

# CALEDONIA FIRE DISTRICT

**January 8, 2020**

## **MINUTES**

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

Others Present: Secretary/Treasurer Sue Carson, Chief RJ Kantowski, Deputy Chief Tim Beavers, Captain Andrew Carpino and Chris Beach.

The 2020 Organizational Meeting was called to order by Secretary Sue Carson at 6:30 p.m. All present participated in the Pledge of Allegiance.

### **Motion # 001-2020**

Mr. Beavers made a motion, Mr. Beach seconded it, and all approved the nomination of Jim Dutton as Chairman for 2020.

### **Motion #002-2020**

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

The following department officers were sworn in by Chairman Dutton:

Chief RJ Kantowski  
Deputy Chief John Murray  
Deputy Chief Tim Beavers  
Captain Mike Knutowicz  
Captain Andrew Carpino  
Lieutenant Nicholas Mesiti  
Lieutenant Sam D'Agostino  
Treasurer Anthony J. DeMarco  
Board of Director Kevin Hammond

After the swearing in, the regular monthly meeting resumed.

Chris Beach arrived at the meeting at 7:43 pm and requested an update on the building reserve fund. After a discussion on the process and progress he left the meeting at 7:50 pm.

**Motion #003-2020**

Mr. Cook made a motion, seconded by Mr. Beach and all approved the appointment of Sue Carson as Secretary/Treasurer for 2020 at a rate of \$14,935 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 – 2020**

Mr. Beach made a motion, seconded by Mr. Beavers and all approved the appointment of Ray DiRaddo as Attorney for 2020.

**Motion # 005 – 2020**

Mr. Schroeder made a motion, seconded by Mr. Cook and all approved the Livingston County News and the Genesee Valley Pennysaver as the official newspapers for 2020.

**Motion #006 -2020**

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 2020, 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 -2020**

Mr. Beavers 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 -2020**

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 October meeting which will be held on the 13<sup>th</sup> and the December meeting which will be held on the 8<sup>th</sup>; and the Secretary is authorized to publish meeting notice in official newspaper.

Mr. Dutton made the following appointments:

Authorize payment of bills as submitted by the Treasurer: Any combination of two fire commissioners with the exception of Mr. Cook.

Oversight of bank statements and their reconciliation: Mr. Cook

Chairman of Planning for the Future Committee: Mr. Beavers

Building Committee Members: Mr. Beach and Mr. Cook

Town and CHS Liaison: Mr. Schroeder

Village Liaison: Mr. Dutton

**Motion #009 -2020**

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

**Chief Kantowski's Report:**

- The Annual and December Fire Reports and December Truck Fuel Logs were delayed due to Chief and Line Officer changes and will be presented at the February meeting.
- Mr. Dutton reviewed with the Fire Chief various responsibilities including reporting significant events, rules for purchases and quotes, operations and fuel management. The C-11 policy was provided to the Chief at this time.
- The Chief noted CHS responses do not appear to be timely. This is an issue for the Town Board and Mr. Schroeder will bring the concern to them at their next meeting.
- A discussion was held regarding the fuel purchased from the school and who in the District has access. Sue will contact Terry Hasseler from the school and the Chief will provide a current list of authorized users.
- The District will participate in the fast team training held in Lakeville on January 27.
- Deputy Chief Beavers reported the following:
  - Total of 280 calls were responded to in 2019.
  - Five sets of gear have been ordered and the District will be billed in February or March.
- Captain Andrew Carpino reported the following:
  - Suggestion to remove the cooler in the fire hall and use the one in the kitchen. Soda, water, etc. could be purchased from Costco. Sue will look into a Costco membership.
  - Mask fit testing will be held on 2/24.
  - Mandatory blood born, sexual harassment, workplace violence and right to know training will be held at JW Jones hall on 2/3 at 7 pm.
- Mr. Dutton stated any required training letters will be sent out by the Secretary/Treasurer of the District.
- Mr. Beavers made a motion, seconded by Mr. Schroeder and all approved the Explorers purchasing seven work-shirts at the cost of \$60 each from JB Sportwear. Quotes from Uniform Express and the Fire Store were \$90. Mr. Beach abstained from the vote.

**Motion #010-2020**

- Mr. Schroeder made a motion, seconded by Mr. Beavers and all approved the purchase of 20 oz. of Visi- slide at a cost of \$65 plus shipping.

**Fire Commissioner's Reports**

- Mr. Dutton inquired upon the status of the portable pond. The Chief will provide an update at the next meeting.
- Mr. Dutton will contact Ray Di Raddo to possibly attend the 1/20 building committee meeting to review the Discovery law.

**Motion #011-2020**

- Mr. Schroeder made a motion, seconded by Mr. Beavers and all approved the following:

**RESOLUTION  
ESTABLISHING THE CALEDONIA FIRE DISTRICT  
CAPITAL BUILDING RESERVE FUND GML §6-G**

RESOLVED that pursuant to Section 6-g of the General Municipal Law, as amended, the Caledonia Fire District desires to establish a Capital Reserve Fund to finance all or part of the cost of the construction, reconstruction, remodeling, refurbishment, or acquisition of; a newly constructed fire district facility, structure or building,( Fire Station ) including any physical betterment or improvement or any preliminary studies and surveys related to above Fire station including acquisition of land or rights in land; upgrades to any existing fire district buildings or facilities, including any physical betterment or improvement or any preliminary studies and surveys related to above Fire Station including acquisition of land or rights in land; upgrades to an already constructed facility or building to be acquired and used as a Fire Station including any physical betterment or improvement or any preliminary studies and surveys related to such fire station including acquisition of land or rights in land; to pay or provide for structural improvements or to pay or provide for upgrades to, or the replacement of any existing system in such fire station , including the HVAC, electrical , lighting or plumbing systems, security , smoke and fire protection services for the fire station; including any physical betterment or improvement or any preliminary studies and surveys related to the Fire Station including acquisition of land or rights in land for the purposes stated above, and or any physical public betterment or improvement acquired at the time when such betterment or improvement is constructed, reconstructed or acquired., and it is

