

**CALEDONIA JOINT FIRE DISTRICT**  
**January 8, 2025**

**MINUTES**

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

Others Present: Secretary/Treasurer Sue Carson, Chief Mike Churchill, Deputy Chief John Murray, Deputy Chief Andrew Carpino, Captain Joshua Hanbach, Lieutenant Kevin Stone, Ethan Donaghue, Jackie Kolb, Don Mosele and Brad Jones.

Brad Jones was delayed and arrived at 6:55 pm.

The 2025 Organizational Meeting was called to order by Secretary Sue Carson at 6:30 p.m. All present participated in the Pledge of Allegiance.

**Motion # 001-2025**

Mr. Dutton made a motion, seconded by Mr. Cook and all approved the appointment of Megan Churchill as Fire Commissioner with her term ending 12/31/2025.

**Motion # 002-2025**

Mr. Dutton made a motion, seconded by Mr. Cook and all approved the appointment of Ron Beach, Jr as Fire Commissioner with his term ending 12/31/2025.

**Motion # 003-2025**

Mr. Cook made a motion, Mrs. Churchill seconded it, and all approved the nomination of Jim Dutton as Chairman for 2025.

**Motion #004-2025**

Mr. Cook made a motion, seconded by Mrs. Churchill and all approved the nomination of Ron Beach, Jr. as co- chairman.

**Motion #005-2025**

Mr. Cook made a motion, seconded by Mr. Beach, 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 Chairman Dutton:

Chief Mike Churchill  
Deputy Chief John Murray  
Deputy Chief Andrew Carpino  
Captain Joshua Hanbach  
Lieutenant Kevin Stone  
Fire Police Captain Don Mosele  
President Ethan Donaghue  
Vice President Brad Jones  
Treasurer Anthony DeMarco  
Secretary Megan Churchill

After the swearing in, the regular monthly meeting resumed.

**Motion #006– 2025**

Mrs. Churchill made a motion, seconded by Mr. Cook and all approved the appointment of Sue Carson as Secretary/Treasurer for 2025 at a rate of \$17,000 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 #007 – 2025**

Mr. Beach made a motion, seconded by Mr. Cook, and all approved the appointment of Ray DiRaddo as Attorney for 2025.

**Motion # 008 – 2025**

Mrs. Churchill made a motion, seconded by Mr. DeMarco and all approved the Livingston County News as the official newspaper for 2025.

**Motion #009 -2025**

Mrs. Churchill made a motion, seconded by Mr. Cook and all approved Five Star Bank and Tompkins Community Bank as official depositories of the District for 2025. 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 #010 -2025**

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 month of October when the meeting will be held on the third Wednesday 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. Beach, and Mrs. Churchill are assigned as authorizers. In the event Mr. Beach or Mrs. Churchill are not available another Commissioner can step in to authorize apart from Mr. Cook. All commissioners will review the submitted bills.
2. Oversight of bank statements and their reconciliation: Mr. Cook
3. Communications Oversight: Mrs. Churchill
4. Grant Oversight: Mr. DeMarco

**Motion #011 -2025**

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

**Motion #012-2025**

Mrs. Churchill made a motion, seconded by Mr. Beach and all approved removing Andrew Aube from active membership.

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

- Following reports were presented:
  - Annual
    - OSHA training -electronically provided prior to meeting
  - December
    - Fire Report -electronically provided prior to meeting
    - Fuel log

#### **Motion #013-2025**

- Mrs. Churchill made a motion, seconded by Mr. Cook, and all approved the December Fire Report.
- The command screen on #114 is not working, estimate to repair/replace is approximately \$4,000.

#### **Motion #014-2025**

- Mrs. Churchill made a motion, seconded by Mr. DeMarco and all approved moving forward with repairs/replacement of command screen on #114.

