

**West Ossipee Fire Precinct
Commissioners Meeting
In Person and Via Conference Call
February 21, 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 6:07 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Castle, to approve February 7, 2022 meeting minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Pustell, to approve a purchase order to The Conway Daily Sun for a total of \$351.00 for a two-day running of the notice for the 2022 Annual meeting. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve a purchase order to F.W. Webb for radiant heat supplies for Jewell Hill Station for a not-to-exceed total of \$1,950.00.

Chief Huddleston explained that this is to replace the electric heat that is currently at Jewell Hill Station which should save on electricity.

All in favor, motion passed.

Motion: by Howard, seconded by Castle, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed figure of \$3,300 for Engine 1. This is to be added to the 12-20-2021 purchase order (additional repairs for the cab hoist solenoid and associated hardware, air shoreline repair, and anti-lock brake system diagnose and repair, pump panel gauges and inoperative diagnose and repair. For clarification, the gauges were inoperative and we requested that the problem be diagnosed. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve a purchase order to Staples for one HP Pavilion laptop with Microsoft 365 Business, a mouse, laptop case, and 4-year protection plan total of \$1,205.45. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Castle, to approve a payables manifest dated February 21, 2022 totaling \$21,737.63. 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 January 31, 2022, the checking account balance was \$228,416.80.

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

5. **Mail** – Chalmers Insurance Group sent a letter dated February 1, 2022 confirming WOFP's renewal of the bond policy for 12/31/21 to 12/31/22. Staples sent a notice to WOFP indicating that the authorized buyers on the Precinct's account need to be updated. Commissioner Howard will look into this when he logs into the account to purchase the laptop previously approved.

6. **Old Business**

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

B. **2022 Annual Meeting – March 12, 2022 at 10 a.m.** – Commissioner Pustell attended the Budget Committee Meeting. The Budget Committee stated that they did not have the MS-737. It was sent 10 days prior to the meeting date. Commissioner Howard emailed it again, to Matt Sawyer, and it was hand delivered for the meeting. This has been scanned along with the warrant articles and put on the WOFP website, noting the Annual Meeting which is also posted at the post office and town hall. The newspaper notice will run for two days. The ballots have been printed.

7. **New Business**

2021 Audit – January 31, 2022. Covid 19 field work survey was provided and filled out by Commissioner Howard. Commissioner Howard will not be available the day of the audit; Commissioner Pustell and Commissioner Castle will be reachable by cell phone.

8. **Public Comments** – None.

9. **Adjournment**

Motion: by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.** The meeting adjourned at 6:53 p.m.

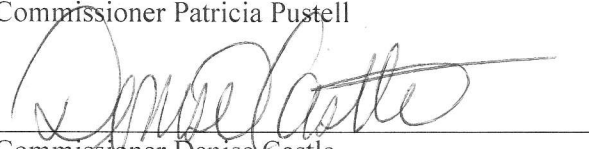
Approved on March 7, 2022



Commissioner Gregory W. Howard



Commissioner Patricia Pustell



Commissioner Denise Castle