

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, September 22, 2021
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Craig Diggs and Robin Harrison.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Council Member Ed Barlow.

OTHERS PRESENT: City Clerk Traci Cox, Assistant City Administrator Greg Dagnan, Fire Chief Roger Williams and Assistant Fire Chief Ryan Huntley.

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Diggs, the minutes of the August 24, 2021 meeting were approved 4-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 4-0.
3. **Consider and discuss C.B. 21-39., changes to Section 400 Benefits of the Personnel Policy Manual.** Mr. Dagnan explained the changes to the policy to incorporate light duty. Mr. Armstrong made a motion to forward to council. Motion carried.

NEW BUSINESS:

1. **Consider and discuss investments in a money market account.** Ms. Cox explained a money market account could be set up at Guaranty Bank for use of the ARPA funds. A money market account is currently paying higher interest rates than the regular checking account and CD's. Mr. Diggs moved to open a money market account at Guaranty Bank with Mayor Dan Rife, City Clerk Traci Cox and Deputy City Clerk Miranda Deal listed as signers. Motion carried.
2. **Consider and discuss Firefighter in Training job description.** Fire Chief Williams discussed the need to create the position. It will allow an individual to be hired to learn the duties of a firefighter while working toward the Firefighter I & II certifications. Mr. Armstrong moved to forward the job description to Council for approval. Motion carried.
3. **Staff Reports:** Ms. Cox reported the auditors are currently on site for the annual audit, Courtney Walker is the new Accounts Payable Accounting Specialist, and the MML Annual Conference is scheduled for next week.

ADJOURNMENT: Mr. Armstrong made a motion to adjourn at 5:32 PM. Motion carried 4-0.

Traci Cox