

**West Ossipee Fire Precinct
Commissioners Meeting
December 18, 2023**

Commissioners: Gregory Howard, Tara Parent, Patricia Pustell

Recorded by: Gregory Howard- Commissioner

Call to Order: Howard called the meeting to order at 6:04 PM.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Pustell, to approve December 4, 2023 Public Meeting Minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, second by Parent, to approve the purchase order to StormStick Decon for two (2) sets of decontamination equipment for \$4,478.00. **All in favor, motion passed.**

Motion: by Howard, second by Pustell, to approve the purchase order to Belknap Tire Company for tires for the Aerial Apparatus not to exceed \$11,850.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Parent, to approve the payables manifest dated December 18, 2023 totaling \$3,519.55. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending. **All in favor, motion passed.**

Debit Card Transaction- 12/14/2023 transaction at Northern Tire & Alignment for Engine 2 in the amount of \$506.68.

4. Treasurer's Report – Commissioner Howard reviewed the November 30, 2023 Treasurer's Report for those present.

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

-Discussion on the issue of outstanding payroll checks. Need to contact the individuals to determine whether they are in possession of checks and confirm whether new checks need to be issued. Going forward individuals are responsible for depositing/cashing checks in a timely fashion.

5. Mail- None

6. Old Business

A. 2024 Budget- Commissioners to meet on January 8, 2024 at 6 PM at Central Station for training on inputting the proposed 2024 Budget and Warrant Articles into the NH Department of Revenue Administration (DRA) website portal.

6. New Business

Purchase Order Overages- How should they be handled? The Auditors state that any overages of approved Purchase Orders need to be noted when processing the payables and detailed in the meeting minutes to document.

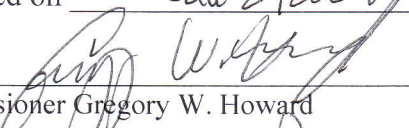
EMS License- The Department EMS License issued through 2025.

7. Public Comment

8. Adjournment

Motion: by Howard, seconded by Pustell, to adjourn the public portion of the meeting. **All in favor, motion passed.** The meeting adjourned at 7:07 PM.

Approved on Jan 2, 2024



Commissioner Gregory W. Howard



Commissioner Patricia Pustell



Commissioner Tara Parent