

**West Ossipee Fire Precinct
Commissioners Meeting
In Person and Via Conference Call
December 6, 2021**

Commissioners: Greg Howard (in person), Patricia Pustell (in person), Denise Castle (via conference call)

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 Pustell, seconded by Castle, to approve November 15, 2021 meeting minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Pustell, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed total of \$6,300 for radiator rebuild/replacement for Engine 1. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Pustell, to approve a payables manifest dated December 6, 2021 totaling \$2,444.04. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending in person and via conference call. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve a Payroll Manifest for November 2021 with a gross total of \$13,714.58 and to approve payment of 941 employment taxes of \$2,652.52 to be paid via EFTPS. **All in favor, motion passed.**

4. Chief's Report – Commissioner Howard read the November 2021 Chief's Activity Report to those attending in person and via conference call.

Motion: by Howard, seconded by Castle, to accept chief's report as submitted. **All in favor, motion passed.**

5. Mail – Town of Ossipee property tax assessment was received.

6. Old Business

A. COVID-19 Pandemic – Chief Huddleston reported that a fire department south of West Ossipee has 8 firefighters that have tested positive and, therefore, are quarantining for 10 days. At least half of WOFD employees have received their COVID booster. Chief Huddleston stated that he will be preparing a purchase order for approval at the next commissioners' meeting to stock up on EMS supplies with 2021 funds.

Entering the holiday season, there was discussion about meeting remotely in order to keep all as safe and healthy as possible.

Motion: by Howard, seconded by Pustell, to meet remotely for the December 20, 2021 Commissioners' Meeting. **All in favor, motion passed.**

B. FY 2022 Budget - Joe Goss, Chairman of the Budget Committee, informed Chief Huddleston that WOFD's proposed 2022 budget will pass with no issue and he congratulated the precinct on a job well done. There was discussion regarding funds left over at the end of the year that were budgeted for but not spent. They can go back to the Town to offset taxes or, as other precinct's have done, can be placed into a capital reserve fund. There was also discussion regarding unspent allocated funds at year end that have been adding up since 2011 and sitting in the checking account. Both issues need to be looked into further.

7. New Business

A. 2021 Audit - An engagement letter was received from Plodzick & Sanderson for the fiscal year ending December 31, 2021. Discussion was held regarding the importance of having the audit done and it was decided that it should be done each year.

Motion: by Howard, seconded by Pustell, to execute the Plodzick & Sanderson agreement letter as outlined. **All in favor, motion passed.**

A tentative date of February 25, 2021 has been set for the 2021 audit.

8. Public Comments – None.

9. Adjournment

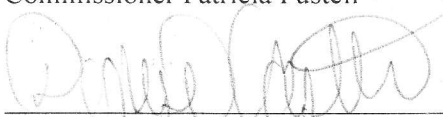
Motion: by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:16 p.m.

Approved on December 20, 2021



Commissioner Gregory W. Howard

Commissioner Patricia Pustell



Commissioner Denise Castle