

**West Ossipee Fire Precinct  
Commissioners Meeting  
In Person and Via Conference Call  
May 2, 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 6:06 p.m.

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

**Motion:** by Howard, seconded by Castle, to approve April 18, 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 Ossipee Mountain Electronics for one Motorola pager with the included 5-year warranty for a total of \$478.40. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Pustell, to approve a purchase order to Hunter Wrigley for reimbursement for payment for CPR (Professional Rescuer) course for a total of \$125.00. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Pustell, to approve a purchase order to Lakes Region Fire Apparatus for a total of \$218.23 for a hydraulic back-up pump motor replacement for Tower 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Castle, to approve a purchase order to Lakes Region Fire Apparatus for a total of \$662.00 for four hand-held rechargeable lights. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Castle, to approve a payables manifest dated May 2, 2022 totaling \$1,752.40. 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 Castle, to approve a Payroll Manifest for April 2022 with a gross total of \$14,930.57 and to approve payment of 941 employment taxes of \$3,214.10 to be paid via EFTPS. **All in favor, motion passed.**

**4. Chief's Report** – Commissioner Howard read the April 2022 Chief's Activity Report to those attending in person and via conference call.

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

**5. Mail** – None.

**6. Old Business**

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

- B. 2021 Audit** – Plodzik & Sanderson sent an email regarding the items that are still needed for them to complete the 2021 Audit. All will review that and address the specific issues.
- C. “Duty Pay” Payroll Schedule** – With regarding to having a separate payroll run for “Duty Hours”, Chief Huddleston stated that this would only benefit one or two people. He understands why this was requested but efficiency wise, it may not be feasible. Commissioner Castle believes this is something that we are not willing to do. Commissioner Pustell stated that they understood they payroll schedule when they were hired. To affect change, more than 50% of the employees would have to be in agreement to change the current policy. Quickbooks payroll setup is based on weekly, bi-weekly, or monthly schedules - which flows through the employment tax payment process. A “payroll schedule” is always on of the important keys in processing: workman’s compensation, unemployment, supplemental insurance, income verification for child support, etc.

**Motion:** by Howard, seconded by Pustell, to not consider modifying the monthly payroll procedure. **All in favor, motion passed.**

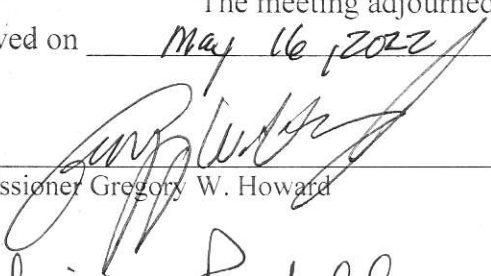
7. **New Business** – Chief Huddleston received a proposed site plan for review. The town has been informed of what the fire code requirements are, and they are working with the owner’s representative. However, Chief Huddleston is receiving some push back. He stated that the proposed site plan was for “contractor garages”, a combination of heated and non-heated. By code, these units would all have to have sprinkler and alarm systems installed, as well as a second egress. Discussions have taken place regarding sprinkler system, a cistern, and a pond. A pond is not an option. There is no plan for access off of Route 16. The proposed plan shows only one way in and one way out of the property, which will be gated. The problem is everybody seems to have their own take on what is actually being proposed. The Planning Board will be reviewing this proposal on May 3<sup>rd</sup>. The fire department’s requirements are based on fire codes and are not above and beyond what anybody else is going to do.

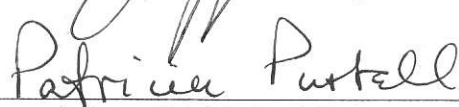
8. **Public Comments** – None.

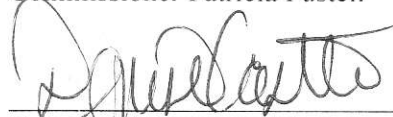
9. **Adjournment**

**Motion:** by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 6:46 p.m.

Approved on May 16, 2022

  
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Commissioner Gregory W. Howard

  
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Commissioner Patricia Pustell

  
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Commissioner Denise Castle