

CALEDONIA FIRE DISTRICT

January 3, 2018

MINUTES

- Present: Fire Commissioners Jim Dutton, Ron Beach, Jr., Don Cook and Mike Beavers
- Excused: Mark Schroeder
- Others Present: Secretary/Treasurer Sue Carson, Chief Mike Churchill, Tim Beavers, R J Kantowski, Andrew Carpino and Jeff Ayers

The 2017 Organizational Meeting was called to order by Secretary Sue Carson at 6:30p.m. All present participated in the Pledge of Allegiance.

Mr. Beach made a motion, Mr. Beavers seconded it, and all approved the nomination of Jim Dutton as Chairman for 2018.

The following officers were sworn in by Chairman Dutton:

- Chief Mike Churchill
- Deputy Chief R.J. Kantowski
- Deputy Chief Jeff Ayers
- Captain Tim Beavers
- Captain Mike Knutowicz

After the swearing in, the regular monthly meeting resumed.

Mr. Cook made a motion, seconded by Mr. Beach and all approved the nomination of Mike Beavers as co- chairman.

Mr. Cook made a motion, seconded by Mr. Beach and all approved the appointment of Sue Carson as Secretary/Treasurer for 2018 at a rate of \$14,080 annually and further stated the secretary shall have custody of the records of the Caledonia Fire District and is also designated as Freedom of Information Officer of said District. The appointment of Sue Carson as Secretary/Treasurer is also dependent upon being approved by Tompkins Insurance for bonding.

Mr. Beach made a motion, seconded by Mr. Cook and all approved the appointment of Ray DiRaddo as Attorney for 2018.

Mr. Beach made a motion, seconded by Mr. Cook and all approved the Livingston County News as the official newspapers for 2018.

Mr. Beach made a motion, seconded by Mr. Beavers and all approved Five Star Bank and The Bank of Castile as official depositories of the District for 2018, with a maximum of \$800,000 on deposit at each bank. The Treasurer is authorized to transfer monies between the financial

institutions in the best interest of the District and is an authorized signer on the Districts depository accounts, including certificate of deposits.

Mr. Beach made a motion, seconded by Mr. Cook and all approved Laurie Sattora and Meg Donegan as second signers when checks are over \$5,000.

Mr. Cook made a motion, seconded by Mr. Beavers and all approved the regular meeting date as the second Wednesday of each month at 6:30 p.m. at the Fire House with the exception of the February meeting which will be held on the 13th, October meeting which will be held on the 16th and the December meeting which will be held on the 11th; and the Secretary is authorized to publish meeting notice in official newspaper.

Mr. Cook made a motion, seconded by Mr. Beach and all approved Mike Churchill as Chief and Jeff Ayers and R.J. Kantowski as Deputy Chiefs.

Mr. Dutton appointed Mr. Beavers, Mr. Schroeder, Mr. Beach and Mr. Cook to authorize payment of bills as submitted by the Treasurer.

Mr. Dutton made the following appointments:
Town Liaison: Mr. Schroeder
Village Liaison: Mr. Beavers

Mr. Beavers made a motion, seconded by Mr. Cook and all approved the December meeting minutes.

Mr. Beavers made a motion, seconded by Mr. Beach: BE IT RESOLVED, by the Board of Commissioners of the Caledonia Fire District, Town of Caledonia, Livingston County, New York, as follows:

Section 1. The Caledonia Fire District currently has two active capital reserve funds to wit “the General Reserve Fund and the “Caledonia Capital Reserve Fund. It is intended herein by the board of Fire Commissioners, to clarify the origin, the purpose, the past, current and future use of these Capital Reserve Fund that currently exist on the financial records of the Caledonia Fire District.

Section 2. The Board of Fire Commissioner acknowledges that prior to the legislative changes that occurred in 2006 (as it pertains to capital reserve funds under GML 6-g) a resolution only was required to establish a “type “reserve fund, and a resolution subject to a permissive referendum was required to establish a “specific” reserve fund, or to expend money from these funds. Subsequent to the legislative changes in 2006, all resolutions establishing new GML 6-g reserve funds must be approved at a Special Election of the voters of the Caledonia Fire District. Also that for those “type” capital reserve fund established under GML 6-g prior to 2006, a permissive referendum was required to expend monies from these funds.

