

HOLLIS COMMUNITY COUNCIL, Inc. MEETIN

Unofficial Minutes and Agenda

Proper notice of the meeting date/time was given per the Hollis Community Council, Inc. By-laws

TUESDAY, November 8, 2016

7-9PM

FIRE HALL, HOLLIS, AKLASKA

Board Members Present: (see attached roster)

Absent Board Members:

Council Members/visitors Present: see attached roster

MEETING CALLED TO ORDER BY THE President, Deena Taylor AT __1902____ PM

ANNOUNCEMENTS: 5 minutes

These are presented here as a reference to be read prior to the meeting and will not be read verbatim at the meeting.

1. **Notice:** We have a full agenda and I am asking everyone to be mindful of our goal of adjourning at 9PM and starting at 7PM. There are estimated times for each set of items. These are not hard core, but to serve as a guide to help us keep the conversation on point and business of the evening moving. I appreciate everyone's assistance in working to achieve our goal of concluding business in a timely fashion.
2. Heaters need to be kept at _____degrees when the facilities are not in use. The door between the community room and bay area should be kept closed.
3. Procedure for purchases, check writing, paying bills, claims for reimbursement, travel reimbursement, training expenses, purchase of equipment, etc. From the By-laws:

SECTION 4; Treasurer. The Treasurer shall 1) Manage, deposit and invest all funds of the Corporation as directed by Board of Directors, 2) Disburse money for all Corporation Obligations, and 3) Keep regular books or accounts of all Corporation financial transactions, and provide for financial reports or audits as directed by the Board of Directors 4) BE THE CHAIR OF THE FINANCE COMMITTEE, WHOSE RESPONSIBILITY IS TO SUBMIT TO THE MEMBERSHIP EACH YEAR A SUGGESTED BUDGET TO THE STATE FOR REVEUNE SHARING BY JUNE 1 OF EACH YEAR AND PROPOSE A DEFINATIVE BUDGET TO THE MEMBERSHIP OF HOW THESE FUNDS WILL BE USED. 5) WILL BE RESPONSIBLE TO COMPILE AND SUBMIT THE MANDATED REPORTS TO THE STATE AND IRS TO MAINTAIN THE HHS, INC. STATUS AS A 501C4.

CHAPTER FIVE: Financials

SECTION 1; Contracts. The Board of Directors may authorize any office or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances as authorized by the Board of Directors.

SECTION 2; Checks, drafts, etc. All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, and in such manner, shall from time to time, be determined by the Board of Directors, shall be signed by the Treasurer or Purchasing Agent.

SECTION 3; Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4; Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for any special purpose of the Corporation.

Section 5: Purchases and Bids.

All purchases by the corporation shall be approved by the Board of Director. The corporation is not responsible to pay for items, services, or work that was not approved. Routine items such as ink, truck fuel, and paper, by not limited to, may be purchased with-out prior approval if the total amount does not exceed \$300.00.

If service or large scale work is needed; such as road-work, building, or repair, an invitation for bid is to be sent out to contractors who can perform the service or work. The bid shall be posted in at least three prominent locations. The invitation to bid is to include the type of service or work to be completed, completion date, close time of bid, and location to submit bid. The bids will be opened at the next monthly meeting unless a special meeting is called.

Section 6: Grants.

No grant monies from a state, federal, or other governmental entity shall be applied for without placing the item on the agenda and must be approved by a simple majority of the Council.

SECTION 2; Finance Committee.

The treasurer is the chair of the Finance Committee. The committee must include at least three other members which may be Directors or **Council members**. The primary responsibility of the committee is to present financial audits of the corporation to the **Council** for approval. The Finance Committee may also present a yearly operating budget to the **Council** to be used as a suggestion.

To be specific, all monies to be deposited into Council Bank accounts and all items purchased/paid for, shall be submitted through the Treasurer as per the above By-laws. It is imperative that the Board be able to present a paper trail for all monies coming in and going out. Nothing is to be charged without the appropriate paperwork. (suggest a purchase order which has been approved).

Thank you.

