

**West Ossipee Fire Precinct
Commissioners Meeting
May 1, 2017**

Commissioners Present: Greg Howard, Stanley Brothers, Paula Moore

Recorded by: Xann Horn – Precinct Secretary

Call to Order: Howard called the meeting to order at 6:05 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve April 17, 2017 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Brothers, to approve a purchase order to Carl West for a total of \$25.00 for fuel reimbursement. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Ossipee Mountain Electronics for a total of \$475.00 for one Motorola pager with warranty. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest totaling \$2,401.58 dated May 1, 2017. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a payroll manifest with a gross total of \$11,057.15 for April 2017, and to approve the payment of \$2,426.46 to the IRS via EFTPS for the 941 payroll taxes. **All in favor, motion passed.**

4. Mail – None.

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

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

6. Treasurer's Report – The checking account balance on April 28, 2017 was \$154,937.38. We will not be receiving an April 2017 Treasurer's Report.

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

7. Old Business

A. 2016 Audit & Bookkeeping – The auditors should have all they need to provide the Precinct with a draft of the 2016 Audit.

B. Personnel Policy Manual – The Personnel Policy & Procedures Manual has been reviewed and proposed revisions have been made by Chief Huddleston and the Commissioners. Revisions were discussed. Chief Huddleston and the Commissioners will do some further research and/or review of the revisions and expect to have a final draft for review at the next Commissioners’ Meeting.

8. New Business

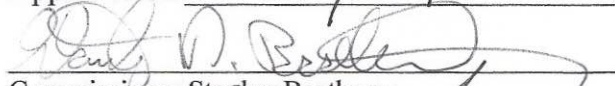
A. Personnel Reviews – Discussion ensued regarding the upcoming annual personnel reviews and review and pay rate changes of two employees who have reached the end of their six month probationary period. Minor discussion ensued.

9. Public Comments – None.

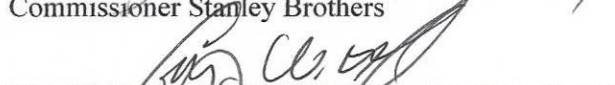
10. Adjournment

Motion: by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:27 p.m.

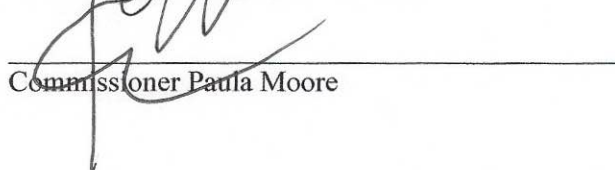
Approved on May 15, 2017



Commissioner Stanley Brothers



Commissioner Gregory W. Howard



Commissioner Paula Moore