

**West Ossipee Fire Precinct  
Commissioners Meeting  
January 6, 2020**

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

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

**Call to Order:** Howard called the meeting to order at 6:10 p.m.

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

**Motion:** by Howard, seconded by Moore, to approve December 2, 2019 meeting minutes. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve December 16, 2020 meeting minutes. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Staples for a not-to-exceed figure of \$235.35 for clipboards. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Pine Point Fire Training for a total of \$300.00 for a fire training program. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated January 6, 2020, totaling \$62,037.22. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve December 2019's payroll manifest with a gross total of \$9,909.26, and to approve payment of the 941 employment taxes via EFTPS of \$2,041.98. **All in favor, motion passed.**

**4. Mail** – A notice was received from the IRS regarding a non-payment of a 2019 941 payment. This notice is probably related to the issue that Commissioner Moore is handling; she is still trying to reach the IRS.

**5. Chief's Report** – Commissioner Howard read the chief's report to those present.

**Motion:** by Howard, seconded by Moore, to accept chief's report as submitted. **All in favor, motion passed.**

**6. Treasurer's Report** – Commissioner Howard read the treasurer's report to those present. On December 31, 2019, the checking account balance was \$204,123.07.

**Motion:** by Howard, seconded by Moore, to accept treasurer's report as submitted. **All in favor, motion passed.**

7. **Old Business**

- A. **IRS Filing** – Nothing has been heard.
- B. **Warrant Article - Commissioner Howard** received an answer on changing the language on the Capital Reserve fund so it can be for the purpose of purchasing and “maintaining” vehicles. Commissioner Howard reviewed DRA’s explanation of how to change the existing warrant article. At the next meeting we will have the language ready for the warrant articles and the DRA form for review and approval.

6. **New Business**

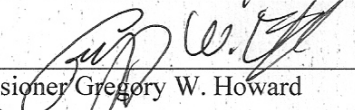
- A. **Firefighter Gear** - Chief Huddleston discussed the fact that more than \$40,000 of gear will be needed between this year and next year. Something to consider.
- B. **Auditing Companies** – Commissioner Castle approached three firms regarding auditing services and received estimates similar to what the Precinct has been paying and was referred to Plodzyk & Sanderson.
- B. **Microsoft Office** – Xann has signed up for a free 30-day trial of Microsoft Office 365 using her personal debit card, with \$99 to be charged on 2/5/2020 for a one-year subscription. The commissioners will change this subscription to be paid for with the precinct debit card prior to 2/5/2020.

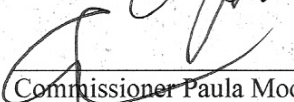
7. **Public Comments** – None.

8. **Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 6:54 p.m.

Approved on Jan 20, 2020

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore