

Board Meeting Minutes
Carlton Landing Fire and Rescue, Inc.

3/4/2023

1:00pm

Zoom Meeting

Board Members:

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

Quorum present? Yes

Proceedings:

The meeting was called to order at 1:01 pm by Chair, Susan Zubik

- March meeting minutes were reviewed and approved.
 - Motion to approve minutes – Gary Tarkington
 - Second – David Kimmel
 - Nays - None

Report: Status of Previous Actions Discussed

- **Fire Truck Ownership:** Susan completed the transfer and re-titling on the three trucks. Susan reviewed online sites to sell the unusable fire truck, with offers ranging from \$100 to \$200. Mike Kearney recommended offering the truck to collectors and will get the word around. Alternate method is to post on Facebook Marketplace.
- **Donated Land:** Due to weather, Will could not stake the land. The new date to start staking the land will be the week of 3/6/2023. The original lot size was 50x70; however, the lot size has increased to 50X80. Joel Bain would like to see more depth for the fire station. Additional depth will allow for a ladder and enough room to walk around the fire truck without moving the truck. Once Will stakes the area, we can hire the surveyor to provide a legal description report to Grant. Once Grant receives the report, he can proceed with the Quit Claims Deed.
- **Carlton Landing Foundation (CLF)** –Sarah Tunnell informed the Board our request for funds was denied. The request was denied due to the purpose of the request was not in the CLF charter. Craig mentioned that there was no transparency on using the CLF funds – no details of expenditures or any criteria for requesting funds. Craig will follow up with Sarah for additional information regarding our denial and usage of the CLF fund.
- **Office Space:** Mike Kearney has donated desk space (sharing with Amanda) to our new FD Fire Chief. The office is in Mike's trailer on Ramble Along Road.

- **Training Space:** Gary has confirmed that the CL School Superintendent has approved space for future volunteer fireperson training.
- **Fundraiser Team Meeting:** Porchfest's \$500 budget request for giveaway items went over by \$89.00. Board approved additional funding – Rosie Dominic motioned to increase the giveaway budget to \$589. Gary seconded the motion all in favor, no opposed. Craig has received the receipts for the event. Porchfest agenda – Jim Keating will speak at the event; Susan will also talk if needed. The fundraising goal is \$150K to purchase a new metal building. Mary Myrick has agreed to match the first \$20K in donations. A donation board will be created to track the fundraiser's progress. Also, considering a "future home of the CL fire station" banner when the fire department land is staked. Gary recommended parking the fire truck at the Porchfest location for the children to play and enjoy. Susan will work with Mike K to get the fire truck moved for Porchfest.

New Business:

- **Budget:** The budget was completed by Craig Ireland and reviewed by the Board. Budgeted numbers were reasonable for expected revenue and expenses.
- **Funding:** Grant offered a meeting to discuss increasing the HOA dues to provide monthly revenue for the department. HOA dues would increase by \$25.00 per home, providing \$90K annual funds, per our draft budget. More information is needed on how to proceed with the HOA increase. Another revenue stream will include the Pittsburgh sale tax funds. The sale tax funds can be used for equipment, bunkers, training, etc. The Board must request reimbursement from the sales tax fund for expenses paid – believe prior approval is needed. Also looking for grants and other sourcing funds for additional income
- Craig Ireland recommended creating an open social media page to keep the CL residents updated on our events and to be transparent with our finances. David noted that an open social media page could provide our surrounding community neighbors the opportunity to make negative comments. Other media suggestions to promote the Fire Department and provide transparency included – a web page, Folio App (with permission), utilizing the current CL Facebook page. Susan will visit with Jan to see if we need the approval to post to the page.
- The meeting adjourned at 1:37pm. Next Board Meeting is scheduled for 4/1/2023.