**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**October 29, 2014**

**Comm. Bean called the meeting to order at 12:33: p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk (not present)

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

Fire Chief Stephen Solomon

Superintendent Gregg Quint

Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Others Present:**

**Administrative Business**

* Approval of A/P Manifest and checks date October 29, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean***; further discussion: Comm. Buco had a question on the TT Tech payable. Sup. Quint advised that it was for the repair of the Grundomat machine; ***motion passed 2-0***.
* Approval of Weekly Payroll Manifest and checks for period ending October 26, 2014 - ***Moved by Comm. Buco; seconded by Comm. Bean***; ***motion passed 2-0***.
* Approval of Payroll Manifest and check for Chad McCarthy for period ending November 2, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean;*** further discussion: Comm. Buco inquired if this was Chad McCarthy’s last check and was advised yes; ***motion passed 2-0.***
* Approval of Payroll Manifest and check for Ken Boutilier for period ending November 9, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean;*** further discussion: Comm. Bean asked for an explanation and was advised by Ms. Snow that it was vacation pay; ***motion passed 2-0.***
* Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean. – Comm. Bean inquired about the PPE training that Chief Solomon attended and was advised that the training was Ebola related and briefly explained the protective protocol for dealing with this disease.
* Approval of the Minutes - Minutes of the October 23, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***Moved by Comm. Buco to accept the minutes of October 23, 2014; seconded by Comm. Bean; motion passed 2-0.***

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

* Commissioner’s folder was reviewed. – Comm. Bean read the email (attached) from the Attorney General’s office addressed to Mark Hounsell which stated that the FairPoint matter was being referred to the PUC.

The letter from the Town of Conway (attached) pertaining to the FairPoint matter was discussed.

**Emergency Services**

* The ladder truck is out of service again. The piston is leaking hydraulic fluid. The truck is almost 30 years old. Engine 1 is actually the one that is due for replacement. The truck committee is reviewing the situation. Discussion continued regarding the vehicle equipment needs for ES.
* Ebola preparation is ongoing. Prescreening is being done from 911 where the person is asked about travel history. The gear on the ambulance prior to Ebola was not usable. New equipment needed to be purchased. The Chief explained the process of getting out of the PPE (personal protective equipment) and how easy it is to cross contaminate if not taken off correctly. “Fear-bola” is more of an issue. We are better prepared than most but there is still more to do. Discussion continued.

**Superintendent**

* Force Main - 500’ pipe was put in the ground yesterday and the same if not more will be done today. Washington Street is almost done. A few more driveways are left and striping has begun. Comm. Buco inquired about the hydrant flushing at Lamplighter MHP. Sup. Quint advised that FX Lyons was there taking care of the park infrastructure. Comm. Bean inquired on the status on their connecting to the District sewer system and what was the date of extension which is November 1, 2014. Comm. Bean advised that a letter requesting an update is needed. Comm. Buco asked why we want Lamplighter’s to hook up. Sup. Quint advised that the pump station was put in specifically for that. Chief Solomon added that it is a pollution control project. Comm. Bean directed Sup. Quint to write the letter requesting an update.

**Old & Pending Issues**

* The budget for the month of September was provided by Ms. Snow to the Board for review of the general fund. Comm. Buco commented that the audit expense is way over, due to the audit prep with Greg Colby. Comm. Bean asked how everyone’s budget is coming. Sup. Quint and Ms. Snow are planning to meet and will bring in Steve Anderson to observe the process. Chief Solomon advised that he wants to purchase an ambulance. Comm. Buco commented that it was put off the year before at Annual meeting. The Chief advised that the ES station parking/driveway needs work with sections needing a top coat and sections needing both top and base. The Chief advised that he will provide his draft budget next week.
* Ms. Snow advised that she may be putting in a warrant article for utility billing software and also suggested increasing the building maintenance line.
* Comm. Bean advised regarding the Trustees of the Trust Fund, that she had done all the research for a warrant article authorizing the Board of Commissioners to expend.
* Comm. Bean advised that the Personnel manual will be discussed at the next meeting and will work from the manual that was adopted on June 12, 2014, and added that this needs to be done by the end of this year.
* Building Security – Chief Solomon advised that he may have a grant to cover cameras at the ES Station but it won’t cover a lobby but will be able to construct one. The Chief is looking into biofuel (wood chips). Discussion continued on ES station building maintenance issues. Comm. Bean suggested that the Chief make a list of projects that we need to look at and prioritize them.

**Public Comments**

No public comment

**Future Dates**

* The next Board of Commissioners meeting will be Thursday, November 6 at 12:30 p.m.

***Without objection, the meeting was adjourned at 1:38 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist