

**Warehouse Point Fire District**  
**Meeting Minutes**  
**Monday December 4, 2023**  
**Station 138, 89 Bridge Street East Windsor**  
**Time: 7pm**

**Call to Order: 7pm**

**Attendance: John Burnham, Austin Holden, Charlie Miller, Charlie Nordell**

**Absent: Kevin Clynch, Rachel Safford**

**Public Session: NA**

**Added Agenda Items: Motion made by Austin Holden to add commission shirts to the agenda under new business, Charlie Nordell second. All in favor**

**Treasurers Report: Budget as of December is 49% spent. On the Revenue side we are went into this budget year with less taxes collected than we budgeted for due to changes in the grand list. We collected \$10,597 less. We are also not collecting as much Fire Marshal fees as we budgeted for. We also are over in tax collection and auditing services for this fiscal year. Medical training is also over by \$4700.00. On the balance sheet we should review all the CIP allocated money each year. It can be held for a project for up to three years. Discussion of the balance sheet. Motion to approve the treasurer report as presented Charlie Nordell, Austin Holden second. All in favor**

**Clerks Report:**

**Meeting Minutest 11-6-2023: Motion to approve the meeting minutes from 11-6-23 Charlie Nordell, Austin Holden second. All in favor**

**Review and approval of check log: Motion to approve the check log from 11-8-23 to 12-4-23 and have John Burnham sign the check log in Rachels absence, Charlie Nordell, Charlie Miller second.**

**Chairperson's Report: The annual dinner was a great event, thank you to the WHPFD for putting on a great dinner. Thank you to the East Windsor Housing Authority for holding an informative event on FOI. Discussion of the FOI event and rules.**

**New Business:**

**Schedule of annual reviews: All three annual review will be done at the January 8<sup>th</sup> meeting. Motion to hold the annual review for the Fire Chief, Administrative Assistant and Fire Marshal on January 8<sup>th</sup>, Austin Holden, Charlie Nordell second. All in favor**

**Commissioner Shirts: Black polo, name will be Commissioner then last name, colored department patch, each commissioner will pay for their own shirt.**

**Old Business:**

**Strategic plan: Motion to table the strategic plan till next month, each commissioner will review the plan, email any questions, Charlie Nordell, Austin Holden second. All in favor**

**Fire Marshal Report: Discussion of new business coming to town, the state has changed the rules for liquor permits. The liquor permits will be a one-time thing, and the business will be inspected based on the size of the establish according to the state statutes. All the personal in the Fire Marshal office is on track to finish their hours to maintain their certification. Rich will get a projected number on the income the Fire Marshal office can anticipate for this fiscal year. Motion to approve the Fire Marshal report as presented Charlie Nordell, Austin Holden second. All in favor**

**Fire Chief's Report: November 64 calls**

**Radio system is moving forward, will be long process, this is a town wide project. We have submitted \$11,000 so far for calls on 91, and have received \$7000.00 so far. ESO, our station check software is being**

migrated into our current ESO system. This will not cost of more money, it will just be more work to migrate and input the information into the new system. We got two grants this past month. One from FM Global in the amount of \$2475.00, with this money we will purchase a Microsoft surface pro for accountability on fire calls. The second grant was submitted by FF Mitchell for DeWalt Tools in the amount of \$2300.00. Motion to approve the Chief report as presented Charlie Nordell, Charlie Miller second.

Is the training tower still a work in progress? Yes, we are still moving forward. We are waiting on the town to complete some upgrades and then we can proceed. All in favor

Correspondence: NA

Public Session: NA

Adjournment: Motion to adjourn the meeting at 7:59 Charlie Nordell, Charlie Miller second. All in favor

Submitted by Jill Caron