



**St. James Fire Department Board of Directors
Minutes of Meeting, 10 Oct 2023**

Meeting Location: Fire Station 1

Members Present: President Mike Kiel, Vice President Garren Foy, Treasurer Jim Crum, Joe Castagnola, George Freeman, POA Representative Bill Lendh, and TOSJ Representative Lynn Dutney.

Members Absent: David Zentmayer & Chief Scott Boyer

CALL TO ORDER

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

GENERAL INFORMATION – Mike Kiel

Mike shared the passing of Larry Phelps and a moment of silence was observed by all. George was nominated and unanimously elected to fill the position of Board Secretary through the end of Larry’s term. Mike shared that the Open House originally scheduled for October 21 – has been moved to November 4th, (10:00am till 2:00 pm) at Station 1. A date to interview candidates desiring to fill the vacancy created by Larry’s passing is being coordinated.

APPROVAL OF PREVIOUS MONTHS MINUTES

Minutes of the 12 Sep 2023 meeting were approved as distributed.

TREASURER’S REPORT – Jim Crum

Annual Audit: No internal control deficiencies or material weaknesses were identified. Additionally,

1. Expended \$994.67 on the remodeling of the Fire Police room, net of sales taxes. Of that, \$558.00 was for the new storage cabinets for Fire Police and EMS. Many thanks to Craig Thompson and the WARM team for their excellent work.
2. Still waiting to finish the outfitting of 4779. Work will hopefully be done this month so billing can be completed to the TOSJ for the total costs for both 4779 and 3781.
3. Order placed for the Fire Police radio system upgrade and, as with the Viper upgrade, awaiting delivery of components over the next 3 months and installation before finalizing the costs. Funds are available to complete the purchase.
4. The Fall groundcover campaign generated a net profit of \$31,953.14. For FY 2024 we budgeted a total of \$60,000, so we’re on track.
5. A Square account has been opened for the Department. First use will be at Open House (T-Shirts).
6. All our other expenses remain in line with our budget.

CHIEF’S REPORT – Capt Chet Swirski

AREA	NUMBER OF CALLS	YEAR TO DATE
Fire	11	166
EMS	79	710
Fire Police	78	716



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Due to increased manning at Station 2 Engine 3771 was moved to Station 2 on a temporary basis to complement Engine 3772 already there.

Recruiting Update – Garren Foy

Garren shared the addition of two new EMT's, the loss of two First Responders and nine in-process taking the First Responder training offered by Bob Jensen. Garren estimated that we have 15-16 State Certified EMT's currently. Fire Police are still seeking 4 additional members; two for Saint James and two for Arbor Creek.

Building and Grounds Update – David Zentmayer

Nothing significant to report.

Public Relations Update – George Freeman

George shared that the committee continued development of the look ahead article planning spreadsheet for Cat-Tales with articles defined by "theme". A "Firewise Article Through The Holidays" is scheduled to run in the November issue. A planning spreadsheet for items appearing on the Town Billboard is working well and significantly improving timely coordination with the Town. The Committee is finalizing the Social Media Standard Operating Guide (SOG) with the goal of providing their recommended SOG to the Board in Nov 2023.

The next regularly scheduled meeting is 14 Nov 2023.

The meeting was adjourned at 5:04pm.

Submitted,

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

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