



ESTER VOLUNTEER FIRE DEPARTMENT INC

Board of Director's Meeting
November 9, 2020

AGENDA:

- 1) **Call to Order**
- 2) **Public Comments**
- 3) **Approval of Minutes – October**
- 4) **Reports**
 - A. Treasurer's Report- Review of assets and expenditures.
 - B. Fire Chief's Report- Review of operational issues.
 - C. Commissioner's Report
- 5) **Old Business**
 - A. Golden Heart Community Assoc. submission
 - B. Chief employee manual/leave request forms
 - C. Flagpole Project – Dan
 - D. Financial procedures and controls document
 - E. Documents needing updating – Bank signers, BOD job description, conflict of interest
- 5) **New Business**
 - A. Board procedures – distribute minutes and financials before the meeting
 - B. R&R fund expenditures w/o board approval
 - C. Agreed Upon Procedures review
 - D. Supervisory responsibilities
 - E. Articles of Incorporation/bylaws/policies
 - F. Check signing training - Nannette
- 7) **Adjournment**