

# CALEDONIA FIRE DISTRICT

January 5, 2022

## MINUTES

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

Others Present: Secretary/Treasurer Sue Carson, Chief Mike Churchill, Deputy Chief John Murray, Deputy Chief Bob Jake, RJ Kantowski, Aaron Rychlicki, Joshua Hanbach, John Kellen, Jr, Mike Lubitow and Mike Knutowicz.

The 2022 Organizational Meeting was called to order by Secretary Sue Carson at 6:30 p.m. All present participated in the Pledge of Allegiance.

### **Motion # 001-2022**

Mr. Beach made a motion, Mrs. Churchill seconded it, and all approved the nomination of Jim Dutton as Chairman for 2022.

### **Motion #002-2022**

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 Mike Churchill  
Deputy Chief Bob Jake  
Deputy Chief John Murray  
Captain John Kellen Jr.  
Lieutenant Joshua Hanbach  
Lieutenant Aaron Rychlicki

After the swearing in, the regular monthly meeting resumed.

### **Motion #003-2022**

Mr. Beach made a motion, seconded by Mr. Beavers and all approved the appointment of Sue Carson as Secretary/Treasurer for 2022 at a rate of \$15,800 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 – 2022**

Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved the appointment of Ray DiRaddo as Attorney for 2022.

**Motion # 005 – 2022**

Mr. Cook made a motion, seconded by Mrs. Churchill and all approved the Livingston County News and the Genesee Valley Pennysaver as the official newspapers for 2022.

**Motion #006 -2022**

Mr. Beach made a motion, seconded by Mr. Cook and all approved Five Star Bank and The Bank of Castile as official depositories of the District for 2022. 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 -2022**

Mrs. Churchill made a motion, seconded by Mr. Cook 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 December meeting which will be held on the 13<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: Mr. Beavers and Mr. Beach are assigned as primary authorizers with other commissioners to authorize if they are absent.  
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 Liaison: Mrs. Churchill  
Village Liaison: Mr. Dutton

**Motion #008 -2022**

Mr. Beavers made a motion, seconded by Mr. Beach and all approved the appointment of Mike Churchill as Chief and Bob Jake and John Murray as Deputy Chiefs.

**Motion #009 -2022**

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

**Chief Churchill's Report:**

- Deputy Chief Murray presented the following reports:
  - Annual Incident List which includes December Fire Report
  - Incident Attendance

- Incident Enroute Times
- Call Volume Report
- Mutual Aid Given Report
- Annual Incident Summary Report
- Top responders

**Motion #010-2022**

- Mr. Beach made a motion, seconded by Mr. Cook and all approved the 2021 Annual Fire Reports.

**Motion #011-2022**

- Mr. Beavers made a motion, seconded by Mr. Cook and all approved Aaron Rychlicki, Sam D'Agostino and Joshua Hanbach attending NYSAFC's two- day leadership training COLT at a cost of \$200 each, use of the District credit card for payment and with the contingency that if they fail to attend, they will reimburse the District the cost of the training.

**Motion #012-2022**

- Mr. Beavers made a motion, seconded by Mr. Beach and all agreed to move \$19,000 from #119 budget line to the Contingency budget line.
- Car 1101 (Tahoe) will be at Barnard Chevrolet to have the rear end done.
- December Fuel Log was presented.
- Gas meter is still out for repair.
- Deputy Chief Jake noted the training committee will meet soon. The online training will be provided to three officers first and they in turn will train the rest of the fire fighters.
- Follow up from previous meetings
  - LOSAP – February meeting
  - Fire Police Boots (Tom Hayes) – still on ship in Pacific Ocean
  - 5" hose – received. The coupling is outstanding.
  - Fire Police gear - outstanding
  - Fire Fighter gear – one set outstanding
  - Air compressor maintenance will be done internally
- Mr. Dutton noted the FEMA grant is still open until January 21 with a 10% match requirement. The Commissioners agreed to move forward with the grant application.
- Mr. Dutton reminded the officers anytime equipment is bought it must be inventoried and entered on the computer.

- RJ Kantowski spoke for a minute expressing his thanks to the Fire Commissioners for their support during his term as Fire Chief. Mr. Dutton noted the Board was appreciative of all his work and accomplishments as Fire Chief.

