

**West Ossipee Fire Precinct
Commissioners Meeting
In Person and Via Conference Call
January 17, 2022**

Commissioners: Greg Howard, Patricia Pustell, Denise Castle

Recorded by: Xann Horn – Precinct Commissioners’ Secretary

Call to Order: Howard called the meeting to order at 9:13 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Castle, to approve January 3, 2022 meeting minutes as revised. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Pustell, to approve a purchase order to Grainger for EMS supplies for a total of \$104.00 for three mega movers. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Pustell, to approve a Payroll Manifest for December 2021 with a gross total of \$100.00 and to approve payment of 941 employment taxes of \$40.30 to be paid via EFTPS. This is for one employee that was inadvertently not paid in the 12/31/2021 payroll run. **All in favor, motion passed.**

Motion: by Howard, seconded by Castle, to approve a payables manifest dated January 17, 2022 totaling \$7,484.75. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

4. Treasurer’s Report – On December 31, 2021, the checking account balance was \$276,958.82.

Motion: by Howard, seconded by Castle, to approve the Treasurer’s Report as presented. **All in favor, motion passed.**

5. Mail – A statement from the Trustee of the Trust Funds was received. WOFP Equipment Rescue account year-end balance was \$20,066.29, which includes interest paid at year end of \$20.56. The Capital Reserve account has a year-end balance of \$86,09.09, which includes interest paid through year end of \$297.50. Current \$106,075.29.

Motion: by Howard, seconded by Pustell, to accept the statement from the Town of Ossipee Trustee of the Trust Funds. **All in favor, motion passed.**

6. Old Business

- A. **COVID-19 Pandemic** – Chief Huddleston stated in the last 3 ½ weeks, two firefighters have tested positive for COVID but are now back to work. Discussion ensued regarding any supplies coming from the federal government. Chief Huddleston reviewed the new CDC Guidelines for anyone who test positive.
- B. **FY 2022 Budget** – Howard entered the individual warrant articles, including the special article for the Jewell Hill Fire Suppression System Expendable Trust into the NH DRA portal. He has not seen a review back from the DRA.

7. **New Business –**

New Tower Truck - Huddleston sent an email to the Commissioners about potentially using some of the proposed expendable trust funds for a new fire apparatus. Huddleston reviewed that a fire department in Long Island, New York will be selling an aerial truck similar to the one West Ossipee currently owns. The aerial device is about 10 years newer than ours but it's on a 2010 chassis. The chassis is 28 years newer than the one we have at the moment. Chief Huddleston has been in touch with the department. They have ordered a new truck and will take delivery of it in the first quarter of 2023 and their current truck will become available for bid. The value is probably around \$150,000 but we would have to bid on it. Their procedure is very similar to ours. If we were able to successfully bid \$150,000 on that truck, it is 10% of what a new truck would cost. The chassis has 19,000 miles on it. We could probably get 20 years out of it. We have a little more than \$100,000 in capital reserve. This would have to come up for vote in 2023 at the Precinct annual meeting. Chief Huddleston wants to be sure that we are not going to do something this year that will preclude us from bidding on this truck. Howard stated that sometimes unassigned funds can be used at the direction of the commissioners; he would need to clarify this with the DRA. It is recommended that 5% to 10% remain in the unassigned fund balance. We need to revisit how much we would pull for the fire suppression system, how much to retain for this piece of apparatus, and how much to retain for the 5% to 10%. We would have to have at minimum of \$50,000 retained from the unassigned fund balance for the piece of apparatus. This would also pretty much wipe out our capital reserve fund. The Capital Reserve Fund will increase by \$20,000 in 2022; in 2023, will be adding another \$20,000. Therefore, we wouldn't be completely wiping it out. Howard asked if the new controls on our current apparatus would work with this apparatus. Huddleston stated they would have to look into this and would probably make a trip down in the spring to look at it the truck. It was noted that we would also be buying a used truck with no warranty. All maintenance records have been kept and will be provided. Castle asked how long the tower truck that we currently have will last. Huddleston stated he would comfortably say other five years unless something catastrophic happening to it, but it needs substantial work done to it. Castle also asked if the truck we have has any value to it, could we sell it? Huddleston said we could probably get \$20,000 for it. Howard recommended reducing the amount proposed for the fire suppression system to half. We only transfer \$100,000 to the Jewell Hill Fire Suppression Expendable Trust at this time, and \$100,000 would not be moved and would stay in the unassigned fund balanced. Huddleston stated this makes perfect sense to him. Castle and Pustell both feel this is a good idea as well. Castle thinks we have to do some math to be sure we have enough money in each place for the fire suppression system and the money to bid on the truck. Howard stated as of 12/31/2020, we have 208,000 in the unassigned fund balance. That dollar amount will increase. We know that this piece of apparatus is not available until the first quarter of 2023. By then, we will be adding

another \$20,000 to the capital reserve fund, taking it to \$126,000. The fire suppression system would not be installed until 2023. We have the benefit of time in terms of accruing some additional funds. Reducing the transfer to the fire suppression expendable trust fund from \$200,000 to \$100,000 was recommended. Castle agreed.

Motion: by Howard, seconded by Castle, to amend the proposed warrant article for the transfer of unassigned funds to the Jewell Hill Fire Suppression System Expendable Trust Fund from the \$200,000 to \$100,000. **All in favor, motion passed.**

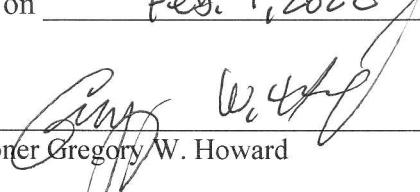
Howard will contact DRA and have them open the portal for us to make the amendment to the proposed warrant article. Once their review is done, he will forward the town the final draft warrant articles. Huddleston will keep us in the loop regarding the piece of apparatus and expects there will be a lot of bidding for it.

8. **Public Comments** – Huddleston will be out of town beginning January 22, 2022 and will return on January 29, 2022. He is attending a DOT conference in San Diego. He has made arrangements for someone to be here in his absence.

9. **Adjournment**

Motion: by Howard, seconded by Castle, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:09 p.m.

Approved on Feb. 7, 2022



Commissioner Gregory W. Howard



Commissioner Patricia Pustell

Commissioner Denise Castle