

**West Ossipee Fire Precinct
Commissioners Meeting
January 16, 2023**

Commissioners: Greg Howard, Patricia Pustell, Denise Castle

Recorded by: Greg Howard- Commissioner

Call to Order: Howard called the meeting to order at 6:02 PM.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Pustell, to approve January 2, 2023 Public Meeting Minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, second by Pustell, to approve purchasing office supplies from Staples for \$304.58. **All in favor, motion passed.**

Motion: by Howard, second by Pustell, to approve purchasing twelve (12) personal Carbon Monoxide Meters from Grainger for \$2,765.47. **All in favor, motion passed.**

Motion: by Howard, second by Pustell, to approve replacing the muffler on Tower 1 by Lakes Region Fire Apparatus for \$1,250.00. **All in favor, motion passed.**

Motion: by Howard, second by Pustell, to approve reimbursing Lori Wrigley for the purchase of cleaning supplies for \$213.40. **All in favor, motion passed.**

Motion: by Howard, second by Pustell, to approve purchasing a roll of forever stamps from the US Postal Service for \$60.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Pustell, to approve the payables manifest dated January 16, 2023 totaling \$15,661.82. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending. **All in favor, motion passed.**

4. Treasurer's Report – Commissioner Howard reviewed the January 1, 2023 Treasurer's Report for those present and attending via conference call.

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

5. Mail –

-NCCI- The Workers Compensation Rating Worksheet. The form has been completed by Chief Huddleston.

-Liberty Mutual Surety- Bonding letter and certificate for Precinct Treasurer.

-Chalmers Insurance- Donation check in the amount of \$250.00 received.

Motion: by Howard, seconded by Pustell, to accept the donation in the amount of \$250.00. **All in favor, motion passed.**

6. **Old Business**

A. 2023 Budget- The recommended changes to the Payroll Policy would result in an approximately 15% increase in the payroll line item. The resultant increase of \$28,737.00 would be a proposed payroll of \$220,317.00 and a Total Budget of \$414,983.00. Discussion ensued regarding the Capital Reserve Account and backfilling the withdrawal of the funds needed to purchase the 2023 Dodge Ram Pickup Truck. Recommendation made to increase the contribution to the Capital Reserve Fund from \$20,000.00 to \$50,000.00. Agreement on the proposed increased to the Capital Reserve Fund. Final wording on the proposed Warrant Articles to be finalized at the February 6, 2023 meeting.

B. Fire Department Pay Rates- Recommended proposed changes to Policy #2009-06 were reviewed. Discussion ensued regarding the proposed pay rates and the effect on the 2023 Budget. Discussion also centered on longevity bonuses as a retention incentive. Consensus was reached on the adjustment and proposed changes to the Policy to be approved at the February 6, 2023 meeting.

7. **New Business**

- January 11, 2023 Email from Commissioner Howard to Chief Huddleston regarding Purchases- Chief Huddleston was insulted and concerned about potential damage to his reputation by the email from Commissioner Howard regarding the use of the Precinct debit card. Chief Huddleston was offended by the wording that appeared to link him to prior misuse of the debit card. Commissioner Howard expressed his regret for the poor choice of words and acknowledged that he alone was responsible for the content of the email. Commissioner Howard acknowledged that any misuse of the debit card had occurred prior to Chief Huddleston being appointed Fire Chief and that Chief Huddleston has only acted with the highest integrity and honor at all times. Commissioner Howard apologized for the wording of his email and the hurt he has caused Chief Huddleston.

Discussion then ensued on the need to review the Precinct Purchasing Policy to address future use of the debit card.

- 2023 Annual Meeting- Warrant Articles are due at the Town of Ossipee Budget Committee on February 7, 2023. Budget Committee to review the proposed Budget and Warrant Articles at their February 9, 2023 meeting. Commissioner Howard to forward Annual Meeting timeline for reference and organizing for the meeting.

-2022 Annual Audit- Plodzik & Sanderson forwarded a document package ahead of the upcoming audit. Meeting with auditors proposed for Thursday- February 16, 2023.

8. Public Comments

-None

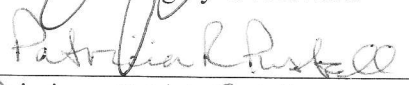
9. Adjournment

Motion: by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:50 PM.

Approved on Feb. 6, 2023



Commissioner Gregory W. Howard



Commissioner Patricia Pustell



Commissioner Denise Castle