**Guilford Fire District Monthly Meeting Minutes**

**October 14, 2024**

**Members Present:** Dee Fuller, Jon Worden, Robin Blincoe, Dave Hubbard and Woody Brown.

Secretary/Treasurer – Michelle George.

**Absent:**

**Guests Present:** Harold Ives, Garret George

The meeting was called to order at 7:05 pm by Dee Fuller. Pledge was recited and stood for a moment of silence.

The September 9th minutes were reviewed. Dave made a motion to accept the minutes, 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 -Woody made a motion to accept the September reports and Jon 2nd the motion. All approved.

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

**Old Business:**

**Building Maintenance:**

* **Building Cracks-**Work in progress.
* **District Budget hearing –** Complete, no one showed with any questions or concerns.
* **Commissioner Elections-** Elections to be held in December.
* **Meeting discussions –** We will only have one conversation at a time during the meetings so everyone can be involved in all discussions and to avoid future confusions.

**Chief’s Report:**

* **Haunted house** –Saturday October 19th, 2024, from 5-8pm.
* **Pump testing** – complete – new gauge is needed for 191.
* **Roof-** Just noticed possible leak in the roof.
* **Mutual Aid drill** – Wednesday October 23, 2024, mutual aid drill to the Vets home with Oxford Fire Department.
* **Department training** – Saturday October 27, 2024, at 7am training at the Guilford Lake.

**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
* **Budget & Fund Balance Policy**- Resolution passed to approve the Budget & Fund balance policy. Roll call: Dave -Aye- Jon -Aye- Woody -Aye- Robin -Aye- Dee -Aye-, Carried.

**Fire District:**

* **District Closet Cleanup Day-** Completed but still more needed.
* **EMS Inventory-** Dee would like the squads inventory list in excel format.
* **Fire Department Inventory**- still waiting to receive, Harold is actively working on this.
* **OSHA Regulation Update**-Tabled.
* **Assignment of Board job duties –** Tabled.
* **District Budget-** Robin made a motion to approve the 2025Budget as proposed, Woody 2nd the motion. All Ayes, carried. Dee stated would like to begin the new Budget process in July next year.
* **NBT savings account-** Money market accounts have been opened; Board gave approval to close out the 0 balance savings accounts.
* **Printer purchase-** pending

**New Business:**

* **2026 Tax cap -**. Discussion to see if the board feels the Fire District will need to exceed the tax cap for 2026 as the information is needed for the form to be complete and submitted to the State Comptrollers Office. The Board does not feel there is a need at this time to exceed the tax cap for 2026.
* **Oxford Fire contract-** Woody made a motion for Dee to sign the Oxford Fire contract for 2025-2027, Dave 2nd the motion. All Ayes, Carried. Jon will take the signed contract to the Oxford Town Offices to be presented to their board for final approval.
* **Hot water heater-** During Blue Ox’s annual maintenance it was noticed there was damage to the hot water heater and that it needed to be replaced. Ray Baldwin has replaced the hot water heater and submitted it to the board for reimbursement.
* **Legal Fee’s 2025-** Jon made a motion to accept Coughlin & Gerhart’s 2025 billing fees for legal services as presented, Woody 2nd the motion. All Ayes, Carried.
* **Budget line corrections –** The Board has authorized the Secretary/Treasurer to recode the invoice for RS Consulting in the amount of $600.00 from facility studies to personal services. As well as move the funds to cover Bassett Healthcare invoice from the Training line to personal health.
* **Building & Equipment Funds –** Discussion on the need to create a Building & Equipment Fund.

**New Building Project:**

1. **Saam Property-** Dee & Jon spoke to the owners and hey asked if the Fire District would be interested in purchasing more property, then originally intending to donate. Received comparisons from Howard Hannah Realty on other properties as looking for 1/8th of an acre of non-buildable property, $375.00-$3600.00. Jon and Dee plan to reach out to the property owners to discuss the information received.
2. **Funding Applications-** All submitted.
3. **Feasibility study –** In progress
4. **Bonding –** Fire District attorney has advised Dee to reach out to Municipal Solutions Company for information on the services they offer.

Woody made a motion to adjourn the meeting at 9:05pm and Robin 2nd the motion. All approved.

Next meeting will be held on November 11th at 7pm.

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