4. Letters sent to various organizations and contacts to advise of the change in officers and Board members. Names and contact information were included.
5. Mailbox keys are in the possession of John Ryan, Treasurer and Tom Harden, V-President.
6. We are looking into the cost of Officer's and Board insurance with our current agent.
- 7. A work session for the Board of Directors, Committee Chairs, and Department Heads will be held on, November 20th, 7-9PM, for the purpose of planning for the upcoming Council Year, review the previous HCC, Inc. Strategic Plan, make recommendations for changes, and formulate a definitive budget to be presented for approval at the Dec. Council meeting. All interested individuals are welcome to attend.**

A. **APPROVAL OF MINUTES** 5 minutes

1. October 11, 2016 minutes have been posted and sent to the board. Sandra Nessett, Secretary

Motion: To approve the minutes as printed. Made __Ron Curtis____ Second __Tom Harden

Discussion/corrections: None

Vote: yes _____8___ No _____0___ Abstain _____2___

2. Submitting of correspondence regarding the helipad and 7.5 acres which the Council had planned to purchase, but voted to not pursue at the October 11, 2016 meeting, to be entered into the minutes to memorialize this action. Attached Will not be read as it has been posted with the agenda. Deena Taylor
Informational item only for the record.

B. Committees/Department Reports: 40 minutes

(Please have reports either typed or hand written and presented to the secretary after the report is given so they may be included in the record). Per the implementation of the new By-Laws, reports will be given by the Standing Committees in addition to the following:

Committees: If an individual is interested in serving on a standing committee, please submit your name to any board member or the committee chair.

1. Finance Committee: John Ryan, chair.

- a. See attachment a. for the financial report.
- b. Quarterly audit report/recommendations from the Committee:
Bob Andrews, Tom Lynch, Matt Beer, and I completed the quarterly audit on Sunday, Oct. 16th, 2016. No issues were observed.

It was also questioned why the results of the fire department fund raiser have not been made known to the board.

Was discussed the money saving plan of getting rid of the second ambulance and moving all fire equipment inside the fire hall so the out building will not require heat.

Question as to why the red fire engine is not being sold since parts are no longer available. Will be placed on the agenda for Nov.

I just did the usual and listed the account, listed the date, the people who attended, and if any problems were discovered with the audit. I then put that in the treasurer's binder.

The committee did not think that a special form was indicated to complete the audit with since we utilize the Quick Books Program.

- c. Bill for having heaters serviced/repaired. As of this date, no bill has been submitted.
 - d. The Treasurer is in the process of bringing out IRS filings up to date. Our document filing with the State of Alaska is current and we are shown to "be in good standing."
 - e. Bruce Dunbar was present at the meeting and presented the Council with documents including a itemized list for cost incurred to complete Island View Drive to the end. This work was not previous approved by the Council nor permission to do the work was sought. Mr. Dunbar was informed that the documents would be reviewed by the Board and it would be placed on the agenda for December. Attachments b-1, b-2, b-3, b-4, b-5, b-6, b-7.
2. **Annual Fire Department Fundraiser:** Keith Michaels, Chair, was held August 20th.
Membership is open to any interested individual.
Written report submitted by Mr. Michaels. To be entered into the minutes.

Status of leftover food/beverage items. Donated to the school? No information was provided in regard to the leftover food/beverage items.

Financial was presented to the Council by Mr. Michaels, attachment c-1, c-2.

3. Harris River Picnic Area: Chair John Ryan

Looking for committee members

1) Trail repair: No additional repair has been made but plans to continue with repairing the bridges will be announced. Volunteers to assist with this project is being sought. Please contact John Ryan if interested in helping with this project.

2) ATV bridge status: Informational item only. Nothing new to report

3) Picnic Area: Informational item only. Nothing new to report

4. Fourth of July Celebration: Chair Ron Curtis, Committee Members: Sandy Nessett, Coleen Watson, Steve Gass

2017 preparations-no report due

Looking for committee members

5. Cemetery Committee: Chair Budd Burnett. Current committee members are: Tom Harden, Sandra Nessett, Brian Hallstgrom, Deena Taylor. The Committee is looking for those interested in serving on this committee.

