

**West Ossipee Fire Precinct
Commissioners Meeting
June 5, 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 6:09 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Brothers, seconded by Howard, to approve May 15, 2017 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Brothers, to approve a purchase order to Staples for a not-to-exceed total of \$312.50 for copying and binding the revised and updated WOFB Personnel Policy and Procedures Manual and boiler permit forms. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Crowell's Towing for a not-to-exceed total of \$250.00 for chassis service on Car 1. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to Staples for a total of \$1,383.98 for a security system and monitor for Central Station. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Brothers, to approve a payables manifest totaling \$46,570.53 dated June 5, 2017. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a payroll manifest with a gross total of \$10,727.02 for May 2017, and to approve the payment of \$2,404.98 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 May 2017 (see attached).

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

6. Treasurer's Report – The checking account balance on May 31, 2017 was \$142,417.44.

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

7. **Old Business**

- A. **2016 Audit & Bookkeeping** – The auditors have provided the MS-535 to be signed by the commissioners and then uploaded to the NH DRA website. The draft 2016 Audit Report has been forwarded to the Commissioners for review; no deficiencies were noted. The commissioners will contact Plodzik & Sanderson to issue the final audit.

Motion: by Howard, seconded by Brothers, to approve the draft audit of the West Ossipee financial report. **All in favor, motion passed.**

B. **Personnel Policy and Procedures Manual**

Motion: by Howard, seconded by Moore, to approve the changes to the West Ossipee Fire Precinct Personnel Policy and Procedures Manual as of June 5, 2017. **All in favor, motion passed.**

- C. **Personnel Reviews** – Chief Huddleston stated the WOFD members' annual reviews are done. A couple Associate members are a full member on another department. The standard we have for responding to calls is 25%. The 25% is fine for those of us who live around here, but for those who live away or are on another department, it is difficult. Huddleston recommends setting a different lower percentage for these situations. Discussion ensued. It was recommended that Chief Huddleston discuss the situation with these members and involve them in the process of coming up with a percentage for Associate members.

8. **New Business** – None.

9. **Public Comments** – None.

10. **Adjournment**

Motion: by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:15 p.m.

Approved on June 19, 2017

Commissioner Stanley Brothers

Commissioner Gregory W. Howard

Commissioner Paula Moore