

**Copenhagen Volunteer Fire Department
Main Street
Copenhagen, New York**

SPECIAL Meeting Minutes

Held on: December 8, 2021

Minutes Taken by: Diana Russell

Copenhagen Volunteer Fire Department (herein after referred to as CVFD)

Members Present (Attendance sheet attached hereto)

James Henry-President Present

Terry Williams-VP Present

Brandy Kuehle-Treasure Present

Diana Russell-Secretary Present

Also present: Shane Henry, Jerry Flanders, Gerald Snyder (excused), Roger Bates (excused), Paul Wheeler, Lynn Henry, Sandy Peck, TJ Williams (excused).

**Call to Order by President, James Henry at 7 p.m.*

-Jim indicated we have to finish policies.

-Fire Department Financial Policy Binder-changed to add "charge account".

MOTION PROPOSED BY : PAUL WHEELER

To Pass policy.

SECOND: SANDY PECK

ALL IN FAVOR

MOTION CARRIED

-Auditing and Reconciliation Policy-read to the BOD and will be binded and provided at next meeting

MOTION PROPOSED BY : JERRY FLANDERS

To Pass policy.

SECOND: SANDY PECK

ALL IN FAVOR

MOTION CARRIED

-Fundraising Policy-read to the BOD and will be binded and provided at next meeting.

MOTION PROPOSED BY : PAUL WHEELER

To Pass policy.

SECOND: JERRY FLANDERS

ALL IN FAVOR

MOTION CARRIED

-Credit Card and Charge Account Policies-revised to add “charge account”

MOTION PROPOSED BY : LYNN HENRY

To Pass Policy.

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

-Yearly Deposit Log Policy-read to BOD and will be binded and provided at next meeting.

MOTION PROPOSED BY : SHANE HENRY

To Pass policy.

SECOND: PAUL WHEELER

ALL IN FAVOR

MOTION CARRIED

-We will be changing the Financial Policy Best Practices to reflect new policies.

-Working on response to the audit.

Things to include:

1.

-we have passed new financial policies and in the process of revising the bylaws, working with an attorney.

-enclosed copies of the newly approved financial policies

-The BOD is now well aware of its responsibilities regarding financial matters and will be overseeing both audit committee and treasurer to ensure the policies are being followed.

2.

-did appoint 3 members to the audit committee and also we appointed a person to oversee those members to make sure all of the audit/reconciliations do get done accurately.

-audit report will be filed with the BOD at their following Board meeting.

3.

-a 2 person signature stamp with date to verify the audit, was purchased.

-a policy has been established for auditing committee to follow with the attached form

-BOD decided the audit committee is the group responsible to approve the bills prior to payment by the treasurer.

4.

- we purchased and are using 3-part consecutively number receipt books
- all monies coming in will use the receipt books and will be recorded in a deposit log by the treasurer.

5.

- new policies have been established following the suggestions in the draft audit.
- a new fundraising activity form has been prepared that will be required for use.
- cash registers will be used whenever possible and cash register receipt will be attached to fundraising report; if numbered tickets will be used, we will use double tickets for start number and end number, will be kept in an envelope and included with report.
- all startup monies will be a check issued to the chairperson and the return of the startup money will be returned to the treasurer with a separate receipt issued and separate deposit made.

6.

- refer to Recommendation Response No. 3.
- treasurer is aware of the prior approval required and has established a binder for all payment supporting documentation.

7.

- refer to Recommendation Response No. 2.
- treasurer will provide the reconciliations to the audit committee.

8.

- refer to Recommendation Response No. 4.

9.

- refer to Yearly Deposit Log Policy.

Date of implementation of the corrective actions. Some have already been implemented and will fully be in implementation by January 1, 2022.

Person responsible for implementation: President James Henry is responsible.

*All recommendations have been reviewed and accepted for implementation.

-will be sent certified return receipt.

MOTION PROPOSED BY : PAUL WHEELER

For Jim Henry to use the credit card to send response certified mail out of the postal line on the Budget.

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

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- Terry Williams called about the State of Emergency with the counties. Jim Henry emailed Bob McKenzie, no special instructions, use current social distancing policies. Anyone that hasn't been vaccinated, should use a mask. The SOE is for emergency funding needed.

- Auxiliary contacted Jim Monday and said people were calling her to see if they are doing the wake for Zach Waugh. Instructed to call Lynn.

- Firemen called Jim and said that the outside bay doors were open for 4-5 hours following their bake sale this weekend. He let Jeanette know it has to be closed for our heating bill.

- Sandy indicated that maybe we need to start meeting with the auxiliary again after the New Year.

- Lawyer will be here next Thursday, 6:30 for bylaws. This will take place of our BOD meeting, and the lawyer will be for next weekend, unless something brought up by the village.

- Jerry indicated if we are having a field day this year, he was thinking that the Copenhagen coalition is planning events every month. The concern is whether we are supposed to notify them of functions here. Maybe a letter stating that we have field day that day and we would appreciate that nothing else will be done. It may be a chairperson to chairperson type conversation.

- Sandy indicated they were supposed to audit last night, no audit got done. They will wait until next month. The treasurers report was not completed yet. Everything will be reconciled for next months meeting.

- Stipend checks are supposed to be cut at the December meeting for the President, Secretary and Treasurer. April for the Chief.

- Jim had Diana get the Pinckney contract with the percentage increase letter sent out ASAP.

- We need to get representation to the contract holder meetings.

- Jim has to go back into the budget, with Denmark and Harrisburg taking the money, we need to put their money back in with the new balance. We no longer have a balanced budget.

- FEMA grant is in. Jim got the letter from Stefanik, and Megan said it needed to be sent

separately from the grant. It will be sent in.

-Rescue is leaving on the 20th to Syracuse.

MOTION PROPOSED BY : PAUL WHEELER

Motion to Adjourn the Special Meeting

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

**Special Meeting of the CVFD adjourned by Motion at 8:06 p.m.*

****Minutes of the December 8, 2021 Special Meeting taken and transcribed by Diana Russell, Notary Public, in and for the State of New York.**