

**West Ossipee Fire Precinct  
Commissioners Meeting  
Via Conference Call Due to COVID-19 Pandemic  
February 1, 2021**

**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 January 18, 2021 meeting minutes as presented. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to New Hampshire Fire Academy for \$145.00 for one member to attend Fire Instruction 1 Class. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Grainger for \$146.07 for 1 Calibration Gas “CO” and 1 Calibration Gas, plus shipping. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to the USPS for \$55.00 for 100 first class stamps. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Staples for a not-to-exceed figure of \$50 for three boxes of file folders, 50/box. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Schwaab, Inc. for a not-to-exceed figure of \$100 for a “Payment Approved” stamp. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Checks Unlimited for a not-to-exceed figure of \$425.00 for 1,000 checks and 1,000 envelopes. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated February 1, 2021 totaling \$9,235.16. 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 January 2021 with a gross total of \$11,471.76 and to approve payment of 941 employment taxes of \$2,355.12 to be paid via EFTPS. **All in favor, motion passed.**

**4. Chief’s Report** – Commissioner Howard read the January 2021 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 letter was received from Liberty Mutual confirming the renewal of the public official treasurer's bond dated December 31, 2020.

A check from McNeil & Co. January 27, 2021 regarding a closed claim for the damage done to the mini-pumper, which included a check for \$1,952.74.

**Motion:** by Howard, seconded by Castle, to deposit the McNeil & Co. check into the checking account \$1,952.74. **All in favor, motion passed.**

6. **Old Business**

A. **COVID-19 Pandemic** – Chief Huddleston stated there is nothing new to report. All firefighters should have their second round of the vaccine by the end of this week.

7. **New Business**

**Annual Meeting** – Discussion was held regarding how to have the Annual Meeting, either in person with guidelines in place, or possible via Zoom. It is also possible that the meeting could be held at a later date. Dot stated that she will contact Kelli Skehan to see what others are doing. Chief Huddleston stated that if it was decided to the Annual Meeting in person, there is plenty of room at Jewell Hill to adhere social distancing guidelines. The tentative date is March 6, 2021. After discussion, it was decided that the Annual Meeting will take place on March 6, 2021 with guidelines in place (masks, sanitization, plexiglass for supervisor of the checklist, no food, etc.).


The **Budget Committee** is having its public meeting wed February 3<sup>rd</sup> at 7:00 p.m. They will publicly approve the town and precinct budgets for this coming year. The MS-737 for the town and precincts will be signed on the following Thursday, February 11, 2021.

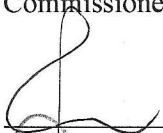
8. **Public Comments** – None.

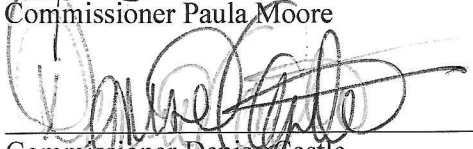
9. **Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 7:03 p.m.

Approved on Feb 15 2021

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Denise Castle