

Commissioners Meeting

February 19th, 2024

Attendees:

Secretary: Ethan Arno

Commissioners: Peggy Darling, John Pavelock, Karen Edwards, Trisha Finen

Absent was executive of the board Kelly Engel, Karen Edwards sat in for her

Representatives from Fire Department: Chief Carl Finen

No attendees from the public

Meeting called to order at 18:31

Old Business:

Ethan Arno expressed interest and made an application to be appointed

Secretary/Treasurer for the remainder of the 2024 calendar year. Commissioner

Darling made a motion to accept his application seconded by Commissioner Edwards.

All in favor motion carried.

- Commissioner Pavelock volunteered to reach out to the District's insurance company to see what the process was for Ethan Arno to become bonded so that bills can be paid ASAP.
- A motion was made by Commissioner Pavelock to purchase a laptop for the use by the secretary/treasurer during their term. The laptop will remain the property of the District. The laptop will be installed with Microsoft Office Suite. Ethan will be obtaining three quotes and have them available at the next meeting.
- Engine 2 is back in service and has had routine maintenance done as well as warranty work.
- A motion was made by Commissioner Trisha Finen to re-appoint Commissioner Kelly Engel as chairman of the board. Commissioner Engel accepted the position with the reminder that everyone has a right to their opinion but that the Board needs to operate

professionally and with the best interests of the District and its residents in mind.

Commissioner Darling seconded the motion. All in favor motion carried.

- A motion was made by Commissioner Trisha Finen to have an Audit done of the Districts' books as the position is changing hands. Motion was seconded by Commissioner Engel all in favor-motion carried. Commissioner Engle will be reaching out to the State Comptroller's Office and scheduling this as soon as possible.
- Chief Finen will inform Department personnel that the online OSHA training will need to be completed by May 31, 2024.
- Commissioner Pavelock will research and submit a template to be discussed at the next meeting in regards on how to label policies, procedures, and resolutions.
- Airpacks have been tested and certified.
- Jerome no longer rents a fit test machine. Chief Finen is reaching out to other surrounding departments chiefs to inquire if all can collaborate and purchase one together to share as they are pricey. Chief Finen will have a report ready for the next District meeting.

Financial Bank Statement: Statement for Dec 2023 were not presented as there was no treasurer to do so or pay current bills. .

Monthly Invoices: No invoices were reviewed or authorized for payment by commissioners that were present at this meeting.

New business

Following up on last months report, Chief Finen stated fit test machine approx. \$10,000 to purchase a machine, he is reaching out to other departments to possibly collaborate on the purchase of one collectively, he is waiting to hear back. Vienna, and Sylvan Beach have interest in purchase of the machine. Commissioner Pavelock recommended the Chief reach out to Cleveland and Camden.

Commissioner Pavelock states per November minutes Commissioner Engel was supposed to reach out the lawyer regarding elections, and report back.

Commissioner Pavelock requests copy of what was found by the state from the complaint filed by former secretary/treasurer Shawn against the district.

Jan meeting minutes approved pending change from Ethan to Peggy as acting secretary/treasurer due to Ethan not being in the position as of meeting date motion by Commissioner Darling second by Commissioner Fined, all in favor.

Secretary Provided quotes for new laptop.

Received check for the year from town of Vienna in the amount of \$97,630.02

Secretary is to pay pending approval (bills)

Secretary will be going to bank tomorrow (Tuesday 2/20/24)

Commissioner Darling requests approval to purchase EMS supplies without specific approval not to exceed \$500.00

Motion was approved

Commissioner Darling requests new policy to get minutes approved within two weeks to send them to the town

Motion was made to read district meeting minutes prior to the close of business to either approve or reject them, if there are things missed that are found in the recording they are to be corrected Peg Second, All in favor

Commissioner Darling motion that one notice will be published for the year listing all commissioner meeting dates rather than doing it each month, no meeting in July Seconded by Commissioner Finen. All in favor

Inquired about end of year report, Secretary will reach out to former secretary Shawn about this.

Pulsara is being rolled out to departments to use for EMS. App for medical contact with hospital and ambulance enroute to scene. EMS captain Darling will meet with Nate Heath from Vienna, and department EMT's. She will check the technology policy and bring amendments to next meeting to present as a new revision pending approval.

Motion by Commissioner Pavelock to have a universal format of current and future SOP revisions done by commissioners. Second by Commissioner Darling, all in favor.

Colin Richmond signed up for firefighter 2. Commissioner Darling motions that if he needs anything for training he is able to get it seconded by Commissioner Edwards, all in favor.

Motion by Commissioner Pavelock to purchase Microsoft surface pro 7 along with Microsoft Suite not to exceed \$900 Second by Commissioner Edwards, all in favor

Motion by Commissioner Pavelock to pay whatever the annual fee for Microsoft suite package for 1 year every year. Second by Commissioner Darling, all in favor

Motion to accept minutes by Commissioner Pavelock as read, if any changes are to be made to the minutes after replaying the recording, secretary is to change and provide the amended minute by next meeting. Second by Commissioner Darling , all in favor.

Commissioner Pavelock made a motion to adjourn at 19:44 Second by Commissioner Darling, all in favor.