

Commissioners Meeting
June 19, 2023

Attendees:

Secretary: Shawn Smith

Commissioners: Trisha Finen, Peggy Darling, Kelly Engel, Karen Edwards, John Pavelock

Representatives from Fire Department: Chief Finen

Absent:

Public Attendees:

Guest: Gates & Cole Insurance, Bill Cole

Meeting: called to order at 18:07

Minutes reviewed: Request to update comment from April meeting notes to add a comment at the end of the previous statement, see below it italics. Motion to accept May meeting minutes by Trisha Finen, seconded by John Pavelock, all in favor

Correspondence:

Old Business:

- Peggy Darling made a motion to purchase a voice recorder for the purpose of recording Commissioner meetings. Trisha Finen seconded. All in favor
- John Pavelock made a motion to create a policy and procedure surrounding the storing of the voice recorder, recorded tapes, and to ensure the policies of the open meetings law are followed
 - It was asked if John Pavelock would complete the first draft within two weeks and send to the Commissioners for review. John Pavelock accepted and advised he would do his best to meet the two week timeline, *given his previous work commitments – 7/24*
 - **May meeting** – a draft policy has not yet been created. Peggy Darling volunteered to create the draft within 2 weeks of this date to allow enough time to be reviewed by Commissioners and the district lawyer prior to the June meeting.
 - **June meeting** – still waiting for a draft policy
- The department is holding a golf fundraiser at McConnellsville Golf course on Sunday July 23rd. If any commissioners would like to form a team or reach out for signage donation, please advise Peggy Darling.
 - As of June meeting, this has been cancelled due to lack of response.
- Oneida county is rolling out new radios for apparatuses and portable devices for all the officers. Training for Chief Finen will be completed on Wednesday, May 17th. Once Chief Finen completes the training, he will select a date(s) for all members to be trained. Per Commissioners, all members are required to be trained prior to using any new radio or portable device. Chief Finen will present an acknowledgement of training to be signed

- by each member once training is completed. No member is allowed to use a new radio or new portable device until acknowledgment of training is signed.
- Medical RFP. Peggy Darling submitted with comments from the draft provided by John Pavelock. Secretary to send draft with all comments to our district lawyer asap to allow enough time to receive recommendations back prior to our June district meeting.
 - Peggy Darling makes a motion for Secretary Shawn Smith to contact WellNow/Access to obtain audiograms/spirometry for all members in whatever year they were completed, seconded by Trisha Finen, all in favor

New Business:

- Insurance Presentation: Bill Cole presented the insurance information for the coming year. All questions were answered (listed below), and the commissioners were satisfied with the answers. Motion to accept by John Pavelock with the two changes listed below; seconded by Trisha Finen, all in favor. All documents for renewal were signed by Shawn Smith Secretary/Treasurer
 - Worker's comp inquiry. Bill confirmed that our district is covered by Oneida county which is held within the Town of Vienna.
 - Delete 1991 Pierce coverage
 - Increase A&H from \$38k to \$40k, motion made by Peggy Darling, seconded by Karen Edwards, all in favor
- Meeting in July will be held on the 24th to ensure all Commissioners can attend as the RFP for physicals needs to be completed, approved, and signed off on, to ensure there is enough time to receive a response from PLCHPs, Board of Commissioners to select one, and schedule a date before physicals expire per the new physical policy in Oct.
 - Secretary to send an updated meeting notice to the Queen Central.

Financial Bank Statement: Statement for May 2023 were presented for the board's review.

Monthly Invoices: Invoices for June were reviewed and authorized for payment by commissioners that were present at this meeting.

Adjournment: Motion to adjourn at 19:43 by Peggy Darling seconded by Karen Edwards. All in favor

Minutes Submitted
Shawn B. Smith
Secretary/Treasurer