Section 3. The Board of Fire Commissioners have researched the history of their reserve funds and makes the following findings:

On August 15, 1994, during the Organizational Meeting of the Caledonia Fire District, a comment was made "The Commission would like to set up an equipment reserve fund. When buying a piece of equipment, there has to be a resolution."

On August 29, 1994, during the Board of Fire Commissioners meeting, the board created a general reserve fund, able to be used as an equipment and replacement fund. The discussion at that meeting was the fund was for the purpose of establishing an equipment and replacement fund. There was also an indication that any surplus funds from the Rural Fire District (Caledonia Rural Fire District #1 which was consolidated into the Caledonia Fire District) would be applied to this general reserve fund. This fund was created by resolution only.

On September 14, 1994, during the Budget Meeting of the Caledonia Fire District, the board agreed to establish a replacement of apparatus equipment fund. The board commented at that time that a contingency/miscellaneous fund will also be established so the money will not be locked in when it is needed.

On January 4, 1995, the board placed \$40,000 the "apparatus replacement fund" another name used by the board for the general reserve fund created in August 29, 1994.

On February 8th, 1995, a motion was made to enlarge upon the motion made on January 4, 1995 approving a Capital Replacement Reserve fund for the replacement and/or acquisition of apparatus and equipment of the district. This resolution was not subject to any permissive referendum.

On May 10, 1995, during the regular board meeting of the Caledonia Fire District, it, a resolution authorizing the use of \$40,000.00 was approved as follows: "A resolution dated May 10, 1995 providing for the expenditure of money from the capital reserve fund and for the publication of the notice thereof."

On February 7, 2007, during the regular meeting of the Caledonia Fire District, the board moved the 2007 budgeted reserve funds of \$105,000 into the Equipment Reserve fund instead of splitting the monies between the Capital and Equipment Reserve as discussed during the budget preparation.

On May 9, 2007, the Fire District purchased a pumper for \$580,000.00, the money came from the equipment reserve fund. That same date the board sold a vehicle and put proceeds into The Fire District's General Reserve,

On September 12, 2012, the board authorized an expenditure from the capital reserve to the equipment reserve fund, the board holding a mandatory referendum which included transferring \$322,324 and transferring \$750 from the equipment reserve to pay the cost of the vehicle. The board also deposited the sale proceeds of a pumper into the capital reserve fund

On June 14, 2017, during the regular meeting of the Caledonia Fire District, the board authorized the acquisition of 25 new Self-Contained Breathing Apparatus.

Section 4. The Caledonia Board of Fire Commissioners interprets this Caledonia Capital Reserve fund as a GML 6-g capital reserve fund for the purposes of acquisition and replacement of apparatus and equipment necessary for the operations of the fire district. Since the fund was not established pursuant to a permissive referendum, as required for this type fund prior to 2006, it is implied that this is a pre-2006 type reserve fund, which was created properly which would, at that time, require a permissive referendum to expend monies from this fund.

Section 5. In summary, the records show since 1994, the history of the usage of such funds that the District has two reserve funds, a General Reserve Fund and a Capital Reserve account, which were created properly, and used for the purposes intended, that is the acquisition of apparatus, equipment and replacement of the apparatus and equipment.

NOW THEREFORE BE IT RESOLVED that Caledonia Fire District Board of Fire Commissioners determines that these reserve funds, created prior to 2006, are a “kind “a reserve fund requiring any expenditure therefrom to be made subject to permissive referendum, and it is further resolved that for purposes of clarification, going forward, the Caledonia Fire District Board of Fire Commissioners will maintain only one reserve fund as stated below, clarifying it name and use as follows:

Caledonia Capital Equipment and Apparatus Reserve Fund GML 6g. This reserve fund is to be used for the acquisition of furnishings, equipment, machinery, vehicles, apparatus and communication equipment for which the acquisition of which a period of probable usefulness has been provided by law.

Resolution passed with 4 aye votes.

Adopted: January 3, 2018

Susan J. Carson, Secretary
Board of Fire Commissioners
Caledonia Fire District
Caledonia New York

Mr. Beavers made a motion, seconded by Mr. Cook and all approved to move forward with the permissive referendum and publish required legal notice and motion in the Livingston County News for the week of January 11.

