



St. James Fire Department Board of Directors Minutes of Meeting, 13 June 2023

Meeting Location: Fire Station 1

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

Members Absent: Joe Castagnola.

CALL TO ORDER

President Mike Kiel called the regular meeting to order at 4:00pm.

GENERAL INFORMATION – Mike Kiel

Mike provided an update on Joe Castagnola and that he is currently at home.

APPROVAL OF PREVIOUS MONTHS MINUTES

Minutes of the 9 May2023 meeting were approved.

Board Vice President Election – Mike Kiel

Two Board members expressed in the VP position, Garren Foy and George Freeman.

Mike reminded members that proxy votes for absent members are not allowed. Absent members can only vote if they personally call into the election meeting.

Votes for VP were made via written ballot and were tabulated by Joanne Valente. Garren Foy was elected as Board Vice President.

TREASURER'S REPORT – Jim Crum

We are running ahead of schedule on transport fees due to increased transports.

We have an overrun on the VIPER radio procurement of about \$16,000. This is due to a price increase and finalization of specifications. This will be covered with funds on hand. Funds on hand are being used for multiple initiatives such as: Station 1 repairs, turn-out gear, radio's, and truck purchases.

The process for authorizing expenditure of significant amounts was discussed as it related to the Station 1 training room upgrades. Some board members felt the amount of \$11,500 should have been put before the entire board for approval. A full requirements identification would have identified additional upgrades that are required, namely an Emergency Exit. Consensus from the discussion was that high expenditures not



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specifically included in the budget will be brought before the entire board for approval. The better we get at future planning will drive improved budget detail.

Our Charles Schwab account is progressing. We will open it with around \$4,000 in laddered CD's.

The state has funded our Workers Compensation insurance premium of \$6,200.

AED's are on back-order and we are going to purchase new computers in a phased manner.

CHIEF'S REPORT – Scott Boyer

Run Numbers for May:

Responders	Number Calls	Number of Responders
Fire	16	283
EMS	77	360
Fire Police	75	299

We have a new fireman who is an ex-station chief and is an instructor for BCC reporting on 10 June.

All fire positions are filled.

Chief Boyer is targeting the October timeframe for the appointment of an Asst. Chief for Fire.

Recruiting Update – Garren Foy

We will soon have a newly certified EMT. One new trainee has signed up for EMS and we will have two in the next EMT class,

Building and Grounds Update – David Zentmayer

We are waiting on estimates for gutter repair at Station 1.

There is a need for exterior lighting of the drive and parking at the far end of Station 1 bays.

Public Relations Update

Articles for publication in Cat-Tails are being worked up.



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The Board went into Executive Session at 5:00pm.

The next regularly scheduled meeting is 11 July 2023.

The meeting was adjourned at 5:15pm.

Submitted,

Lawrence F. Phelps

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Secretary