Call to Order:

Attendance:

Public Session:

Added Agenda Items:

Treasurers Report:

Clerks Report:

Chairperson’s Report:

New Business:

Old Business:

Policies and Procedures:
- **District Charter needs to be discussed (what should our approach to creation/review be?) and finalized.
- Bylaw for performance bonds for projects over 20k
- Take Home Vehicle Policy, Chief Barton created. Needs to be reviewed and adopted by the commission
- Create a Fund Balance Policy - State keeps it at 15% the town between 10 - 20%
- District check review process.
- Board Ethics Policy
- Review of personnel policies
- Bid Procedure
- Performance based reviews policy

Strategic Plan Items:
- Fleet Replacement plan - Chief has drafted
- 5-10 Year Strategic Plan for the District
- CIP list of large ticket items to plan to save for.
- Equipment and Property list - in progress

Other Items for the Commissioners to discuss:
- Need to move contingency dollars from line items. Contingency should be no more than 3% of the operating budget per statute 106. - Has this been completed?
- Do we need a CPA in addition to the Auditor? Should we continue to have Audits yearly? What do other Districts do?
- Performance review of the Chief and Fire Marshal and Administrative Assistant
- Purchase of a second set of gear for the Department/FSMs
- Ordinance btw the dept for billing insurance companies for long duration calls.
The responsible parties had been paying the dept directly, but check was accidentally made out to the district. Jill has a copy of the ordinance, and it is included with this list. Do we want to use a company or bill in house and what? determines the threshold for billing?

- Should there be a promotion surrounding the ability to inspect single family homes if requested by the homeowner.
- Take home Chief vehicle or stipend
- Stipend for grant writing, should this be considered?
- Compensation discussion surrounding FSM/trainings – historically been on their own time.
- Credit card as a payment method for Fire Marshal Billing

Fire Marshal Report:

Fire Chief’s Report:

Correspondence:

Public Session:

Executive Session:

Adjournment: