

**CALEDONIA FIRE DISTRICT**  
**September 13, 2023**

**MINUTES**

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

Others Present: Secretary/Treasurer Sue Carson, Chief Mike Churchill, Deputy Chief John Murray, Tony DeMarco, and Mike Lubitow.

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

Ron Beach and Mike Lubitow arrived at 7:40 and 6:39 pm respectively.

New member Kevin Letson introduced himself to the commissioners and Mr. Dutton welcomed him to the organization.

**Motion #114 – 2023**

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

**Motion 115-2023**

- WHEREAS, the Board has been informed that the Caledonia Fire Department has approved the proposed membership of applicant Dillon Amo residing at 319 Center St, Caledonia, NY within the territorial boundaries of the Caledonia Fire District/area protected and
- WHEREAS, the Board has been further informed that the applicant has been cleared for membership based upon the successful completion of the arson/sex offense records check performed in accordance with Executive Law Section 837-o;
- IT IS HEREBY RESOLVED, on motion of Commissioner Churchill, seconded by Commissioner Beach, that applicant Dillon Amo. be approved for membership in the Caledonia Fire Department with a D status, subject to his completion of the oath of membership and subject to the six- month probationary requirements of the Caledonia Fire Department. On the roll call the vote was as follows:
  - Dutton: Aye
  - Beach: Aye
  - Beavers: Aye
  - Cook: Aye
  - Churchill: Aye

## **Chief Churchill's Report:**

- The following reports were submitted for August:

- Fire Report
- Fuel log

### **Motion #116-2023**

- Mr. Cook made a motion, seconded by Mr. Beavers, and all approved the Fire Report for August as presented.
- Noted the Burnwell fire was 11 years ago today.
- Attended First Responder event at Genesee Country Campground.
- Churchville Fire Equipment was bought out by Firematic.
- TecGen was also bought out by Firedex.
- Stairclimb was attended on 9/11 at Red Wing Stadium.

### **Motion #117-2023**

- Mr. Cook made a motion, seconded by Mrs. Churchill, and all approved the Fire Police purchase of four packages(containing five in each package) of foldable traffic cones not to exceed \$1,280 from Dival.

### **Motion #118-2023**

- Mr. Beavers made a motion, seconded by Mrs. Churchill, and all approved the Fire Police purchase of eight hard hats at \$18.75 each from Dival.

### **Motion #119-2023**

- Mrs. Churchill made a motion, seconded by Mr. Beavers, and all approved the Fire Police purchase of three halo lights at \$129.99 each from Dival.
- Deputy Chief John Murray noted the following:
  - Two sets of extrication/wildland and structural gear can be obtained from Firedex lower than at state bid pricing for \$4,500 each. Purchasing two sets allows for a discount.
  - Warning letters have been sent to four firefighters would are not current on their physicals. One response.
  - Training records are up to date and information on individuals with missing training will be shared with the commissioners.
- Equipment
  - All hose passed testing.
  - Nate Sherlock's gear is estimated to arrive on 10/28.
  - Wildland gear 11/6.

- Fire Police gear 10/14.
  - Helmets delivered.
  - Sara 's boots are outstanding.
  - Chargers are in.
  - Batteries are in.
  - FEMA grant is outstanding.
  - Spectrum – internet issues, resolved.
  - Rhino cutter received.
  - Hydraulic valve outstanding.
  - SCBA masks are outstanding.
  - Extrication tool(battery operated) – John Kellen to update on possible repair.
- The Fire Chief’s proposed budget for 2024 was presented to the Board.
  - Fire Department President Tony DeMarco reviewed recent events at the Fire Department with the Board.
  - The Commissioners also confirmed LOSAP will be on hold for now.

**Motion #120-2023**

- A motion was made by Mrs. Churchill 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.

September

16– Dinner  
 23- Wedding  
 26 – County drill  
 30 – Wedding

October

9 -Wedding  
 13 -Wedding  
 14 -CFD Sportsman’s raffle FR  
 14 – Event – BR  
 15 – CFD Sr. Safety Seminar  
 21 – Wedding FR  
 21 – Birthday party BR  
 22 – Event  
 28 – Vendor show

**EMS/EMT Report:**

**Motion #121-2023**

Mr. Beavers made a motion, seconded by Mrs. Churchill, and all approved the Standard Operating Guidelines EMS Standards as presented.

