

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
November 16, 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 Howard, seconded by Moore, to approve November 2, 2020 meeting minutes as presented. **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 November 16, 2020 totaling \$5,107.57. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

4. Treasurer's Report – On November 1, 2020, the checking account balance was \$193,140.70. Commissioner Howard reviewed the November 16, 2020 Treasurer's Report verbally for everyone attending via conference call.

Motion: by Howard, seconded by Moore, to accept the November 16, 2020 Treasurer's Report into record. **All in favor, motion passed.**

5. Mail – An engagement letter was received from Plodzik & Sanderson to perform the 2020 audit for an estimated fee of \$6,100.

Motion: by Howard, seconded by Moore, to execute and return the letter of retention. **All in favor, motion passed.**

6. Old Business

A. COVID-19 Pandemic – Chief Huddleston stated there are several active COVID-19 cases within the town, county, and state. This was expected as people move inside. He suggested that everyone think carefully about having large family gatherings. Some PPE suppliers do not want to use open bills or invoices to purchase supplies. The Department does not have a credit card and he would like to discuss how to use this to purchase PPE so that we do not miss out when supplies are available. Commissioner Howard recommended that we go back to the process in which a purchase order is prepared and presented immediately and then he can order the supplies right away. Chief Huddleston encouraged everyone to wear a mask. The State was able to provide the Department with XL gloves; they were received the day after the request.

B. DRA MS-434 – Commissioner Howard discussed the revision with the DRA and it has been revised and resubmitted and approved by DRA and the town.

C. 2020-21 Budget

Motion: by Howard, seconded by Moore, to approve a proposed operating budget for 2021 of \$426,175. **All in favor, motion passed.**

D. Proposed Warrant Articles - Commissioner Howard reviewed the proposed warrant articles. The Commissioners expect that the 2021 Annual Meeting will not be able to be held in person and a virtual meeting of some kind will need to be discussed.

Motion: by Howard, seconded by Moore, to present the warrant articles as prepared and presented to the Budget Committee. **All in favor, motion passed.**

E. Federal COVID-19 Funds – Chief Huddleston was able to track down the information on the Federal COVID-19 funds that were discussed at previous meetings. It is for the unanticipated expenses related to COVID-19 cases and/or COVID patients. This is related to overtime in a case where employees were out due to testing positive or if an employee had contact with someone who was positive, and/or for agencies that had to hire more people due to increase in numbers (for example nursing homes). It is not to offset the budget.

7. New Business – The bridge on Ossipee Lake Road is being worked on. Any time we go to Freedom to cover a call, Freedom Fire will be reimbursing West Ossipee Fire Precinct for the call.

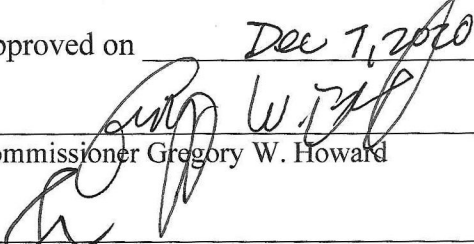
8. Public Comments – None.

9. Adjournment

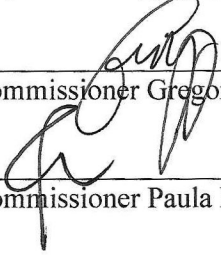
Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:51 p.m.

Approved on _____

Dec 7, 2020



Commissioner Gregory W. Howard



Commissioner Paula Moore

Commissioner Denise Castle