

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call
December 20, 2021**

Commissioners: Greg Howard, Patricia Pustell, Denise Castle

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 Howard, seconded by Pustell, to approve December 6, 2021 meeting minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by William Wrigley, seconded by Pustell, to approve a purchase order to William Wrigley for a total of \$91.00 for reimbursement for dry cleaning of gear. **All in favor, motion passed.**

Motion: by Howard, seconded by Castle, to approve a purchase order to Grainger for EMS supplies (gloves, masks, coveralls, and boot covers) for a total of \$1,073.30. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve a purchase order to Ossipee Auto Parts for a Carlyle Tool Set for a total of \$685.00. **All in favor, motion passed.**

Motion: by Howard, seconded by Castle, to approve a purchase order to Grainger for \$897.40 for a workbench, a bench grinder, and a bench vice for a total of \$897.40. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve a purchase order to Zoll Medical Corporation for EMS supplies (x Series Monitor/defibrillator - 12 lead) for a total of \$34,763.78. \$25,000 of this will be awarded through state covid response grant funds, via the Town of Ossipee. The total expense to the precinct will be \$9,763.78. **All in favor, motion passed.**

Bergeron Technical Services

Motion: by Howard, seconded by Pustell, for a one-time exception to our purchasing policy to raise the cap from \$10,000 to \$12,001 for the sole purpose of the purchase order for the Jewell Hill sprinkler system design.

Discussion ensued regarding the bidding process as this dollar amount exceeds our Purchasing Policy limit of \$10,000 which would require it to be put out to bid. The issue is that there are very few qualified firms that do the work and that putting it out to bid would result in only one bid. The advantage with Bergeron Technical Services is that in addition to the design, they will also put the project out to bid; review the received bids for the precinct; and inspect completed work.

All in favor, motion passed.

Motion: by Howard, seconded by Castle, to approve a purchase order to Bergeron Technical Services for the Jewell Hill sprinkler system design totaling \$12,000 to be used in conjunction with the 2022 funds in line item 4194-09 for Jewell Hill Maintenance. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Pustell, to approve a payables manifest dated December 20, 2021 totaling \$6,569.13. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

4. Treasurer's Report – Commissioner Howard read the November 2021 Treasurer's Report to those attending via conference call. On November 30, 2021, the checking account balance was \$256,933.73.

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

Chief Huddleston will look into the outstanding checks.

5. Mail – None.

6. Old Business

A. COVID-19 Pandemic – Chief Huddleston stated we haven't had any significant issues. We have ordered supplies which we can get them as the firefighters have been in contact with more positive COVID patients. To date, no firefighters have come down with COVID due to contact with a patient.

B. Fiscal Year 2022 Budget - Howard emailed the DRA regarding surplus of \$25,000 and the unassigned fund balance of \$203,000 and how the precinct can access those funds, what limits are there in our ability to access those funds, and does it require specific language in warrant articles to utilize those funds. He has not received a response from DRA. We will get a notice from the Budget Committee regarding their formal review in the beginning of February.

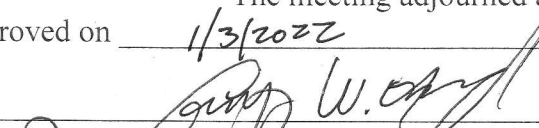
7. New Business -None.

8. Public Comments – None.


9. Adjournment

Motion: by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:06 p.m.

Approved on 1/3/2022



Commissioner Gregory W. Howard



Commissioner Patricia Pustell

Commissioner Denise Castle