

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONERS MEETING  
Thursday, September 10, 2020, 5:00 p.m.**

**The meeting was called to order at 5:00 p.m.**

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Others present: Amy Snow- Municipal Bookkeeper, Chief Solomon, Superintendent Adam LePrevost, Ed Alkalay

Absent:

Public: None

**ED ALKALAY**

Ed Alkalay was at the meeting to help decide how to categorize the Superintendent position, exempt or non-exempt and how to compensate him if there was a significant amount of overtime.

Ed explained this position would typically be exempt and defined the criteria for being exempt. Discussion ensued around the requirements. He stated CVFD does not have to make the position exempt, but it is a managerial position that would typically be made exempt. He went on to address the concern of overtime. Mr. Digregorio stated most of the overtime comes from the commissioner's meetings on Thursday nights. His bigger concern is if something catastrophic happened, resulting in significant overtime. The Main Street project is coming up, and additional hours may be required.

Ed addressed the first comment about the commissioner's meetings that anyone coming into this position should expect that the job is not a strict 9-5 job. He explained as the Superintendent; you have more control over managing your schedule. However, if something unusual happened during the Main Street Project resulting in significant overtime, a bonus could be considered unless there is something in the budget that prevents that from happening.

Flextime was discussed next with an exempt salary. Ed explained the board could award the Superintendent time off.

Example: If the Superintendent came to the board during the Main Street Project and said he had worked extra hours, they could award him time off, but he cannot bank hours he does not have (comp time).

Mrs. Snow asked if the exempt position could have sick time and vacation time on the books. Ed responded yes; it would be booked at the beginning of each month. Mrs. Snow confirmed if he used up all of his vacation time and sick time and did not work a week, the District would not have to pay him. Ed responded that is correct and explained it would be unpaid leave and suggested if you know that situation is going to happen, it should be discussed beforehand.

Discussion ensued around bonuses would not be eligible for NH Retirement, and it should have its own line apart from the overtime line, so it is clear to voters.

Ed left the meeting at 5:22 p.m.

**FIRE CHIEF'S BUSINESS**

Chief Solomon reported that he was off for Labor Day weekend. He gave an update on calls and revenue for the year. Discussion ensued around the nature of some of the calls and Main Health mandating their employees and District Fire Staff to get the flu vaccine and wear a mask. Chief Solomon stated his staff is not comfortable getting the COVID vaccine when it becomes available, and not everyone is comfortable getting the flu vaccine.

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

### SUPERINTENDENT'S BUSINESS

Adam reported that a motion detector went off in the commissioner's office during the night. This is the third time this year a motion sensor has gone off, and it has been a false alarm. Adam has gotten a tentative quote of \$450.00 to replace all of the motion sensors. He also inquired about panic buttons for the front office. They would cost \$150.00 each, not including installation costs. After a brief discussion, it was agreed to move forward with the panic buttons.

Adam summarized his week, explaining; he spent a day riding with Bruno and Steve doing their rounds and observing their day.

### BOOKKEEPER'S BUSINESS

Mrs. Snow reported that she is still reviewing the Main Street project numbers to see if she needs to modify the grant request. She will report more on this next week. She will also follow up with the auditor as to when she can attend a meeting.

### ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for the week ending 9/6/2020
- b. Ratify A/P Manifest dated 9/9/2020 and sign checks dated 9/11/2020
- c. Approval of Supervisor's timesheets dated 9/6/2020
- d. Approval of meeting minutes dated 9/3/2020

It was decided to table A-B until next week because commissioners did not get the manifest for payroll or A/P

**Mr. Bamsey made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending 9/6/2020 motion seconded by Mr. Digregorio;  
Motion passed 3-0-0.**

**Mr. Bamsey made the motion to approve the meeting minutes, 9/3/2020 motion seconded by Mr. Buco;**

**Discussion:** Fix Type O's

- Under Administrative Business on page 3, add BMSI after Business Management.
- On page 2, the third paragraph at the end of the third sentence, replaces "giving" with "given."

**Motion passed 3-0-0.**

The next commissioner's meeting will be on 9/17/2020

There being no other business to come before the board, the meeting adjourned without objection at 5:50 p.m.

Respectfully Submitted,  
Stacy Bolduc

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