



Board of Directors Meeting

January 11, 2021

Meeting Location: via Zoom

Minutes:

1. Call to Order at 1802

- A. Members Present: Tong, Heneveld, Rainey, Waldroup, Weatherly, Rouleau, O'Donnell.
- B. Members Absent: None.
- C. Quorum Met? Yes.
- D. Public Present: Jenny Brown.

2. Appointments for the meeting: None.

3. Public Comment: None.

4. Approval of Agenda: Tong added Financial proposals to New Business. Heneveld motions to approve, Rainey seconds. Motion carries.

5. Approval of prior minutes: Unanimous consent to approve minutes from December.

6. Report's:

A. Treasurer's Report: See attached reports.

- i. Check question: Check Mate, from 12/10/2020. Checks for Operating Account.
- ii. Bank of America charge: Napa Store 3504265 on 11/11/2020 for \$199.00 was for a vehicle jack.

B. Fire Chief's Report: See attached reports.

- i. Presented 2020 totals.
- ii. Tong and O'Donnell suggested Ester VFD members inquire with Eielson AFB Fire Department regarding their driver training simulator.
- iii. Rainey inquired as to the Snowblance: it has not yet been delivered to the fire department.
- iv. Ongoing budget discussions with the FNSB. Currently the EMS budget is looking at a possible reduction in \$7K. Meeting on 1/12/2021 with the FNSB regarding this issue. Budget worksheet for the Fire budget is incoming from the FNSB. Commission will be meeting in February to approve the proposed budget and the budget is due to be submitted to the FNSB by March 15th.

C. Commissioners Report: None.

D. Committee Reports: None.

7. Old Business:

- A. Email votes for record: Lorri Heneveld is the newest member of the board. Tong had motioned, Waldroup seconded, motion was approved.



- B.** Golden Heart Community Association/News Miner submission-Tong: Article has been submitted and is in line to be published.
- C.** Chief's Employment Agreement-Tong: Very close to completion and will be sent to BOD members soon for another review. Tong asked for members to provide feedback and ask questions of the employee agreement.
- i.** Discussion regarding previous work group efforts on this project.
 - ii.** Annual Leave rollover and cap amount has not been finalized.
 - iii.** Terminal Leave cap has not been finalized.
 - iv.** Question by Heneveld regarding comparison of the use of AL and Terminal Leave to comparable agencies such as CGFR and SVFD.
 - v.** Brown recommended the BOD address the severance pay agreement that existed with Chief Clyde. Tong stated she and Chief Conner have not included severance pay in this draft agreement.
 - vi.** Tong stated there will be a process for tracking leave that is both earned and used.
- D.** Financial Procedures and Controls document-Rouleau: A draft exists on Mimi Hill's computer and she will be taking notes on how current procedures are actually being completed. Hill will provide input.
- i.** Brown: stated document included recommendations from RJG (Debbie Gross).
 - ii.** Check signing procedures: Rouleau will send out a copy to Tong, who will forward it to all members
- E.** Documents needing updating-Bank signers, conflict of interest form and policy-Rouleau:
- i.** Bank Singers: Tong started paperwork with Northrim and Mt. McKinley and new signature cards should arrive in the next week or so. Codes for the process of electronic signature will be sent out via smartphone. Rainey will sign in person.
 - ii.** Conflict of Interest Form: Tong will be addressing at a later point in time.
- F.** Agreed Upon Procedures review-ST:
- i.** Tong needs to sign a letter for submission to RJG which will request an annual Agreed Upon Procedures Review.
 - 1.** Motion to sign the letter and to place a cap of \$8K towards the review made by O'Donnell and seconded by Heneveld. Motion carries.
- G.** Bylaws-Part 1: Name, Purpose, Members-ST: Began migrating portions from Articles of Incorporation to Bylaws
- i.** Question remains that the BOD needs to decide the definitions for who can be a voting member. After discussion, the current section will stay as is for future consideration by the BOD.

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- ii. Articles of Incorporation including changes from October 2020 General Membership Meeting will be submitted to the State soon. Paperwork with current officers of the board had to be submitted first.

8. New Business:

- A. Financial Proposals: Tabled for further discussion at February's BOD meeting.
 - i. Proposal to add an interest bearing savings account for Operations 1 money.
 - ii. Addition of an Operations 2 account which would be used for rollover money from Operations 1.
 - iii. Brown recommends the BOD finds a better place for the funds in the Mt. McKinley Money Market account for the purpose of earning interest/investment purposes.
- 9. Adjournment at 2009 hours.**
- A. Motion to adjourn by Heneveld, seconded by Rainey. Motion carries.