

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
October 5, 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 Howard, to approve September 21, 2020 meeting minutes as presented and revised. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Grainger for emergency lighting and batteries and foam soap for Central Station \$562.08. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to reimburse Christopher Oullette a total of \$42.99 for the purchase of small equipment fuel. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated October 5, 2020 totaling \$1,223.30. 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 for September 2020 with a gross total of \$13,390.38 and to pay 941 employment taxes of \$2,798.72 to be paid via EFTPS. **All in favor, motion passed.**

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

Chief Huddleston explained the “unpermitted burn” and the permitting process. Discussion ensued regarding the governor’s guidelines regarding fires during the current drought.

5. Mail

Correspondence was received from the IRS dated September 28, 2020 regarding the March 31, 2016 form 941 amount due is \$0.00.

Correspondence was received from Chocorua Ski & Beach dated September 22, 2020 in support of the Department regarding a recent fire within that community and how pleased they were with the Department's efforts.

Correspondence was received from Blue Tarp (Aubuchon Hardware) requesting confirmation of the Precinct's federal tax ID number. Commissioner Howard will follow-up on this with Blue Tarp.

Correspondence was received from Louise Southerland dated September 10, 2020 stating her resignation as Budget Committee Representative effective March 12, 2021. The Commissioners accepted her resignation and understand that they need to find someone to fill this position.

6. Old Business

A. COVID-19 Pandemic – Chief Huddleston stated there are no changes regarding employees of the Department. We have not seen a significant increase in positive COVID-19 numbers locally, but it has affected law enforcement and fire departments in other areas in the state.

B. Paid Shifts-Weekday Coverage – Chief Huddleston stated except for a couple of Tuesdays, every day is covered for October.

8. New Business

A. 2020-21 Budget – Commissioner Howard asked Chief Huddleston to pull together what he might request that we encumber, either for training, physicals, vaccinations (COVID-19), flu shots, etc. Chief Huddleston stated that the amount for personal protective equipment will probably not need to be increased. He believes that if we continue with \$16,000 budgeted for 2021 as we have in previous years, this would be enough. Most PPE supplies (disposables) have been allocated to "EMS Supplies". Perhaps adding \$1,000 to EMS supplies would be wise. Chief Huddleston stated there are some repairs that need to be done to the Tower but it should be able to be done within what is budgeted for 2021 for that vehicle. Lakes Region Fire Apparatus has hired auto body techs and Chief Huddleston wanted to try to get the paint on Engine 1 touched up. He believes the quote a couple of years ago was approximately \$2,000. He would recommend getting this done as well as paint touched up on the Rescue vehicle. There will also have to be some paint touch-up done on the Tahoe in the next year or two. Remoted garage door openers will be needed at some point.

9. Public Comments – None.

10. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:48 p.m.

Approved on Oct. 19, 2020



Commissioner Gregory W. Howard

Commissioner Paula Moore



Commissioner Denise Castle