

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

REGULAR MEETING

February 28, 2017 at 4:30 p.m.
31541 S. Highway 95. Worley, Idaho

Corrected
3/21/17

I. **Call To Order**

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

D.S.

COMMISSIONERS PRESENT: Chairman Hise, Commissioner Joy, Commissioner Drechsel

COMMISSIONERS ABSENT:

OTHERS PRESENT: Lisa Merritt, Chief Sneve, Deputy Chief Maines

II. **Amendments to the Agenda**

Commissioner Joy asked for the 2016 Audit topic to be added to old business

III. **Approval of Previous Meeting Minutes**

COMMISSIONER DRECHAEL made motion, seconded by COMMISSIONER JOY to approve the January 31, 2017 regular meeting minutes with the changes made to identifying Mary Richter as an independent consultant, changes to the sentence discussing the "findings", and changing COMMISSIONER DRECHSEL name to COMMISSIONER JOY within the adjournment section.

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: - Report provided
- C. Deputy Chief Report – Report provided

COMMISSIONER JOY made a motion, seconded by COMMISSIONER DRECHSEL to approve the Treasurer Report for the February 28, 2017 meeting.

Motion carried

V. **Old Business**

- A. Status of Payroll: Secretary Lisa Lawson advised QuickBooks payroll has been purchased, currently setting up all employees, information, vacation, sick time, etc. Per Paycheck Connection and the Bookkeeper who assisted me (Lisa), it would be better for the Dept to allow Paycheck connections to complete their services till the end of the first quarter (March). This will allow for one person to be processing end of the quarter taxes and removing any possibility of error and leading to a fine. Advised payroll will be taken over as of March 29, 2017 for the next pay period in April.
Also, advised the Commissioners will be receiving their monthly payment for meeting(s) and mileage reimbursement on the last pay period of each month. Explained PERSI had issues with the payments being changed to the first pay period of the month. The next pay period for the Commissioners will be March 31, 2017 which will pay out for the February meeting.
- B. 2016 Audit: COMMISSIONER JOY discussed the 2016 audit. (1) Discussed the "findings" on page 28. The recommendation to development a monthly record keeping system for compensated absences. Commissioner Joy would like for this topic to be put on the monthly agenda in order to follow up on and make sure the recommendation is being followed through.

Commissioner Joy also discussed the "Custodial Credit Risk", questioned why this is a risk to the Department and even put within the audit.

Lisa advised Commissioner Joy that she could email this question to Annie and/or Mary if he would like. Commissioner Joy stated "No" he was just wondering about this.

New Business

A. None

VI. **Correspondence**

None

VII. **Public Input**

None

VIII. **Executive Session**

None

IX. **Adjournment**

There being no further business to be brought before the Board, the Regular Meeting was adjourned upon the motion of **CHAIRMAN HISE** and as seconded by **COMMISSIONER DRECHSEL** at 04:57p.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