

KVFD Bookkeeper Search Committee

Minutes: November 21, 2019

Members Present: Eric Epstein, Ed Matson, Dan Soule, Jean Speck, Matt Starr

Meeting called to order by Chairman Epstein at 7:30 PM.

The committee met with accountant Tony Iovino to discuss his ideas and recommendations regarding the bookkeeper position.

The committee reviewed the minutes from the November 14, 2019 meeting: motion by Starr, seconded by Soule to approve the minutes of the November 14, 2019 meeting as presented. Approved- unanimously.

The committee reviewed the accounts on the current profit and loss statement from QuickBooks.

The committee reviewed the bookkeeper job description: motion by Starr, seconded by Soule to approve the bookkeeper job description as amended. Approved- unanimously.

The committee reviewed the proposed bookkeeper KVFD Policy change: motion by Matson, seconded by Starr to recommend to the department the change of the KVFD bookkeeper policy with the removal of "*be bonded*". Approved- unanimously.

The committee reviewed the bookkeeper hiring outline: motion by Soule, seconded by Matson to approve the bookkeeper hiring outline. Approved- unanimously.

The committee agreed to draft a job posting so that it is ready to be distributed immediately after the KVFD monthly meeting in December.

The committee will be making a presentation on the progress of the committee to the KVFD Executive Committee at their regular monthly meeting on Monday, November 25, 2019.

Next meeting: TBD.

Meeting adjourned at 9:23PM

Respectfully submitted,

Eric Epstein

Chairman



Kent Volunteer Fire Department, Incorporated
28 Maple Street, PO Box 355, Kent, Connecticut 06757

December 2019 KVFD Policy Change

Add new heading for Hired Positions

Bookkeeper:

This policy authorizes the Executive Committee to hire and enter into an agreement with a third party subcontractor for the position of KVFD Bookkeeper for accounting services as approved by the membership. The President and Treasurer shall oversee the bookkeeper/Subcontractor and ensure KVFD by-laws, and policies are followed. The President and Treasurer shall at least annually report on the work of the Bookkeeper/subcontractor and advise the EC and membership if work is satisfactory and recommend as to extending the agreement or not. The Bookkeeper/Subcontractor will be paid hourly for services at a rate agreed upon and budgeted for by the membership. The Bookkeeper will ~~be bonded~~, provide proof of insurance, as well as sign a conflict of interest agreement.

Bookkeeper Job Description:
(to be added)

Committee Approval: 11/21/2019

www.kentfire.org





Kent Volunteer Fire Department, Incorporated
28 Maple Street, PO Box 355, Kent, Connecticut 06757

Bookkeeper Hiring Outline:

- Bookkeeper Search Committee will be empowered by the membership of the Kent Volunteer Fire Department to conduct the following for the purposes of making a recommendation to hire an independent professional bookkeeper as outlined by KVFD Policy and bookkeeper job description:
 1. Create and post a job posting to be advertised for a minimum of 10 days
 2. Review received résumés
 3. Conduct interviews of prospective candidates
 4. Make recommendation to the department of potential candidate with suggested rate
 5. Make conditional offer to candidate
 6. Executive Committee to enter into contract with candidate

Committee Approval: 11/21/2019

