

**West Ossipee Fire Precinct  
Commissioners Meeting  
April 3, 2017**

**Commissioners Present:** Greg Howard, Stanley Brothers. Paula Moore was not present.

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

**Call to Order:** Howard called the meeting to order at 6:06 p.m.

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

**Motion:** by Brothers, seconded by Howard, to approve March 20, 2017 meeting minutes. **All in favor, motion passed.**

**2. Purchase Order**

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to USA Marine Training, LLC for a total of \$4,675.00 for Ice/Water Operators Class for 11 people. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Fleetmasters for a not-to-exceed total of \$4,750.00 for Tower 1 chassis service and miscellaneous repairs. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to Intuit Software for a total of \$219.95 for Quickbooks Pro 2017 upgrade. **All in favor, motion passed.**

**Motion:** by Brothers, seconded by Howard, to approve a purchase order to State of NH Criminal Check for a total of \$47.00 for potential new employee background check. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Brothers, to approve a payables manifest totaling \$37,038.68 dated April 3, 2017. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a payroll manifest with a gross total of \$10,628.28 for March 2017, and to approve the payment of \$2,399.82 to the IRS via EFTPS for the 941 payroll taxes. **All in favor, motion passed.**

**4. Mail**

**A. Workers' Compensation** – Determination of Unemployment Compensation was received regarding an employee's filing for worker's compensation.

**5. Chief's Report** – Howard reviewed the Chief's Report for March 2017 (see attached).

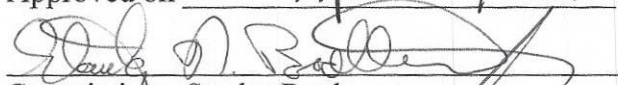
**Motion:** by Howard, seconded by Brothers, to accept the Chief's Report into the record. **All in favor, motion passed.**

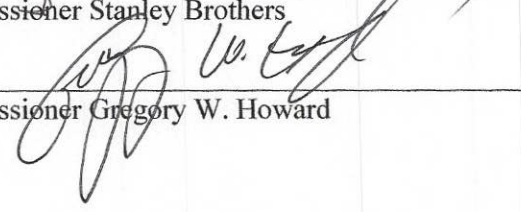
6. **Old Business** - 2016 Audit – The auditors have completed their audit and their report will be forthcoming.
7. **New Business**
  - A. **Capital Reserve Fund** – A check for \$20,000 per the 2017 Annual Meeting Minutes was processed with this meeting's payables.
  - B. **Policies and Procedures Manual** – Dot is going to take charge of assisting with getting this manual current. If anybody has any policies and procedures, please forward them to her.
8. **Public Comments** – None.
9. **Adjournment**

**Motion:** by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:04 p.m.

Approved on \_\_\_\_\_

April 17, 2017

  
\_\_\_\_\_  
Commissioner Stanley Brothers

  
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Commissioner Gregory W. Howard