**Westport Fire Protection District**

**Board of Director Meeting Minutes**

**December 14, 2021**

1. **Meeting Called to Order** at 7:02 PM.

Those in Attendance: Stacy Cardoso, Ed Amador, John Varni, Ross Lee, Tyler Schwarberg and Norm Hyer. Absent: Chad Hackett.

**2. Reading and Approval of the Minutes**

November Minutes read by Stacy Cardoso. Motion to approve made by John Varni and seconded by Stacy Cardoso. All in favor, motion carried.

**3. Those wishing to address the Board**

 None

**4. Fireman’s Association’s Report**

Annual Pancake Breakfast is set for February 27, 2022.

The Association would like to purchase some extraction equipment in the future.

**5. Reconcile Monthly Statement**

**November 2021**

General Fund $177,732.27

Capital Reserve $446,495.94

Development Fund $ 23,725.07

 TOTAL $647,953.28

**6. Developmental Impact Fee Statement**

None

**7. Old Business**

Quote to replace the 3 windows on the back of the building is tabled until next month.

Gary Thompson went to Hy Tech to inquire about trucks. They really couldn’t give an estimate for that without more input. Gary liked what Hy Tech had to say and would like to pursue further.

Back parking lot drainage issue was supposed to be fixed by Christmas. Ed Amador will call Sun Valley Septic. We would like to have it done by the breakfast at the end of February 2022.

**8. New Business**

Drafts for the 2020-2021 Audit, Management Discussion and Analysis and the Management Representation Letter were presented for review and approval. Letter reviewed and Chairman Amador signed it as it is true and accurate to the best of the Board knowledge and beliefs. Ross Lee made the motion to accept and approve all three reports. Stacy Cardoso seconded. All in favor, motion carried.

**9. Chief’s Report**

3 new volunteers are set to be cleared by January and start their Probationary Training. Two current Probationary Volunteers will also be repeating their training. Captain Schwarberg reports that moral has increased from the summer months when staffing was lower.

**10. Correspondence**

-$661.00 from AMR for August.

**11. Approval and Payment of the monthly bills**

Monthly Bills are $23,965.15

A motion was made by John Varni to pay monthly bills and seconded by Norm Hyer. All in favor, motion carried.

**12. Executive Session**

None

**13. Meeting Adjourned** at 8:11 PM.

Prepared by Angela Nunes

Board Approved 1-11-22