

St. James Fire Department Board of Directors
Minutes of Meeting Held February 14, 2023

Meeting location: St James Fire Station #1.

Members present: President Mike Kiel, Vice President Cindy Willard, Treasurer Jim Crum, POA Representative Bill Lendh, TOSJ Representative Lynn Dutney, Fire Chief Scott Boyer, Secretary Larry Phelps, George Freeman, David Zentmayer, Garren Foy

CALL TO ORDER

President Mike Kiel called the meeting to order at 4 pm.

APPROVAL OF PREVIOUS MONTHS MINUTES

The Board approved the minutes of the 10 January 2023 regular meeting and the 11 January special meeting, as emailed to all Board members.

GENERAL INFORMATION – Mike Keil

Mike reminded all of the Spouse Luncheon on 15 June 2023. Joe Castagnola has submitted a FEMA grant for \$100,000.00.

There will be a joint POA, Town, Troon and SJFD meeting to present who does what on 22 March 2023. Mike handed out a draft presentation he is planning on using. Any suggestions should be sent to him by Friday 17 Feb.

Woody Clookie and Jim Crum were elected to the Fireman's Relief Fund Board of Directors.

Only 4,000 pine straw bales are left to be sold. All mulch pallets have been sold.

TREASURER'S REPORT – Jim Crum

Crum referred the Board to January 2023 month end financial reports as emailed to all Board members.

The Budget vs. Actual report shows high water bill payments. This is due to running toilets and is being addressed.

The coming year budget is still in development and uses a 6% inflation rate. It includes the purchase of replacements for 3779 and 4779 plus 7 AED's. Cash (\$150,000.00) is reserved for the replacement of radios. That amount includes a \$50,000.00 grant promised from Brunswick County. Jim and Mike will also discuss future needs for Town of St. James capital funding for the replacement of 3771 and 3761 over the next several years.

Mike and Jim are meeting with the Town on Thursday, 17 Feb, for initial budget discussions.

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NEW BUSINESS

A Resolution was presented and passed to update the authorized signatures at Civic Federal Credit Union.

A new contract for fire apparatus has been signed

Discussion followed on the draft position description for the Fire Chief developed by Garren. Updates will be incorporated, and a new draft submitted for approval. The board will meet on Tuesday, 28 Feb at 2:00pm to approve the final position description. The position will then be advertised for applicants with a 17 March 2023 date for submission of resumes to Mike.

Garren will update the current Department Application to remove personal sensitive information requirements and post an updated application on the web site.

Garren reported that the Recruiting Committee met to set goals for the year with EMS being the priority focus. Station 2 seems to be in good shape. Fire Police could use a couple of new members. The committee is working with the Town to place a notice on the new electronic sign and will be meeting with St. James Realtors to help get the word out on the department.

Cindy reported that she is working on having another open house at some point in the future and we will have an article in the March issue of Cat Tails.

Dave reported that the Communications Roundtable will start meeting in April.

OLD BUSINESS

Garden of Honor – work is continuing. Jim recommended the Board establish a Garden of Honor Maintenance Fund. “In Memorial” donations can be used to fund it.

The meeting was adjourned at 5:40pm.

The next regular SJFD Board meeting will be held at 4pm on Tuesday March 14, 2023.

Submitted,

Larry Phelps Secretary