

**West Ossipee Fire Precinct
Commissioners Meeting
December 4, 2017**

Commissioners Present: Greg Howard, Stanley Brothers, Paula Moore

Recorded by: Xann Horn – Precinct Secretary

Call to Order: Howard called the meeting to order at 6:06 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Brothers, seconded by Moore, to approve November 20, 2017 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Kelly Marsh, Safety Education Services for \$30.00 for CPR recertification for one employee. **All in favor, motion passed.**

Motion: by Brothers, seconded by Moore, to approve a purchase order to Ossipee Auto Parts, for \$136.99 for an automotive battery for Car 1. **All in favor, motion passed.**

(The following two purchase orders were held for vote until after “New Business/Encumbered Funds” discussion was held.)

Motion: by Howard, seconded by Brothers, to approve a purchase order to Bergeron Protective Clothing for \$16,000 for four complete sets of turnout gear. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Ossipee Mountain Electronics for \$2,554.65 for 4 Motorola UHF Radios and 4 VHF battery charges. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest totaling \$2,008.20 dated December 4, 2017. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a payroll manifest with a gross total of \$9,667.88 for November 2017, and to approve the payment of \$2,065.14 to the IRS via EFTPS for the 941 payroll taxes. **All in favor, motion passed.**

4. Mail – The Precinct is in receipt of the 2017 Census of Governments Survey of Local Government Finances to be completed on line. Howard reviewed the letter and will follow-up on completing it.

5. Chief’s Report – Commissioner Howard reviewed the Chief’s Report for November 2017 (see attached).

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

6. Old Business

- A. **2018 Budget** – Howard reported that the 2018 proposed budget to the Budget Committee and gave them the draft DRA form. Howard stated he is still waiting to hear from DRA on how to structure the article and the process for the bond meeting for the new pumper. Discussion ensued.
- B. **2017 Audit** – Howard has not heard back from the auditors regarding a February audit date.

7. New Business

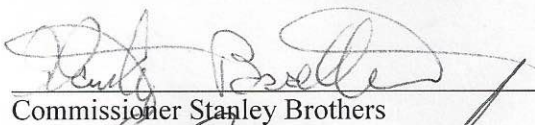
- A. **Encumbered Funds** – Discussion ensued regarding the above purchase orders to Ossipee Mountain Electronics for radios and Bergeron Protective Clothing for four complete sets of turnout gear.

8. Public Comments – None.

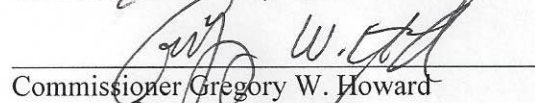
9. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:02 p.m.

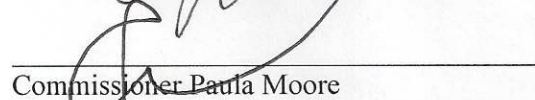
Approved on Dec 18, 2017



Commissioner Stanley Brothers



Commissioner Gregory W. Howard



Commissioner Paula Moore