

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, February 18, 2021, 4:30 p.m.
CONWAY FIRE DEPT. MEETING ROOM with public Via ZOOM**

The meeting was called to order at 4:30 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Via Zoom Tom Buco

Others present: Chief Solomon, Superintendent Adam LePrevost, Amy Snow

Absent:

Public:

FIRE CHIEF'S BUSINESS

Chief reported that the doors at the Fire Station are fixed. He also reported CVFD provided mutual aid for a fire at the Burger King in North Conway last Friday.

SUPERINTENDENT'S BUSINESS

Adam presented late fee abatements due to bills that were put in the box after hours on 2/11/21 after the penalty fee was accessed. There were eleven customers affected. None of the abatements went over \$20.00 but the collective fees abated came to \$82.00.

A Sewer usage abatements for 209 Hobbs St. were presented next. There are two separate abatements because there are two different buildings.

Mr. Bamsey made the motion to approve the sewer abatements for 209 Hobbs Street for \$14.66 and \$13.93 motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Adam informed commissioners that the Saco Ranger Station would be applying for a large sewer abatement after first quarter bills go out.

There was a discussion around explaining the vehicle maintenance for the suburban at the Annual Meeting and letting the voters decide about fixing it.

The final version for the Addendum to The General District Rules and Regulations Accounts Payable Policy was reviewed next. Chief Solomon stated the payroll change is working well. The starting points for the mileage reimbursement were discussed next. It was debated if the starting point for mileage should be the administration building, fire station, or the employee's home. It was discussed that mileage reimbursement requests would be submitted to the Department Heads for pre-approval and they will use their discretion when approving mileage. Adam suggested updating the mileage reimbursement form to add a line for where the employee is starting from and a line for the destination. It was also discussed if the employee is driving past the administration building, they should take a district vehicle.

BOOKKEEPERS BUSINESS

Commissioners signed the MS636 form stating that the budget and warrant were posted on February 16, 2021. Engagement Letter for Vachon Clukay.

Mr. Buco made a motion to engage with Vachon Clukay to audit CVFD's 2020 books, motion seconded by Mr. Digregorio; Motion passed 3-0-0.

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

There was a brief discussion on putting out an RFP(Request for Proposal) next year for the audit to do our due diligence. Adam stated the benefit of staying with Vachon Clukay is we have a relationship with them, and they know our business.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll checks for week ending 2/14/2021
- b. Ratify A/P Manifest dated 02/10/2021
- c. Ratify A/P Manifest dated 2/17/2021 and sign checks dated 02/19/21
- d. Approval of Fire Chief's timesheet for week ending 2/14/2021
- e. Approval of Meeting Minutes dated 2/4/2021 and 2/9/2021

Mr. Bamsey made a motion to approve items A-C, to include Weekly payroll and Manifests motion seconded by Mr. Digregorio;

Discussion:

Mr. Buco questioned the \$466.16 to Redstone Auto. Adam explained the check was supposed to be issued to Napa Auto Parts in Redstone but was issued to Redstone Auto Sales and Service instead. The check was voided and a new one was issued to Napa Auto Parts.

Bank of America- Mr. Buco questioned the charges on the card. One of the charges was for the accident report for Steve Anderson's accident that took the truck's mirror. Another charge was for a water test for the anodes in the water tanks on Bald Hill.

Adam received the quote to pressure wash the water tanks on Bald Hill. It came in for just over \$53,000. There was discussion around what the quote entails and that it would be a project for next year's budget.

There was another charge of \$600.00 to renew the license for Team Viewer.

Quick Claims- \$1,342.00 ambulance billing.

Ti Sales- 1,938.00 for new meters.

Motion Passed 3-0-0.

Mr. Bamsey made a motion to approve and sign the Fire Chiefs' timesheet for the week ending, 2/14/2021 motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes, 2/4/2021 and 2/9/2021 motion seconded by Mr. Buco;

Motion passed 3-0-0.

Mr. Digregorio made a motion to enter into non-public under RSA 91-A:3II (a), motion seconded by Mr. Buco; Roll call vote- Mr. Digregorio- yes, Mr. Buco- yes, Mr. Bamsey- yes. The Board entered into non-public at 5:16 p.m.

The public meeting reconvened at 5:38 p.m. It was voted unanimously to seal the minutes.

The next commissioner's meeting will be on 02/25/2021 at 5:00 p.m.

There being no other business to come before the board, the meeting adjourned without objection at 5:39 p.m.

Respectfully Submitted,
Stacy Bolduc

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

2/18/21

ADDENDUM 2 TO THE GENRAL DISTRICT RULES AND REGULATIONS ACCOUNTS PAYABLE POLICY

It shall be the policy of the District to establish procedures for the disbursement of District monies expended by its departments.

The purpose of Accounts Payable Policy is to ensure that all District funds are disbursed and recorded in accordance with Generally Accepted Accounting Principles (GAAP). The office staff is responsible for processing all invoices for payment.

- All payments for goods and services must be supported by a source document
- All checks, access to bank accounts and statements, etc. shall be secured and controlled by the business office with limited access.
- All disbursements are to be made by check, either paper or through on-line banking and are only made payable to a specific payee and are not written to "Cash" or "Bearer".
- All invoices will be paid within the time specified on the invoice when possible to avoid late fees and take advantage of any discounts.
- Accounts Payable is performed and Manifest created on Wednesday afternoons, typically after the mail is processed. Any invoices submitted after Manifest is printed will be paid in the next Accounts Payable processing cycle the following week.
- All disbursements will be made by the office staff through the bookkeeping system. No hand written checks will be disbursed except in emergency circumstances. Any emergency that warrants hand written checks must be approved by the Board of Commissioners.
- All paper checks shall have two signatures, one commissioner and the treasurer.
- All statements from credit card companies must have substantiating receipts matching amount of statement in total.
- To maintain integrity of the reporting of expenditures, invoices shall be recorded in the appropriate accounting period and should not be held by Department Heads. If an invoice is paying for future goods or services, it will be booked as a pre-paid expense and will be realized in the appropriate month.
- All invoices will be stamped with date received and disbursed to the Department Heads for formal approval and are to be signed or initialed by the Department Head.
 - All expenditures for the Fire/Ambulance/Rescue Department must be approved by the Fire Chief.
 - All expenditures for the Water and Sewer Departments must be approved by the Superintendent.
 - Department Heads will code each invoice with the appropriate general ledger account to be debited or credited.
 - In the case of department payroll, the office staff shall submit the edit list to the Department Heads for review and approval prior to finalizing the payroll manifest. Any errors or discrepancies will be resolved prior to finalizing payroll and printing checks.

Out of Pocket Expense - Where reimbursement for out of pocket business expenses (see Personnel Manual Section 22) are to be paid to an employee, including mileage reimbursement, a Reimbursement Request form must be submitted to the Department Head for approval and submitted to the office staff with the substantiating back-up. No reimbursements will be made without original back-up documentation. In the case of mileage reimbursement, the mileage being reimbursed will be recorded and submitted by the requesting employee and checked by the supervisor using Google Maps or equivalent prior to being submitted to the office staff for payment.

Base arrangement from Admin building