**CANAAN FIRE DISTRICT #1 & #2**

**JOINT MEETING**

**MINUTES**

**March 20, 2024**

1. Open Meeting – Chairman Jeff Richards (FD#1) and Chairman Tony Wheeler (FD#2) opened the meeting at 5:31PM. Those present: Jeffery Richards, Jeremy Labrecque, Alfred Buckley, Noreen Labrecque (FD#1). Tony Wheeler, Jody Riley, Diana Rancourt (FD#2). Also present was April Busfield, chief operator and Zachary Brown, Treasurer.
2. Appoint Chairman – (FD#1) Nomination was made by Jeremy Labrecque to appoint Jeffery Richards as Chairman for Canaan Fire District #1. Jeffery Richards accepted the nomination.

FD#2 – Jody Riley nominated Tony Wheeler for Chairman. Tony Wheeler accepted the nomination.

1. Approve meeting minutes – On a motion by Jeff and seconded by Jeremy the December 20, 2023, Fire District #1 meeting minutes were approved.

On a motion by Tony and seconded by Jody the December 4th and December 20th Fire District #2 meeting minutes were approved.

1. Additions/Deletions- No action
2. General Public – No action
3. Operator Report
4. Consumer Confidence Report – Notice will be included in the April quarterly billing that the report will be available by July 1, 2024, for both FD#1 and FD#2.
5. Training & Water Law Changes-
6. Short Term Staffing Plan
7. Licenses for Assistant Water Operator

Items B, C, D were all discussed as follows:

The new law regarding the 1-hour rule was sent by April prior to the meeting. She explained the new law and how it will affect our systems. She had concerns about how her vacation time would be covered since the assistant Operator does not have a Class 3 operators license yet. Both boards recommended that April sign the Assistant up for the Class 3 license testing that is available in May 2024. This should give him enough time to study and review for the test.

(Note: Both FD#1 and FD#2 Prudential committees will set up a meeting with the Canaan Selectboard on April 1, 2024, to discuss the above concerns)

1. University of Sacramento Training - $175.00 Each District – The $175 would cover any books for the training. April explained that these are online at no cost and the boards agreed that the assistant can get this online instead of purchasing the books.
2. Phone – April explained her reasoning for changing her phone system to the First Net which covers more areas. There was no cost documentation for both boards to review so they denied the request and will revisit once they have more information.
3. Joint Meeting – Both boards agreed to combine the bi-monthly meetings going forward. On a motion by Jeff and seconded by Jeremy the FD#1 Board unanimously approved combining the meetings.

On a motion by Tony and seconded by Jody the FD#2 Board unanimously approved combining the meetings.

1. Review Rules and Regulations – The FD#1 and FD#2 board reviewed the changes to the Rules and Regulations and approved on a motion by Jeff and seconded by Al (FD#1) and Tony motioned and Jody seconded for FD#2. Copies of the new Rules and Regulations will be included in all the 2nd quarter utility billing. Diana and Noreen will create new documents which will be executed by all board members at the next joint meeting.
2. Chlorine Reader and new chlorine pump – FD#2 – Information only that April will be ordering them as they have already been budgeted for.
3. Contact information – FD#2 – Both Diana Rancourt, April Busfield and Zachary Brown will be designated as contacts for FD#2.
4. Schedule for replacing meter and notice in quarterly billing – Project will begin in July. Notices will be sent in the 2nd quarter billing.
5. Review Budget Status – Both boards reviewed their budget status. No questions or discussion.
6. Other Business – Brookfield Services – Zachary explained the error on the part of Brookfield Services with the annual contracts for servicing the generators. An increase of $142 for the year for FD#1 and a total amount of $694 for FD#2. The new contracts were executed by both Chairmans.

FD#2 – The property owner (parcel ID U05006) asked to have the board waive the water charges for this parcel as there are no buildings attached. After discussion and clarification, a motion by Tony and seconded by Jody to waive the Debt Service Charges and basic water service charge going forward. A copy of the minutes will be sent to the property owner.

1. FD#2 – warrants were executed – warrant #2-24 - $2158.52 – warrant # 3-24 - $505.02 – warrant #4-24 - $1984.56 – warrant #05-24 - $1071.56 – warrant #06-24 - $2834.84.
2. The next joint meeting will be held on May 15, 2024, at 5:30PM.
3. Adjourn Meeting – The March 20, 2024 joint FD#1 and FD#2 meeting was adjourned by both Chairmans at 6:40PM.