Mr. Beach made a motion, seconded by Mr. Cook and all approved the following distribution of the excess fund balances:

Description	NYS Uniform System of Accounts	Amount
Operating Expenses for January and February		\$13,678.38
Accident & Health Insurance Premium	A-3410-461	1,800
Fire Equipment (Air Packs)	A-3410.21	5,000
Fire Equipment (Security System)	A-3410.21	10,000
Fire Equipment (Laptop)	A-3410.21	975
Training (Fire Commissioner)	A-3410.421	125
Equipment Reserve	A-9960.9	22,000
Total		\$53,453.38

Chief Churchill’s Report:

- Chief Churchill presented the December Truck Mileage Log.
- To complete the outstanding Fire Reports the Chief has requested County Fire Reports to obtain necessary data.
- Andrew Finch’s background check is satisfactory.
- It was noted the Department Secretary was responsible for tracking the six -month probationary period for new members in the past. The responsibility has been assigned to the Line Officers now.
- New fuel billings from CMCS will now be in a format that shows driver and vehicle usage.
- Physicals are scheduled for next Tuesday, January 9 at 5:30 pm.
- Installation of the new security system has been delayed by issues with Time Warner. The Chief will contact Humphrey Electric to follow up.
- Mr. Dutton made a motion, seconded by Mr. Cook and all approved the purchase of two thermal imaging cameras from MES at a total cost of \$14,400, which includes a trade in for the District’s two thermal cameras of \$1,000 each, as best value for the Fire District.

- Mr. Dutton made a motion, seconded by Mr. Cook and all approved the purchase a Sensit gas meter from MES at a cost of \$1,344.95.
- The Monroe County radio on #119 requires Flower City (or best vendor) to come out and determine if the power is getting to the radio.
- A motion was made by Mr. Beavers and seconded by Mr. Beach; all approved the J.W. Jones Hall fundraiser activities as listed below with all active fire fighters eligible to participate:

January

12 - Foodlink

27 – Parties in front and back rooms

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved Cummins Northeast to maintain the generator as best value for the District, including a bank and annual test for an annual cost of \$3,086.49 and Mr. Dutton to sign the three- year contract. Quotes were also obtained from Kinsley as follows: One annual maintenance call priced at \$265; Two annual maintenance calls would be \$690.
- Mr. Cook made a motion, seconded by Mr. Beach and all approved the purchase of a new 17.3 - inch Dell laptop, including a security mount to the desk at an amount not to exceed \$830 for the radio room.
- First aid bags are needed for #116, 119 and 114 and the three Chiefs vehicles. The Chief will follow up with pricing for the February meeting.
- The Long -Term Planning Committee will be re-established to review possibilities for a new fire hall and the future replacement of #116. Deputy Chief Ayers will reach out to fire fighters and members of the community to see who would be willing to serve on the committee.
- Mr. Beach made a motion, seconded by Mr. Cook and all approved going into Executive Session at 7:26 pm.
- Mr. Cook made a motion, seconded by Mr. Beach and all approved leaving Executive Session at 7:40 pm.

Fire Commissioner's Reports

- Mr. Cook inquired if the damaged SCBA bottle has been replaced by the County. The Chief stated we haven't received it yet.
- Mr. Dutton extended his thanks to the Chief and Deputy Chiefs for accepting their positions for 2018.
- Mr. Dutton noted there is an issue with the air pack on seat #3 in #118. It will not release and let the Firefighter out of the pack.

- A discussion was held on the training results for 2017. Mr. Dutton stated there will be a meeting with Vigilant Fire Service Training next week to discuss 2018 training needs and set up a training committee.
- Mr. Dutton will follow up on the Georgie Pacific grant status.

Secretary Treasurer's Report

- A \$100 donation was received William Dearcop.
- Mr. Beavers. made a motion, Mr. Cook seconded, and all approved the Treasurer's Report and payment of vouchers #1- 10 totaling \$5,470.99,
- The February meeting will be held on Tuesday, the 13th, not Wednesday as usual.
- Mr. Beavers made a motion, Mr. Cook seconded, and all approved to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Susan J. Carson
Secretary/ Treasurer