

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
September 7, 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 6:00 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve September 7, 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 3 heavy duty batteries for the rescue truck for a total of \$407.88. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Crowell's Towing for chassis service and NH State Inspection for Car 1 for a not-to-exceed total of \$275.00. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Pine Point Fire Training for EMS in the Warm Zone, Response to Domestic Violence, and other topics of training for a total of \$300. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated, September 7, 2020, totaling \$4,883.39. 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 August 2020 payroll manifest with a gross total of \$12,592.39, and to approve payment of the 941 employment taxes via EFTPS of \$2,617.58. **All in favor, motion passed.**

4. Mail – None.

5. Chief's Report – Commissioner Howard read the August 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 September 7, 2020 Treasurer's Report to those attending via conference call. As of August 31, 2020, the checking account balance was \$173,117.42.

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

Discussion was held regarding the timing of the Treasurer's Report and whether it should be provided at the first meeting of the month or the second meeting of the month.

It is the Treasurer's preference to provide her report at the first meeting of the month.

It is, and has been, the Commissioners' Secretary's opinion that it should be provided at the second meeting of the month. Per the Treasurer's Procedures Policy #2018-002, Adopted on March 19, 2018 the Treasurer is to reconcile her findings with the Bookkeeper's reconciliation report and if there are discrepancies, the Treasurer and Bookkeeper will work together to find the discrepancy and correct it. The timing of the bank statement is such that the Commissioner's Secretary is often reconciling Quickbooks the day before or the night of a meeting and that does not leave her time to follow-up on any questions the Treasurer may have regarding missing checks, uncleared transactions, or anything else that my present. It is the Commissioners' Secretary's opinion that the Treasurer's report should not be presented until any questions are resolved or able to be explained within the Treasurer's report.

Commissioner Moore's opinion is that the Treasurer's Report should be provided at the second meeting of the month.

Commissioner Castle stated that feels she does not know enough about the process/timing. Discussion ensued on the process.

Commissioner Howard stated that we are an organization where none of us are involved on a full-time basis and we are also experiencing constraints due to not meeting in person due to COVID-19. It is his opinion that with the first meeting of the month being busy with payroll and our largest payables manifest of the month, shifting to having the Treasurer's Report to the second meeting of the month would be better. It is not critical to have this report at the first of the month. He thinks having it prepared for and presented at the second meeting of the month will allow more time for everyone, avoiding the feeling of being rushed when it is not necessary.

Motion: by Howard, seconded by Moore, that the Treasurer's Report be provided at the second meeting of the month, instead of the first meeting of the month. **Commissioner Howard was in favor, Commissioner Moore was in favor, Commissioner Castle was not in favor. Motion passed.**

7. Old Business

A. COVID-19 Pandemic – Chief Huddleston reported that the only changed is that the hours to get tested at Troop E have been lessened. We have not had any significant

incidents. It will be interesting to see what happens going forward as there have been many people here this holiday weekend.

- B. New Pay Shift** – Chief Huddleston stated that this is a significant change in the way we do business. So far there are five shifts where we do not have anybody at the station in September. However, the Chief, himself, can respond this month if there is a call. He would like to get to the point where we could fill this position every day. There are people assigned to station coverage and they are completing in-house tasks while they are at the station if not responding to a call. Discussion ensued.
- C. Eversource** – Commissioner Howard will follow-up with Eversource to schedule a review of Jewell Hill to be sure they are classifying the station properly. He will have an update at the next meeting.

8. New Business

- A. Budget Committee Representative Report** - Louise Southerland reported that the Budget Committee will meet on September 16th. Matt Sawyer, Town Administrator, will provide budget reports and where the town stands financially; Louise will provide a follow-up after that meeting.

The first presentation of 2021 WOFB budget we will be on November 11th. This is a pre-review only and no need to present in person. The in-person review will be on Wednesday, November 18th before the Budget Committee.

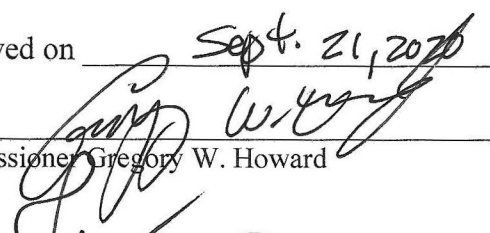
Outside agencies' paperwork is due on October 16th and those meetings are scheduled for mid -November. They have asked outside agencies for information or an update on services being provided due to the pandemic. Louise recommended that if tactical gear is needed, it should be included in 2012 budget. Chief Huddleston stated this is one of the things that will be discussed looking toward next year's budget. Louise requested a username for email be assigned for the Budget Committee Representative. Commissioner Howard stated he will do that. Louise that there is currently one vacancy on the Budget Committee and that this is her last budget season. She is resigning as of March 12, 2021. If anyone is interested, they should contact her.

9. Public Comments – None.

10. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:17 p.m.

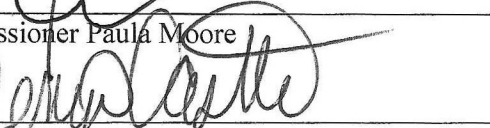
Approved on Sept. 21, 2020



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle