

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday October 20, 2016
Minutes**

Meeting was called to order at 6:30 a.m.

Commissioners present: Janine Bean, Michael Digregorio, Steve Bamsey

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to approve items A through D, motion seconded by Mr. Bamsey; motion passed 3-0-0.

- a. Ratify A/P Manifest and sign checks dated 10/19/16
- b. Ratify Payroll and sign checks for period ending 10/16/16
- c. Approval and signing of Superintendent's and Chief's timecards for period ending 10/16/16
- d. Approval of Meeting Minutes dated 10/13/16

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 10/16/2016

Mr. Digregorio made a motion to approve the Meeting Minutes dated Oct 13, 2016 as amended, Mr. Digregorio seconded the motion; motion passed 3-0-0.

BOC INFORMATION

File was reviewed

FIRE CHIEF'S BUSINESS

Chief Solomon opened with ambulance write offs.

Mr. Bamsey made a motion to write off \$448.75 as recommended by Chief Solomon, Mr. Digregorio seconded the motion; motion passed 3-0-0.

A brief discussion ensued regarding write-offs.

Chief Solomon updated the Board on a non-precinct and ambulance committee meeting he attended at 4:45 yesterday. The Board questioned why they did not know about it. Chief Solomon responded they (the committee) wanted to have a discussion among the committee members. The meeting was posted on the web site. Chief Solomon attended the meeting and reported they (the Committee) had a lot of questions. The question still remains what number and methodology we will accept to present as a counter offer. Discussion ensued around the content of the meeting.

Chief Solomon said he analyzed the Capital Reserve as requested last week and found it was used 80% fire and 20% ambulance. Discussion ensued around the pros and cons for using the formula presented by the Town of Conway.

Ms. Bean asked for a motion more; discussion ensued around the numbers. Chief Solomon said he was o.k. with the \$713 number.

Ms. Bean made a motion to accept \$713,734 based on conversation with Chief Solomon and the Town of Conway, that figure is based on the formula for the 2017 calculation under the current contract language for the non-precinct fire area not to be changed, Mr. Bamsey seconded the motion.

Discussion ensued around how the Town recalculated the formula and paid CVFD less this year. Chief Solomon said he would get it in writing. **Motion passed 3-0-0.**

More discussion ensued around the committee meeting that took place last night. Ms. Bean expressed her concern that all three selectman were at the meeting last night and it was posted as a committee meeting and CVFD was not notified about the meeting. Ms. Bean would like to send the Selectman a letter regarding their meetings and how they are posted. Mr. Bamsey stated that we should be notified 24 hours in advance of any committee meetings as a courtesy. Ms. Bean will draft a letter expressing CVFD concerns around committee meetings. We should also be getting minutes from these meetings.

Chief Solomon then reported that the ambulance side of the conversation was long. He believes that the committee will disallow Life stars bid due to it does not meet the requirements of the RFP. Steve Porter said it was a waste of the committee's time for CVFD to submit a proposal to cover both service areas, due to the cost. This leaves us and Care Plus.

Bookkeepers Business

Ms. Snow presented a release of lien for 62 Main St. to the Board to be signed; she reported we have two liens left.

Mr. Bamsey made a motion to discharge the release the lien for 62 Main St., Mr. Digregorio seconded the motion; motion passed 3-0-0.

Ms. Snow reported she attended training with the DOT; she is now a licensed LPA which allows her to submit bills to DOT for reimbursement.

Ms. Bean asked if anyone reviewed the template for the Fire Chiefs evaluation, she then handed out what she found for a template for the Superintendents evaluation. Discussion ensued around what evaluations should consist of and how to gather the information for the review. Mr. Digregorio said there will be challenges in doing the reviews because he doesn't know what the staff knows. Ms. Snow suggested getting employee feedback for management.

Ms. Bean would like an update on how Steve Anderson is doing shadowing Mr. Quint. Time will be put aside at a future meeting for Mr. Quint and Steve to review with the board.

Ms. Snow will give the Board an estimate of how much sick time and vacation time Kenney will have in April when he retires. The Board wants the numbers in regards to cost if CVFD were to incent Kenney for not using his vacation or sick time. There is no policy in place at this time in regards to this. Ms. Bean said we revised the personnel policies recently but there were some things that still need to be looked at.

SUPERINTENDANT'S BUSINESS

OLD AND PENDING

- a. Policies and Procedures
- b. Ambulance Billing Write-off Policy

- c. Review of Non-Public Meeting Minutes 2009-2011 (6)
- d. Discussion of Rates and Reimbursement
- e. Evaluations
- f. Non- Precinct Fire Contract
- g. Steve Anderson Program
- h. Kenney Retiring

FUTURE DATES

Commissioners Meeting October 27, 2016 time to be confirmed

Meeting adjourned without objection 7:47 a.m.