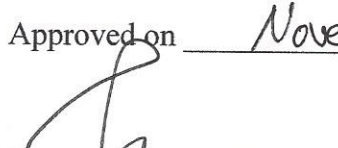
- C. Time Warner** – They will be dealing with Jewell Hill at the end of October. Howard has not heard when Central Station will be dealt with.

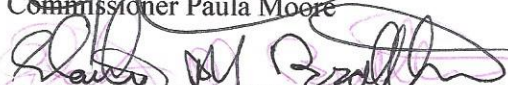
**5. Public Comments** – None.

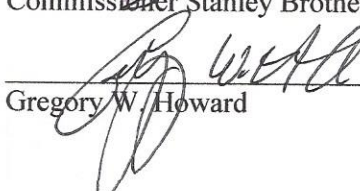
**6. Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The Meeting adjourned at 7:45 p.m.

Approved on November 2, 2015

  
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Commissioner Paula Moore

  
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Commissioner Stanley Brothers

  
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Gregory W. Howard