**Guilford Fire District Monthly Meeting Minutes**

**March 3, 2025**

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

Secretary/Treasurer – Michelle George.

**Absent:** Taylor Page

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

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

February 3, 2025, minutes were reviewed, Dave made a motion to approve the minutes as written and 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 February reports and Dave 2nd the motion. All approved.

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

**Old Business:**

**Building Maintenance:**

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

**Chief’s Report:**

* **Training** – Osha Bloodborne pathogens & Right to know will be after March department meeting.
* **Entrance door** –Working on changing the door combo.
* **Spaghetti Dinner-** Is Saturday March 22nd, 4-7pm.
* **BEFO Class** – Paul Knowles is in class.
* **Food service permit**- working on renewing 2-year permit.
* **Reporting System** – Changing at the end of the year to a new system.

**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.
* **District closet** – Need filing cabinet with lock.
* **QuickBooks –** $855.36 Annually need to make initial payment via debit/credit card. Woody made a motion authorizing the Treasurer to get a debit card on the district checking account, Dave 2nd the motion. All approved, Carried.

**New Business:**

* **2025 Capital Reserve –** Woody made a motion authorizing the Treasurer to designate the $25,000.00 in the Capital reserve Budget line to the building fund, Jon 2nd the motion. All approved, Carried. Discussion on building up the building fund reserve.
* **Insurance renewals-** Dave made a motion to accept and pay the insurance renewals through Neighbors/VFIS for 2025, Jon 2nd the motion. All approved, Carried.
* **Treasurer Bond Insurance** – Woody made a motion to authorize and pay the Secretary/Treasurer insurance policy through Neighbors insurance, Dave 2nd the motion. All approved, Carried.

**New Building Project:**

1. **Saam Property-** Working on getting the subdivision paperwork and contract filled out and signed.
2. **Grant updates-** Schumers Office stated the 2025 Budget Is in the air so no news, Gillibrand’s congressionary spending is open until March 31st, 2025. No word yet on the DHSES Grant.
3. **Feasibility study –** Should be complete by the end of this week per Keystone.
4. **Property survey –** Survey for the SAAM property is complete.
5. **Teams meeting –** On 2/7/25 went well, the districts allowable Bond amount is $3,850,439.00.
6. **Raiserwire –** Is a Grant funding company to look into for further information.

Jon made a motion to adjourn the meeting at 8:35pm and Woody 2nd the motion. All approved.

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