**Regular Meeting of West Douglas County Fire Protection District Board of Directors**

**May 27th, 2025 \*Held in person and over Zoom\***

This meeting was called to order at 6:47 by Erica Ford. Board members present: Erica Ford, Kathy Tourney, Brad Laurain and Whitney Vincent. Assistant Chiefs Kevin Telfer, Tom Jordan and guests April Gallagher, John Guthrie and Stacie Hazleton were also present.

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| **Motion** |  |  |
| Approved Previous Minutes | Motion made and seconded | Passed |
| Approved Treasurer’s Report | Motion made and seconded | Passed |
| Approved Chief’s Report | Motion made and seconded | Passed |
| Approved New Member | Motion made and seconded | Passed |
| Approved Signing Organization Resolution and Agreement for Credit Card Program and making WV Rep for Account | Motion made and seconded | Passed |
| Approved Draft of District Bylaws | Motion made and seconded | Passed |

**Minutes of Previous Meeting**

Minutes from April 22, 2025 meeting.

Action: Approved Whitney Vincent, Erica Ford

Minutes from the May 9th, 2025 meeting.

Action: Approved Whitney Vincent, Erica Ford

**Treasurer’s Report:**

Review of Balance Sheet.

Review of Profit & Loss Budget vs Actual.

Review of Transaction Detail.

Review of Reconciliation Detail.

Action: Approved Erica Ford, Brad Laurain

**Chief’s Report**

14 Calls for April.

Review of calls.

11 Red Card certified firefighters.

ImageTrend onboarding update – hope to go live by August.

Community Risk Reduction update – working on organizing new events.

Action: Approved Erica Ford, Whitney Vincent

Review of new member application.

Approved new member, Andrew Davis.

Action: Approved Erica Ford, Kathy Tourney

**Public Comment – Tom Jordan spoke about Station 132 training, and invited Board Members.**

**ADS Website Compliance**

John Guthrie gave some background on the website history. There was discussion of ADA compliance and a need to update the website. The board would like to have a special meeting regarding the website on June 16th, 2025 at 4:00pm.

**Scouts**

John Guthrie brought up discussion about the District sponsoring the Scout Troops. There was concern about liability for the District with a shared EIN and financial responsibility.

The board would like to consult legal before making a decision.

**Organization Resolution and Agreement for Credit Card Program**

Treasurer Whitney Vincent has submitted all the application paperwork to the bank.

Approved signing the Organization Resolution and Agreement for Credit Card Program and making Whitney Vincent the authorized representative for the account.

Action: Approved Erica Ford, Kathy Tourney

**Admin Maternity Leave and FAMLI**

The Manual of Rules has been sent to the lawyer, and Erica Ford will follow up with them.

**Acquisition of Indian Creek Clubhouse**

No update.

**Board Organization Software**

Update on pricing and different software for the board. Boardable, Google and On Board were discussed. A simple software like Google sounds like a better option than Boardable or higher priced options.

**Bylaws**

The board reviewed and discussed the draft bylaws, confirming key details such as the district's address, public notice requirements, and bond requirements.

Approved the draft of District Bylaws.

Action: Approved Erica Ford, Kathy Tourney

**Fundraising Committee Update and Suggestions**

Karen Bennett and Kevin Telfer were nominated to join the committee with no disagreement. Jason Staadt was also nominated, but needs to be asked if he has the time and resources to join.

**\*Meeting closed at 8:16pm – Approved KT, EF**

**2025 Board of Directors Meeting Dates (\* indicates pension board meeting)**

**6/24 – Stn 1**

**7/22**

**8/26\***

**9/23 – Stn 2**

**10/28**

**11/25\***

**12/9**