



Board of Directors Meeting

November 9th, 2020

Meeting location: via Zoom.

Minutes:

1) Call to Order at 1803 hours:

- A. Members present: Syrilyn Tong, Nannette Rouleau, Dan Waldroup, George Rainey, Dan Weatherly.
- B. Members absent: Barb O'Donnell, Ed Ranville.
- C. Quorum met? Yes.
- D. Public Present: Jenny Brown.

2) Appointments for the meeting: None.

3) Public Comment: None.

4) Approval of prior minutes: Minutes approved by unanimous consent.

5) Reports:

- A. **Treasurer's Report:** Not completed. Administration position at Ester VFD has not been filled yet, and there is not a report to view at this meeting.
- B. **Fire Chief's Report:** See attached.
- C. **Commissioner's Report:** None.
- D. **Committee Reports:** None.

6) Old Business:

- A. Golden Heart Community Assoc. article: Chief Conner to finish this
- B. Employee Manual: Jenny Brown to update ST.
- C. Flagpole Project: Waldroup has the plaques, just needs to complete the work as Covid-19 rules allow. He is going to meet with Chief Conner.
- D. Financial Procedures and controls document: Brown and Rouleau have not been able to meet yet. Debbie Gross from RJG has recommendations that need to be finalized. Tabled until Mimi Hill is caught up with training and familiarization as the new (as of today) Administrative Assistant for Ester VFD.
- E. Documents need updating:
 - i. Bank signers: Rouleau to do once minutes are received.
 - ii. BOD Job Descriptions: Deferred to New Business.
 - iii. Conflict of Interest Form: ST to update.

7) New Business:

- A. Secretary to get minutes of meetings to the President 7 – 10 days after the meeting for distribution to BOD members. President will get documents for upcoming meetings to BOD members prior to the meeting so that they can be reviewed prior to the meeting.
- B. R&R fund expenditures without prior BOD approval: Fire Chief seeking an amount of money to spend out of R&R without first seeking the approval of the BOD, without having to seek bids, and be able to ask for reimbursement after the expenditure.

