

**BTFD #2 REGULAR MEETING
BOARD OF FIRE COMMISSIONERS**

November 7, 2024

Meeting Called to Order 7:00 pm at the BTFD#2 Fire House.

Salute to the Flag and Moment of Silence observed

ROLL CALL By Chair Acting Chair Andrew Law:

Robert Bennett, Present, George Chidley, Present, Andrew Law Present, George Gareis, Present, James Cann, Absent.

Note: Chair James Cann absent Andrew Law Acting Chair.

READING OF THE OPEN PUBLIC MEETINGS STATEMENT:

By Secretary (see Agenda)

RECOGNITION:

NONE

ADOPTION OF MINUTES:

Acting Chair Andrew Law asked the Commissioners present if there were any corrections to the Minutes for the September 5, 2024 Regular meeting. Acting Chair Law seeing no corrections forthcoming requested a motion to approve the minutes for the Regular Meeting on September 5, 2024. The Secretary advised the Commissioners that Robert Bennett would have to abstain due to his absence in attending the meeting. A motion was made by George Gareis and Seconded by George Chidley to approve the minutes. A ballot was taken and all members present, with the exception of Commissioner Bennett, approved the motion to approve the September 5, 2025 Regular Meeting minutes.

Acting Chair Andrew Law proceed to ask the Commissioners present if there were any corrections to the Minutes for the October 3, 2024 Regular Meeting. Acting Chair Law seeing no corrections forthcoming requested a motion to approve the minutes for the Regular Meeting on October 3, 2024. A motion was made by George Gareis and Seconded by Robert Bennett to approve the minutes. A ballot was taken and all members present with the exception of Commissioner Bennett approved the motion to approve the October 3, 2025 Regular Meeting minutes.

REPORT BY CHIEF BTFD#2:

Report prepared by Chief, Robert MacFarland (BTFD #2) for October 2024 was presented by Capt. Scully who provided highlights. Acting Chair Law requested if the BTFD#2 Commissioners had any questions.

A motion to approve the Chief's Report for October 2024. A motion was made by George Gareis and Seconded by George Chidley to approve the report. A ballot was taken and all members present approved the motion to accept the Chief's October 2024 Report.

Highlights presented by Capt. Scully:

- Conducted 23 Housing Inspections
- Responded to 12 Turnpike incidents
- Reported Lt. Swanson will retire effective November 1, 2024
- No progress to report on hiring at this time

- Capt. Scully asked if there were two (2) BTFD#2 Commissioners with an interest in participating in the interviews for 2 vacant FF Positions. Commissioners Robert Bennett and George Chidley volunteered. Commissioner Law volunteered to fill in if there are any scheduling conflicts.

- Chiefs Monthly OT Report for October was provided. The Acting Chair and Commissioners followed up on the prior request that the Chief and Union representative FF Brock Friddell establish an agreed upon boiler plate for future reports to resolve conflicts and unnecessary information for purposes of monitoring as outlined in the executed FF Contract. Special attention must be paid to tracking OT related to the vacancies.

REPORT BY TREASURER:

Treasurer Robert Bennett presented the October 2024 Finance Report. The October Finance Report listed **29 bills** totaling **\$84,220.95**. Acting Chair, Law requested a motion to accept the Treasurers October 2024 Report. A motion was made to accept the report by George Gareis and Seconded by George Chidley. There was no further discussion, a ballot was taken and all members present approved the motion to accept the October 2024 Report.

OLD BUSINESS:

Capt. Scully reported Questions asked by the Architect for the RFP related to roof and building projects (Q= Question A = Answer):

- Q Is prevailing wage a requirement
- A from all Commissioners present Yes
- Q Is there a space for job meetings
- A from all Commissioners present Yes

The following tentative dates were approved by all Commissioners present;

- Nov. 24th Contract Document
- Nov. 13th Bid Document Completed
- Nov. 20th Pre-bid Meeting
- Nov. 27th Bidders questions deadline
- Dec. 4th Deadline for Changes
- Dec. 18th Bids Opened
- Apr. 16th Deadline for completion of all construction

All Commissioners present approved including Bid Alternative Roof replacement in the areas above the restrooms, sleeping quarters and dining area.

Commissioners present agreed to finalize a deadline for awarding a contract at the December 5th Regular Meeting. It was discussed that awards may be at the January Regular Meeting or at a Special Meeting. Acting Chair, Law and Secretary Chidley expressed concerns that the amounts may exceed the amount in the present budget and may require a referendum.

Capt. Scully reported that masonry repairs approved last month were completed by Pennachi & Sons for the side wall and Rock Concrete for the garage front entry.

NEW BUSINESS:

Capt. Scully distributed a copy of the Audit Report for 2023 (Note: final copy received at 5:30 pm on November 7, 2024 and distributed to the BTFD#2 Commissioners at the meeting). It was noted by Acting Chair Law that there were actions to be taken based on the audit findings. There were no problems or weaknesses identified in the 2023 Audit Report. Acting Chair law requested a motion to approve the 2023 Audit Report and adoption of Resolution 2024-0038 Audit Acceptance. A motion to accept the 2023 Audit Report was made by George Chidley and seconded by George Gareis. The motion was balloted upon and all Commissioners present voted in the affirmative to approve the 2023 Audit Report and approve Resolution 2024-0038 Audit Acceptance.

Commissioner Gareis volunteered to be Santa Claus for the "Operation Santa" conducted annually by BTFD#2 Firefighters.

Acting Chair requested that Capt. Scully coordinate with the Chief to begin discussion of the 2025 Budget at the December 5, 2024 meeting.

MOTION TO GO INTO CLOSED SESSION:

At 8:04pm Acting Chair Law announced that the Commissioners would be going into a closed session after which the Commissioners would resume public business. Robert Bennett made motion to adopt Resolution 0034 to go into closed session. The motion was seconded by George Gareis. All present balloted in the affirmative to go into closed session after the Secretary read Resolution 0034.

MOTION TO REOPEN TO THE PUBLIC:

At 8:40 pm, Acting Chair Law requested a motion to open the meeting to the public, A motion was made by George Chidley to open the meeting for pubic comment and was seconded by George Gareis. All members present affirmed the motion to open the public meeting.

Acting Chair Law requested a motion to pay benefit the following costs related to retirement/separation:

- FF Purdy \$9,867.57
- Lt. Swanson \$38,748.63

A motion was made by George Gareis and seconded by Robert Bennett to Pay: - FF Purdy \$9,867.57
- Lt. Swanson \$38,748.63. The motion was balloted upon and approved by all Commissioners present.

At 8:52 pm Acting Chair Law asked for a motion to open the meeting for public comment. A motion was made by George Chidley and seconded by George Gareis. All members present balloted and affirmed the motion.

There were no members of the public present seeking to be heard. Acting Chair Law requested a motion to close the meeting for public comment. A motion was made by George Chidley to close the meeting for Public Comment and seconded by George Gareis. All members present affirmed the motion to close the public comment portion of the meeting.

MOTION TO ADJOURN:

At 8:55 pm. Acting Chair, Law requested a motion to adjourn the meeting. A motion to adjourn was made by George Gareis and Seconded by Robert Bennett. All present balloted to affirm the motion and the meeting was **closed at 8:55 pm.**

MINUTES APPROVED on December 5, 2024

Robert Bennett, ___X
George Chidley ___X
George Gareis ___X
Andrew Law ___X
James Cann ___ABSENT

CERTIFIED BY:

George Chidley, Secretary
BTFD#2 Board of Fire Commissioners

James Cann, Chair
BTFD#2 Board of Fire Commissioners