**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 31, 2014**

**Comm. Bean called the meeting to order at 12:30 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 January 30, 2014; motion seconded by Comm. Bean;*** Further discussion: Comm. Buco had a few questions about the account payables; Fire House S/W license renewal for ES; Computer Port backup drive; ***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 January 26, 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 January 24, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the January 24, 2014 meeting; motion was seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

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

1. Commissioner’s Folder (Mail)

**Emergency Services**

* Lamplighters

On January 3rd Sup. Quint and Fire Chief Solomon conducted a site visit to review conditions of hydrants and roads. Fire Chief Solomon advised that FX Lyons has checked the hydrants. There were five frozen hydrants and three of those were broken but are now fixed. He learned that Hynes Corp. has hired another park manger and should be onsite in a couple of weeks.

* Hardship Application

Applicant provided her income and is income eligible for abatement of $1,011.00 which is being recommended by Fire Chief Solomon.

***Motion was made by Comm. Quirk to abate $1,011.00 as recommended by Fire Chief Solomon; motion was seconded by Comm. Buco; motion passed 3-0-0.***

**Superintendent Business**

* Write Off / 156 Thorne Hill Rd.

Sup. Quint provided a history of the issues of the property.

***Motion was made by Comm. Quirk to write off $917.89 as recommended by Sup. Quint; motion seconded by Comm. Buco; no further discussion was held; motion passed 3-0-0.***

**Bookkeeper’s Report**

* Ms. Snow advised the Board as an FYI that in last year’s annual report she noticed that there was a slight error in the debt service number.

**New Business**

* New Auditor Search

Ms. Snow provided a summary of the three Auditor proposals which was reviewed by the Board. Further discussion ensued.

* Budget Review

The 2014 Budget (please see attached) was reviewed and discussed.

**Old & Pending Items.**

* IMA Addendum

Comm. Bean advised to wait on the IMA Addendum due the easement issues. Further discussion ensued. Consensus of the discussion is that Sup. Quint will call David Mercier to go ahead and design the road in the meantime.

* LOGICS

Logics received the letter that was sent certified returned receipt and we are waiting for the refund from them.

* Job Descriptions

***Motion was made by Comm. Buco to adopt the job descriptions as submitted by Fire Chief Solomon and Sup. Quint; motion was seconded by Comm. Quirk; motion passed 3-0-0.***

* Personnel Policy

The final draft was reviewed and discussed and is very close to being ready to be forwarded to the attorney for review.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, February 7, 2014 at 12:30pm
* 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
* March 11, 2014 at 7:00 p.m. / Annual Meeting

***Motion to adjourn at 2:27 p.m. was made by Comm. Buco; seconded by Comm. Quirk and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist