

# HOLLIS COMMUNITY COUNCIL, Inc. MEETING

## Minutes

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

**TUESDAY, November 14, 2017**

**7-9PM**

**FIRE HALL, HOLLIS, ALASKA**

**Board Members Present: (see attached roster)**

**Absent Board Members:**

**Council Members/visitors Present: see attached roster**

MEETING CALLED TO ORDER BY THE President, Sandra Nessett at 7:04

### **A. APPROVAL OF MINUTES**

Minutes for October 10, 2017 meeting presented for approval.

Motion to approve: John Ryan - Second: Steve Gass

Discussion:

Vote: Yes 7 - No 0 - Abstained 0

### **B. Reading of Correspondence- Secretary: None**

### **C. Community Announcements**

- Sandy Curtis reported that the Library will be closed Thursday through Saturday for Thanksgiving.
- Lisa Cates invited the community to the Hollis school hoedown.

### **D. Committees/Department Reports:** (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) Checking account Balance: \_\_\_\_\_

b) Audit:

- John Ryan reported spending of 1) \$1000 Hollis Library Donation. 2) \$109 Telephone and Internet 3) \$75 POW Chamber of Commerce.

#### **2) Annual Fire Department Fundraiser:**

Chair- Lisa Cates, Committee Members- **Membership is open to any interested individual on the Council**

- Lisa reported approx. earnings of \$6,000. Full report out due in December.

**3) Fourth of July Celebration:**

4) Chair - Ron Curtis, Committee Members – Steve Gass, Ezra Clark, Colleen Watson

- a) No Report Due.

**5) Cemetery Committee:**

Chair- Deena Taylor, Committee Members- Sandra Nessett, Brian Hallstgrom, Steve Gass

- Patent has been received.

**Appointed Committee(s):**

**6) Second Class City Forum:**

Chair- Steve Gass, Committee Members- Actively Seeking

**7) By-law/Articles of Incorporation Committee:**

Chair- John Ryan, Committee Members- Tom Harden, Ron Curtis, Dan Sharp

- Tom Harden shared the need for review and changes to the Bylaws to include Duties of Directors, Taxes and Job Descriptions.

**8) Strategic Planning Committee:**

Chair- Ron Curtis, Committee Members- Roger Cates, Lisa Cates

No change in status. Ron will begin work on this once the record retention policy is completed.

**Work Groups:**

**1. Emergency service:**

Committee Members- Lisa Cates, John Ryan, Bill Sharpes

- Lisa Cates reported that the working group is still finalizing its recommendations. There will be a proposal presented at the December meeting. There is no policy yet. Some of the criteria in the proposal was discussed;
  - a) Definition of Chief's responsibilities.
  - b) Applying to be a member of the service.
  - c) Policy Manual.
  - d) Different levels of membership.
- It was reported that Sam Schlobohm and Sandy Curtis desire to move forward in their training and become full EMT's.
- There was some talk of a Jr. Firefighter program.

**2. Document Control - Ron Curtis**

- a) We have set up a Dropbox account ([www.dropbox.com](http://www.dropbox.com)) this is free, up to 1 gigabyte of space. The Dropbox account has 7 file folders for the Hollis CC digital records. They are; Firehall, Harris River, Cemetery, Insurance, Community Documents, Grants – CAPSIS, & State Documents. I have moved all of the digital files I have into these folders. All board members that wish access to the digital repository will need to sign up for a Dropbox account (Again, it is free) then I can share the Hollis CC dropbox files.
- b) We will need to procure a safe for the Physical Document portion of the document control plan. I believe the Safe should be housed in the Firehall Office. Any Discussion? Vote on Funds?
- c) Written formal policy outlining all of the practices is still under development. Looking to have this completed by next meeting.

- Tom and Ron to look at pricing on a Fire Safe for the Fire Hall.

#### **Department Reports:**

##### **1) FIRE/EMS: Bill Sharpes – Absent, No Report**

- No Report

#### **POW Group Membership Reports**

- 1) **POWCAC – Ron Curtis – Did not attend**
- 2) **POWWA – Sam Schlobohm –**

#### **OLD BUSINESS:**

1. Locks on building: John Ryan

2. CAPSIS: Ron Curtis

- a) No change in status

3. Fish and Game Proposals, status: John Ryan

- A motion was made by Ron Curtis and Seconded by Tom Harden to send a Rep to the meeting. Community will pay travel, Lodging and per diem. Vote: Yes 8, No 0, Abstain 1.

#### **NEW BUSINESS:**

Motion to adjourn : Sandra  
Meeting adjourned: 8:35

**The next council meeting will be on Tuesday, January 9, 2018, Community Room, Fire Hall, 7-9PM.**