

January 14, 2025

The meeting was called to order at 6:30 p.m.

Present were: Bob Patterson, Brian Franklin, Brendan Molloy, Renee Stanford, Sherri Cohen, Jackie Kreiner, Cory Sanford, Chris Strain, Desiree Strain, James Smith, Ryan Schader, Tom Cohen.

Absent: Les Elsworth

The minutes from 12-16-24 and were read and corrected. Brendan motioned to accept. Seconded by Renee with four yes, one absent, was carried.

CHIEF'S REPORT

The list of volunteers who worked the 10-19 boot drive was submitted. Brendan motioned to approve four dates on the 2025 fundraising schedule (3-08 & 5-24 boot drives, 4-05 ham raffle, 6-14 pancake breakfast) with reports to be submitted at June's meeting. Seconded by Renee with four yes, one absent, was carried. The 1-11 fire dept. pancake breakfast was cancelled.

Training report: (October) chimney fire training; gas meter training; fire police equipment; a work night report was submitted (truck and equipment checks). (November) no training was done due to lack of interior firefighters; a work night report was submitted (truck and equipment checks). (December) no training was done due to lack of a vehicle to use; a work night report was submitted (repairs on truck 272). The training schedule for January thru March 2025 was submitted. Course opportunities for training: Fire Service Cancer Reduction & Decon 1-22 (3 hrs.), Fire Officer I 1-25 (15 hrs.) - Chris Strain and James Smith enrolled; TIMS 1-28 (8 hrs.) - Kaleigh Crawford, Ryan Schader, James Smith, Taylor Smith, Desiree Strain enrolled; Battery Emergencies & Electrical Storage Systems 1-29 (2 hrs.), BEFO 2-11 (79 hrs.) - Kaleigh Crawford, Ryan Schader, Taylor Smith enrolled. County looking to schedule the following classes in spring - Emergency Vehicle Operations, Pump Operations and Rescue Technician Basic. EMT class, no one has signed up to take.

Chris Strain submitted his training history report.

There was no Christmas parade report presented. Chris Strain was the driver in 2751. Cory stated he was not aware of any issue regarding the parade until he saw it on the agenda; however, he further stated he would not discuss the issue in open session, but would in executive session.

Regarding the three eyeglass inserts for SCBA masks that Cory requested to purchase, Brendan motioned to purchase with the expectation that the Fire District's portion of the town budget will be received by the time the bill will be received. Seconded by Renee with three yes, two absent, was carried. This item will be taken from the Chief's budget.

Cory stated one new member will be submitted to the board for approval along with two resignations at February's meeting. Brendan motioned to approve one physical for Ryan Schader. Seconded by Renee with three yes, two absent, was carried. Derek Schader is due to have his physical done.

Fire Advisory Council: working on upgrading towers in anticipation of radios in 2026.

CALL LOG

10-07-23 Smoke investigation
 10-10-23 Carbon monoxide alarm
 10-15-23 ME x 2
 10-21-23 ME
 10-26-23 Building fire
 10-27-23 ME x 2
 10-29-23 MVA
 10-31-23 ME x 2

11-02-23 ME
 11-04-23 Mutual aid - Norwich; ME
 11-06-23 ME
 11-07-23 ME
 11-10-23 Trees/wires down
 11-11-23 Open burn
 11-12-23 ME
 11-15-23 ME
 11-16-23 Mutual aid - Norwich
 11-17-23 ME x 2
 11-26-23 ME

10-01-24 ME**
 10-05-24 ME x 3**
 10-06-24 Mutual aid - Norwich (cancelled) 6@
 10-09-24 ME 1@; ME (3)
 10-10-24 ME 1@; ME**
 10-13-24 ME 1@
 10-15-24 MVA (6), 1@
 10-16-24 ME**; ME (3)
 10-18-24 ME**
 10-20-24 Mutual aid - Smyrna (5)
 10-21-24 ME x 3**
 10-22-24 ME 2@
 10-24-24 ME**
 10-26-24 Trees/wires down (cancelled) 1@
 10-28-24 ME (cancelled) 2@
 12-03-24 ME**
 12-05-24 MVA (5), 2@
 12-08-24 ME**
 12-16-24 ME**
 12-18-24 Traffic control (1)
 12-22-24 MVA (cancelled) 3@
 12-23-24 Mutual aid - Norwich (cancelled) (1), 3@; ME**

