

SJFD Board Meeting Notes August 8, 2023

Minutes Submitted by: Garren Foy

Members Present: President Mike Kiel, Jim Crum, Garren Foy, Lynn Dutney, Bill Lendh, David Zentmayer, Chief Scott Boyer

Members Not Present: George Freeman, Joe Castagnola, Larry Phelps

Call to Order

President Mike Kiel called the meeting to order at 1600 hours

General Information

- Chet Swirski – presented the Public Relations Committee Facebook “Go Live” preparation. Named Administrators are Chet Swirski, Brenda Gamba and George Freeman. Two out of the three administrators must sign off on content with documentation of approvals. Final clearance will be obtained by the Board President and the Chief of the Department.
- The agreement from SJFD and Town of Oak Island has been put on hold. TOSJ Mayor Toner is working with TOSJ attorneys on appropriate language to be in accordance with NC Statute. Mayor Toner has written a letter to Mayor White of Oak Island to work on proper language for the agreement.
- Brunswick County Fire Marshall, Frank O’Connor met with Chief Boyer and Mike Kiel and determined that occupancy for upstairs training room is 49 occupants. A new Certificate of Occupancy was provided to the Chief. Moving forward departmental meetings will have to be scheduled at the Town Hall council chambers given availability.
- Mike Kiel stated that clearance from TOSJ on budgeting for an additional egress for the training room will be considered.

- EMS room renovation plans were presented by Mike Kiel. (See Attached) Recommended a budget not to exceed \$5K. Amended version for EMS Room, Chief's Administrative Office, Fire Police Office, and Treasurer's Office would not exceed \$7500. After discussion, Jim Crum suggested and it was agreed upon by the Board that the tax refund of \$11,000 be allocated to building rehabilitation and renovation. Approved to move forward. Work projected to be completed by October 2023.
- Important Dates were distributed by Mike Kiel to the Board. (See Attached)

Approval of Previous Month's Minutes

- July 2023 Meeting Minutes approved as presented

Treasurer's Report

- Financial Report by Jim Crum Approved as presented. (See Attached)

Operations Report

- Chief Boyer- Operational Updates on Motorola radio upgrades. Jim Donovan will be out on medical for some time. Motorola has given prices to do the install within the established budget which was agreed upon.
- Final certification for Tower 3761 received for the next year. All apparatus, hoses, and equipment are certified for the next year.
- Updates on the background checks. Working with BCSD on logistics on how to complete them.

Recruitment Committee Report

- 1 firefighter / 1 fire police / 4 EMS Candidates Active
- 4 EMS First Responders are in training
- Seaside Pool Recruiting event scheduled for Sunday September 3rd. Fire and EMS equipment will be on display. All three service units will be represented.
- Recruitment Committee will participate in the St. James Service Clubs volunteer fair September 13th 0930 hours at the Community Center

PR Committee Report

- All content and communication needs to be reviewed and approved by the Board President and Chief of the Department prior to being presented to the public.
- Mike Kiel will chair the Open House Committee. Participating Members: Dan Beharry, representing station 2. Mike Kiel is requesting additional members to represent station 1 fire, EMS, and fire police. Tentative Date: Saturday October 21

Building and Grounds Committee Report

- Dave Z. Requested a couple of representatives from each station to serve on a building and grounds committee.

Next Scheduled Board Meeting

- Tuesday September 12th. 1600 hours Station 1 classroom

Motion to Adjourn

- The meeting adjourned at 1650 hours