



St. James Fire Department Board of Directors Minutes of Meeting, 9 May 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.

Members Absent: David Zentmayer, Joe Castagnola.

CALL TO ORDER

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

GENERAL INFORMATION – Mike Kiel

Mike reminded all of the Spouse luncheon to be held on 15 June from 12:00-2:00. By-law changes were approved at the last regular meeting. Any additional proposed changes should be submitted to George.

We will elect a Board Vice President at the next regular meeting when hopefully all will be present.

APPROVAL OF PREVIOUS MONTHS MINUTES

Minutes of the 10 and 25 April meetings were approved.

CHIEF'S REPORT – Scott Boyer

Motorola salesman will be here on 10 May. We will review exactly is needed for radio upgrades. We will include 2 radios for Emergency Management which will be paid for by the Town. We still need to design a radio system for the Fire Police.

We are starting a driver training course for Fire and EMS.

We are also talking with other departments about a combined fire/mass casualty drill.

TREASURER'S REPORT – Jim Crum

The budget is complete and approved by the Town. Budget reports will be provided via e-mail.

We are beginning to develop the Department 5 Year Plan from a Budget perspective. It will cover replacement/overhaul of vehicles as needed.

We are opening a Charles Schwab investment account for investment and capital reserves. Will get the paperwork done in the next week or so.



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Recruiting Update – Garren Foy

So far in 2023 we have had 2 additions to the Fire roster, 3 to the Fire Police and 3 to EMS. Will have a newly certified EMT by the end of June.

We are exploring the creation of a Department Facebook Page. Garren showed some example pages of content. Discussion surrounded the creation and maintenance of the content and duplication between Facebook and the Department Web site. Mike stated that this discussion brings up the need for a Public Relations position on the Board and a unified communications plan to ensure timely, consistent messaging.

George Freeman agreed to fill the Public Relations position.

We will have a firetruck and ambulance on display and t-shirts for kids on 27/28 May.

Garren showed examples of Red Yeti mugs with Department logo to be considered for member recognition/retention. So far our recruiting efforts have spent about \$3,000.00 and Garren asked for \$1,500.00 additional to be allocated. This will allow him to purchase 35 mugs with the SJFD logo. This was moved and approved. Department leadership will need to develop criteria for presentation of the mugs.

The next regularly scheduled meeting is 13 June 2023 at Station 2.

The meeting was adjourned at 5:00pm.

Submitted,

Lawrence F. Phelps

Lawrence F. Phelps
Secretary