



## St. James Fire Department Board of Directors Minutes of Meeting, 10 April 2023

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Meeting Location: Fire Station 1

Members Present: President Mike Kiel, Vice President Cindy Willard, Treasurer Jim Crum, Secretary Larry Phelps, POA Representative Bill Lendh, David Zentmayer, George Freeman, Chief Scott Boyer

Members Absent: TOSJ Representative Lynn Dutney; Garren Foy (joined during the meeting)

### **CALL TO ORDER**

President Mike Kiel called a special meeting to order at 4:00pm.

### **GENERAL INFORMATION – Mike Kiel**

Mike informed the board that two members of the department had received speeding tickets when responding to a call. The tickets were generated by a speed detection camera. Mike and Jim plan on meeting with POA Security on 20 April 2023 to discuss the issue and see if there is any way, other than the red lights, to identify FD vehicles.

The Garden of Honor will be dedicated on 22 April 2023 at 10:30am.

### **APPROVAL OF PREVIOUS MONTHS MINUTES**

Minutes of the 14 March meeting were approved.

### **CHIEF'S REPORT – Scott Boyer**

Run numbers for March 2023 were as below.

Fire-26 calls with 458 responders

EMS-97 calls with 503 responders

Fire Police-97 calls with 392 responders

### **TREASURER'S REPORT – Jim Crum**

Overall financials are in good order. 3773 should be back in service within a week or so. A 2023 Chevy Silverado for Fire has arrived at the dealer, price was \$47,800. Once fitted out with lights, radio's and identifying decals it will be designated 3781 and assigned for use by Fire Captains. We received a \$1,000 donation for EMS which will be used for a new iPad. We also received a \$200 donation for Fire. Fire fees have not increased in several years. Will need to be discussed early next year.

Mike led a discussion on the department Administrative Assistant (AA). It was moved and approved to immediately increase the AA's rate to \$20.00 an hour. A detailed job description will be developed and used to set a new, competitive rate NLT 1 July 2023. A separate job description will be developed by Scott and Dave



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for a second AA position. Once developed and approved a volunteer will be looked for to fill the second position prior to hiring a contractor.

Landscaping of Station 1 was discussed. The best bid was from A Greener Way. A motion was made and approved to award the contract for a period of 1 year. In concert with the landscaping discussion, Dave suggested looking for a maintenance person, either a volunteer or a contractor, to handle routine recurring maintenance at both stations. No decision was made on this item.

A motion was made and approved to accept the By-Law changes developed by George. A copy of the change is attached. It requires a two-week public notice prior to the change becoming effective.

Dave brought up additional By-Law changes he thought should be considered. Jim mentioned that the Board has intentionally stayed away from operating procedures vs. overall governance. Dave is going to provide samples of By-laws from other North Carolina volunteer departments for review. In the same governance area Dave brought up the need for a formal Mission Statement, Vision, and Core Values for the department. A Mission Statement exists and is on the web site.

George informed the board that approved minutes of board meetings are now posted on the web site.

### **Recruiting Update – Garren Foy**

We have 1 new firefighter volunteer, 3 new Fire Police volunteers ready to deploy and 3 EMS volunteers finishing First Responder training.

George and Bonnie O'Brien are retiring. Rich Agar has been promoted to EMS Lt.

Garren showed the design for the Folds of Honor tee box recruiting signs. The American Legion Post 543 is going to place the signs on tee boxes during the Military Appreciation Day tournament on 8 July 2023 at no cost.

A new "Expression of Interest" form is going to be available on the web site for use in addition to the Application form.

The Board went into Executive Session at 5:15pm. Chief Boyer left the meeting.

The next regularly scheduled meeting is 9 May 2023.

The meeting was adjourned at 6:00pm.

Submitted,

*Lawrence F. Phelps*

Lawrence F. Phelps  
Secretary



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### ATTACHMENT – Change to By-laws

Proposed change to SECTION 6: Types of Board Members, Eligibility, Number, Tenure, and Vacancies paragraph h).

a. FROM: The voting members of the Corporation's Board of Directors shall annually select and appoint the Chief of the Department to serve at the pleasure of the Board. (See subsequent section on the selection of the Chief.) The Chief shall be a voting member of the Corporation's Board, except that, during all discussions of the Chief's performance of his or her duties, or related matters, the Chief shall be excused from the meeting during such discussion to permit frank and open consideration of the issues.

b. TO: The voting members of the Corporation's Board of Directors shall select and appoint the Chief of the Department to serve at the pleasure of the Board. The election of Chief by the Board shall be for a term of three (3) years, with performance reviews conducted by the Board annually. No individual may serve as the Chief for more than six (6) consecutive years. The Chief shall be a voting member of the Corporation's Board, except that, during all discussions of the Chief's election (if this same person is running for Chief), performance of his or her duties, or related matters, the Chief shall be excused from the meeting during such discussion to permit frank and open consideration of the issues.

BY-LAWS FOR THE ST. JAMES FIRE DEPARTMENT, INC April 2023

Proposed change to: Article VII: Authority and Duties of the Officers of the Fire Department

Section 1: Chief of the Department

FROM: a) Appointment and Duties The Board of Directors shall elect a person to oversee all of the activities of the Firefighters, Fire Police, and Emergency Medical Service providers, which person shall be designated as Chief. The Chief shall serve at the pleasure of the Board and report directly to the President.

The Chief shall have the duties and responsibilities normally associated with a Chief Operating Officer of a for-profit corporation. Among the responsibilities of the Chief is the development and updating of the Standard Operating Guidelines for the Department. These guidelines should, at a minimum, specify the operating structure of the Department, the rules of operation, the records of activities that must be kept updated and copies will be made available to each Board member and each Volunteer (if requested). The Board of Directors may, from time to time, specify any special or additional duties and authority for the Chief which the Board shall deem appropriate.

TO: a) Duties: The Chief shall oversee all of the activities of the Firefighters, Fire Police, and Emergency Medical Service providers. The Chief shall have the duties and responsibilities normally associated with a Chief Operating Officer of a for-profit corporation. Among the responsibilities of the Chief is the development and updating of the Standard Operating Guidelines for the Department. These guidelines should, at a minimum, specify the operating structure of the Department, the rules of operation, the records of activities that must be kept updated. Copies will be made available to each Board member and as applicable



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each Volunteer. The Board of Directors may, from time to time, specify any special or additional duties and authority for the Chief which the Board shall deem appropriate.

NOTE: The balance of Article VII: Authority and Duties of the Officers of the Fire Department  
Section 1: Chief of the Department remains unchanged.