



**St. James Fire Department Board of Directors
Minutes of Meeting, 12 Sep 2023**

Meeting Location: Fire Station 1

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

Members Absent: Secretary Larry Phelps

CALL TO ORDER

President Mike Kiel called the regular meeting to order at 4:05pm.

GENERAL INFORMATION – Mike Kiel

Mike provided an update on Larry Phelps. Mike also shared that Pine straw/mulch sales are going well with 15,800 bales of Pine Straw and sold to date. Also, briefly addressed was the Open House scheduled for October 21 - Open House (10:00am till 2:00 pm) at Station 1.

APPROVAL OF PREVIOUS MONTHS MINUTES

Minutes of the 8 Aug 2023 meeting were approved as distributed.

TREASURER’S REPORT – Jim Crum

Jim shared that we have been operating close to budget. Additionally,

1. Groundcover sales deposited through September 7, 2023, total \$105,558.50.
2. We’re nearly finished negotiating the final purchase agreement for the Fire Police radio system upgrade. We’ve increased the number of radio units to 30, which adds about \$3,000 more to the contract, bringing our total cost to about \$32,000 against a budget of \$30,000. We can easily handle this within our normal budget. Once we get the final contract signed, delivery will be 10 – 12 weeks out. This purchase provides all new radios, a new digital repeater and duplexer, new antenna and cabling, and all installation, programing, and miscellaneous parts and expenses. We saved some money by agreeing to provide our ladder truck to use during installation of the antenna at the Members Club.
3. We’ve completed the remodel of the Fire Police room in Station 1. I’ll have the final costs next month.

CHIEF’S REPORT – Scott Boyer

AREA	NUMBER OF CALLS	CUM TO DATE
Fire	19	155
EMS	67	632
Fire Police	70	638



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All equipment is up and running.

Recruiting Update – Garren Foy

Garren shared that the recent Equipment Display & Recruiting Event held at Seaside successfully reached our target recruiting audience. Beach/pool cover up t-shirts were also distributed to the younger attendees.

Garren proposed the Board procure specialized T-Shirts to be worn during Breast Cancer Awareness month. The Board agreed that if procured, they should be for the entire department and not just EMS as proposed. Following a brief discussion, the Board agreed to a budget amount of \$1,500.00 to procure 100 shirts for all members at a cost of \$15.00 per shirt.

Building and Grounds Update – David Zentmayer

Excell Roofing is finishing up roof repairs to Station #1 at a cost of approximately \$2K. Station #2 grass refurbishment is ongoing.

Public Relations Update – George Freeman

George shared that the committee developed a lookahead article planning spreadsheet for Cat-Tales with articles defined by “theme”. A Fire Police recruiting article is scheduled to run in the Oct 2023 issue. The Board agreed that recruiting articles would appear quarterly beginning with the Jan 2024 issue.

An update was provided on Yard flags. George shared that while not all were in favor of the yard flag, there were benefits in getting our FD publicized and that previous major concerns have been successfully addressed. Formerly concerns were raised around the quality of the flag, as the previous ones washed out after a few months and cost, with the previously estimated cost for 100 flags being \$1,500.00. The Board was provided a sample using an entirely new printing method on a stronger material that has been on display throughout one of the St James neighborhoods for a couple of years. Additionally, through the successful efforts of one of the PR Committee members, the price for the significantly improved versions was estimated to be 1/3 less cost than previously estimated. Although the Board agreed to the expenditure of up to \$1,000.00 for the flags, George shared that this is not the final number as the cost may further decrease to \$500.00, a number more are comfortable with. Chief Boyer was concerned about the size and wanted to assure the flags were large enough to be readily viewed.

The next regularly scheduled meeting is 10 Oct 2023.

The meeting was adjourned at 5:25pm.

Submitted,

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

George Freeman

Secretary, SJFD Board of Directors

“Neighbor Serving Neighbor”