

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
May 18, 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 6:01 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Moore, seconded by Castle, to approve May 4, 2020 meeting minutes as amended. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed figure of \$1,950.00 for rear brakes and parking brake repairs on Rescue 1. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated May 18, 2020 totaling \$15,581.43. **All in favor, motion passed.**

4. Mail – None.

5. Old Business

A. COVID-19 Pandemic – Chief Huddleston stated that businesses are starting to open up again. He does not think this is going to end any time soon. There has not been any exposure of COVID-19 to the members. For now, everything is going as good as can be expected. We have plenty of PPE on hand and it can be replenished quickly if needed. Commissioner Howard asked Chief Huddleston if there has been any discussion regarding testing for those who may have the antibodies. Chief Huddleston stated there has been discussion but nothing put in place. The total number of COVID-19 positives for Ossipee remains at 1-4 and nobody has been hospitalized. Mountain View Nursing Home has not had anybody test positive.

6. New Business

A. First Responder Stipend – Chief Huddleston reviewed that the State of NH is issuing a stipend for first responders. We qualify for this. He will be submitting the appropriate paperwork. If you are on the roster and available for calls, you will get a stipend each week (May 4th through the end of June, 8 weeks,). This will have to run through payroll. The precinct portion of payroll taxes will be reimbursed so it will be \$0 cost to the precinct. He recommends a new payroll item be set up to track these funds and that a payroll run be done separate from our normal end of the month payroll. This would provide clean record keeping. Discussion ensued.

B. WOFD Annual Evaluations – These will be handled during non-public meetings.

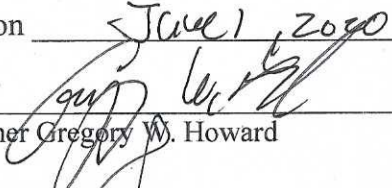
C. Fire Chief Annual Review Procedure – Commissioner Castle stated she did not see anything in our policies regarding the fire chief's annual review. Also, the employee is entitled to a private review. No other employee should be in attendance. If this is something that has been happening in the past, she does not think that it should continue and she would like to see it changed. Section 5 should be revised to include an updated procedure for performance appraisals and reviews. Commissioner Howard going forward, it may be good to have something more complete so there is no room for personal interpretation. Commissioner Castle stated she would do some research and follow-up with some suggestions for the next meeting. Commissioner Moore is not interested in how other departments handle it, but if there is a certain RSA or law, she would like to know about that. Discussion ensued on how the process was put in place. Commissioner Castle will put together information and cite where it is from for review at the next meeting.

7. **Public Comments** – None.

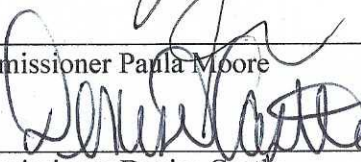
8. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:38 p.m.

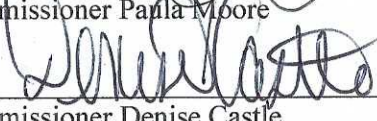
Approved on June 1, 2020



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle