

**Board Meeting Minutes**  
**Carlton Landing Fire and Rescue, Inc.**

1/7/2023

1:00pm

Zoom Meeting

**Board Members:**

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

*Absent:* Rosie Dominic

*Quorum present?* Yes

**Proceedings:**

The meeting was called to order at 1:00 pm by Chair, Sue Zubik

- December meeting minutes were reviewed and approved
  - Motion to approve minutes – David Kimmel
  - Second – Craig Ireland
  - Nays - None

*Report: Status of Previous Actions Discussed*

- **Fire Truck Ownership:** Sue Zubik contacted several companies to determine how to title the fire trucks to Carlton Landing Fire & Rescue a/k/a CLFD. Informed that no title 42 was needed, a judge could assign title. One vendor quoted \$1,000 to complete the title work, which included the \$430 court fees. Waiting for additional quotes before moving forward with the title reassignment. It was recommended that we only obtain title to two trucks and dispose of the inoperable truck.
- **Donated Land:** Grant Humphreys has requested a Memoriam of Understanding (MOU) to be completed before he deeds the donated land to the CLFD. Sue will follow up with Greg Buckley to obtain a sample MOU. Grant is requesting that the MOU defines lands usage and return of ownership should the land not be used for designated purpose. David Kimmel recommended that we pursue a Quick Claim Deed to title the land to CLFD. Craig Ireland advised to review the document to ensure we did not have any additional cost associated with the land's ownership, such as HOA dues. Likewise, a clause for consideration should be included should we decide not to use the land and sell it back to Grant Humphreys.

- **Director's and Officer's Insurance (D&O):** Need to confirm that D&O coverage is in place. Craig will follow-up with Rosie regarding coverage and payment.
- **Funding:** Confirmed funds in the amount of \$5,402 in our Communities Foundation of Oklahoma account, from donations obtained in 2021, can be used towards the building for the fire trucks.
- **Carlton Landing Foundation (CLF) –** We had requested a grant from the CLF (similar to what they provided towards the school resource officer) towards our metal building. Our request is on hold while they are in the process of changing their governance/fundraising organizations. Two non-profits are being created a 501(4c) and a 501(3c) for the CLF management and funds. Sarah Tunnell will discuss our request for a grant for funds to build our metal building at their first meeting.
- **Metal Building Quotes:** Sue obtained a quote from Docks-n-Moore (Shawn O'Brien) for the metal building in the amount of \$110,000. After discussing the quote with Joel Bain, it was decided that moderations should be made to lower the cost. Pictures were taken of the site and Joel is obtaining an additional quote from Cantrell Exteriors. Craig and Gary will be see about getting information from other builders for quotes. The fundraising meeting is on hold until we have good estimated cost.
- **Changes to Documents:** A new Section 24 was added to the governance to include – multiple quotes will be required for purchases over \$2,500. Will send new document with minutes for approval.

#### New Business:

- **Chief:** Sue will have lunch with Joel Bain regarding the Chief position. Joel is requesting a stipend and Sue will be discussing Joel's expectations as the Fire Chief.
- **Deposits:** Monthly funds are being deposited, however no withdrawals are being made for the parking slots. Craig reached out for information regarding auto debit.
- **Funding:** Grant mentioned adding a fee for the fire department to homeowner's HOA dues. Other funding sources will be needed to cover CLFD expenses to include – fundraisers, homeowner subscriptions, grants, etc... Craig discussed an interest in CLFD tee-shirts with a CLFD logo – another possible source of revenue.

Meeting adjourned at 1:25pm. Next Board Meeting scheduled for 2/4/2023.