#### **Motion #015-2025**

- Mr. DeMarco made a motion, seconded by Mr. Cook, and all approved the purchase of an iPad mount and use of the credit card for payment in the amount of \$9 plus shipping.
- The seat controller system on #118 is being worked on.
- An inquiry was made regarding moving the gym equipment from Jones Hall to the Fire Hall. The Commissioners noted due to lack of room the equipment will stay at Jones Hall.
- Deputy Chief Murray noted the following:
  - Reviewed Livingston County Executive Chief's meeting – see attachment Liv Co FCEM Jan 2025.
  - The gear budgeted for 2025 will take approximately 12 weeks to be delivered. It will be under state bid, but the pricing is not available at this time. Tabled until February meeting.
  - #117 – chassis completion is still on schedule for March with the truck completed in June. Payment for the chassis is expected in March.
  - Due to issues with doors at the fire hall a pager tone will be added or a siren tone dropped.
- A video by United Diagnostic Services was presented by Deputy Chief Murray.

#### **Motion #016 – 2025**

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

#### January

- 11- Snowmobile Safety Course and Outlaw Pullers Banquet
- 14- Celebration of Life

- 19- Baby shower
- 20 – Blood drive and seniors’ luncheon
- 26 – Birthday party

February

- 1- Birthday party and Tri-County Racing Banquet
- 2- Teresa House benefit
- 8- Baby shower and Celebration of Life
- 15- Birthday party
- 17– Sr. citizens meeting
- 22 – Birthday party

**Motion #017 – 2025**

- Mrs. Churchill made a motion, seconded by Mr. Cook, and all approved seven members of the Fire Police attending the annual Thomas F. With Fire Police Training held at Jones Hall on March 1 at a cost not to exceed \$350.

**EMS/EMT Report**

- Deputy Chief Murray noted the District has an older iPad that won’t update and should be replaced. The new iPad will be used by EMT’s to complete required reports to state and county.
- Sue will contact Kables to determine the process to purchase it at a state bid.

**Fire Commissioner’s Reports**

**Motion #018 – 2025**

- Mr. DeMarco made a motion, seconded by Mr. Cook and all approved purchasing the fire prevention toys/giveaways from Positive Promotions as follows:
  - 250 goody bags- \$179
  - 500 Jr. Fire Chief hats-\$220
  - 100 Clip on badges -\$77

**Motion #019– 2025**

- Mr. Dutton made a motion, seconded by Mr. Cook, and all approved the purchase of two sets of gear for the Fire Police at NYS contract PC67938 in the total amount of \$3,096.
- Mr. Dutton noted the FEMA grant was not able to be submitted due to the short window of time.
- Mr. Cook stated he had reviewed bank statements and reconciliations for the following bank accounts and noted no discrepancies:
  - Money Market account #7960 ending 12/30
  - Certificate of Deposit #1325 (Jumbo) 12/9
  - Checking #5829 ending 11/30

## Secretary Treasurer's Report

### **Motion #020-2025**

- Mrs. Churchill made a motion, seconded by Mr. Cook, and all approved the 2025 lease with the Village of Caledonia and giving Mr. Dutton the authority to sign the lease for the District.

### **Motion #021-2025**

- Mr. Cook made a motion, seconded by Mrs. Churchill and all approved contracting with Mengel, Metzger, Barr & Co to conduct the District 2024 audit at a cost of \$8,500 and authorizing Mr. Dutton to sign the letter of engagement.

### **Motion #022-2025**

- Mr. Beach made a motion, seconded by Mr. Cook and all approved payment to attorney Ray DiRaddo in the amount of \$4,078.84.

### **Motion #023-2025**

- Mr. Beach made a motion, Mrs. Churchill seconded, and all approved the Treasurer's Report and payment of vouchers #1- 9, except for #4 totaling \$11,310.37.

### **Motion #024 – 2025**

- Mr. Beach made a motion, Mrs. Churchill seconded, and all approved to adjourn the meeting at 8 pm.

Respectfully submitted,

Susan J. Carson  
Secretary/ Treasurer