

**West Ossipee Fire Precinct
Commissioners Meeting
January 19, 2015**

Commissioners Present: Greg Howard, Stanley Brothers, Paula Moore (not present)

Recorded by: Xann Teryek – Precinct Commissioners’ Secretary

Call to Order: Howard called the meeting to order 7:01 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Brothers, seconded by Howard, to review and approve minutes of January 5, 2015. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Brothers, to approve a purchase order to the State of New Hampshire – Criminal Records for a background check for a total of \$51.50. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to the National Fire Sprinkler Association for training for a total of \$290.00. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to the State of New Hampshire Fire Standards and Training for two individuals to attend Fire Inspector I Training Course for a total of \$580.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Brothers, to approve a payables manifest totaling \$4,069.46 dated January 19, 2015. **All in favor, motion passed.**

4. Review and Discussion of Mail Folder

A letter was received from Property Liability Trust indicating the Precinct has a credit of \$923.77 as a result of the payroll audit for Worker’s Comp.

Motion: by Howard, seconded by Brothers, to send a letter to Property Liability Trust requesting that they issue a check to the Precinct for this credit amount. **All in favor, motion passed.**

A letter was received from Property Liability Trust as a reminder that 2014 4th quarter SUTA taxes are due and to provide them with a copy.

Zions Bank provided original documents for the equipment lease (air packs) marked paid in full on 12/22/2014.

5. Treasurer’s Report - Treasurer Roberts reported a balance of \$65,878.04 (after tonight’s payables).

Motion: by Howard, seconded by Brothers, to accept the Treasurer's report into record. **All in favor, motion passed.**

6. Old Business

A. Financial Audit 2013 – Howard reported that he and Moore met with Sheryl Platt with Plodzik & Sanderson regarding the 2013 audit and current accounting practices. Sheryl left many sample policies which, after the annual meeting, the Commissioners will review and see which current policies they may wish to update. Howard reviewed the explanations of the items on the draft audit and noted that the final audit was revised to reflect the changes made.

Motion: by Howard, seconded by Brothers, to accept the draft audit as currently written and ask Plodzik & Sanderson to issue a final audit. **All in favor, motion passed.**

B. Central Station – Chief Huddleston reported that renovations upstairs are well on their way and they may be finished by the second week of February.

7. New Business

Accounting Changes - New line items will be added to the budget report that the Commissioners currently use to reflect the encumbered funds. A budget report with these new line items will be prepared prior to the February 2, 2015 next meeting.

8. Public Comments – None.

9. Adjournment

Motion: by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.**

The Meeting adjourned at 7:43 p.m.

Approved on Feb 16, 2015



Commissioner Gregory W. Howard



Commissioner Stanley N. Brothers