

**East Greenbush Fire Company  
Executive Board Meeting  
January 16, 2014**

Members Present: President Iorio, Vice President Mike Benson Jr., Paul Benson, Dave Chesnut, Jim Cartwright, Mike Memole, Kevin Hitchcock.

Meeting called to order at 6:10pm by President Iorio. Several resolutions were to be discussed by the executive board and those present for presentation to the company at the January meeting.

**Resolution # 1 - EGFD 2014 Chain of Command**

Mike Memole inquires about the outgoing President being added to the list since he becomes Board of Director for 1 year per company by-laws. Cartwright and P. Benson make motions to approve. Motion is carried (future Past President added to chain of command list).

**Resolution # 2 - 2014 Budget**

Discussion for quickbooks software for 2014. Budgeted \$1,500.00.

\$1133.95 is the quote that was received for the software so that would be well under budget.

The budget was evaluated.

There was a discussion on the expenses, possibly a new copy machine in the near future.

Discussion about the Assistant Banquet Hall Manager to assist Mike Stafford such as returning phone calls that are left on the answering machine, meeting with prospective clients, etc. There will be a job posting for this.

Car 1 elaborates about having one copy machine for both the district and the fire company. Enter the code for district or company and move on. This will be looked at in 2014.

Dave Chestnut makes motion to adopt the budget for 2014. Mike Benson Jr. seconds the motion. The motion is carried.

**Resolution # 3 -2014 Goals & Objectives**

Cleaners for the stations need to actually clean. A checklist will be utilized and before payment the checklist must be complete and authorized by the President or Vice President

Fundraisers - the door is always open, new ideas are welcome.

Internal Audit - President feels it would be prudent to perform internal audit to ensure we are complying with company by-laws and to ensure best practices as per OSC. Feels it is necessary that the company maintains our good name, and to protect the individuals of the fire co. Good cash flow procedures, etc. will be looked at. Will ask audit and finance to do this in 2014.

Updating the website...possibly utilizing various members with their computer backgrounds.

**EGFD Committees**

A list will be distributed at the Fire Company meeting.

President would like every member to be on at least one committee.

The Company will adopt committees at February Meeting.

Motion to adjourn by Dave Chestnut and seconded by Mike Memole.

Motion carried and the meeting was adjourned at 7:21pm.

Respectfully Submitted,

Michael Benson Jr.

Vice President