**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 24, 2014**

**Comm. Bean called the meeting to order at 12:30 p.m.**

**Commissioners Present at Start of Meeting**:

 Janine Bean

 Tom Buco

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

 Superintendent Gregg Quint

 Fire Chief Stephen Solomon

 Municipal Bookkeeper Amy Snow

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Buco to approve A/P Manifest and checks date January 16, 2014; seconded by Comm. Bean;*** Further discussion: Comm. Buco questioned IRS payment - this is due to adjustments made going from LOGICS to BMSI, he asked about SKADA and the elimination of alarms, GQ said some but not all will be eliminated.

***no further discussion; motion passed 2-0-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Buco to approve Weekly Payroll Manifest and checks for period end date of January 19, 2014; seconded by Comm. Bean; motioned passed 2-0-0.***

* 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 January 17, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the January 17, 2014 meeting; motion was seconded by Comm. Bean; no further discussion was held; motion passed 2-0-0.***

* Notice of Lien for Signature

Comm. Buco signed, waiting for Comm. Quirk’s signature.

**Emergency Services**

 Busy and short staffed. Chief Solomon spoke with rep. for cardiac monitor. It will cost $32,000 to buy one. If we lease/purchase 2, it will cost $12,000 a year for 5 years. They will give us $2,500 trade in if we buy one or $4,500 trade in if we lease/purchase 2. It will have to be a special warrant article. Discussion ensued regarding these options.

**Superintendent Business**

Abatement request: 34 Greenwood Ave. This is a second request. Motion made by Comm. Buco to approve requested, discussion followed**. Motion failed 0-2-0.** Commissioners directed Superintendent to send a letter stating such.

**Bookkeeper’s Report**

* Discussed the fact that Anne Getchell from RD is coming on the 29th regarding surveys. Dave from Underwood is coming on the 30th to discuss projects with Amy. Amy also updated Commissioners on Auditor search – waiting to hear back from 2.

**New Business**

Comm. Buco - Mt. Top Music is looking to expand and is looking at the Lord barn. Comm. Buco told them to look for funding to weatherize and make the capital improvements needed such as insulation, heating system, windows, etc., and then come back to the commissioners with request.

**Old & Pending Items.**

* Job descriptions – Water and Sewer Techs. One change to be made: On back, 2nd bullet from bottom under “Operation of Sewer System” – add the word “system” after” Municipalities sewer”
* Policies Manual – There seems to be some issues with different versions on Steve’s and Janine’s computer. Janine is going to put all changes in one version, everyone is to delete all version on their computers at this point.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, January 31, 2014 at 12:30pm
* January 30, 2014 at 3:00 pm. / Phase III Washington St. Imp. Proj. Bid Opening
* January 31, 2014 from 3:00 p.m. to 5:00 p.m. / Candidates last day to file; Clerk must be present.
* February 4, 2014 / Last Day for Petitioned Warrant Articles
* February 11, 2014 at 7:00 p.m. / Budget Hearing

***Motion to adjourn at 1:30 p.m. was made by Comm. Bean; seconded by Comm. Buco. Motion passed 2-0-0.***

Respectfully Submitted,

Amy Snow

Municipal Bookkeeper