

**West Ossipee Fire Precinct  
Commissioners Meeting  
May 1, 2023**

**Commissioners:** Greg Howard, Patricia Pustell, Tara Parent

**Recorded by:** Greg Howard- Commissioner

**Call to Order:** Howard called the meeting to order at 6:01 PM.

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

**Motion:** by Howard, seconded by Pustell, to approve April 17, 2023 Public Meeting Minutes as presented. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, second by Pustell, to approve the Purchase Order to Lakes region Fire Apparatus for Engine 1 for shipping of the Extension Ladder in the amount of \$460.65. **All in favor, motion passed.**

**Motion:** by Howard, second by Pustell, to approve the Purchase Order to Lakes region Fire Apparatus for Aerial Tower for service brake replacement in the amount of \$828.16. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Parent, to approve the payables manifest dated May 1, 2023 totaling \$2,587.74. 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 payroll manifest dated April 2023 totaling \$17,194.00 with a EFTPS of \$3,732.24. **All in favor, motion passed.**

**4. Fire Chief's Report** – Commissioner Howard reviewed the March 2023 Fire Chief's Report for those present.

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

**5. Mail**

**-NH Fish and Game Department** – April 20, 2023 letter thanking the Fire Precinct for the storage of the Fish and Game Department Underwater Search Team Trailer this past winter in the Jewell Hill Station.

**Motion:** by Howard, seconded by Parent, to post the letter on the Fire Precinct website. **All in favor, motion passed.**

6. **Old Business**

A. **2022 Audit-** No response from the Auditors following their field visit.

B. **Tower Truck Replacement-** With the approval of the April 17, 2023 Meeting Minutes Commissioner Howard will email the Trustees of the Trust Funds the meeting minutes along with the request of the release of \$100,000.00 from the Capital Reserve Fund for the down payment for the Aerialscope Truck.

7. **New Business**

- **Fire Permits-** Chief Huddleston noted that the link to the correct webpage for online fire permits has been replaced on the Precinct website as the former link was no longer functioning.

- **Annual Reviews for Department Members-** Commissioner Howard noted that Chief Huddleston had not had an annual review since prior to the Pandemic. The annual review is needed prior to the annual renewal of his appointment as Fire Chief. The commissioners will need to work with Chief Huddleston in preparing for the annual reviews of the Department officers and members in the coming months.

-**Training-** Four (4) Department members are currently scheduled to attend Emergency Vehicle Driver Training (EVDT) at the Loudon, NH Track.

-**Electronic Signature Cellphone Application-** Chief Huddleston noted that a replacement application needed to replace the current application as the associated subscription costs will be increased significantly.

-**Northway Bank Debit Card-** Chief Huddleston noted that the debit card will be needed to cover the cost of Fuel and Ferry costs when Department members transport the replacement Tower Truck from Long Island, NY.

-**WOFD Dodge Ram Pickup Truck-** Chief Huddleston informed commissioners of recent minor damage to the pickup truck.

**Public Comments**

-None

9. **Adjournment**

**Motion:** by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 6:47 PM.

Approved on

*May 15/2023*

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Commissioner Gregory W. Howard

*Patricia R Pustell*

Commissioner Patricia Pustell

*Tara Parent*

Commissioner Tara Parent