

**West Ossipee Fire Precinct  
Commissioners Meeting  
Via Conference Call Due to COVID-19 Pandemic  
April 20, 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 6:03 p.m.

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

**Motion:** by Moore, seconded by Castle, to approve April 6, 2020 meeting minutes.  
**All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Castle, to approve a purchase order to Paula Moore for \$175.85 for reimbursement of personal credit card use to pay for EMS supplies. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed total of \$3,250 to rebuild the PTO and replace the hydraulic pump on Tower 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed total of \$700 for exhaust system and air system repair on Engine 1. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated April 20, 2020 totaling \$8,457.58. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a payroll manifest dated April 20, 2020 with a gross payroll total of \$100.00 and a federal tax payment of \$15.30 to be paid via EFTPS. **All in favor, motion passed.**

**4. Mail**

- White Mountain Oil and Propane has provided the Precinct with their service agreement. Commissioner Howard reviewed the three levels of service available. Discussion ensued. All were in agreement to execute the agreement, opting for the premium level of service.

**Motion:** by Howard, seconded by Moore, to renew the heating service insurance program at the premium level for \$437 for both stations.  
**All in favor, motion passed.**

- A letter was received from McNeil Company regarding a policy change and to contact our agent for more information on this change. Commissioner Howard reviewed the letter. Discussion ensued.
- A letter was received from Tech Insurance regarding their procedures during the COVID-19 Pandemic. Commissioner Howard reviewed the letter.
- NH Employment Security Dated April 6, 2020 regarding information that is required to be given to employees in light of the COVID-19 Pandemic.
- The 941 and SUTA tax filings were executed, and will be mailed, for the 1<sup>st</sup> Qtr 2020.

**5. Old Business**

**A. 2019 Audit** – The draft audit documents (via email) have been received. The MS-535 has been reviewed and approved by the DRA. It will need to be executed (each Commissioner will need to stop in and sign the form). The only deficiency noted in the audit was the I-9 Form for Employment Verification. Chief Huddleston stated that these are being worked on but given the COVID-19 Pandemic, the Department is not meeting and he needs to meet with employees to verify and fill out documents.

**Motion:** by Howard, seconded by Moore, to approve the Plodzik & Sanderson draft Financial Report for 2019. **All in favor, motion passed.**

**B. COVID-19 Pandemic** - Chief Huddleston stated there are new state protocols just about every week which are not much different than what they normally do. He reviewed the changes in procedures to minimize the potential of exposure. Discussions are taking place with town and state officials regarding campground openings. Chief Huddleston will be attending a conference call tomorrow regarding this and he will update the commissioners.

**6. New Business** – Commissioner Moore has concerns after reviewing the most recent selectmen's meeting regarding the Town not having necessary funds, employees being furloughed, etc. Her concern is that they may not pay the monthly Precinct funds. Commissioner Howard asked Terri to notify the Commissioners if/when the next check from the Town of Ossipee arrives; if it is not received before the next Selectmen's meeting, the Commissioners will approach the Selectmen directly. Commissioner Howard stated that Congress has discussed another package of relief, including money for state and local government to help cover costs realizing that they are not collecting sales tax, rooms and meals tax, etc. However, they will need to keep public safety programs in place.

Tower – Chief Huddleston stated that LRFA is waiting for a date to have the windshield fixed and some work around the windshield. The truck will be out of service for 24 hours. He is waiting for a date.

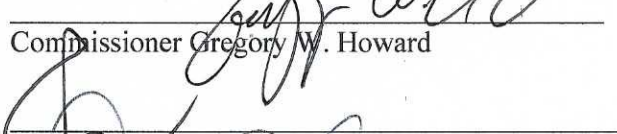
**7. Public Comments** – None.

**8. Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 7:07 p.m.

Approved on May 4, 2020

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Denise Castle