

**Board Meeting Minutes**  
**Carlton Landing Volunteer Fire Department**

10/1/2022

1:00pm

Zoom Meeting

**Board Members:**

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

*Ireland Absent:* None

*Quorum present?* Yes

**Proceedings:**

The meeting was called to order at 1:03 pm by Chair, Susan Zubik

- September meeting minutes were reviewed and approved
  - Motion to approve minutes – Craig Ireland
  - Second – Susan Zubik
  - Nays - None

*Report: Status of Previous Actions Discussed*

- **Conflict of Interest Questionnaire:** Forms to be completed by all Board Members and returned to Gary Tarkington
- **Google Doc Folder:** Craig set up a Google folder to access Board minutes and other documents. Access needed for Rosie Dominic
- **Town Funding:** Effective 10/1/2022, Carlton Landing Volunteer Fire Department will receive a monthly stipend of \$750
- **Volunteer Firefighters participation status:** After the 9/18 meeting with OSU Fire Trainers, we have eleven completed participation forms and expect two more volunteers to complete the documents. We have one volunteer with medical training (EMT). Luke Underwood is our local resource for information regarding setting up the actual fire department. Board will commence recruiting for a Fire Chief and an Assistant Chief.
- **Bank Account:** BOK Eufaula required all Board members to be present to open a bank account. Craig Ireland will follow up with his BOK contact to establish the bank account.
- **Fire Trucks:** Mike Kerney has advised that fire trucks should not be moved to an unprotected area – afraid of potential damage or stealing. Gary Tarkington will work with Mike Kerney to obtain VIN and status of each truck.

## New Business:

- **Fundraiser:** Recommended by Craig Ireland to offer CL residents a subscription service for additional funding – proposed fee \$10. Board members could offer the service via social media, sign-up forms at events. Provide the subscribers an emblem or sticker to promote social engagement.
- **Lunch:** Susan Zubik suggested that we provide lunch for the three fire departments that responded to CL's 911 call – Motion made by Susan Zubik, second by Rosie Dominic, no nays.
- **Resource Officer:** CL Academy is hiring a Resource Officer. Board would like to consider utilizing the office as an admin resource for the volunteer fire department. Need to determine potential cost to department.
- **Board Partners:** SE OK Luke Underwood, local resource for information on volunteer fire department requirements – liability requirements, responsibilities for Fire Chief and Assistant Chief. Rodney will provide the board with a policy and procedures template from another volunteer fire department.
- **Volunteer Fire person requirements:**
  - Training to be conducted by Kiamichi Career Tech – POC is Matthew Daniels.
  - Volunteers' will be required to take a full panel drug test. Positive marijuana results with a medical marijuana card will be allowed to join the department.
  - Volunteers will be required to complete background screening. Sex offenders or violent felonies will not be considered.
  - A HR committee will be established to review questionable drug test or background screening results. The committee will be headed by Rosie Dominic with two other members – one community member and one additional board member.
- **Insurance Requirements:** Review quotes from D&O policies. Determine WC needs – contact CompuSource for additional information.
- **POC:** Board needs to determine point of contact for 911 calls.

Meeting adjourned at 1:54pm.

Next Board Meeting scheduled for 11/5/2022.