

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
December 7, 2020**

Commissioners: Greg Howard, Paula Moore, Denise Castle was not present

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 16, 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 December 7, 2020 totaling \$5,499.99. 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 November 2020 with a gross total of \$14,670.80 and to approve payment of 941 employment taxes of \$3,076.60 to be paid via EFTPS. **All in favor, motion passed.**

4. Chief's Report – Commissioner Howard read the November 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

A. A \$0.00 invoice was received from White Mountain Oil & Propane a no-heat issue at Jewell Hill. The issue was covered under our contract.

B. The Town of Ossipee Tax Department Assessments were received (Central Station is assessed at \$235,200; Jewel Hill Station is assessed at \$265,000. Chief Huddleston has not had any luck in having the town look into re-assessing Central Station to reach a more accurate value. Commissioner Howard suggested that pictures be taken, updated annually, and kept on file. Chief Huddleston noted that the insurance company usually does this once a year.

6. Old Business

A. COVID-19 Pandemic – Chief Huddleston reported that the Department received another shipment of PPE from the state. It looks like we are going to be able to backfill what we have used from the state. Services around the area have had an increase of positive. The State has set up quarantine facilities throughout the state to be available for first responders who test positive. West Ossipee Fire Department has not had to have anybody have to go there. There was one potential exposure a week ago turned out to not be exposure; firefighters were wearing PPP, as always. Discussion ensued

regarding what firefighters do to protect themselves from COVID when responding to calls.

- B. 2020-21 Budget** – The Budget Committee will be meeting in person this week. Louise Southerland voiced the Commissioner’s concern regarding the dangers of meeting in person; the Budget Committee will still meet in person on December 9, 2020 (instead of December 7th) at 6:30 and it will be held in the auditorium at Town Hall (not at the Freight House). The Commissioner’s will not be in attendance, following COVID-19 recommendations. Chief Huddleston will be in attendance.

8. New Business

- A. Encumbered Funds for Year 2020** – Chief Huddleston will have a list of targeted items for discussion at the next meeting. There was minor discussion regarding the CARES Act and being able to get reimbursed for some equipment that may be purchased. We will have to pay for it upfront, go through and then go through a process to get reimbursement for at least some of the funds. There are several things that have transpired that are going to change the way we do business regarding decontamination upon returning from calls. He is gathering costs for the necessary equipment to put this in place. He will have this information prepared for next meeting.

- B. Treasurer’s Payroll** – Upon reviewing the budget report, Xann noticed that the Treasurer’s has been paid \$50 a month instead of \$100 a month she initially took on the position in July of 2018. She has been underpaid by 30 months at \$50/month which equals \$1,500 and approximately \$280 in 941 employment taxes. This will be corrected in December 2020 payroll. This budget line item will show as an overage of this line item for 2020 but has been under budget for the previous two years.

Motion: by Howard, seconded by Moore, to correct the underpayment of payroll for our treasurer with a paycheck of a single dollar amount of \$1,500 to be included in December 2020 payroll manifest. **All in favor, motion passed.**

9. Public Comments – None.

10. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:10 p.m.

Approved on _____

12/20/2020

Commissioner Gregory W. Howard

Commissioner Paula Moore