

**West Ossipee Fire Precinct
Commissioners Meeting
November 4, 2019**

Commissioners Present: Paula Moore, Denise Castle, Greg Howard was not present.

Recorded by: Xann Horn – Precinct Commissioners' Secretary

Call to Order: Moore called the meeting to order at 6:03 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Moore, seconded by Castle, to approve the meeting minutes from October 21, 2019. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Moore, seconded by Castle, to approve a purchase order to McKesson for EMS Supplies for a total of \$234.83. **All in favor, motion passed.**

Motion: by Moore, seconded by Castle, to approve a purchase order to Lakes Region Fire Apparatus for Engine 1 diagnostic check of the foam system for a not-to-exceed total of \$750.00. **All in favor, motion passed.**

Motion: by Moore, seconded by Castle, to approve a purchase order to Lakes Region Fire Apparatus for CDL pre-trip/road skills testing for two employees for a not-to-exceed figure of \$350.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Moore, seconded by Castle, to approve a payables manifest dated November 4, 2019 totaling \$5,442.46. **All in favor, motion passed.**

Motion: by Moore, seconded by Castle, to approve October 2019 payroll manifest with a gross payroll total of \$12,680.14 and to approve payment of 941 employment taxes totaling \$2,575.88 via EFTPS. **All in favor, motion passed.**

4. Mail

A. A notice was received from IRS. The 941 quarterly filing for 2019 was processed using a form for 2016. This lead the IRS to believe that the Precinct filed twice for the first quarter of 2016. Xann will contact the IRS with the best way to sort this out.

B. A check was received from Berkley Risk Administrators Company for \$737 as a result of the Precinct's workers' comp audit.

Motion: by Moore, seconded by Castle, to accept for deposit a check for \$737 from Berkley Risk Administrators Company. **All in favor, motion passed.**

C. A statement was received showing the two trust fund balances of \$20,042.58 and \$44,805.21

5. **Chief's Report** – Commissioner Moore reviewed Chief Huddleston's monthly activity report for October 2019 verbally to those present at the meeting (see attached); report will be posted on the website.

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

6. **Treasurer's Report** – Commissioner Moore reviewed the Treasurer's report verbally to those present at the meeting. On October 31, 2019 the account balance was \$199,562.62.

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

7. **Old Business** – None.

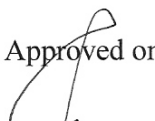
8. **New Business** – None.

9. **Public Comments** – None.

10. **Adjournment**

Motion: by Moore, seconded by Castle, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:49 p.m.

Approved on 11/18/19



Commissioner Paula Moore



Commissioner Denise Castle