

**St. James Fire Department Board of Directors
Minutes of Meeting Held January 10, 2023**

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Meeting location: St James Fire Station #1.

Members present: President Mike Kiel, Vice President Cindy Willard (via phone), Treasurer Jim Crum, POA Representative Bill Lendh, TOSJ Representative Lynn Dutney, Fire Chief John Dahill, 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 December 2022 meeting, as emailed to all Board members.

The Board approved the minutes of the SJFD Annual Meeting, as emailed to all Board members.

EXECUTIVE SESSION

The Board went into Executive Session and excused Chief Dahill.

The Board exited Executive Session at 5:15 PM. Chief Dahill was not feeling well and did not return to the meeting.

2023 BOARD OF DIRECTORS OFFICER ELECTION – Lynn Dutney

Mike Kiel was nominated and elected President.

Cindy Willard and George Freeman were nominated for Vice President. Cindy Willard was elected.

Jim Crum was nominated and elected Treasurer.

Larry Phelps was nominated and elected Secretary.

APPOINTMENT OF THE FIRE DEPARTMENT CHIEF FOR 2023 – Mike Kiel

Discussion was held on the reappointment of Chief Dahill for 2023. It was decided that he be reappointed for a period not to exceed June 30, 2023. The President will meet with the Chief to discuss his reappointment and a requirement that he notify the Department of his June 30, 2023, retirement no later than 31 Jan 2023. After the Chief's notice to the Department, the Board President will communicate to the Department a request for applicants for the Chief position. The Board also requests the Chief identify any candidates that he feels qualified for the Chief position to the Board for interview no later than 14 Feb 2023.

TREASURER'S REPORT – Jim Crum

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Crum referred the Board to December 2022 month end financial reports as emailed to all Board members. (SEE EMAIL ATTACHMENTS A, B, C, D)

Eligibility for Federal Contracting, semi annual reports for grants to FEMA, and Aid to Firefighters, quarterly financial report to Brunswick County have been completed and filed.

We will have to contract with a new auditor this year. Jim is working to find a replacement. Cost is estimated to be in the \$10,000 to \$12,000 range per year. Accounting services will continue to be provided per current contract, cost estimated at \$5,150.

A strawman budget has been developed and provided to EMS, Fire and Fire Police as a budgeting starting point. (SEE ATTACHMENT E)

Jim continues to manage our investment strategy to maximize return.

We have been notified that MEDICARE will be conducting a full year 2023 review of our EMS records for MEDICARE billing. We may need a consultant to assist with generating required reports.

OLD BUSINESS – Mike Kiel

Cindy Willard will continue to lead the recruiting committee.
Fire Police has a new candidate to be interviewed.

NEW BUSINESS

David Zentmayer recommended the organization of a Firefighter/EMS, Fire Officer/EMS Officer committee to increase communication between the Department and the Board. David agreed to develop and present a plan to the Board at the next meeting. Garren Foy will assist.

George Freeman discussed the need to identify and obtain approval for fire training locations throughout the community.

Jim Crum commented that if delivery of the new pickup truck continues to be delayed thru the state contract that we consider purchasing one from a local dealer.

The meeting was adjourned at 6:15pm.

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

Submitted,

Larry Phelps Secretary