



St. James Fire Department Board of Directors Minutes of Meeting, 12 Dec 2023

Meeting Location: Saint James Community Center

Members Present: Vice President Garren Foy, Treasurer Jim Crum, Secretary George Freeman, Rich Agar, Joe Castagnola, Chief Scott Boyer, POA Representative Bill Lendh, and TOSJ Representative Lynn Dutney.

Members Absent: None

CALL TO ORDER

Garren called the regular meeting to order at 12:15pm in a meeting room at the St. James Community Center.

GENERAL INFORMATION – Garren Foy

Garren led discussion of the following:

- The SJFD Annual Meeting was held immediately before this Board meeting. Please refer to the SJFD Annual Meeting minutes for more information.
- Holiday Home Tour: In previous years the St. James Service Club sponsored the Holiday Home Tour with the SJFD Fire Police providing support. The Chief received reports of rumors indicating the Department was responsible for the Service Club deciding not to hold the Holiday Home Tour this year. The Chief contacted the Service Club president, Jeff Mount, who issued a message to the Club's membership affirming earlier statements that the decision to cancel the HHT was the sole responsibility of the Service Club's Board of Directors.
- The next SJFD Board meeting is scheduled for Jan 16, 2024. The first hour of the meeting will be an Executive session for the purpose of interviewing and selecting an individual to fill the vacant Board position created by David Zentmeyer's resignation before the end of his elected term. Members of the Fire District were polled with four expressing interest and submitting their resumes by the due date.

APPROVAL OF PREVIOUS MONTHS MINUTES

Minutes of the 14 Nov 2023 regular meeting were approved as distributed.

TREASURER'S REPORT – Jim Crum

Financial performance remains on track to plan. Items of note include:

- Radios and Communications includes \$1,500 in labor to install new headsets in the trucks.
- Repairs – Vehicle includes \$2,600 for repairs to 3780 and \$10,034 for 3761's annual maintenance.
- Repairs – Vehicle & Equipment Certification was for SCBA Harness inspections and repairs.
- Looking ahead, members of the Department will be meeting with Motorola/Mobile Communications to inventory components received for the VIPER upgrade and to determine the portion of the contract to be funded at this time. (Cash is on hand for the entire contract.) During this meeting the status of the Fire Police radio system upgrade will also be discussed.
- Work has begun on the FY 24-25 budget, with each Department being contacted for input.



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- The Money Market Account at United Bank was closed as of 4 Dec 2023, and funds transferred to the Civic FCU Capital Reserves Money Market Account.

CHIEF’S REPORT – Scott Boyer

AREA	NUMBER OF CALLS	YEAR TO DATE
Fire	17	211
EMS	67	862
Fire Police	68	863

Items of note included:

- All equipment is functioning properly.
- SJFD annual gift distribution by Santa is on track.
- Replenishment of Equipment/Uniforms for members serving in Fire Police is underway. The needed ~\$5K is available in the current budget.
- The SJFD supported the annual Southport holiday parade on 8 Dec 2023.

Recruiting Update – Garren Foy

- Nothing Significant To Report (NSTR)

Building and Grounds Update – Scott Boyer for David Zentmayer

- NSTR

Public Relations Update – George Freeman

- NSTR

New Business

- On 11 Dec 2023 part of the Fire District experienced a water outage potentially impacting hydrant water supplies. A brief discussion was held that addressed the process and timeliness of notifications. As no formal notification was known, the POA agreed to investigate this and report back to the Board.
- Joe shared that the Department was unsuccessful in securing a FEMA grant for Self-Contained Breathing Apparatus (SCBA) equipment. Joe is continuing to work with FEMA with the goal of being more successful in the future. Additionally, submission for the \$12,500.00 Fire Marshall grant is in progress.
- Scott shared that old fire equipment was donated to Brunswick County for use by them in their Fire Fighter Training Program. As this equipment was clearly decommissioned for active firefighter use and is now designated for training use only, there is no residual potential liability to the Department.



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Executive Session

At 1:08pm the Board entered Executive Session for the purpose of discussing a personnel matter. The Board exited Executive Session at 1:10pm.

The next regularly scheduled meeting is 16 Dec 2024.

The meeting was adjourned at 1:10pm.

Submitted,

George Freeman
Secretary, SJFD Board of Directors
"Neighbor Serving Neighbor"