

**West Ossipee Fire Precinct  
Commissioners Meeting  
September 5, 2016**

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

**Recorded by:** Xann Horn – Precinct Commissioners' Secretary

**Call to Order:** Brothers called the meeting to order at 6:16 p.m.

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

**Motion:** by Moore, seconded by Howard, to approve August 15, 2016 non-public meeting minutes. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Moore, to approve August 15, 2016 public meeting minutes. **All in favor, motion passed.**

**2. Purchase Orders**

A purchase order was approved out of session to Lakes Region Fire Apparatus for repairs to Engine 1 for \$508.22 to be used in conjunction with Purchase Order 2016-07-03.

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to Staples for a not-to-exceed figure of \$100.00 for ink cartridges and a 10-key adding machine. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to the USPS for \$47.00 for a roll of first class stamps. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Moore, to approve a purchase order to Northern Tire for a not-to-exceed figure of \$1,500 for Car 1 annual inspection and repairs. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to Ossipee Mountain Electronics for \$327 for pager batteries and cases. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to Carl Huddleston for reimbursement of \$99.99 antivirus renewal for the laptop. **All in favor, motion passed.**

**3. Review and Approval of the Payables Manifest**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest totaling \$12,623.53 dated September 5, 2016. **All in favor, motion passed.**

**4. Payroll Manifest**

**Motion:** by Brothers, seconded by Howard, to approve a payroll manifest with a gross total of \$14,528.97 for August 2016, and to approve the electronic payment of \$3,310.62 to the IRS via EFTPS for the 941 payroll taxes. **All in favor, motion passed.**

5. **Mail**

1. **Check from the Town of Ossipee** - \$415.32 was received for reimbursement for the White Pond Fire.

**Motion:** by Stanley, seconded by Moore, to accept the check and deposit it into the checking account. **All in favor, motion passed.**

2. **Ryme's Contract** – Pricing information as received and reviewed, contract was executed for mailing back to Ryme's.

6. **Chief's Report** – Brothers reviewed the chief's report (attached).

**Motion:** by Howard, seconded by Brothers, to accept Chief's Report as presented. **All in favor, motion passed.**

7. **Old Business**

1. **2015 Audit (Payroll)**

Commissioners and Chief Huddleston have reviewed the internal audit of 2015 payroll. Huddleston noted that the payroll worksheet he had been using was an old document generated from a report from the reporting system that we use; some of what was on the time cards did not match what was on the payroll worksheet. Discussion ensued. He reviewed December paystubs for a yearly total of number of hours for calls and the paystubs matched the run report from the software. Chief Huddleston recommends we use the payroll worksheet as the official document and the timesheet from the reporting software as backup and to state the new process in a policy. The individual employee will be responsible for signing the actual timesheet produced from the payroll reporting software. Discussion ensued on timing and employee signatures. Chief Huddleston will prepare a policy documenting the sample payroll worksheet and sample run sheet from the recording software to be approved at the next meeting.

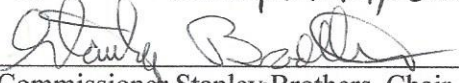
8. **New Business** – None.

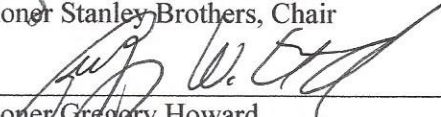
9. **Public Comments** – None.

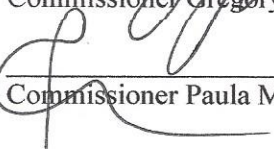
10. **Adjournment**

**Motion:** by Brothers, seconded by Howard, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:35 p.m.

Approved on Sept. 19, 2016

  
Commissioner Stanley Brothers, Chair

  
Commissioner Gregory Howard

  
Commissioner Paula Moore