

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, May 14, 2020**

**The meeting was called to order at 5:00 p.m.
A virtual meeting was held via Zoom due to COVID-19.**

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Absent:

Others present: Amy Snow- Municipal Bookkeeper, Superintendent Steve Anderson, Chief Solomon, Stacy Bolduc

Public: None

SUPERINTENDENTS BUSINESS

Mr. Anderson opened the meeting with a discussion on furloughs. With the aid of a handout, Mr. Anderson outlined the savings to the District by furloughing two full-time employees 40 hours, and the remaining staff would be furloughed 8 hours each through July 19, 2020. The estimated cost savings to the District would be around \$26,000.00. An engaging discussion ensued around the details of the handout and the goal to save the District money due to expectations of losing revenue due to COVID-19.

Points discussed:

- Even employees whose hours are cut back can apply for partial unemployment, and they may qualify for the stipend.
- Details around the stipend.
- Supplementing people with their net pay through accounts payable until they receive their unemployment check to avoid a hardship to the employee. The employee would then pay the District back upon receiving their unemployment benefit.
- The benefits could take several weeks to kick in.
- The option has been presented to staff, and they understand the reason for the furlough.
- The furlough may not last until July 19th if the COVID-19 pandemic improves. Employees can be called back if there is an emergency.

There was significant discussion on paying employee's net pay through accounts payable and the liability if the employee did not reimburse the District upon receiving their benefits.

After the discussion, it was decided:

- The employee would sign an Agreement of Understanding that they would upon being furloughed any subsequent salary from the District shall be reimbursed upon receiving their unemployment check.
- The employee can opt-out of receiving their net pay upon being furloughed and wait for their unemployment benefits. If the employee has not received their benefits in a timely manner, they can request from the District their net pay for a week and sign the understanding that they will pay back any pay received while waiting for their unemployment benefit.
- Employees will have to pay their portion of their health insurance will be stated in the Understanding Agreement that the employee signs.

Mr. Bamsey made a motion to proceed with the furlough plan as presented to the board, motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Mr. Anderson reported that he had a meeting with someone from HB Bergeron regarding the proposed development that is going into the Tech Village, and they will be developing the southern end first. They are looking at building four buildings with a total of 156 units. Mr. Anderson has signed off on the preliminary

Check future meeting minutes for any amendments or changes to these minutes.

plans for the sewage designs. It was decided to have Underwood Engineers review the design to make sure the designs are up to the District's specs at the Tech Village expense.

FIRE CHIEF'S BUSINESS

Chief Solomon reported that it has been quiet, and they have been picking away at outfitting the new vehicle.

Mr. Digregorio asked what the status is on being able to get PPE. Chief Solomon responded he could get gloves and masks through the State. Nobody is able to get gowns right now. Memorial does have washable, reusable gowns if the District needs them. Chief has asked his reps to let him know when he can order gowns and ty back suits again. He has been looking at Amazon Business as well for supplies, and he has applied for federal funding to help pay for the PPE. Discussion ensued around fake masks.

BOOKKEEPERS BUSINESS

Commissioner Bamsey signed the paperwork on Monday to get the loan, and the grant for the Main Street project extended until the end of 2021.

The final application for the I&I study is in quality control, and Mrs. Snow will let Mr. Bamsey know when it is ready for him to sign.

The office will continue to be closed. Mrs. Snow requested following the Town of Conway and open the office when they open their office. Chief Solomon suggested holding off on opening the office a couple more weeks to see what happens when the campgrounds open.

ADMINISTRATIVE BUSINESS

- a. Ratify the Weekly Payroll Manifest for week ending 5/10/2020
- b. Ratify A/P Manifest dated May 13, 2020
- c. Approval of Supervisors' timesheets for week ending 5/10/2020
- d. Approval of Meeting Minutes dated 5/7/2020

Mr. Bamsey made a motion to approve item's A and B (payroll and A/P manifest's), motion seconded by Mr. Buco.

Discussion:

American Test Center for Annual Safety Inspections- \$1,118.00 for the annual ladder testing for the new fire truck.

Gemini Signs- decals for the building. One for the front window by the door and a CVFD decal for the back wall of the commissioner's office.

Quick Med Claims- \$1,692.00 monthly bill for ambulance billing.

Witmer Public Safety- \$2,516.00 was for fire helmet's and fire safety gloves.

Motion passed: 3-0-0.

Mr. Bamsey made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending 5/10/2020, motion seconded by Mr. Buco; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes dated 5/7/2020 motion seconded by Mr. Buco, with the following amendment:

Under Administrative Business, add striping for the new SUV for a description under Gemini Signs.

Motion passed 3-0-0.

SUPERINTENDENT STEVE ANDERSON

Check future meeting minutes for any amendments or changes to these minutes.

Mr. Anderson told the Board that he had a difficult letter to read to them and he wanted to read the letter to have it on tonight's minutes.

The letter was informing Commissioners of his intention of resigning his position as Superintendent for Conway Village Fire District. His last day will be June 19, 2020.

The letter explained he did not come to this decision lightly and further explained he decided to change careers and pursue an opportunity that would provide better benefits for him and his family. He also thanked the Board of Commissioners for the opportunity that they provided him at the District.

He explained that things have changed for him at home with his wife having to work nights, and they will be alternating schedules. Due to COVID, they have no childcare and will be alternating schedules; therefore, he cannot do on-call shifts. Mr. Digregorio asked if it were only about the on-call shifts, something could be worked out. Mr. Anderson explained the job honestly was not a good fit for him.

Mr. Bamsey expressed it is with great regret of the Board that Mr. Anderson is leaving and stated what great job he has done, and he understands the family aspect of why he is making this change. He also understands being in a job that is not a good fit.

Mr. Anderson's internet was intermittently working, and it was decided that Commissioners will reconvene this meeting tomorrow morning in non-public at the fire station meeting room at 7:00 a.m. with Mr. Anderson. The letter of resignation will be tabled.

The next commissioner's meeting will be on May 21, 2020, at 5:00 p.m.

There being no other business to come before the board, the meeting adjourned without objection at 6:19 p.m.

Respectfully Submitted,
Stacy Bolduc Receptionist