

**CALEDONIA JOINT FIRE DISTRICT**  
**January 7, 2026**

**MINUTES**

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

Others Present: Secretary/Treasurer Sue Carson, Chief Mike Churchill, Deputy Chief John Murray, Deputy Chief Andrew Carpino, Joshua Hanbach, Ethan Donaghue and Bob Jake.

The 2026 Organizational Meeting was called to order by Secretary Sue Carson at 6:30 p.m. All present participated in the Pledge of Allegiance.

**Motion # 001-2026**

Mr. Cook made a motion, Mr. Beach seconded it, and all approved the nomination of Jim Dutton as Chairman for 2026.

**Motion # 002-2026**

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

**Motion # 003-2026**

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. Officers will be sworn in at the February 7th Department Banquet.

**Motion #004– 2026**

Mr. Beach made a motion, seconded by Mr. Cook and all approved the appointment of Sue Carson as Secretary/Treasurer for 2026 at a rate of \$17,510 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 – 2026**

Mr. Cook made a motion, seconded by Mr. DeMarco, and all approved the appointment of Ray DiRaddo as Attorney for 2026.

**Motion # 006 – 2026**

Mr. Beach made a motion, seconded by Mr. Cook and all approved of the Livingston County News as the official newspaper for 2026.

**Motion #007 -2026**

Mr. Beach made a motion, seconded by Mr. DeMarco and all approved Five Star Bank and Tompkins Community Bank as official depositories of the District for 2026. 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 -2026**

Mr. Beach 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 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 Mr. DeMarco are assigned as authorizers. In the event Mr. Beach or Mr. DeMarco 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. Grant Oversight: Mr. DeMarco
4. Bid Process: Mr. Anderson

**Motion #009 -2026**

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

**Chief Churchill's Report:**

- The December Fire Report was provided electronically prior to the meeting. The December Fuel Log was presented.
- Deputy Chief Murray noted that NERS has been in use since September and incidents must be reported immediately, not at month end as before.

**Motion #009-2026**

- Mr. DeMarco made a motion, seconded by Mr. Beach, and all approved the December Fire Report.
- Equipment Update
  - #114 – to Firematic for repair on 1/19, estimated back in service by June.
  - #116 – Begin bid process and sell the truck by approximately April.
  - #117 – The truck is in service but had issues with air lines, lights and computers. The local Firematic shop was not responsive to these concerns. Deputy Chief Murray contacted the main office in Long Island to discuss the issues and lack of follow-through. Issues have since been corrected except for the computer.
  - Tahoe is due for NYSI in January.
  - Thermal imaging battery -outstanding.
  - Thermal imaging camera purchase from Chili – Estimated in early February.
  - New laptop, three desktops and iPad have been ordered through KABLES. KABLES has received the laptop.

**Motion #010-2026**

- Mr. Anderson made a motion, seconded by Mr. Cook and all approved purchasing four sets of gear from Dival at state bid in the total amount of \$21,184. The gear is anticipated to arrive in March or April.

- Grant Update
  - Mr. DeMarco stated the PERMA/NYS AFC washer grant has been approved for \$5,000 but was applied for and awarded to the Fire Department. A quote from Dival was obtained of \$4,877.17 plus shipping of approximately \$600.

**Motion #011-2026**

- Mr. Dutton made a motion, seconded by Mr. Cook and all approved purchase of the washer from Dival not to exceed \$5,500.
- Grant writing course – outstanding.
- DEC grant – no response yet.

**Motion #012 – 2026**

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

January

- 10- Snowmobile Safety Course and LandPro Christmas Party
- 25- Birthday party

**EMS/EMT Report**

- Chief Churchill noted Brendon Bortle is working on electronic PCR form.

**Fire Commissioner’s Reports**

- Mr. Dutton requested Dave Boyce from Tompkins Insurance attend the February meeting. Secretary will contact him.
- Mr. Dutton stated he has been in contact with the State Comptroller’s Office regarding a request to expand the District’s Multi Financial Year Plan to include estimates. The estimates will be brought to the February meeting for approval.
- Mr. Dutton stated he has ordered a labor law poster for the radio room.
- Mr. Dutton mentioned that the mezzanine's building permit had been filed.

**Secretary Treasurer’s Report**

**Motion #013-2026**

- Mr. Anderson made a motion, seconded by Mr. DeMarco and all approved the updated Social Media Policy as presented.

**Motion #014-2026**

- Mr. DeMarco made a motion, seconded by Mr. Cook and all approved contracting with Mengel, Metzger, Barr & Co to conduct the District 2025 audit at a cost of \$8,825 and authorizing Mr. Dutton to sign the letter of engagement. Mr. Anderson suggested a RFP next year.
- William Dietrich is now the Department Treasurer.
- The lease with the Village has been returned to them with proof of insurance.

**Motion #015-2026**

- Mr. Beach made a motion, Mr. Cook seconded, and all approved the Treasurer's Report and payment of vouchers #1- 11, totaling \$219,390.34.

**Motion #016 – 2026**

- Mr. Beach made a motion, Mr. Cook seconded, and all approved to adjourn the meeting at 7:36 pm.

Respectfully submitted,

Susan J. Carson  
Secretary/ Treasurer