

**West Ossipee Fire Precinct  
Commissioners Meeting  
October 4, 2021**

**Commissioners:** Greg Howard (in person), Denise Castle (in person), Patricia Pustell (via telecon)

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

**Call to Order:** Howard called the meeting to order at 6:05 p.m.

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

**Motion:** by Howard, seconded by Pustell, to approve September 20, 2021 minutes as presented. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Pustell, to approve a purchase order to Emergency Services Marketing Corp. for the annual subscription for Fire Department Messaging and Paging Services for a total of \$860.00. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Castle, to approve a Payables Manifest dated October 4, 2021 totaling \$7,963.72. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Castle, to approve a Payroll Manifest for September 2021 with a gross total of \$14,220.38 and to approve payment of 941 employment taxes of \$2,953.68 to be paid via EFTPS. **All in favor, motion passed.**

**4. Chief’s Activity Report** – Commissioner Howard read the September 2021 Activity Report.

**Motion:** by Howard, seconded by Castle, to accept September 2021 Activity Report as submitted. **All in favor, motion passed.**

**5. Mail** - The Department received a letter from NCCI stating that they will be doing a classification inspection on 10/12/21 at 3:30 by telephone. Commissioner Howard will scan the notice and will email it to Denise and Pat. He will contact Sybil Davis and give her his cell number to coordinate a call to obtain more information. At this time, nothing more needs to be done until the call is made.

A Flood Elevation Certificate was provided by WMS&E. That certificate has been used to submit to FEMA for Letter of Map Amendment which will remove the Jewell Station buildings out of the flood plain; therefore, flood insurance will not be required.

**6. Old Business**

**A. COVID-19** – Nothing new to report.

**B. Fiscal Year 2022 Budget** – We seem to still be tracking okay. The subscriptions and insurance line item will need to be increased. Other than ~~there~~ <sup>that</sup> Carl doesn't foresee a whole lot of changed. Duty hours are under by half of what we had budgeted. Chief Huddleston does not recommend cutting this at all. The budgeted number is what it would be if each shift is able to be covered as planned.

**C. Jewell Hill Sprinkler System** – Commissioner Howard believes we have information from Bergeron Technical on file. If we cannot find it, we should contact Shawn Bergeron and see if they can provide us with that information. Chief Huddleston touched base with Hampshire Fire Protection and LHR Fire Protection. They responded and we need to give them more information before they can come up with something.

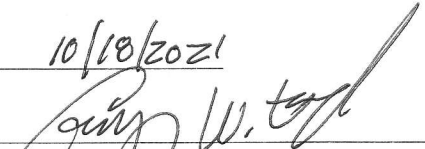
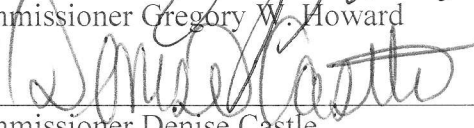

**7. New Business**

**A. Payroll Policy #2009-06** – Chief Huddleston stated he was approached and asked why pay is only reviewed in March after the Annual Meeting and not upon receiving certifications. His response was that once a year, after the Annual Meeting, was when this was done, getting prepared for their Annual Review. Some departments update pay as certifications are received. Discussion ensued regarding updating the policy to reflect that pay will be updated upon receipt of certifications. Commissioner Howard will draft an updated policy for review and action at the next Commissioner's meeting. Discussion then ensued on enforcing the policy regarding attendance at least 1/3 of meetings and trainings during the month. Discussion was also held regarding firefighters receiving certification at WOFD and then working for another department. Chief Huddleston requested that it be added to the policy that a firefighter's pay is for certifications that are relevant to their job description within the department.

**8. Public Comments** – Clerk Allenson mentioned that we should go through and review our current policies. Commissioner Howard agreed and stated we would start reviewing policies at scheduled meetings.

**9. Adjournment**

**Motion:** by Howard, seconded by Castle, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 7:48 p.m.

Approved on: 10/18/2021  
  
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Commissioner Gregory W. Howard  
  
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Commissioner Denise Castle  
  
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Commissioner Pustell