

**Board Meeting Minutes**  
**Carlton Landing Volunteer Fire Department**  
9/3/2022  
1:00pm  
Zoom Meeting

**Board Members:**

*Present:* Sue Zubik, Rosie Dominic, David Kimmel, Gary Tarkington and Craig Ireland

*Absent:* None

*Quorum present?* Yes

**Proceedings:**

*Meeting called to order* at 1:03 p.m. by Chair, Sue Zubik

- August meeting minutes were reviewed and approved
  - Motion to approve minutes – David Kimmel
  - Second – Sue Zubik
  - Nays - None

*Report:*

- Motion to accept Craig Ireland as Board Treasurer and Rosie Dominic to hold the Secretary position only.
  - Motion to reassign board position – Sue Zubik
  - Second – David Kimmel
  - Nays – None
  - Full Board and Positions are now as follows
    - Susan Zubik – President
    - David Kimmel – Vice President
    - Rosie Dominic – Secretary
    - Craig Ireland – Treasurer
    - Gary Tarkington – Governance Chair
- Sue Zubik reminded the Board members to review the Conflict-of-Interest form as presented via email. Each member should complete the form and return them to Susan Zubik or Gary Tarkington.
  - Motion to approve and adopt the Conflict-of-Interest form – Sue Zubik
  - Second – Rosie Dominic
  - Nays – None

- Board Members were encouraged to read the Governance Manual. The Governance Manual is intended to provide guidelines for Board of Directors. The manual identifies compliance issues, details committee's responsibilities, and provides oversight to the BOD.
- The Board has decided to dissolve two committee recommended in the Governance Manual:

Executive Committee will be dissolved until needed as described in governance manual.

Development Committee will be dissolved as the BOD is not hosting any fundraising events.

Craig Ireland will lead the Audit/Finance Committee. He will be responsible for the Corporation funds - transferring \$11,000 from previous bank account to new bank account. As stated in previous minutes, each member of the board will have signature authority for the checking account.

Gary Tarkington will lead the Governance Committee.

- Motion to approve Committee dissolution and establish Craig Ireland and Gary Tarkington in Committee roles - Sue Zubik
- Second - Craig Ireland
- Nays - None

*Other Business:*

1. All documentation has been submitted to the IRS for our nonprofit status, and we are waiting for final approval.
2. Paperwork has been sent to individuals interested in being a Volunteer Firefighter.
  - a. No age restriction for volunteers
  - b. Fire Chief must be a resident of Carlton Landing
3. All volunteers are required to attend training, pass drug testing, and background screening requirements. - Rosie Dominic is locating drug testing facility, and background screening vendor. Kiamichi Technology Center can provide firefighter training - date(s) TBD.

4. Craig Ireland volunteered to create a shared Google Doc folder to store Board Minutes. Minutes are required to be posted for public viewing by Carlton Landing property owners – possibly post to Carlton Landing Town Bulletin Board.
5. Rosie Dominic will look into Workman’s Comp Insurance for the Volunteer Firefighters and PNC insurance for the fire trucks.
6. Currently we have three fire trucks – one working, one possible salvageable, and one scrap. The cost to store the trucks is \$150 per month – payable to Grant Humphries. To lower storage costs, the board recommended donating the non-working truck.
7. The BOD recognized the need for clear communication and point of contact for 911 calls. Currently an employee of the Residence Club has been the point of contact for emergencies.
8. Craig Ireland noted that we should offer our neighboring communities assistance when needed, to build a “better” relationship with Longtown.
9. Sue Zubik confirmed that we currently have no pending deadlines or reports due.

Motion to adjourn meeting – Craig Ireland

Second – David Kimmel

Nays – None

Meeting adjourned at 1:46pm.

Next Board Meeting scheduled for 10/1/2022.