

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
July 6, 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 6:04 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Moore, seconded by Howard, to approve June 15, 2020 public meeting minutes. **All in favor, motion passed.**

2. Purchase Orders – None.

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated July 6, 2020, totaling \$8,315.56. 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 a payroll manifest specific to the “First Responder Stipend” due to COVID-19 with a total gross payroll of \$11,328.60, and to approve payment of the 941 employment taxes via EFTPS of \$2,191.16. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve June 2020 payroll manifest with a total gross payroll of \$10,587.79, and to approve payment of the 941 employment taxes via EFTPS of \$2,172.78. **All in favor, motion passed.**

4. Chief’s Report – Commissioner Howard read the June 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.**

5. Treasurer’s Report – Commissioner Howard read the July 6, 2020 Treasurer’s Report to those attending via conference call. As of June 30, 2020, the checking account balance was \$162,618.44.

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

6. Mail

- An Insurance Workers Compensation Audit scheduling notice was received from NEIS; Xann will respond with the necessary information.

- A check for \$565.20 was received from McNeil & Co., Inc. representing the adjustment for deleting the 1991 International from WOFP's policy.

Motion: by Howard, seconded by Moore, to accept the check from McNeil & Co., Inc. for \$565.20 and deposit it into the checking account. **All in favor, motion passed.**

- Two bound copies and one unbound copy of the WOFP financial statements for the fiscal year ended December 31, 2019 was received from Plodzik & Sanderson, PA; an electronic copy has already been emailed to the commissioners. A copy will be forwarded to the DRA by Plodzik & Sanderson, PA.

7. **Old Business**

- A. COVID-19 Pandemic** – Chief Huddleston reported that there is no significant increase in positive cases but he suspects that being inundated with people from other areas will likely make those numbers go up. He recommends wearing masks when out in public; it does help.
- B. WOFP Evaluations** – Chief Huddleston is still waiting to meet with some people. He is hoping to have them all done within the next couple of weeks.
- C. Employee Evaluations (minutes, etc.)** – Commissioner Howard reviewed the information that Commissioner Castle provided. There was one form that was more specific and detailed than some of the others. Commissioner Castle recommended using these as a guide but come up with something on our own. Commissioner Howard stated that it would be beneficial to have the firefighters provide a review of the officers' performance without having too much paperwork as that could be overwhelming. Discussion ensued.

8. **New Business**

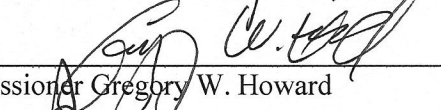
- A. Commissioner Moore – Resignation** - Commissioner Howard is in receipt of a letter of resignation from Commissioner Paula Moore with a last meeting of August 17, 2020 being her last meeting unless a replacement is found sooner. Commissioner Howard said he accepts Paula's resignation but is sad to see her leave. She has given nine years to the organization which is a long time. He thanked Paula stating she stepped in at a critical time when they were reshaping the organization and with the passing of Roger Tice. If anybody is interested in serving as a Commissioner, they should contact the Commissioners.
- B. Commissioner Howard** asked when the bridge construction will take place (the stream coming out of Danforth Pond). Chief Huddleston thinks August or September. He will let everyone know when he has definite dates.

9. **Public Comments** – None.

10. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:44 p.m.

Approved on July 20, 2020



Commissioner Gregory W. Howard

Commissioner Paula Moore



Commissioner Denise Castle