- a. Set-up for Perpetual Care. Budget for annual maintenance
- b. Status of needed guidelines for burial as stated in State Dept. of Health Rules or other regulatory agencies.
- c. Status of guidelines for cemetery plot purchase. Contract of ownership.
- d. Price confirmation of plots. Currently recommended is \$200 per plot, but recommendation to evaluate the cost being stated will be enough to provide for the revenue required to provide for perpetual care of the property.
- e. Status of guidelines for record keeping. Who is responsible?
- f. Designation of a section of cemetery for spreading of ashes. Fee charged?
- g. Designation of a section for Veterans. Fee charged? Participation by Veteran groups? Monies Government pays for burial of Veterans.
- h. Status of road easement currently on MHT property which is used for access to the cemetery.

Mr. Harden pointed out that he was pursuing information related to [Alaska Laws on Easement: Property and Land Boundary Disputes](#), referred to as Prescriptive Authority, as it is felt that the current road access which is on MHT land and has been used for about 100 years for this purpose, will fall under this law.

Mr. Harden stated that he was in the process of exploring the various topics and at this time does not have any information to report.

Appointed Committee(s): 3 minutes

6. Second Class City Forum: Chair, Tom Harden, update. Informational item only. No report.

7. By-law/Articles of Incorporation Committee: Chair, Deena Taylor

We will be meeting after the first of the year to review the current documents and make recommendations for change at the May meeting. Seeking committee members.

Department Reports: 15 minutes

8. FIRE/EMS: Bill Sharpes, Fire Chief

a. Vehicles: It is recommended that once the Red Ambulance is no longer here, that all vehicles be stored in the building proper to reduce cost of heating. Please see item under Old Business. To be discussed under that topic.

John Ryan has completed this task of moving vehicles around to accommodate all in the building proper, so heat may be turned off in outside building to save cost of heating that building.

Mr. Sharpes voiced concern that someone who was not associated with the fire department moved the equipment. However, referring to the most recent report filed with the state, Mr. Ryan is listed as a volunteer fire fighter.

b. Siren Testing update: Assistant Fire Chief, Keith Michaels
Test failed. Not sure what the courses of action is to be taken.

c. Code Blue Equipment:

Update: Status of AED placement and training schedule for school personnel and other interested participants.

Anticipated Date for Training: We have had a trained instructor offer to teach the personnel at the school as well as school children how to use this device as well as First Aide. Bill Sharpes will get with this individual and together discuss with Lisa Cates at the school to set date and course content.

d. Emergency Calls since last meeting.

1) Fire: 0

2) EMS: 0

e. Training: Keith Michaels, Training Officer, Assistant Fire Chief

1) Mr. Michaels, Assistant Fire Chief/Training Officer, announced that there will be regularly scheduled training meetings set now on the first Tuesday of each month for one hour and on the third Saturday of each month for 2 hours. Times are to be announced and topics/tasks for meetings will be announced. This was announced at the Sept. 13th meeting.

Update: Informational only.

Future schedule/topics of trainings. Working with Lisa Cates at the school to develop a "Cadet Program for Kids".

Report on training held:

Saturday, Sept. 17:

Saturday, Oct. 15th:

Tuesday, Oct. 18th .:

Tuesday, Nov. 1st: 2

2) EMT I Class: Fire Chief Bill Sharpes, Date to be announced for after the first of the year. Mr. Sharpes stated he would require to be paid a fee of \$1000 to teach the class.

f. Emergency call list: Chief Bill Sharpes

Current call list is attached, please confirm this is up to date.

Mr. Sharpes stated that the list was incorrect and would provide the Council with an up-to-date list. Attachment d.

Question: When someone on the call list is going to be out of town or unavailable, is the "dispatcher" notified, i.e., Sandra Nessett?

Working on this.

g. Inventory: An inventory of all equipment needs to be compiled and submitted to the Treasurer for insurance asset management. No decision as to when this will be accomplished.

h. Status of reports filed as required. Last report filed?

