

East Berkshire Fire District 1 Special Meeting
Thursday, February 12, 2026, 6:30 pm
2839 VT Route 105, East Berkshire, VT and Via Zoom
Draft Meeting Minutes

Attendance: Kamar Simmons, Olivia Savard, Diana Marrier

Guests: Bethany Remmers, John Little, Hildy Jamka, Tim Malloy (portion of meeting), John Kiernan (zoom)

Olivia called the meeting to order at 6:40 PM.

1. Adjustments to the Agenda

There were no adjustments to the agenda.

2. Opportunity for Public Comment

There was no public comment.

3. January 29, 2026 Meeting Minutes

Kamar moved to approve the minutes of the January 29th meeting. Diana seconded. The motion carried.

4. General Financial Overview

Bethany distributed a financial report showing the 12/31/2025 balances on the TD Money Market account as \$41,914.86 and TD Checking account as \$0.09. The Community National Checking and Savings accounts closed in July 2025 and have zero balances.

The financial report shows at least \$110,724.51 in accounts payable though more research is needed to confirm balances and if there are additional vendors.

5. Segregation of Duties Procedures- Potential Action Item

Bethany distributed a draft Segregation of Duties procedure for EBFD1's financial tasks. The committee discussed adding the Berkshire Town Clerk as a backup for receiving invoices because all invoices should be mailed to the Town Office. Once the EBFD1 email is reestablished, invoices may also be sent to that email.

Olivia moved adopt the Segregation of Duties as edited. Diana seconded. The motion carried.

6. Review and Approve Payables

The committee members discussed which outstanding invoices should/can be paid immediately.

Olivia moved to approve the following payments: Lawyers Lawn Care's outstanding balance of \$3,701.22; Lawyers Lawn Care \$135.00 for next plow job; Verizon \$41.31; Vermont Electric Coop

\$52.64; and up to \$400 to Blouin's Bros Oil for propane if the tank is low. Kamar seconded. The motion carried.

It was decided that Olivia will follow up with Lawyers Lawn Care and Bethany will follow up with Blouin Bros Oil.

The committee discussed using Quickbooks online for managing EBFD1's financials including customer billings. The committee will discuss which Quickbook plan would be best at its next meeting and approve the expense.

7. Outreach Letter to Landowners and Plan for Future Billing

Committee members briefly discussed the letter that will be sent to customers. Olivia will prepare the first draft and distribute to the committee members. Any comments/edits can be directed to Bethany who will compile ahead of the next meeting.

The committee briefly discussed a plan for future customer billing. One option is to move to a flat fee structure rather than a rate structure based on water usage. There could still be different flat rates for single unit, multi-unit or commercial users. The rate structure will be discussed at future meetings.

8. Overview of Past, Current Grants and Statewide Filing Requirements

John summarized some of the current and past grants held by EBFD1. He will present a more thorough overview at a future meeting. He also noted that the Vermont DEC will need updated compliance/contact forms. He offered to assemble the relevant paperwork/weblinks and coordinate with a member of the committee on these updates.

9. Finalize Annual Meeting Date

The annual meeting will be held April 15, 2026. The meeting will need to be warned by March 15, 2026. The committee will need to finalize the proposed 2026 budget by March 15th as well.

10. Other Business

Bethany updated the committee on her communication with two separate residents within the district who had water leaks/issues on secondary lines. She noted that one resident had a broken water meter cap that SOS assisted with.

11. Adjourn

Diana moved to adjourn. Kamar seconded. The meeting adjourned at 8:38 PM.