**Motion #013-2022**

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

January (BR=Backroom; FR = Front room)

- 1 – Party BR
- 11 – Meeting BR
- 15 – Meeting FR
- 17 – Blood Drive FR
- 22 – Party BR
- 29 – Party FR

**EMS/EMT Report:**

- Mike Lubitow noted 15 O2 tanks were donated and need to be hydrotested. Mike will bring pricing.

**Motion #014-2022**

- Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved the purchase of startup EMS supplies from Northern Star by the EMS Captain.

**Fire Commissioner’s Reports**

Mr. Dutton noted the Village Board, Livingston County Medical Director and CHS are all behind the District’s EMS/EMT.

Mr. Dutton met with the Village Board regarding revisions to the 2022 lease.

Mr. Dutton stated Attorney DiRaddo and Passero Associates clarified the District will not make a purchase offer on the land until the Planning Board approves the construction of a fire hall at that location.

**Secretary Treasurer’s Report**

- The District received \$1,500 from the Forestry grant last month.

**Motion #015-2022**

- Mr. Cook made a motion, seconded by Mrs. Churchill and all approved payment to Glatfelter Specialty Benefits in the amount of \$6,016 for the annual Cancer Disability Insurance premium.
  
- Verbal quotes were received as follows for the appraisal of 7.5 acres of vacant land on Route 5:
  - Midland Appraisals - Full appraisal: \$2,800; Restricted: \$2,000
  - Bruckner, Tillet, Rossi, Cahill: Restricted: \$950. Waiting for quote on full appraisal at this time.

• **Motion #016-2022**

Mr. Beach made a motion, seconded by Mr. Cook and all approved to move ahead with order of a full appraisal based upon the lowest quote from either Bruckner, Tillet, Rossi and Cahill or Midland Appraisal and permission for Mr. Dutton to sign the contract.

**Motion #017-2022**

- Mr. Beavers. made a motion, Mr. Beach seconded, and all approved the Treasurer's Report and payment of vouchers #1- 9 totaling \$9,469.39.

**Motion #018 – 2022**

- Mr. Beavers made a motion, Mr. Beach seconded, and all approved to temporarily adjourn the meeting at 7:20 p.m. and reconvene on January 11 at 6:30 pm at Jones Hall.

**January 11,2022**

**Reconvene Meeting**

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

Others Present: Secretary/Treasurer Sue Carson, Attorney Ray DiRaddo, Mike Lubitow, Chris Beach, Kevin Hammond and Tim Geier from Passero Associates

The meeting was called to order by Chairman Jim Dutton at 6:30 p.m. All present participated in the Pledge of Allegiance.

Ray DiRaddo joined the meeting at 6:50 pm.

**EMS/EMT Update:**

Mike Lubitow reported Jackson Welding would charge \$25 per tank to hydrotest and \$9 per tank to fill them. An application will need to be filled out to receive an invoice from Jackson Welding. The first supply order was placed with Northern Star on Thursday.

Mike left the meeting at 6:39 pm.

A general discussion was held to determine next steps regarding New Fire Hall Project.

In summary the following were noted:

- Purchase of the 7+ acres on Route 5 will be contingent upon approval of the County and Town of Caledonia Planning Board approvals.
- Timetable as discussed (with prior approval of Planning Boards on #2,3 & 4):
  1. The acreage is appraised
  2. Attorney Di Raddo drafts an 18- month option to purchase the property
  3. Develop plan and materials for community outreach.
  4. Public information meetings or other methods are held
- If response from the community is positive a bond attorney before the referendum and financial adviser are recommended.

**Motion #019-2022**

- Mr. Beavers made a motion, Mr. Cook seconded, and all approved the purchase of two 6 x 8' welding blankets at a cost of \$33 each.

**Motion #020-2022**

- Mr. Beach made a motion, Mrs. Churchill seconded, and all approved the Treasurer's Report and payment of vouchers #10 and 11 totaling \$1,134.69.

**Motion #021 – 2022**

- Mrs. Churchill made a motion, Mr. Beavers seconded, and all approved to adjourn the meeting at 7:41 pm

Respectfully submitted,

Susan J. Carson  
Secretary/ Treasurer