- Mike Lubitow noted the following:
  - The two EMT's signed up for the September EMS class could not attend.
  - Patient Care Reports have been finalized at a cost of \$60 for 100 carbonless forms.
  - Will be in contact with Livingston County EMS Karen Werd to fine tune report filings.
  - Two medics are temporarily on inactive duty,
- Mr. Dutton stated EMS gear is needed. It may be possible to use outdated gear that can't be used for firefighting.
- Mike left the meeting at 7:10 pm.

### **Fire Hall Construction Update**

- Mr. Dutton stated the final floor plans have been completed for the Fire Hall.
- Mr. Dutton requested and has received a proposal from Bernie Donegan to act the District's financial planner. Proposal was distributed to the Board.
- Mr. Dutton noted Magne Grip has confirmed the exhaust system can be moved to the new Fire Hall and will submit a plan including any system updates suggested.
- Mr. Dutton reviewed the amounts available for the Fire Hall acquisition.

#### **Motion #122-2023**

- Mr. Beach made a motion, seconded by Mrs. Churchill, and all agreed to move forward with the permissive referendum that will allow removal of existing funds from the Capital Building Reserve for Fire Hall acquisition expenses.

### **Fire Commissioner's Reports**

- Mr. Dutton stated the FASNY RAMS program will be put on hold for now.

#### **Motion #123-2023**

- Mrs. Churchill made a motion, seconded by Mr. Cook, and all approved the payment/reimbursement to Mr. Dutton for purchase of ethernet patch cable in the amount of \$4.67 and a 16-port gigabit ethernet switch at a cost of \$159.99. Mr. Dutton abstained from the vote.

#### **Motion #124-2023**

- Mr. Cook made a motion, seconded by Mr. Beach, and all approved the payment/reimbursement to Mr. Dutton for purchase of a three pack Diablo 8TPI carbine in the amount of \$31.97, two VP premium fuel 50:1 at a cost of \$17.98 and one Trv Def 2.5 gal in the amount of \$9.99. Mr. Dutton abstained from the vote.

- Mrs. Churchill noted the Senior Safety event to be held on October 15 is now in conjunction with the First Presbyterian Church. She also reviewed the list of speakers.

**Motion #125-2023**

- Mr. Beavers made a motion, seconded by Mr. Cook, and all approved the payment/reimbursement to Mrs. Churchill for the purchase of items required for the Senior Safety Event not to exceed \$300, including approval of the purchase of two boxes of red folders from Staples using the District credit card for payment. Mrs. Churchill abstained from the vote.
- Mr. Cook stated he had reviewed bank statements and reconciliations for the following bank accounts and noted no discrepancies:
  - Checking account #5829 ending 8/31/23.
  - Money Market account #7960 ending 8/30/23.
  - Certificate of Deposit #8922 ending 8/10/23 (Jumbo).

**Secretary Treasurer's Report**

- 2024 Budget
  - By September 26 the proposed budget must be completed. Our meeting is scheduled for Tuesday, September 19.
- Rochester Gas and Electric donated \$1,000 to the Fire District.

**Motion #126-2023**

- Mr. Beavers made a motion, seconded by Mr. Cook and all approved the purchase of a roll of 100 stamps at a cost of \$60 and the purchase of a printer cartridge for the secretary/treasurer in the amount of \$122 and use of the District credit card for payment.
- Motorola Solutions has notified the District of unclaimed funds in the amount of \$499.40. Request for payment was sent in immediately.

**Motion #127-2023**

- Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved the Treasurer's Report and payment of vouchers #152-165 totaling \$7,705.55.

**Motion #128 - 2023**

- Mr. Beavers made a motion, seconded by Mr. Cook and all approved temporarily adjourning the meeting at 8:25 p.m.

**September 19,2023  
Reconvene Meeting**

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

Others Present: Secretary/Treasurer Sue Carson

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

The Commissioners reviewed and discussed the proposed Chief's Budget along with balances for 2023 budget lines as of September 13, 2023, finalizing the 2024 budget. The Public Hearing for the 2024 Budget will be held at the Fire Hall at 6:30 pm on Wednesday, October 18, 2023.

**Motion #129 - 2023**

Mrs. Churchill made a motion, seconded by Mr. Beach and all approved adjourning the meeting at 8:50 pm.

Respectfully submitted,

Susan J. Carson  
Secretary/ Treasurer