

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
June 1, 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 6:02 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Moore, seconded by Castle, to approve May 18, 2020 public meeting minutes as amended. **All in favor, motion passed.**

Motion: by Moore, seconded by Howard, to approve May 18, 2020 (performance review) non-public meeting minutes, not to be sealed. **All in favor, motion passed.**

Motion: by Moore, seconded by Howard, to approve May 18, 2020 (accident) non-public meeting minutes and they will remain sealed. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Lori Wrigley for a total of \$43.76 for reimbursement of station supplies. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated June 1, 2020, totaling \$21,423.84. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve May 2020 payroll manifest with a gross total of \$12,362.03, and to approve payment of the 941 employment taxes via EFTPS of \$2,481.38. **All in favor, motion passed.**

4. Mail – A \$0.00 invoice was received from White Mountain Oil & Propane for cleaning, and inspecting the unit, completed the check list, cleared condensate per 2020-2021 maintenance.

5. Chief's Report – Commissioner Howard read the April 2020 Chief's Activity Report to those attending via conference call.

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 June 1, 2020 Treasurer's Report to those attending via conference call. As of May 29, 2020 the checking account balance was \$168,934.62.

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

7. **Old Business**

A. **COVID-19 Pandemic** – Chief Huddleston reported it is steady as it goes. We have not seen any change in anything. He believes what took place in the southern part of the state (protests and rallies) could perhaps change the situation.

B. **WOFD Evaluations** – Chief Huddleston is working on officer evaluations and then will move onto the other employee evaluations.

C. **Employee Evaluations (minutes, etc.)** – Commissioner Castle sent an email to Commissioner Howard and Commissioner Moore for their review and consideration in changing the policy. She feels very strongly that no employee should be sitting in on another employee's appraisal and the policy should be changed. Discussion ensued between the Commissioners regarding the specific RSA, policy wording, emails that have been sent. More research and discussion will take place. Commissioner Castle also wanted to ask if there is a copy of a book called "Knowing the Territory" anywhere in anybody's possession? Commissioner Howard said it sounds vaguely familiar. Commissioner Castle says it is very precise, it is easy to follow and there is a lot of good information in this that would be handy for her. Commissioner Castle will look into this and provide Commissioner Howard the information so he can create a purchase order and leave it in the commissioner's office for execution. Discussion will continue at the next meeting.

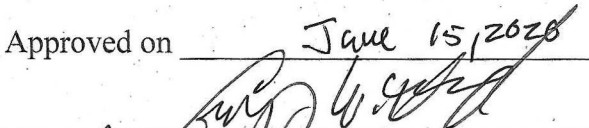
8. **New Business** – None.

9. **Public Comments** – None.

10. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:59 p.m.

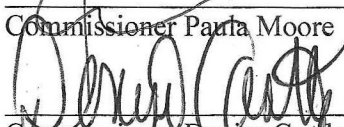
Approved on June 15, 2020



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle