



# St. James Fire Department Board of Directors Minutes of Meeting, 14 Nov 2023

Meeting Location: Fire Station 1

Members Present: Vice President Garren Foy, Treasurer Jim Crum, Joe Castagnola, Secretary George Freeman, Rich Agar, Chief Scott Boyer, POA Representative Bill Lendh, and TOSJ Representative Lynn Dutney.

Members Absent: David Zentmayer

## **CALL TO ORDER**

Garren called the regular meeting to order at 4:00pm.

## **GENERAL INFORMATION – Garren Foy**

Garren led discussion of the following:

- The Department showed appreciation to Mike Kiel by a drive-by of his home by Department vehicles and personnel.
- Board election results: Total of 217 votes cast. The Election Committee was complemented for the smoothness and success of the entire effort.

<b><u>CANDIDATE</u></b>	<b><u>VOTES RECEIVED</u></b>	<b><u>ELECTED</u></b>	<b><u>WRITE-IN</u></b>
Dan BeHarry	122	Elected	
Joe Castagnola	140	Elected	
Becky Dus	119		
Mark Parker	28		
			1

- The Open House was a success with numerous residents attending. 5 attendees expressed interest in contributing/volunteering more with the Department. Donations, including the tee shirt premium program, were received totaling \$800.
- EMS First Responder Liability Status Update: Jim shared that after consulting with an attorney the way EMS is operating creates no liability. Assistant Chief Karen Deegan expanded by sharing that EMS continues to respond to every call. Although some calls are answered with less than a fully State Certified ambulance (2 State Certified EMT's/1 State Certified EMT and 1 State Certified Medical Responder), Karen stated that Brunswick County EMS is aware that in-house trained First Responders are filling the gap. Karen shared that the only limitation is that a less than fully certified ambulance can not transport a patient. Karen stated that this has not been a problem. Karen further shared that, newly certified EMT's combined with EMT's returning from being away over the summer are easing the overall burden to the point that she is looking toward moving from 5 to 6 teams, further reducing night on-call demands. Karen also shared that 5 members are scheduled to start the EMT certification class in Jan 2024. When asked if there was anything the Board can do to further support EMS Karen shared that nothing is needed at this time. Joe stated that the Board seemed extremely comfortable with her explanation and deemed the issue closed.
- The Board recognized Joanne Valente's outstanding accomplishments and as a token of the Board's appreciation, presented Joanne with a card and a check for \$1,000.00.
- The Annual Meeting is scheduled for Tuesday 12 Dec 2023



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**APPROVAL OF PREVIOUS MONTHS MINUTES**

Minutes of the 12 Sep 2023 regular meeting and 17 Oct 2023 Special Meeting were approved as distributed.

**TREASURER’S REPORT – Jim Crum**

Overall financial performance remains on track to plan. Items of note include:

1. Other Income of \$310, representing the BEMC capital distribution.
2. \$1,799 in Building & Grounds for repairs to the Station 1 roof.
3. \$16,806 in Insurance Premiums. This is a Quarterly premium for our Property and Auto packages.
4. \$11,775 in Professional Services - Accounting for our annual audit and quarterly report to Brunco.
5. Budgeting: In preparation for presenting the SJFD first draft budget to the Town of St. James in Mar 2024, the proposed budget will be presented to the SJFD Board at their Feb 2024 regular meeting. To allow time to build the budget for presentation, all Officer inputs are due to the Treasurer by 5 Jan 2024.

To cover building deductibles for Station 1 & Station 2 in the event of a catastrophic loss, Jim proposed raising our Insurance Reserves target to \$255,000. This is the eventual target with funds being added to this Reserve account as they are available. The Board concurred with this approach and account adjustment.

**CHIEF’S REPORT – Scott Boyer**

AREA	NUMBER OF CALLS	YEAR TO DATE
Fire	17	194
EMS	85	795
Fire Police	79	795

Items of note included:

- All equipment is functioning properly.
- A total of 18 new headsets for Fire vehicles (cost of ~\$1K each) are installed and functioning well.
- For members desiring to take advantage of Department supplied Health Physicals, all have been completed at a cost of ~\$12K. The Treasurer, Jim, noted that in previous years the Fireman’s Relief Funds were used to offset these costs. Use of these funds was temporarily suspended as the balance in this account fell below the desired target of \$80K. As this account



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balance approaches its desired level, the Treasurer will look at the timing of potentially sourcing funds from this account again to offset the cost of physicals for Fire and Fire Police personnel. EMS personnel are covered through another account.

- Tower 3761 seal repair was successful at a cost of ~\$12K.

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

Garren shared that we are experiencing a 49% capture rate of those expressing interest in joining the Department. Garren also shared that the Recruiting Committee is examining the development and use of a QR code that can be used for direct access to the SJFD Web Site.

### **Executive Session**

At 5:20pm the Board entered Executive Session for the purpose of discussing establishing a nominating committee for Board members desiring to hold Officer positions for the 2024 CY. 5:25pm the Board exited Executive Session. Lynn and Bill were designated to form this committee.

### **Building and Grounds Update – Scott Boyer for David Zentmayer**

- Station #1 Portico repair is ongoing.
- A dead tree that is creating line-of-sight issues at the rear entrance of Station #1 requires attention.
- Two door locks at Station #2 require replacement at an estimated total cost of \$1,200.00.

### **Public Relations Update – George Freeman**

George shared PR Committees Cat-Tales look ahead article planning spreadsheet that now extends out to Aug 2024. The next article scheduled for the Dec 2023 issue will address the SJFD Holiday Parade. The yard flags are in and distribution was suggested at the Dec business meeting. The Committee finalized the proposed Social Media Standard Operating Guide (SOG) which was presented to the Board. Members had several substantive suggestions. The document will be reworked and presented again at a future Board meeting.

The next regularly scheduled meeting is 12 Dec 2023.

The meeting was adjourned at 5:55pm.

Submitted,

A handwritten signature in black ink, appearing to read "George Freeman".

George Freeman  
Secretary, SJFD Board of Directors  
"Neighbor Serving Neighbor"