

**West Ossipee Fire Precinct
Commissioners Meeting
June 6, 2016**

Commissioners Present: Stanley Brothers, Greg Howard, Paula Moore.

Recorded by: Xann Horn – Precinct Commissioners' Secretary

Call to Order: Brothers called the meeting to order at 6:04 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve May 16, 2016 non-public meeting minutes. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve May 16, 2016 public meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Purchase order to Stonehearth Open Learning Opportunities (SOLO) for \$1,980 was signed out of session. This was to upgrade Christopher Colpoys from the EMR course (previously approved) the EMT training course.

Motion: by Moore, seconded by Howard, to approve a purchase order to Ossipee Mountain Electronics for fire pager warranties for a total of \$960.00. **All in favor, motion passed.**

Motion: by Brothers, seconded by Howard, to approve a purchase order to Bergeron Protective Clothing for a total of \$2,835.00 for protective gear. **All in favor, motion passed.**

Motion: by Brothers, seconded by Howard, to approve a purchase order to New Hampshire Fire Academy for forest fire training course for a total of \$960.00. **All in favor, motion passed.**

3. Review and Approval of the Payables Manifest

Motion: by Moore, seconded by Brothers, to approve a payables manifest totaling \$6,072.79 dated June 6, 2016. **All in favor, motion passed.**

4. Payroll Manifest

Motion: by Brothers, seconded by Moore, to approve a payroll manifest with a gross total of \$10,218.90 for May 2016, and to approve the electronic payment of \$2,297.28 to the IRS via EFTPS for the 941 payroll taxes. **All in favor, motion passed.**

5. Mail

A. Monies Received

Motion: by Howard, seconded by Moore, to accept fee payments for burner permits in the amount of \$100.00, to be deposited into the checking account. **All in favor, motion passed.**

B. 2015 Audit - The engagement letter and questionnaire for the 2015 audit was received from Plodzik & Sanderson. The Commissioners reviewed the details.
Motion: by Howard, seconded by Moore, to execute and return the engagement letter for the Audit of 2015 fiscal year. **All in favor, motion passed.**

C. Standard Form of Agreement

Motion: by Howard, seconded by Brothers, to sign standard form of agreement between John L. Carter Sprinkler Company, Inc. and West Ossipee Fire Department. **All in favor, motion passed.**

6. Treasurer's Report – The checking account balance of May 31, 2016 was \$158,636.46.
Motion: by Brothers, seconded by Moore, to accept Treasurer's Report as presented. **All in favor, motion passed.**

7. Chief's Report – Brothers reviewed the chief's report (attached).
Motion: by Brothers, seconded by Howard, to accept Chief's Report as presented. **All in favor, motion passed.**

8. Old Business

A. Vehicle Usage Policy

Motion: by Brothers, seconded by Howard, to accept and adopt Policy #2011-01 Vehicle Usage Policy. **All in favor, motion passed.**

B. Payroll

Motion: by Brothers, seconded by Moore, to accept and adopt Policy #2009-06 Payroll. **All in favor, motion passed.**


9. New Business – The water treatment system for Central Station has been installed and they started working on Jewell Hill today.

10. Public Comments – None.

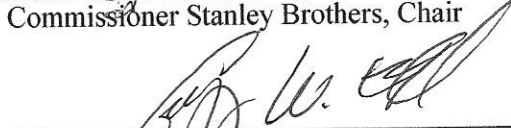
11. Adjournment

Motion: by Moore, seconded by Howard, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:05 p.m.

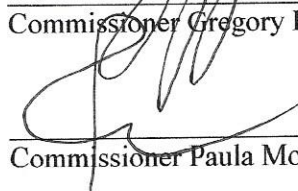
Approved on June 20, 2016



Commissioner Stanley Brothers, Chair



Commissioner Gregory Howard



Commissioner Paula Moore