

**West Ossipee Fire Precinct  
Commissioners Meeting  
In Person and Via Conference Call  
June 6, 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 6:02 p.m.

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

**Motion:** by Howard, seconded by Castle, to approve May 16, 2022 Public Meeting Minutes as revised. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Castle, to approve May 16, 2022 Non-Public Meeting Minutes as revised. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Castle, to approve a purchase order to New England Embroidery for 20 three-season jackets for a total of \$5,900. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Pustell, to approve a purchase order to NH Fire Academy for one recruit training for a total of \$500. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Pustell, to approve a purchase order to SOLO for one Wilderness EMT training course for a total of \$3,395 (approximately half of this will be paid by Mutual Aid). **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Pustell, to approve a payables manifest dated June 6, 2022 totaling \$14,979.61. 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 May 2022 with a gross total of \$14,316.13 and to approve payment of 941 employment taxes of \$3,157.06 to be paid via EFTPS. **All in favor, motion passed.**

**4. Chief’s Report** – Commissioner Howard read the May 2022 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**

- A. **Bloomin' 4 Good Program** - A check for \$46.00 was received from "Hannaford Bloomin' 4 Good Program" for donations received in March.

**Motion:** by Howard, seconded by Pustell, to receive the \$46.00 check for deposit.  
**All in favor, motion passed.**

- B. **White Mountain Oil & Propane Email** – An email dated June 6, 2022 was received from White Mountain Oil & Propane stating that effective June 1, 2022, WOFP's fixed price for propane will be \$2.26/gallon and will expire May 31, 2023.

- C. **White Mountain Oil & Propane** – A letter dated May 20, 2022 was received regarding White Mountain Oil & Propane's Easy Payment Program. We are not a Budget customer. Howard reviewed the letter. It was decided that this was not a program that the Department needs to take advantage of.

6. **Old Business**

- A. **COVID-19 Pandemic** – Nothing has changed since the last meeting.

- B. **2021 Audit** – Commissioner Howard will go into Evernote to search for Chief's response. Xann will email the LRFA invoices they have requested. Commissioner Howard stated he would like to have this wrapped up by the end of the week because the DRA is asking for our audit results.

7. **New Business**

- A. **Resignation of Commissioners' Secretary** – Xann submitted her resignation as Commissioner's Secretary. Greg read the letter and thanked Xann for her assistance in helping with the changes over the past years.

**Motion:** by Howard, seconded by Pustell, to accept Xann Horn's resignation. **All in favor, motion passed.**

- B. **Commissioners' Secretary Position** – Xann submitted a brief summary of what is involved in preparing for a meeting. Andrea Ouellette is interested in the position and was present to obtain more information. She has completed an application for employment. Discussion ensued regarding updating the job description, changing the meeting date and times, changing the duties of the secretary, etc. Further discussion will take place at the next Commissioners' Meeting. Xann met with Andrea briefly before the meeting and discussed the basics of the position and feels that she would be able to step in and move forward with very little effort.

Xann recommended that the Commissioners keep the responsibilities and duties of the Commissioners Secretary as they are. The annual audits have been extremely clean for years which proves that policies and procedures that the Commissioners and Department have in place, with respect to the Commissioners' Secretary's duties, are working. Commissioners Howard and Castle discussed the need to review and update the position description as the current description appears to be outdated. The

Commissioners agreed that prior to the next meeting they need to update the position description in order to present a clear understanding of what the position will require and entail.

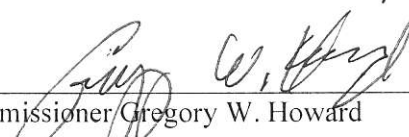
C. Chief's Attendance – Chief Huddleston stated that he will not be at the next Commissioners Meeting. He will not be able to attend by phone. Lt. Glen Tucker will be here in his absence.

8. **Public Comments** – None.

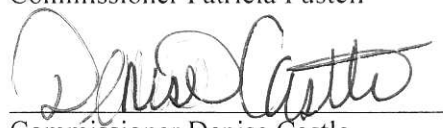
9. **Adjournment**

**Motion:** by Howard, seconded by Castle, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 7:20 p.m.

Approved on June 20, 2022

  
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Commissioner Gregory W. Howard

  
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Commissioner Patricia Pustell

  
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Commissioner Denise Castle