**Guilford Fire District Monthly Meeting Minutes**

**August 12, 2024**

**Members Present:** Dee Fuller, David Hubbard, Jon Worden and Woody Brown.

Secretary/Treasurer – Michelle George.

**Absent:** Robin Blincoe

**Guests Present:** Harold Ives, 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 July 8th minutes were reviewed. Woody made a motion to accept the minutes as submitted, Dave 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 -Jon made a motion to accept the July reports and Woody 2nd the motion. All approved.

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

**Old Business:**

**Building Maintenance:**

* **Building Cracks-**Work in progress.
* **Roof-** Dave made a motion to approve the Secretary/Treasurer to do a budget transfer from operational savings to the building maintenance line in the amount of $7400.00 to cover the previously approved roof repair invoice, Jon 2nd the motion. All approved.
* **District Budget-** Began budget discussions, will be looking to split out budget lines for more detailed tracking purposes.

**Chief’s Report:**

* **Trash pump** –The trash pump needs repair/possible replacement.
* **Truck 192** – Is out of service due to gas leak.
* **Department Physicals/Fit testing** – Completed, pending 2 members who are scheduled this month.
* **Hose testing** – Complete. Only had 1 length of hose that failed and has been taken out of service. New hose and a hose washer have been ordered.
* **New membership application** – Jon Worden has been voted into the Fire Department as a new member.
* **Chiefs Office lock** – Lock has been changed to an electronic code lock. Codes have been issued to Officers and Commissioners.
* **DMV Lens Account** – Woody made a motion to approve Harold signing up for a Lens account with DMV at no cost to the Fire District, Jon 2nd the motion. All approved.

**Policies:**

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

**Fire District:**

* **Annual AFR-** Dee reached out and spoke to Daryl in regard to the audit he performed. He supplied her with clarification and stated he made notes in the documentation he received via Lisa on any changes he advised should be looked at.
* **District Closet Cleanup Day-** Completed but still more needed.
* **District donations:** Dee verified with the attorney that the district is allowed to accept donations as long as it isn’t in lieu of anything received in return.
* **EMS Inventory-** Dee would like the squads inventory list in excel format.
* NBT Bank Account update – All accounts have been updated and the Safety deposit box has been accessed by Dee and Jon.
* **Fire Department Inventory**- still waiting to receive, Harold is actively working on this.
* **Internet Upgrade**- Jon made a motion to switch the wifi and phones from Spectrum $129.99 (wi-fi) $50.00 (phone) to Frontier in the amount of $59.99 (wi-fi) $29.99 (phone), Dave 2nd the motion. All approved. Michelle will contact Frontier to get tis process completed.
* **OSHA Regulation Update**-Tabled.
* **Assignment of Board job duties –** Tabled.

**New Business:**

* **Approval of new Fire Dept member**. Dave made a motion to approve the new membership Resolution of Jon Worden, Dave 2nd the motion. Roll call: Dave -Aye- Woody -Aye- Jon -Abstained- Robin -Absent- Dee Fuller -Aye-
* **Fuel/Propane Bids**- Bids were received as follows:

**Center State – Propane $1.999 (150 gal)/Fuel $3.1033 (2500 gal) Total -$8,258.00**

**Blueox – Propane $2.499 (150 gal)/Fuel $2.999 (2500 gal)/$225.00 serv contract – Total $8349.50**

**Reese Marshall- Propane $2.349 (150 gal)/Fuel $3.229 (2500 gal) Total $8659.75**

Jon made a motion to accept the propane/Fuel bids from BlueOx, Woody 2nd the motion. All approved.

* **NBT savings account** – Dave made a motion to change the current Operating Funds savings account and Capital Reserve savings into money market accounts as it is a higher yielding interest rate. Woody 2nd the motion, all approved.

Woody made a motion to approve the Secretary/Treasurer to transfer $200,000.00 from the operating checking account into the Operating Funds money market account, Dave 2nd the motion. All approved.

**New Building Project:**

1. **Saam Property-** After speaking with our attorneys they advised that the district would need a realtor to state the property value if the district decided to “purchase” the said previously donated property. Woody made a motion for Commissioners Dee Fuller and Jon Worden to discuss with Joe SAAM the options to purchase his Property on Mechanic St. Jon 2nd the motion, all in attendance approved.
2. **Funding Applications-** All submitted.
3. **Feasibility study –** In progress

Woody made a motion to adjourn the meeting at 9:30pm and Dave 2nd the motion. All approved.

Next meeting will be held on September 9th at 7pm.

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