

Commissioners Meeting  
July 24, 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:** Kevin O'Brien – Access Compliance

**Meeting:** called to order at 18:30

**Minutes reviewed:** Motion to accept June meeting minutes by Peggy Darling, seconded by Karen Edwards, all in favor

**Correspondence:**

**Old Business:**

- 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
  - **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
  - **July meeting** – John presented a printed draft policy to each Board of Commissioner. This will be reviewed and tabled until the next Commissioners meeting and updates will be stated in new business.
- 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
  - July meeting – WellNow needs specific members to review for each. Being my husband is an Assistant Chief, I offered his name and DOB, there is no audiogram on file, it has always been a respiratory questionnaire and physical. Secretary spoke with Kevin O'Brien and requested any audiogram

information/results that were completed on any member with Access Compliance. This resulted in a lengthy conversation between the Secretary and Kevin. All information and documents provided via email was sent to the Board of Commissioners. Based on this, Chairman of the Board requested a Q&A with Access Compliance. This was set up for the upcoming meeting on July 24<sup>th</sup>.

- Board of Commissioners reviewed the Medical RFP line by line. Final draft will be presented to the Board of Commissioners via email for final review prior to the special meeting that will be held on Aug 7, 2023 at 630 for final approval. Notice will be added to the Queen Central. With the Aug 2023 meeting, any updates to the medical rfp topic will be added to 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 24<sup>th</sup> 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.

**New Business:**

- Chief Finen presented the Board of Commissioners with a new member candidate. Chief Finen has already started the background check. Pending LENs check, background and Dept approval. Peggy motion, Karen seconded, all in favor. Tyler Matthew Hamilton
- Peggy Darling advised that a worker's comp claim has been filed for a member who was injured while on a fire call.

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

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

**Adjournment:** Motion to adjourn at 20:42 by Peggy Darling seconded by Karen Edwards. All in favor

Minutes Submitted  
Shawn B. Smith  
Secretary/Treasurer