

CALEDONIA FIRE DISTRICT
January 10, 2024

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 Andrew Carpino, Lieutenant Joshua Hanbach, Lieutenant RJ Kantowski, Bob Jake, Tony DeMarco, Trish Hammond, and Tom Hayes.

The 2024 Organizational Meeting was called to order by Secretary Sue Carson at 6:30 p.m. All present participated in the Pledge of Allegiance.

Motion # 001-2024

Mr. Beavers made a motion, Mr. Beach seconded it, and all approved the nomination of Jim Dutton as Chairman for 2024.

Motion #002-2024

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

Motion #003-2024

Mrs. Churchill made a motion, seconded by Mr. Cook, and all approved the appointment of Mike Churchill as Chief and Andrew Carpino, and John Murray as Deputy Chiefs.

The following department officers were sworn in by Co-Chairman Beavers:

Chief Mike Churchill
Deputy Chief Andrew Carpino
Lieutenant R J Kantowski
Lieutenant Joshua Hanbach
Fire Police Captain Tom Hayes
President/Treasurer Anthony DeMarco
Secretary James Dutton

After the swearing in, the regular monthly meeting resumed.

Motion #004 – 2024

Mr. Beach made a motion, seconded by Mr. Beavers and all approved the appointment of Sue Carson as Secretary/Treasurer for 2024 at a rate of \$16,500 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 #005 – 2024

Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved the appointment of Ray DiRaddo as Attorney for 2024.

Motion # 006 – 2024

Mr. Beach made a motion, seconded by Mr. Beavers and all approved the Livingston County News as the official newspaper for 2024.

Motion #007 -2024

Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved Five Star Bank and The Bank of Castile as official depositories of the District for 2024. 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 #008 -2024

Mr. Beavers made a motion, seconded by Mrs. Churchill, and all approved the regular meeting date as the second Wednesday of each month at 6:30 p.m. at the Fire House and the Secretary is authorized to publish a meeting notice in the official newspaper.

Mr. Dutton made the following appointments:

1. Authorize payment of bills as submitted by the Treasurer: Mr. Beavers, Mr. Beach, and Mrs. Churchill are assigned as authorizers. At the time of each meeting, they will decide which two commissioners will approve payments that night.
2. Oversight of bank statements and their reconciliation: Mr. Cook
3. Building Committee Members: Mr. Beach and Mr. Cook
4. Town Liaison: Mrs. Churchill
5. Village Liaison: Mr. Beavers

Motion #009 -2024

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

Motion #010 -2024

Mr. Beavers made a motion, seconded by Mr. Beach and all approved Jr. Firefighter membership for Christian Backus, Kayden Letson, Markelle Mensinger, and Kyler Leonard, pending Caledonia Fire Department approval. Parental approval has been obtained for all.

Chief Churchill's Report:

- Following reports were presented:
 - Annual
 - Attendance training
 - OSHA training
 - Members points
 - Members hours
 - Miscellaneous
 - Drivers List
 - Interior firefighters
 - December
 - Fire Report
 - Fuel log
 - Physicals
 - The following members have not had their 2023 physicals: Andrew Aube, Sandra Bickford, Robert Douglass, Jacob Green, Patricia Hammond, Matthew Heins, Peter Kantowski, Richard Kantowski, Mike Knutowicz, Steve Minges, and Jacob Oltmann. They have 30 days to obtain a physical or they will be moved to a D status.

Motion #011-2024

- Mr. Cook made a motion, seconded by Mrs. Churchill, and all approved the December Fire Report.
- A list of upcoming drills was reviewed.

Motion #012-2024

- Mr. Beach made a motion, seconded by Mr. Beavers and all approved Andrew Carpino's radio be purchased and installed by Flower City at a cost of \$1,045.

Motion #013-2024

- Mr. Beavers made a motion, seconded by Mr. Cook, and all approved the purchase of batteries for the fire siren at a cost of \$400.
- Follow up from previous meetings:
 - Nate Sherlock and Willie Shannon's gear – outstanding.
 - #118 corrosion on hydraulic valve – outstanding.
 - #119 – Light tower malfunction- outstanding
 - SCBA facemask piece – here.
 - EMS gear – will use old firefighter gear.
 - Computer monitors - installed.
 - Antenna for C11 – received.
- Tony Demarco reported:

- Chemtrac will be hosting a dinner presentation at Jones Hall on January 22 regarding the grant.
- Homeland Security infrastructure grant application will be submitted by the Department. Funds will be used for a training center at the new fire hall.
- Noted grants are available for replacing the van. Mr. Beavers will follow up with application. An application can be requested by 4/23 and it must be completed by 4/30.

EMS/EMT Report:

- Patricia Hammond reported the following:
 - Red Cross will bill the District directly for any classes they provide.
 - Anticipating a full CPR class.
- Reimbursement to Patrick Hanley is tabled.
- To clarify the District’s position on reimbursement for classes that an individual did not complete, a notice and acknowledgement form will be developed.

Fire Hall Construction Report

Motion #014-2024

- Mrs. Churchill made a motion, seconded by Mr. Cook, and all approved the 2024 Passero contract and authorizing Mr. Dutton to sign it.
- Next meeting is January 16.
- The mockup flyer is done but not approved.

Motion #015-2024

- Mr. Beavers made a motion, seconded by Mrs. Churchill, and all approved the SEQRA Part 1 and authorizing Mr. Dutton to sign it for the District.
- Mr. Dutton noted the District may need to hold a special meeting in February for SEQRA parts 2 and 3.

Fire Commissioner’s Reports

- Mr. Dutton stated the District was denied the DEC grant for 2024.
- Mr. Dutton noted a member is now living outside the District. The Department must follow up with a request from them to remain a member.
- Mr. Cook stated he had reviewed bank statements and reconciliations for the following bank accounts and noted no discrepancies:
 - Money Market account #7960 ending 12/28

- Certificate of Deposit #1325 (Jumbo) 12/12

Secretary Treasurer's Report

Motion #016-2024

Mr. Beavers made a motion, seconded by Mrs. Churchill and all agreed to amend motion #168-2023 to modify the year end fund balances due to unforeseen 2024 cost increases in insurance and audit as follows:

Increase Operating Expenses for January and February from \$28,592 to \$51,592
Decrease Capital Equipment and Apparatus Reserve from \$50,000 to \$37,000.

Motion #017-2024

- Mr. Beavers. made a motion, Mr. Cook seconded, and all approved the Treasurer's Report and payment of vouchers #1- 20 totaling \$28,489.83.

Motion #018 – 2024

- Mr. Beavers made a motion, Mrs. Churchill seconded, and all approved to adjourn the meeting at 7:27 pm.

Respectfully submitted,

Susan J. Carson
Secretary/ Treasurer