**Guilford Fire District Monthly Meeting Minutes**

**February 3, 2025**

**Members Present:** Dee Fuller, Jon Worden, Dave Hubbard, Woody Brown, Taylor Page

Secretary/Treasurer – Michelle George.

**Absent:**

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

The meeting was called to order at 7:00 pm by Dee Fuller.

January 13, 2025, minutes were reviewed, Woody made a motion to approve the minutes as written and 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 -Woody made a motion to accept the December reports and Taylor 2nd the motion. All approved.

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

**Old Business:**

**Building Maintenance:**

* **Building Cracks-** Ongoing – weather permitting.

**Chief’s Report:**

* **Training** – To be held Thursday 2/13/25 and Wednesday 2/26/25.
* **Trucks** –196 main pump valve leaks.
* **Elections-** Working on attendance requirements prior to elections.
* **Upcoming BEFO Class** – Paul Knowles is enrolled.

**Policies:**

* **Parking Lot Policy-**No update on further researching policies.
* **Disaster Plan Policy**-on hold, Dee needs to discuss with Harold.
* **Policy manuals**- Please bring each meeting so they can be updated.

**Fire District:**

* **Fire & EMS Inventory-** Ongoing.
* **District Inventory -** Ongoing
* **OSHA Regulation Update**-Tabled.
* **Assignment of Board job duties –** Tabled.
* **Commissioners Training**- Is March 22, 2025, in Endwell NY from 8am – 3pm.

**New Business:**

* **QuickBooks –** Taylor made a motion to authorize the Secretary/Treasurer to update to the QuickBooks online version to be paid from Office Supplies line, Jon 2nd the motion. All approved.
* **Fund Balance –** Dave made a motion to keep the 2024 Fund balance in the checking account, Taylor 2nd the motion. All approved.
* **Building Fund –** Woody made a motion for the Treasurer to move $100,000.00 from the district checking account to the Capital reserve Building Fund, with proper clarification from the NYS Comptrollers Office on the proper procedures. Taylor 2nd the motion, all approved.

**New Building Project:**

1. **Saam Property-** Received a copy of the abstract and will get it to the attorney’s office.
2. **Funding Applications-** All submitted.
3. **Feasibility study –** In progress
4. **Property survey –** Survey for the SAAM property is complete.
5. **Keystone-** Contract has been signed and returned.
6. **Bonding –** Contracts signed.
7. **Teams meeting –** Meeting is scheduled for Friday 2/7/25 with Bond council/legal/keystone.

Dave made a motion to adjourn the meeting at 8:13pm and Woody 2nd the motion. All approved.

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