

**West Ossipee Fire Precinct
Commissioners Meeting
February 6, 2023**

Commissioners: Greg Howard, Patricia Pustell, Denise Castle

Recorded by: Greg Howard- Commissioner

Call to Order: Howard called the meeting to order at 6:12 PM.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Castle, to approve January 16, 2023 Public Meeting Minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

3. Review and Approval of Manifests

Motion: by Howard, seconded by Pustell, to approve the 1st payables manifest dated February 6, 2023 totaling \$16,062.32. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve the 2nd payables manifest dated February 6, 2023 totaling \$215.00. Commissioner Howard reviewed the payable on the manifest verbally for everyone attending. **All in favor, motion passed.**

Motion: by Howard, seconded by Castle, to approve the payroll manifest dated January 2023 with a gross payroll of \$16,272.39 and electronic Federal tax payment of \$3,378.58. **All in favor, motion passed.**

4. Fire Chief's Report – Commissioner Howard reviewed the January Activity Report for those present.

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

5. Mail –

-Ossipee Trustees of the Trust Funds- December 31, 2022 Report noted ending balances of \$68,047.72 for the West Ossipee Fire Department Firefighting and Rescue Equipment and Vehicles Capital Reserve Fund and \$100,054.80 for the West Ossipee Jewell Hill Station Fire Suppression System Expendable Trust Fund.

-Ricker Auto Salvage LLC- Check in the amount of \$350.00 received for the disposal of Chevrolet Tahoe.

Motion: by Howard, seconded by Pustell, to accept the check in the amount of \$350.00. **All in favor, motion passed.**

6. **Old Business**

A. **2023 Budget-** The MS-737 form has been forwarded to the Ossipee Budget Committee for their review, approval and signature. Commissioner Howard presented the final wording on the proposed Warrant Articles.

Motion: by Howard, seconded by Castle, to approve the Warrant Articles as presented. **All in favor, motion passed.**

B. **Fire Department Pay Rates-** Recommended proposed final changes to Policy #2009-06 were reviewed.

Motion: by Howard, seconded by Castle, to approve the proposed final changes to Policy #2009-06. **All in favor, motion passed.**

C. **2023 Annual Meeting-** Scheduled for March 11, 2023. Reviewed the Annual Meeting checklist and discussed who was responsible for individual tasks. The Warrant Articles and MS-737 to be posted on February 23, 2023.

7. **New Business**

- **Document Retention-** Commissioner Castle and Precinct Administrative Assistant Andrea Ouellette reviewed their efforts to retain Precinct files/documents and evaluate storage needs per the Document Retention Policy. Efforts to continue to remove/destroy unnecessary files and properly retain/store needed documents.

-**Purchasing Policy-** Commissioner Castle presented for discussion the need to update the Purchasing Policy and update the Northway Bank account to add Commissioner Pustell and remove former Commissioner Moore. Discussion ensued on updating who should have access to the debit card and online account with Staples. Commissioner Howard to review existing online accounts for Eversource, Spectrum, etc. to opt in paperless billing. Commissioner Castle to review and propose changes to the Purchasing Policy for review and discussion at next meeting.

Motion: by Howard, seconded by Castle, to add the three (3) Commissioners, the Clerk, the Fire Chief and Precinct Administrative Assistant to the Staples account. **All in favor, motion passed.**

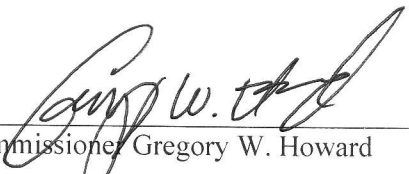
8. **Public Comments**

-None


9. **Adjournment**

Motion: by Howard, seconded by Castle, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:47 PM.

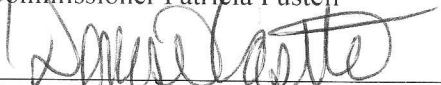
Approved on February 20, 2023



Commissioner Gregory W. Howard

 2/20/23

Commissioner Patricia Pustell



Commissioner Denise Castle