

**BRANDON FIRE DISTRICT NO 1**  
**Prudential Committee Meeting – January 6, 2022 – 6:30 PM**

**Present:** Bill Moore, Dennis Reisenweaver, Natalie Steen, Michael Markowski, Jon Wyman

**Also in Attendance:** Seth Clifford, Raymond Counter, Tom Kilpeck, Kristy Pinkham

**Call to Order**

Bill Moore called meeting to order at 6:36 pm.

**1) Call to Order**

Bill Moore called meeting to order at 6:36 pm.

a) Agenda Adoption – Natalie Steen made motion to adopt agenda. **Motion passed 5-0**

**2) Fiscal**

a) **Warrant – Fire Department** – Motion by Dennis Reisenweaver to approve the general fund warrant for the fire department. **The motion passed 5-0.**

b) **Warrant – Water Department** – Motion by Dennis Reisenweaver to approve the general fund warrant for the water department. **The motion passed 5-0..**

**3) Minutes**

Mike Markowski made motion to accept the minutes of the Prudential Committee meeting held on December 2, 2021 **Motion passed 5-0**

**4) Treasurer Report** – Seth Clifford presented current financial status. Motion by Natalie Steen to accept Treasurer report. **The motion passed 5-0.**

**5) Water Department Report**

Certification of the emergency response plan to EPA was submitted. We are finalizing work on the O&M manual to be submitted to DWGPD. Service line inventories are continuing as time is available. Mapping of assets is continuing. We will be applying for grants for asset management and lead service line replacement. Dennis Reisenweaver made motion to accept the water department report. **Motion passed 5-0.**

**6) Fire Department Report**

Chief Kilpeck reported the department responded to 20 calls in the past month. Renewal of memberships to NVFA have been completed. The ladder truck and the Ranger have been repaired. The chief has received some quotes for SCBA. He has recommended replacing air system from Reynolds & Sons. The board asked to the chief provide additional information for the February meeting. Natalie Steen made motion to accept the fire department report. **Motion passed 5-0.**

**7) Old Business**

a) **ARPA** – The town manager will be invited to attend the next meeting to discuss potential ARPA projects

b) **LOSAP**- Dennis Reisenweaver reported that we will need a trustee for the LOSAP. He is working on the draft proposal for board review.

c) **Website**- Work is progressing on the website

**8) Public Comment** - None

**9) New Business**

a) **Job Description – Fire Department** Chief Kilpeck presented copies of job descriptions for officers to the board for review

b) **Financial Policy** – The board discussed financial policy. Motion by Jon Wyman to approve Purchasing Policy 10, 10.1, 10.2, 10.3, 10.5 & 10.6 for Fire District. **Motion passed 5-0.**

**10) Executive Session**

None

**11) Adjournment - Motion** by Natalie Steen to adjourn at 8:10 pm. **The motion passed 5-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, February 3rd at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter  
Clerk for the Board