



Board of Directors Meeting

December 14, 2020
Meeting Location: via Zoom.

Minutes:

1. Call to Order at 1801 hours.

- A. Members Present: Syrilyn Tong, Nannette Rouleau, Barbara O'Donnell, George Rainey, Dan Weatherly.
- B. Members Absent: Dan Waldroup.
- C. Quorum met? Yes.
- D. Public Present: Lorri Heneveld.

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:** Current reports as well as reports from last month's meeting were reviewed, as they were not available in November due to change in administration personnel.

- a. Check # 15741 for \$894.00 to Arctic Fire & Safety for MSA G1 face masks was reviewed.
- b. Credit Card Statements: Tong has several questions however will do so later via an email to Mimi Hill, as well as follow up with an email to the BOD regarding specifics. No other members had questions regarding these statements.

- B. **Fire Chief's Report:** See attached.

- a. In response to Chief Conner's discussion about the need for HURST eDraulic extrication tools, Rainey inquired if BOD funds could be used to assist the department in this matter. Tong stated that prior to the BOD pursuing this discussion further that it would be best if it was determined what the exact amount of funds the BOD actually has, since Quickbooks does not necessarily reflect actuals.
- b. Chief Conner stated that one member of EVFD was confirmed to have been diagnosed with COVID 19. Extensive testing is ongoing for other members with no additional positive test results occurring at this time.

- C. **Commissioners Report:** none.

- D. **Committee Reports:** none.

6. Old Business:

- A. Golden Heart Community Association submission: Chief Conner has not been able to complete this as of yet.
- B. Fire Chief's Employment Agreement: Tong and Chief Conner have been working on this and it will be completed and emailed to the BOD soon. Tong asked BOD members to review and provide feedback as soon as possible. Goal is to complete this agreement by January 2021 and is the priority document to complete.



- C. Financial Procedures and Controls Document: Progress has been made but is not completed at this time.
- D. Documents needing updating:
- a. Bank Signers Tutorial: has been on hold but will be updated.
 - b. Conflict of Interest forms and policy: On hold until the Articles of Incorporation review and the Fire Chiefs Agreement have moved forward.
 - c. Agreed upon procedure review: Once Mimi Hill is caught up with onboarding this will move forward.
 - d. Articles of Incorporation: Tong emailed the BOD an edited copy of the document with included changes for review prior to this meeting. New document will be the 'Restated Articles of Incorporation' and it has been made to be in line with the State of Alaska recommendations. Removed content will be reviewed in a future BOD meeting in a discussion regarding By Laws and Policy.
 - i. Motion to accept the Restated Articles of Incorporation made by O'Donnell and seconded by Rainey. Unanimous consent.
7. **New Business:**
- A. Resignation of Ed Ranville: Ranville resigned from the BOD. Tong has asked Lorri Heneveld to observe this meeting for the purpose of being a potential BOD member. No other members present have heard of anyone who is interested in joining the BOD.
 - B. Flagpole plaque project: Dan Waldroup not available to provide an update. Cold weather and COVID 19 have been challenging to this project. O'Donnell asked if a member of EVFD could remove snow from the existing plaques.
8. **Adjournment at 1902 hours.** Motioned by Rouleau, seconded by O'Donnell
9. BOD moved into Executive Session.