

KVFD Bookkeeper Search Committee

Minutes: November 14, 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 following mission statement was presented to the committee for review:

To bring forward to the membership of the department a proposal to hire a bookkeeper to fulfill the position that best serves the fire department, at a fair rate, and with a job description and outline of duties.

Motion to accept the mission statement was made by Starr, seconded by Soule, passed unanimously.

Timeline of the committee was discussed. It was agreed that this would be a fast moving committee with the hopes of getting this position filled prior to the start of the New Year.

- Week of 11/18/2019: work to be performed- qualifications, job description, KVFD policy/SOP, job posting
- Week of 11/25/2019: finalize qualifications, job descriptions, KVFD policy/SOP, job posting, update for the Executive Committee at their monthly meeting
- Week of 12/2/2019: request approval from the membership on the qualifications, job description, KVFD policy/SOP, job posting
- Week of 12/2/2019: after approval from the membership, post job, conduct interviews
- Special department meeting in December for approval to make offer/hire

The committee spent some time reviewing the current KVFD documents pertaining to the bookkeeper.

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|---------------------|-----------------|
| • KVFD Constitution | • KVFD SOP's |
| • KVFD By-Laws | • KVFD Policies |

The committee began working on the job description. It was agreed that Speck would finalize a draft to be sent to the membership prior to the next meeting where work will continue on this.

The consensus of the committee was that this new "hire" will be a subcontractor and not an employee of the department. A new category in the KVFD policies to address subcontractors will be created.

The committee began work on the revised KVFD Bookkeeper policy. It was agreed that Starr would work on this task and present a draft for review at our next meeting.

Epstein will reach out to VFIS to request information on any additional insurance requirements needed for this subcontractor.

The committee agreed to bring in local professionals to review with the committee at our next meeting any additional recommendations that they may have.

Next meeting: Thursday, November 21, 2019- 7:30PM at KVFD.

Meeting adjourned at 9:30PM

Respectfully submitted,

Eric Epstein

Chairman