

Guilford Fire District Monthly Meeting Minutes July 8th, 2024

Members Present: Dee Fuller, Robin Blincoe, David Hubbard, Jon Worden and Woody Brown.
Secretary/Treasurer – Michelle George.

Guests Present: Garret George

Meeting was called to order at 7:00 pm by Dee Fuller. Pledge was recited and stood for a moment of silence.

The June 10th minutes were reviewed. Robin made a motion to accept the minutes as submitted, Woody 2nd the motion, all approved. Unless otherwise stated, all Commissioners are present for both this meeting and for all votes taken during this meeting.

Treasurer's Report - Discussion on budget amount not matching and the possibility of transferring funds from the checking to the savings for the building fund. David made a motion to accept the June report and Robin 2nd the motion. All approved.

Bills were reviewed and Robin made a motion to pay the bills and Woody 2nd the motion, all approved.

Old Business:

Building Maintenance:

- o **Building Cracks**-Work in progress.
- o **Firehouse Roof**-Roof is complete. Jon made a motion to authorize the Secretary/Treasurer to pay the remaining balance on the roof in the amount of \$7400.00 (invoice # 2024-091), Woody 2nd the motion. All approved.

Chief's Report:

- o **Red Knights motorcycle Club**- Date yet to be rescheduled to use bathrooms & parking lot.
- o **Department Physicals/Fit testing**– Scheduled in Gilbertsville on July 18th 3-7pm.
- o **Chute replacement**- Had to purchase a replacement Chute for fire truck from Jerome Fire equipment for approximately \$1400.00.
- o **DMV Lens Account** – Would like to set up a Lens account at no cost for the Department/District to keep current on members NYDL statuses.

Policies:

- o **Parking Lot Policy**-No update on further researching policies.
- o **Mutual Aide Agreement**-Dee has a copy of the agreement.
- o **Disaster Plan Policy**-on hold, Dee needs to discuss with Harold.
- o **Investment Policy**– Approved and needs to be complete with roll call and filed.
- o **Purchasing Policy**–Approved and needs to be complete with roll call and filed.

Fire District:

- o **Annual AFR/Audit**-February 21-Completed. Robin spoke to Lisa and she was unsure about the numbers but will reach out to Kay to see if she can give the district her phone number to speak with her directly. Lisa also states she did not receive any documents from Daryl pertaining to the audit completed. Dee will contact Daryl directly.
- o **District Website**- Website is live. guilfordnyfire.org
- o **District Closet Clean up Day**- Completed but still more needed.
- o **District donations**- Discussion on whether or not the District is allowed to accept donations, Dee will look into this for clarification.
- o **Fire Dept Inventory**- Still waiting to receive.

- o **2024 Lawn Mowing**- Woody made a motion to assign lawn mowing to Louise Butcher effective August 1, 2024 for the remainder of the season in the amount of \$45.00 per mowing. Dave 2nd the motion, all approved.
- o **Internet Upgrade**- Discussion on possibly asking the department and squad to pay portions of the bill due to the increase not being in this year's District budget. Jon made a motion to table the decision on upgrading wifi modem until the August meeting while awaiting further clarification. Dave 2nd the motion, all approved.
- o **OSHA Regulation Update**-Tabled.
- o **Assignment of Board job duties** – Purchasing - Jon Worden, Existing fire station/equipment - Jon Worden, Investments - Woody Brown.

New Business:

- o **Secretary/Treasurer printer** – Woody made a motion to authorize the Secretary/Treasurer Michelle George to purchase a wifi enabled printer. Jon 2nd the motion, all approved.
- o **District Budget** – Starting the Budget process at the August 12th meeting, Chiefs please have the Fire department and EMS budgets done by then.
- o **Fire Dept Copier**- Received information/proposals from Usherwood for Canon Copiers.

New Building Project:

1. **Saam Property**- Still waiting on abstract. Discussion on sending a letter from the Board. Dee and Jon will attempt to make contact again.
2. **Funding Applications**- All submitted.
3. **Feasibility study** – First meeting with Keystone is scheduled for Monday July 15th at 6pm to begin the process.

Woody made a motion to adjourn the meeting at 8:48pm and Dave 2nd the motion. All approved.
Next meeting will be held on August 12th at 7pm.

Respectfully submitted by: Michelle George-Guilford Fire District Secretary and Treasurer