

Board Meeting Minutes
Carlton Landing Volunteer Fire Department

11/5/2022

1:00pm

Zoom Meeting

Board Members:

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

Quorum present? Yes

Proceedings:

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

- October meeting minutes were reviewed and approved
 - Motion to approve minutes – Rosie Dominic
 - Second – Craig Ireland
 - Nays - None

Report: Status of Previous Actions Discussed

- **Conflict of Interest Questionnaire:** Members must return the completed form to Gary Tarkington. Sue will forward the form to Craig to complete, Rosie has returned the documents to Gary, and Sue will send her complete forms to Gary.
- **Google Doc Folder:** Craig set up a Google folder to access Board minutes and other documents. All board members should be able to access the Google folder.
- **Carlton Landing Website:** CL has a website page for residents. Fire and Rescue has a section available to post required documents. Heath Corbin is the Administrator of the site. Heath is willing to upload the documents for us if we email them to Heath at hcorbin@hyperfaze.com.
- **Volunteer Firefighters participation status:** Currently, we have 12 participants and a few individuals considering participating. Sue Zubik sent out requirements for the Chief and Assistant Chief positions. Possible candidates need to be full-time residents. We are looking for potential candidate recommendations from Danny Whitehead and Rodney. Caleb Conner is considering the Assistant Chief position once we find a Chief.

The Chief position will possibly need to be paid a stipend. We cannot move forward with department plans until we have hired a Chief and Assistant Chief.

- **Bank Account:** We have a maintenance-free bank account with BOK. Only fees are related to transactions, such as wires, ACH, or products – checks, deposit slips, etc.

Amanda will make our monthly stipend deposit of \$750.00 to our account each month.

- **Fire Trucks:** Still researching VIN information. Gary was able to obtain two numbers that may be the VIN. Craig mentioned that we need to see who owns the trucks and ensure we have a clean title.
- **Fundraiser:** Discussed the resident subscription service – participants would receive an annual sticker showing their participation in the fundraiser. Sue Zubik suggested we work with a group to build a fundraising campaign. Sue to contact the marketing group regarding campaign information and assistance.
- **Lunch:** Postponed lunch for the three fire departments until we hear back from the departments regarding a viable date.
- **Resource Officer:** The Sheriff's department will fill the Resource Officer position. Using a Resource Officer will not be an option for the Chief or Assistant Chief role.
- **Community Fund:** Questions remain on utilizing the Community Fund as a source of revenue. Sue will contact to see if the initial building could be funded through the existing fund established.
- **Other Opportunities for Funding:** Greg Buckley did not think Grant would approve additional sales tax. Board determined that we need to contact Grant to discuss – how we ask for support from the Foundation or request funds by adding a small % to each house bought or sold. Sue and Rosie will contact Grant.
- **Insurance** – We decided to utilize Dillingham for our D&O insurance policy. In the future, we can ask vendors to provide three vendor options for future bids. Board agreed to select Dillingham as our vendor for the D&O policy – motioned by Sue Zubik 2nd motion by Rosie Dominic – no nays

Agreed to add a clause to our bylaws that we receive multiple quotes if we have a dollar request greater than \$2,500. Motioned by Sue Zubik and 2nd by Craig Ireland – no nays.

Deed: We need to talk to Grant regarding deeding the land to Fire and Rescue. Obtaining the Deed is important to show ownership when applying for grants or state funding.

Truck Storage: We must also show a storage facility for the fire trucks. Look for a metal building to store trucks – suggested we talk to Bert about possible storage. Unfortunately, our organization cannot provide any tax deductions benefits. We will discuss with Grant where the trucks can be stored, understanding the trucks must be stored in a heated facility.

Bookkeeping: We have maxed out our subscriptions and must consider purchasing additional software for our bookkeeping.

Meeting adjourned at 1:59pm.

The next Board Meeting is scheduled for 12/3/2022.