**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**February 21, 2014**

**Comm. Bean called the meeting to order at 12:42 p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk

**Others Staff Members Present at the Start of the Meeting**:

Superintendent Gregg Quint

Fire Chief Stephen Solomon

Municipal Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Buco to approve A/P Manifest and checks date February 20, 2014; motion seconded by Comm. Quirk;*** ***no further discussion was held; motion passed 3-0-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Buco to approve Weekly Payroll Manifest and checks for period end date of February 16, 2014; seconded by Comm. Quirk; no further discussion was held; motioned passed 3-0-0.***

* Verifying Superintendent Quint & Chief Solomon’s Time Card

Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.

* Commissioner’s Meeting Minutes Approval

Minutes of the February 14, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the February 14, 2014 meeting; motion was seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

* Vachon Clukay & Co. Engagement Letters of Acceptance

There was discussion regarding the transition process from Harding & Co. to Vachon Clukay & Co.

The Board reviewed and signed the two letters of acceptance; one for the audit contract and the other is for the MS35.

**Correspondence Items (F.Y.I.)**

1. Commissioner’s Folder (Mail)

**Emergency Services**

* Ambulance Abatements

Fire Chief Solomon presented two abatement requests that were received this week. The first request is for $744.00 which he is recommending the Board abates as the applicant is now deceased and has left his spouse with over $73K in medical bills, and is income eligible.

***Motion was made by Comm. Quirk to abate $744.00 as recommended by Fire Chief Solomon; motion seconded by Comm. Buco; no further discussion was held; motion passed 3-0-0.***

Fire Chief Solomon advised that the second request is not as simple and stated that he is not comfortable with abating the whole bill and further explained the reasons mostly due to the business income of the applicant. Further discussion ensued. Comm. Bean recommended a payment arrangement.

***Motion was made by Comm. Quirk to abate the bill of $1,011; there was no second to the motion; motion failed.*** Fire Chief Solomon will write a letter to the applicant requesting a payment arrangement be made to pay the bill.

**Superintendent Business**

* There was a discussion regarding the letter received from the Department of the Army / U.S. Army Corp of Engineers (please see attached) pertaining to a plant that is listed on the endangered species list. Sup. Quint advised that he has contacted David Mercier regarding this letter and was advised by Mr. Mercier that this letter, that was addressed to NCWP and copied to us for information purposes only, has no relevance to us and will not affect our project to move forward, and that the contract will be awarded on March 23, 2014.

**Bookkeeper’s Report**

* Ms. Snow advised that she has called Harding & Co for the second time and have not heard back however, she did notice that he has started uploading the information to the government clearing house but we still have not received our printed copies. Ms. Snow stated that all the correspondence to Harding & Co. has come from this office and that maybe a letter from the Ed Alkalay may help motivate him to respond.

**Old & Pending Items**

* Signing of 2014 Warrant & Budget

Fire Chief Solomon presented the warrant and the MS636 form for the Commissioners to sign so that it can be posted no later than February 24, 2014.

* Employee Handbook Draft

Comm. Bean recommended that the current draft be forwarded the way it is to Ed Alkalay for review.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, February 28, 2014 at 12:30pm
* March 1, 2014 (Saturday) from 11:00 a.m. to 11:30 a.m. / SOC Session
* March 4, 2014 / Annual Report needs to be available
* March 11, 2014 at 7:00 p.m. / Annual Meeting

***Motion to adjourn at 1:37 p.m. was made by Comm. Buco; seconded by Comm. Bean and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist