



St. James Fire Department Board of Directors Minutes of Meeting Held March 14, 2023

Meeting location: St James Fire Station #1.

Members present: President Mike Kiel, Vice President Cindy Willard, Treasurer Jim Crum, George Freeman, Garren Foy, POA Representative Bill Lendh, TOSJ Representative Lynn Dutney, Fire Chief Scott Boyer

Members Absent: Secretary Larry Phelps and David Zentmayer

CALL TO ORDER

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

GENERAL INFORMATION – Mike Kiel

- Mike read a note from Bill Drew who resides within the fire district thanking all members for their volunteer efforts.
- Mike briefly discussed the ongoing pine straw and mulch fund raising event, estimating that profits were projected to be between \$37-\$38K.
- Mike mentioned that the Garden of Honor is progressing well with installation of irrigation in progress.

APPROVAL OF PREVIOUS MONTHS MINUTES

MOTION: The Board approved the minutes of the 14 February 2023 regular meeting as emailed to all Board members without alteration.

TREASURER'S REPORT – Jim Crum

- Jim referred the Board to February 2023 month end financial reports as emailed to all Board members. The take-away is that the cost of goods continues to rise, however, the Department is financially secure with ~\$90K in the Operating account and ~\$200K in the Money Market account, to be used to address unforeseen increases.
- Jim next presented the 2023-2024 Budget Overview and accompanying notes previously provided to all Board members. In the three days since this was provided to members the budget was amended to a total of \$1,938,956. This increase is being driven primarily by the need to revise the estimated cost to replace Engine 3771 from \$650K to \$850K (Pierce raised prices 26% between January 2022 and March 2023). The Town is aware of this increase. Mike and Jim will be working with the Town to amend the budget during their regularly scheduled budget meeting on Thursday, 17 Feb 2023.
- A replacement for 3779 is on order. The "old" 3779 was sold for \$3,500. The Department is looking at a smaller truck with a full-size 4-person cab (equivalent to a Chevy Colorado) to replace 4779. The goal is to procure the 4779 replacement during this Fiscal year.
- The current budget includes \$150,000.00 reserved for the replacement of radios. It also includes an additional \$30K to address improvements needed to the Fire Police radio system. Although this \$30K does not include procurement of individual radios, the \$20K left over from a previous



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grant, that is not needed to replace the skid on the Brush truck, is being held in reserve should new Fire Police radios be required.

- Jim is in the process of bidding a landscaping contract for Station #1. Currently estimated to be ~\$10K per year.
- Please refer to financial documents attached.
- **MOTION:** Following a brief discussion, the financial information presented was approved as presented. The motion also included approval for Jim to make adjustments as needed throughout the budgeting process and keep the Board informed.
- A new 3-year auditor contract to support the SJFD is being finalized and will begin at the start of the new FY and will run from FY24-FY27.

CHIEF'S REPORT – Scott Boyer

Scott presented the following:

- Responses February 2023:

<u>AREA</u>	<u># CALLS</u>	<u># VOLUNTEERS RESPONDING</u>	<u># VOL PER CALL</u>
Fire	22	292	~13
EMS	66	373	~ 6
FIRE POLICE	66	270	~ 4

- Engine 3772 from Station #2 is in Wilmington for engine repair. Troubleshooting is in progress, following which the cost to repair will be finalized. Engine 3771 was relocated from Station #1 to Station #2. No adverse impact to operations experienced.
- All equipment successfully passed recent State inspections with no major problems noted.
- Continued excellent support from Joann Valente in the administrative area was noted. Mike reminded all that requests for support from her should go through Scott or himself. Scott shared that he is continuing to reduce her workload through off-loading work and process improvements. Jim noted that additional funds were added to the budget to secure additional administrative support, to which Mike replied that this can be discussed at another time.

RECRUITING UPDATE – Garren Foy

Garren shared the ongoing work of the Recruitment Committee which included:

- Presentation to the Saint James property realtors with about 25 in attendance. Members were given a recruitment packet to carry in their cars.
- New recruitment brochures were placed in the POA office, St. James realty office and the Marina sales office.



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- Met with the Service Club representative who requested SJFD recruitment information that they will include in their new member packets that are distributed at the Monthly Reception.
- Distribution of materials is planned for the Town, POA, Troon and SJFD public orientation presentation planned for 3pm March 22, 2023 at Community Center.
- Just Judy is being used to disseminate information. Mike is working with the POA to secure a mailing list that can be used as an additional channel of communications.
- Working with Troon to coordinate a date to showcase SJFD at the Seaside Pool, potentially sometime in May 2023.
- Coordinating with Sweet Treats to provide ice cream prior to the April 17, 2023 membership meeting.
- Based on feedback during the recent membership meeting it appears a gift certificate of some sort for a restaurant is preferred.

At 4:42pm Garren left the meeting to respond to an EMS call.

PUBLIC RELATIONS

- Cindy inquired if we were still planning on doing an Open House. Mike shared that this should continue but be more focused as a public orientation/education event. There was general consensus that Fall would be a good time for this event.
- George shared that the web site is current and that it contains all new pictures, except one more is needed from Fire Police. Also, a new "Join" tab has been added to the header next to the Home page tab. There are now numerous places throughout the site where a viewer is directed to information pertaining to what we do and how to join. Jim mentioned that perhaps a new web site platform was needed. George shared that while this platform does have limitations, perhaps we need to look at the number of hits we are attaining. Which remains very low. Bill pointed out that the POA, Town and Troon are all facing the same issue and that we should get together to discuss. Mike requested George be part of this.

NEW BUSINESS

- Scott briefly shared the mission of the organization titled "Folds of Honor" and that they are now including the families of First Responders in who they support nationally. Folds of Honor will be holding a golf tournament at Saint James to raise funds. Scott shared that \$900.00 would be donated to this event. The Department will receive 9 tee signs, one for every other tee box. George requested that the following American Legion Military Appreciation Day golf tournament



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that raises funds to support local families, children, youth, military veterans, and First Responders be likewise supported.

- Mike shared that the Garden of Honor dedication would be held at 10:30am on April 22, 2023.

A call came in for Fire, requiring Scott and George to respond. This left the Board without a quorum and therefore the meeting was adjourned at 4:47pm.

The next regular SJFD Board meeting will be held at 4pm on Monday April 10, 2023.

Submitted,

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

George R. Freeman
on behalf of Larry Phelps Secretary