

**MINUTES OF THE WORLEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING**

January 31, 2017 at 4:30 p.m.
31541 S. Highway 95. Worley, Idaho

I. Call To Order

COMMISSIONER Hise called meeting to order at 04:30 p.m.

COMMISSIONERS PRESENT: Chairman Hise, Commissioner Joy

COMMISSIONERS ABSENT: Commissioner Drechsel

OTHERS PRESENT: Lisa Merritt, Dale Wentworth, Garrett Kitterman, Mary Richter

NEW BUSINESS: Moved new business to first topic for Mary Richter to present the Audit draft.

Mary explained the finds, Anderson Bros suggest developing a policy with regards to signing checks. Example provided, approve for the Admin to sign checks \$150.00 or under, one commissioner can sign for \$1000.00 or under, anything over \$1000.00 must be signed by two commissioners. Both commissioners felt this was a good idea to implement and will move forward with having a policy developed.

Mary also explained a excel spreadsheet to keep track of vacation hours for all employee will make things easier for the auditor and for the Dept, while keeping the vacation and sick hours available on the paychecks. Annie with Anderson Bros was able to locate the last excel spreadsheet from 2 years ago that Kathy sent her. Lisa will start from this date and create a spreadsheet.

COMMISSIONER HISE and COMMISSIONER JOY both signed the audit letter for me to provide to Anderson Bros.

II. Amendments to the Agenda

None

III. Approval of Previous Meeting Minutes

COMMISSIONER JOY made motion, seconded by **COMMISSIONER HISE** to approve the December 27, 2016 regular meeting minutes and the January 19, 2017 Executive meeting minutes.

Motion Carried

IV. Reports

- A. Treasurer Report – Lisa Lawson provided the monthly report of Paid/Unpaid bills, checks to be signed, along with Financial Reports.
- B. Chief Report: - (Chief Sneve out of office)
- C. Deputy Chief Report – None (Chief Maines out of office)

COMMISSIONER JOY made a motion, seconded by **COMMISSIONER HISE** to approve the Treasurer Report for the January 31, 2017 meeting.

Motion carried

V. Old Business

VI.

- A. None

New Business

- A. Disposal of surplus equipment: Commissioner Hise advised Chief Sneve would like to sell the cab/chassis from old 462. Chief Sneve feels the value is approximately \$1500.00 as surplus. COMMISSIONER JOY made a motion, seconded by COMMISSIONER HISE to declare the cab/chassis of old 462 as surplus and sell for \$1500.00.
- B. COMMISSIONER JOY brought up the idea of returning the payroll process to in-house in order to save the money that is being spent towards Paycheck Connections. A discuss took place. I advised the board I have no problem doing payroll, however, I would first like to focus on the vacation spreadsheet, review is QB payroll needs to be purchased again, set everyone up in QB's, as well as be setup with PERSi, and tax sites. Paycheck Connection has all this under their ID and password. I will need to have one setup for myself.

Commissioner Joy asked if a few months would be enough. I advise 2-3 months possibly. The board suggested following up on this topic next BOC meeting.

VII. **Correspondence**

None

VIII. **Public Input**

None

IX. **Executive Session**


X. **Adjournment**

There being no further business to be brought before the Board, the Regular Meeting was adjourned upon the motion of CHAIRMAN DRECHSEL and as seconded by COMMISSIONER HISE at 05:25 p.m.

COMMISSIONER HISE called for the vote and all were in agreement to the motion.



RON, HISE, Chairman



Lisa Lawson, Secretary

Lisa Lawson, District Secretary