

**CHENA GOLDSTREAM FIRE & RESCUE  
BOARD OF DIRECTORS MEETING MINUTES  
Station II December 15<sup>th</sup>, 2011**

**CALL TO ORDER:** The meeting was called to order by President Delys at 6:03 pm

**ROLL CALL:** Directors Present: Paul Delys, Kathryn Pyne, Anna Sorensen, Janet Daley, Ron Dearborn, Earl Voorhis, Robert Ragar, Randy Hambright and Kathy Leitgeb.

Commissioner: Grant Matheke

Staff Present: Chief Willard/Dianne Young

**AGENDA:** The agenda was amended to add under #4 under Fire Chief's Report – Mutual-Aid.

**MINUTES:** The minutes from the November 17<sup>th</sup>, 2011 meeting was approved as submitted.

**COMMENTS:**

**Commissioners** – Chairman, Grant Matheke advised that he was asked by the Borough to submit another justification for increasing the mil-rate. After speaking with Ron Dearborn and being directed to CGFR website for more information, Grant sent in another justification and the Borough was happy with it. Grant will attend a work group on Jan. 19<sup>th</sup>.

**Board of Directors** - President, Paul Delys, introduced new board member, Randy Hambright. Randy was a volunteer with CGFR for 16 years and brings much experience to the Board. Welcome Randy.

**REPORTS:**

**A) FIRE CHIEF'S REPORT.**

- 1. Command Vehicle** – Chief Willard advised that Command 43 was involved in an accident about 2 weeks ago during the period when we had the rain storm. The vehicle was declared a total loss and will be replaced with an F350 (gas). Insurance will pay \$22,852.00 but the cost to replace will be \$27,500.00 plus an additional estimated \$8,000.00 to have all the equipment transferred to the new vehicle. Total difference = \$12,649.00 and Chief Willard requested permission from the Board to ask the Commission for up to \$15,000 out of the FSA account to complete replacement of the truck. Replacing this vehicle must go through the entire Borough process so bids most likely will not go out until April 2012. After discussing additional funding further, the following motion was made:

**Motion by Ron Dearborn to seek appropriation from the Commission for**

**\$15,000.00 to replace Command 43. Motion was seconded by Janet Daley**

**and with no further the discussion, the motion passed.**

- 2. Run Reports** – EMS = 22 Nov / YTD = 256 - Fire = 05 Nov / YTD = 116
- 3. Volunteer of the Month**– December's Volunteer of the Month will be announced in January.
- 4. Mutual Aid** – Chief Willard attended several meetings regarding the Fire and EMS mutual aid agreements. He brings them to the table tonight and recommends them for signature. He discussed some of the changes that were made and discussion ensued about off-road rescue. Chief Willard answered questions from the Board. Commissioner, Grant Matheke and President Delys will read over the agreements before signing them.

**B) TREASURER’S REPORT:** Janet Daley reviewed the Balance Sheet and Budget Sheet. Overall as of the end of November the budget is 40.60% spent. Due to new employee expenses some of the wage line items are already over budget. She explained a few other line item overages and advised that we may not be putting much back into the FSA account at the end of this fiscal year. The 2<sup>nd</sup> half of our contract funds will be received mid-January.

**C) COMMITTEE REPORTS:**

1. **Grant Committee** – The grant for bunker gear is complete. The website used to close the grant is having some problems right now but after a telephone call, Chief Willard was told that the grant is considered closed and we are in good standing. The Scholarship Grant is on-going.
2. **Strategic Plan Committee** – Committee did not meet in November. A meeting is scheduled for Dec. 21<sup>st</sup>.
3. **Financial Planning Committee** – Ron Dearborn went over some of the highlights the Committee has been working on regarding the mil-rate. A lengthy discussion ensued regarding information on the website, Borough timelines, face book, requesting ballots and spending additional funds if necessary. Committee members will be ready to give testimony at the January Borough meeting.
4. **Policy Committee** – The Committee has not met
5. **Communication Committee** – Anna Sorensen reported postcards will be mailed out early next week at a cost of approx. \$1,100.00. She is finishing up the newsletter and it will be posted on the website shortly. The Board thanked Anna for all her hard work. The department could still use help with web writing newsletters. Please let them know if anyone would like to help out every couple months with layout.

**OLD BUSINESS:** None\_\_\_

**NEW BUSINESS:**

A) **FY 12/13 EMS Budget**– The Finance Committee met on Monday to review the proposed FY12/13 EMS budget line item, by line item. The committee brings the proposed budget to the table for approval. After discussing, at length, the mil-rate and the tax cap, the following motion was made:

**MOTION by Kathryn Pyne to approve the Proposed FY12/13 EMS Budget as presented. The motion was seconded by Earl Voorhis and with no further discussion, the motion passed.**

B) **Executive Session** – Entered at 7:55 pm to discuss a personnel evaluation. Returned at 8:30pm.

**Motion by Janet Daley to approve the recommended raise as discussed in Executive Session for Chief Willard, retro to July 1<sup>st</sup>, 2011. Motion was seconded by Kathy Leitgeb and then passed unanimously.**

The next regular meeting will be held on Thursday, January 19<sup>th</sup>, 2012 at 6:00pm. (Station II)

**ADJOURNMENT:** Being there was no further business to discuss, the meeting adjourned at 8:35 p.m.