

**West Ossipee Fire Precinct
Commissioners Meeting
March 2, 2020**

Commissioners: Greg Howard, Paula Moore, Denise Castle
Recorded by: Xann Horn – Precinct Commissioners' Secretary
Call to Order: Howard called the meeting to order at 6:12 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Moore, seconded by Castle, to approve February 17, 2020 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to The Fire Store for decontamination wipes for a total of \$27.98. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Staples for 4" binders and sheet protectors for a total of \$103.53. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Industrial Protective Services for emergency repairs to the SCBA compressor for a total of \$288.25. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated March 2, 2020, totaling \$6,659.75. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve February 2020 payroll manifest with a gross total of \$14,319.84, and to approve payment of the 941 employment taxes via EFTPS of \$2,846.90. **All in favor, motion passed.**

4. Mail – A letter was received from the IRS dated February 10, 2020 stating that the ongoing issue regarding the quarter ending September 30, 2019 has been resolved. No penalties have been issued; no money is due.

5. Chief's Report – Commissioner Howard read the February 2020 Chief's Activity Report to those present.

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

7. **Old Business**

A. **2020 Budget/Annual Meeting** – Commissioner Howard reviewed the Warrant Article required to change the wording of the Capital Reserve Fund and ballots have been created. There was discussion about the need and expense for protective gear that is going to be required (in addition to the \$12,000 encumbered from 2019). This will be discussed at the Annual Meeting.

B. **2019 Audit** - The audit went well. A few minor recommendations are expected to be made. The auditors recommend the Precinct have a Capital Asset Policy; this is important to have to determine the Precinct's net worth which would be necessary if a bond is ever applied for. They also recommended reviewing and/or updating policies and documenting the date they were reviewed. They recommended that the purchasing policy (three estimates should be received for any expense over \$3,000). Three estimates are difficult to obtain in our area for the type of services required (for example heavy truck repairs, protective gear). The policy is difficult to adhere to. They recommended doing away with this policy. The Commissioners will investigate this policy as they are not familiar with it and believe it may be an old policy.

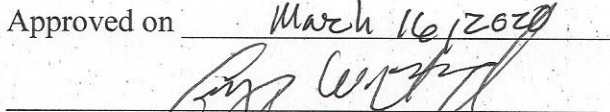
8. **New Business** – None.

9. **Public Comments** – Louise Southerland, Budget Committee Representative, reviewed what took place at the most recent public meeting regarding the town budget. \$800,000 was cut from the items that were going to come out of the unreserved fund balance. Minor discussion ensued.

10. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 8:00 p.m.

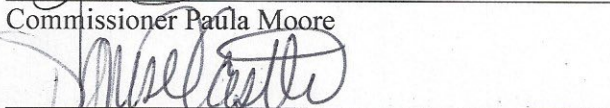
Approved on March 16, 2020



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle