

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
November 2, 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 October 19, 2020 meeting minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Willow Hill Supply, LLC for 50 department patches for a total of \$160.00. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Ossipee Mountain Electronics for one Motorola page for a total of \$475.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated November 2, 2020 totaling \$3,629.26. 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 October 2020 with a gross total of \$14,533.16 and to approve payment of 941 employment taxes of \$2,989.44 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.**

5. Mail – None.

6. Old Business

A. COVID-19 Pandemic – Chief Huddleston submitted to the state for 1,000 XL gloves. All of our current suppliers are out of them. This is the first time we have not been able to get them from our suppliers. Discussion took place on what to do if these supplies

continue to be difficult to obtain through our current suppliers especially that positive COVID-19 numbers keep going up. Chief Huddleston expects to hear from the State soon on how many they will assist in providing PPE.

- B. 2021 Budget** – Chief Huddleston looked at run numbers for this year versus last year. The average number of calls over the past 5 years has increased by approximately 7%. The average hourly rate for duty time would be \$24.00/hour. Currently we are running 45 duty hours a week. This totals approximately \$56,160 for the year for duty calls. Discussion took place on how the “duty” hours will affect “call” hours, etc. Chief Huddleston talked to fire academy and they are trying to roll out virtual training.

A proposed 2021 operating budget of \$445,625.00 was discussed and will be reviewed for approval at the next Commissioners’ meeting.

8. New Business

- A. Federal COVID-19 Funds** – Chief Huddleston has researched this online and he cannot find where this new program is listed. If someone has found a link, please forward it to him. Typically, when there are funds available it comes out of the EMS Bureau and he has not seen anything from them. Commissioner Howard stated that the Governor decides on how these funds are distributed and he is wondering if it might be something where he makes the decision but the funds come strictly from the Federal Government or the Governor’s office. Chief Huddleston has not seen anything regarding these funds, but he will look into it further.

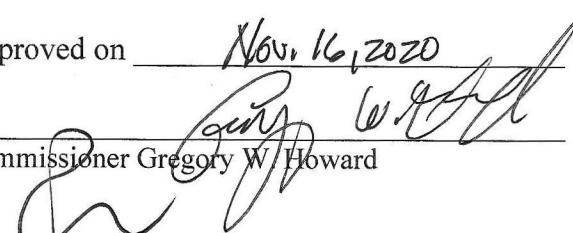
- B. NH DRA – Question on MS-434: Insurance Refund** – DRA questioned reported income of \$11,328.60 which was reported on the MS-434 as a workers’ compensation refund from insurance the insurance company. In preparation of the MS-434, Commissioner Howard asked for a list of income and sources. The Commissioners’ Secretary made an error reporting where these funds were from. These funds were NOT from the insurance company, they were funds received from the Federal Government for COVID-19 Stipend and went directly to paying the employees. Commissioner Howard will follow-up with DRA to correct the MS-434.

9. Public Comments – None.

10. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:18 p.m.

Approved on Nov. 16, 2020



Commissioner Gregory W. Howard

Commissioner Paula Moore



Commissioner Denise Castle