It was brought up at the October meeting by Mr. Gary Holt that the Fire Department has failed to file the required reports with the state to maintain the designation of being a "Registered Fire Department". This was researched by Deena Taylor and Bill Sharpes. Ms. Marie Collins and we were assured that all annual forms have been filed and are complete. She provided the Council with copies of the filings for the last three years. These are available for review by any Council member by contacting Ms. Taylor. The annual report for the previous year is due by January of the following year. Therefore, the next report is due to be filed by January 31, 2017.

i. Fire Department Credentials/Certifications:

Mr. Sharpes provided the Council a copy of his EMT-2 documentation. No BLS instructor, HealthCare Provider card, or ACLS documents were provided at this time. Attachment e-1, e-2

Mr. Michaels presented a document which indicated that it was not required by the state, however, the entity could request the person to be certified and attend training programs.
Attachment e-3

OLD BUSINESS: 5 minutes

1. DONATION/GROCERY RECEIPTS-No report due.
Sandra Nessett has assumed this responsibility. Please save your grocery receipts and give to Sandra or place in the box provided at the fire hall entrance. The quarters for tallying are as follows. The receipts must be dated within these months to count for that quarter. Thank you so much.
February 1-April 30
May 1-July 31
August 1-October 31
November 1-January 31
Ms. Nessett is awaiting on a response as to the amount we received for the period ending October 31. Report due at the December meeting.

2. AMBULANCE:
Motion was made at the October 11 meeting to return the extra ambulance to SE Region Emergency Coalition, if no objection from Bill Sharpes. No objection was voice by Chief Sharpes. Chief Sharpes reported via e-mail: "he called Bobbi Leichty director of Southeast Region and she said if Thorne Bay needs a Ambulance and wants are red one that Thorne Bay has to do the paper work that goes with letting them have the Red truck."

Report: Informational item only: John Ryan

Status of paperwork being completed to transfer ambulance to Thorne Bay. Mr. Ryan is in the process of getting the paperwork completed.

A. NEW BUSINESS: 35 minutes allowed

1. Resolution 11.13.2016-3: Change signers for First Bank AK, checking account. Deena Taylor Motion made to accept the resolution as printed and Mr. Ryan, Treasurer will present to the bank for their record.
Made: _____ Sandra Nessett___ Second: ___Tom Harden
Discussion:
Concern voiced that there did need to be a debit card for purchases and should be included. The document was changed to reflect this.

Yes: 11 No: 0 Abstain: 0

2. Fire Department apply for 501(c)3 entity: Keith Michaels
Talking point document being presented by Mr. Michaels is attached. Informational item only.
See attachment f-1. f-2.

Mr. John Ryan questioned the reliability of the information related to Mr. Michael's reference to the Ford Foundation. No action was taken by the Council on this proposal. It was pointed out that before and discussion regarding this item would need to involve Council input, such as a forum to present data, allow for questions, etc.

3. Donating the Red Fire Engine as parts are not available to repair.: John Ryan
A brief discussion was held, but no motion was made as to action. Discussion centered on the possible need for this vehicle to provide extra water storage for fires.
Motion: That the Hollis Community Council, Inc. sell the Red Fire Engine and the Treasurer advertise this item for sale.

4. ***Locks to be changed on the Fire Hall/Community Building. John Ryan***
Motion for the Treasurer, John Ryan, to check on cost to replace the locks on the building and out buildings and report at the December meeting. A log will be compiled of those being issued keys and maintained by the treasurer.
Discussion regarding the possibility that Mr. Michaels has already purchased or in process of purchasing a keypad type lock for the doors. A lively discussion followed with a caution by the Board President that this has not been approved by the Council or authorized at this particular junction. Action postponed until the Dec. meeting.

5. **Location of deeds/abstracts to property owned and insurance policy.** Do we have current insurance cards in all vehicles? Status of Officer and Director Insurance quote.
In the process of locating the deeds to all properties owned by the HCC, Inc., researching insurance quotes. Updates will be presented at the December meeting.

Meeting adjourned at __2050_____PM by Board President, Deena Taylor

The next council meeting will be on Tuesday, December 14, 2016, Community Room, Fire Hall, 7-9PM.

Items for the December agenda may be submitted to either Deena Taylor or Sandra Nessellet by November 28th to allow the agenda to be posted in a timely manner for the Council's review. Thank you so much for assisting us in getting the agenda out! This is a tentative agenda.