FURTHER RESOLVED that only residents registered to vote with the Livingston County Board of Elections on or before January 29, 2020 shall be eligible to vote, and it is

FURTHER RESOLVED that it is the intent of this Board to accumulate part of the cost of the above referenced fire district facility, structure or building (Fire Hall) and deposit such monies in this capital reserve fund and pay for part of the cost of said fire hall which is estimated to be approximately five million dollars (\$5,000,000), and it

FURTHER RESOLVED that Caledonia Fire District Treasurer is hereby directed to deposit monies of this reserve fund in a separate account to be known as the " Caledonia Fire District Capital Building Reserve Fund GML 6-g.", and it is

FURTHER RESOLVED that the Caledonia Fire District Treasurer is hereby directed to invest, from time to time, the monies of this fund pursuant to Section 6 -f of the General Municipal Law., and it

FURTHER RESOLVED that no expenditure from this fund shall be made except upon the authorization of the Board of Fire Commissioner by resolution, subject to a permissive referendum, and it

FURTHER RESOLVED, that this resolution is subject to the affirmative vote of the majority of the electors of the Caledonia Fire District, qualified to vote at a special election of the Caledonia Fire District which will be held on Tuesday, February 18, 2020 between the hours of 6:00 p.m. and 9:00 p.m. at the Fire Hall located at 3089 Main Street, Caledonia, NY 14423, and it is

FURTHER RESOLVED, that a notice of this special election shall be published and posted in the manner and within the time frames allowed by law, and the Fire The District Secretary is hereby authorized and directed to prepare ballots is substantially the following form:

*RESOLVED that pursuant to Section 6-g of the General Municipal Law, as amended, the Caledonia Fire District desires to establish a Capital Reserve Fund to finance all or part of the cost of the construction, reconstruction, remodeling, refurbishment, or acquisition of; a newly constructed fire district facility, structure or building,( Fire Station ) including any physical betterment or improvement or any preliminary studies and surveys related to above Fire station including acquisition of land or rights in land; upgrades to any existing fire district buildings or facilities, including any physical betterment or improvement or any preliminary studies and surveys related to above Fire Station including acquisition of land or rights in land; upgrades to an already constructed facility or building to be acquired and used as a Fire Station including any physical betterment or improvement or any preliminary studies and surveys related to such fire station including acquisition of land or rights in land; to pay or provide for structural improvements or to pay or provide for upgrades to, or the replacement of any existing system in such fire station , including the HVAC, electrical , lighting or plumbing systems, security , smoke and fire protection services for the fire station; including any physical betterment or improvement or any preliminary studies and surveys related to the Fire Station including acquisition*

*of land or rights in land for the purposes stated above, and or any physical public betterment or improvement acquired at the time when such betterment or improvement is constructed, reconstructed or acquired.*

The adoption of the foregoing resolution was duly put to a vote and upon roll call the vote was as follows:

Chairman	James Dutton	Yes
Commissioner	Ronald Beach	Yes
Commissioner	J. Michael Beavers	Yes
Commissioner	Donald Cook	Yes
Commissioner	Mark Schroeder	Yes

Dated and Adopted: January 8, 2020  
Caledonia, New York

BY ORDER OF THE BOARD OF FIRE COMMISSIONERS OF THE CALEDONIA  
FIRE DISTRICT, NEW YORK

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

- Mr. Dutton noted the resolution will be published in the Livingston County News during the week of January 16. The election will be held 30 days after the resolution is published.

**Motion #012-2020**

- Mr. Schroeder made a motion, seconded by Mr. Cook and all approved Sue to use her discretion in contacting individuals to serve as clerks for the February 18th election. Marilyn Johnson and Fred Hermansen were subsequently contacted and will serve as election clerks.
- Mr. Dutton requested Dave Boyce attend the February meeting to review and discuss the District's insurance coverage. Sue will contact Tompkins.
- A discussion was held regarding the additional language provided by attorney Ray Di Raddo for #116 RFP. The language will be included, and Mr. Beavers will deliver it to interested vendors in the Buffalo area.

- Mr. Cook requested an update on the overhead doors for the fire hall. Mr. Dutton stated he will speak to Chris Buckley and report at the February meeting.

**Motion #013-2020**

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved to accept the 2020 lease with the Village of Caledonia and granting Mr. Dutton the authority to the sign the lease for the District.

**Motion #014-2020**

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved Mr. Dutton providing change of address requests to Five Star Bank and The Bank of Castile informing the financial institutions all future bank statements, collateral statements, certificate of deposits and the applicable maturity/renewal notices should now be sent to Mr. Cook.
- Mr. Dutton noted the Fire District Affairs Newsletter advised Districts to adopt an investment policy. Using the Fire District Affairs suggested template Sue will bring a proposed policy to the February meeting for discussion.

**Secretary Treasurer's Report**

- The application submitted to Tractor Supply was not received. Another application has been completed and will be submitted.

**Motion #015-2020**

- Mr. Beavers. made a motion, Mr. Cook seconded, and all approved the Treasurer's Report and payment of vouchers #1- 15 totaling \$6,68.04.20

**Motion #016 – 2020**

- Mr. Beavers made a motion, Mr. Schroeder seconded, and all approved to adjourn the meeting at 8 p.m.

Respectfully submitted,

Susan J. Carson  
Secretary/ Treasurer