

CALEDONIA FIRE DISTRICT

January 2, 2019

MINUTES

Present: Fire Commissioners Jim Dutton, Ron Beach, Jr., Don Cook and Mike Beavers

Others Present: Secretary/Treasurer Sue Carson, Chief Jeff Ayers and Deputy Chief Tim Beavers

The 2019 Organizational Meeting was called to order by Secretary Sue Carson at 6:30p.m. All present participated in the Pledge of Allegiance.

Motion # 001-2019

Mr. Beavers made a motion, Mr. Beach seconded it, and all approved the nomination of Jim Dutton as Chairman for 2019.

Motion #002-2019

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

The following officers were sworn in by Chairman Dutton:

Chief Jeff Ayers
Deputy Chief Mike Churchill
Deputy Chief Tim Beavers
Captain Jeff Mills
Captain Mike Knutowicz

After the swearing in, the regular monthly meeting resumed.

Motion #003-2019

Mr. Cook made a motion, seconded by Mr. Beach and all approved the appointment of Sue Carson as Secretary/Treasurer for 2019 at a rate of \$14,500 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.

Motion #004 – 2019

Mr. Beavers made a motion, seconded by Mr. Beach and all approved the appointment of Ray DiRaddo as Attorney for 2019.

Motion # 005 – 2019

Mr. Beavers made a motion, seconded by Mr. Cook and all approved the Livingston County News as the official newspapers for 2019.

Motion #006 -2019

Mr. Beavers made a motion, seconded by Mr. Beach and all approved Five Star Bank and The Bank of Castile as official depositories of the District for 2019, 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.

Motion #007 -2019

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

Motion #008 -2019

Mr. Beavers made a motion, seconded by Mr. Beach 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 15th, October meeting which will be held on the 16th and the December meeting which will be held on the 10th; and the Secretary is authorized to publish meeting notice in official newspaper.

Motion #009 -2019

Mr. Cook made a motion, seconded by Mr. Schroeder and all approved Jeff Ayers as Chief and Mike Churchill and Tim Beavers 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:

Authorize payment of bills: Mr. Cook and Mr. Beach. Alternates: Mr. Beavers and Mr. Schroder

Chairman of Planning for the Future Committee: Mr. Beavers

Town Liaison: Mr. Schroeder

Village Liaison: Mr. Dutton

Review Policies, including any additions to existing policies: Mr. Cook

Insurance: Mr. Dutton and Mr. Beavers

Motion #010 -2019

Mr. Schroeder made a motion, seconded by Mr. Beach and all approved the December meeting minutes with the following amendment:

Page #3; bullet #5 - Motion to declare the HP printer junk was seconded by Mr. Cook, not Mr. Beach.

Chief Ayers' Report:

- Chief Ayers presented the following reports:
 - December and Annual Fire Reports
 - December Truck Fuel Log

Motion #011-2019

- Mr. Beavers made a motion, seconded by Mr. Schroeder and all approved the Fire Report for December and 2019 Annual Report.
- The Chief provided an update on following items from previous meetings:
 - #116
 - Mechanical review by Caledonia Diesel has not been completed
 - Battery is not overheating and seems to be fine.
 - RJ Kantowski has been contacted, completed his training and is now driving.

Motion #012-2019

- A motion was made by Mr. Beach and seconded by Mr. Cook; all approved the J.W. Jones Hall fundraiser activities as listed below with all active fire fighters eligible to participate:

January

5- Birthday party -Backroom

11 - Foodlink – Both rooms

19 – Party – Front room

26 – Wedding – Front room

26 – Christmas party - Back room

- A short discussion was held regarding mutual aid and cancellations.

Fire Commissioner's Reports

- Mr. Dutton noted the following regarding the District Policies:
 - Policies can be found on the cabinets in the Board Room.
 - Refer to the purchasing policy regularly to be sure items are purchased within its requirements. Auditors and the NYS Comptroller will verify the policy is being followed against invoices and motions.
 - A copy of the C-11 Policy has been provided to Chief Ayers.
- Mr. Dutton stated when equipment is purchased or sold it must be recorded in the inventory system. This is also reviewed in the District's annual audit.
- Mr. Dutton noted the key fob and communication logs are also on the cabinet. He also stated every door in the fire hall now must be accessed with a key fob.
- Mr. Dutton also suggested the District pass a resolution as provided for under Public Officers Law §18. This provides a format for a Board of Fire Commissioners to provide defense and indemnification to officers, employees and volunteer members in reference to claims filed against them for their activities in the scope of their "employment" with the district.
- Mr. Dutton informed the Board the NYS Volunteer Firefighter GAP Coverage Cancer Disability insurance has been purchased and is in effect. The District has also filed the required form #EOSB 210.5 and must be completed by January 1 of each year. The manual can be found on the cabinets in the Board Room.
- Mr. Dutton stated the new outlets for the cameras in the club and radio room have been installed.

Motion #013-2019

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved the purchase of two additional security cameras not to exceed \$200.
- Mr. Beavers stated next Saturday, January 12, the Planning for the Future Committee will meet.
- Mr. Cook noted #118 had some significant expenses last month. Chief Ayers explained this was the annual maintenance performed on the truck.
- Mr. Schroeder noted the additional gear being purchased with year end funds. The Chief explained there is need for additional new gear with increases in membership and some existing gear is not in the best condition. Mr. Schroeder also suggested all gear should be inventoried and then declare the gear that cannot be used surplus. The Chief is also in the process of reestablishing an inventory sheet for new firefighters to document the equipment and gear they have been provided with. The District

secretary will send letters requesting gear and equipment be returned when firefighters are not active or have left the District.

- Mr. Schroeder requested an update on any discussion from last month's meeting regarding non- members driving the Chief's vehicle. Chief Ayers had been presented with the policy for C-11 to ensure expectations are clear.
- Mr. Schroeder also provided an update on the Ambulance, noting presently it is located at the Mumford Fire Hall. It is anticipated they will be locating permanently at a location in Mumford.

Secretary Treasurer's Report

- The list of firefighters and trucks with WEX credit cards was reviewed. It was noted that Deputy Chief Tim Beavers should also be provided with a fuel card. RJ Kantowski's card will be cancelled.
- Heather Hogle provided a written request to be approved as an out of District member. It was determined she must first provide the request to the Fire Department for approval. If approved by the Department, the District would then consider her request.

Motion #014-2019

- Mr. Beavers. made a motion, Mr. Cook seconded, and all approved the Treasurer's Report and payment of vouchers #1- 14 totaling \$18,844.85

Motion #015 – 2019

- Mr. Beavers made a motion, Mr. Schroeder seconded, and all approved to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Susan J. Carson
Secretary/ Treasurer