11-04-24 ME**
 11-05-24 ME**
 11-07-24 ME**
 11-09-24 ME**
 11-13-24 ME 2@
 11-15-24 Mutual aid - Smyrna (2)
 11-22-24 Trees/wires down x 2 (cancelled) 1@
 11-23-24 ME**
 11-26-24 ME 2@
 11-28-24 ME (cancelled)
 11-30-24 ME 2@

12-25-24 ME 2@
 12-26-24 ME**; Chimney fire (3), 1@;
 CO alarm (2)
 12-27-24 ME**
 12-30-24 ME**

(**denotes no response)

() denotes # of personnel who responded

(@) denotes # of personnel at station

TREASURER'S REPORT

Brendan motioned to accept the treasurer's report as presented. Seconded by Renee with three yes, two absent, was carried. The board reviewed the following bank statements: General Fund 11-15 thru 12-12-24, General Fund Checking dated 12-01 thru 31-24, M&T money market statement dated 12-01 thru 31-24, M&T maintenance fund statement dated 12-01 thru 31-24. Renee reported that the district was awarded a \$5000 grant from PERMA. Bob submitted the treasurer's end of year report for 2024. Brendan motioned to pay bills on Abstract #487 totaling \$19847.70. Seconded by Renee with three yes, two absent, was carried. WEX gas card svcs. - cost \$0 charges for this month; image camera, per Jerome Fire Equip. no svc. necessary unless there is a problem with it; gear washer is dented, will be returned to J.P.B. Fire Sales for replacement; Cory stated the fire dept. refuses to reimburse the board for Kevin Ray's physical; truck 272 repair - cost \$1264.85; due to the mutual aid call, the tow bill on truck 276 will be paid by Cincinnati Fire Dept. Sherri submitted a petty cash report. Renee motioned to accept. Seconded by Brendan with three yes, two absent, was carried.

COMMUNICATIONS

The hall has been scheduled for use on the following dates: 1-18 Monday rental; 2-03 town planning board meeting. Jackie submitted \$100 cash for the Cardoza rental.

Jackie presented the hall use end of year report for 2024.

One printed issue of the December 2024/January 2025 issue of Fire District Affairs newsletter was received.

The form for reporting on the annual 2% insurance tax monies was given to Cory. Report is due March 1st.

A letter was received from Michael Hiller regarding the flag on the fire dept.'s property on Co. Rte. 16 and it not having a light shining on it. The letter was given to Cory.

Shelly Ciborowski submitted the 2025 schedule of events for the town youth committee.

Sherri left meeting at 8:14 p.m.

OLD BUSINESS

Work orders update: . status of sound proofing of the meeting hall:

- . floor repair hall side:
- . check ceiling for a leak:
- . check leak under overhang by bottle bin:
- . check screen replacement of windows, weed killer around building, outside for rust:

No change in status of above items for this month. HOLD The outlets around the sink area in the kitchen are not working; Brendan motioned to contact Palmer Electric for estimate on repair. Seconded by Renee with three yes, two absent, was carried. On HOLD for additional estimates.

PERMA & NYSAFC Grant: the gear washer has been delivered; however, it was damaged in shipping, will be returned to J.P.B. Fire Sales for replacement. Additional information that Renee requested from Cory, was submitted to her.

The \$25M grant (SFY2024-2025 V-FIRE): the needed documentation that Renee requested to be returned to her by December's meeting, which was not submitted, Cory turned in to Renee this month.

The 2024 DEC forestry grant was denied.

Cory still wants the headlights on trucks 271, 272 and 276 replaced with LEDs. The cost is estimated at \$1500 plus labor for each truck according to Twin Tiers. Chris felt this estimate was extreme as he said all that needs to be done is to change out the bulbs. Bob spoke with Jim at Twin Tiers who said it is not as simple as that as bulbs cannot be changed due to destroying the wiring in the truck's system.

Status of fire call log reports: 18 more are still behind and need to be completed. According to Harold at OES, there are 44 calls not done for 2023 and 83 calls are not done for 2024.

Cory stated he will schedule the inspections for trucks 271, 272 and 276. He will have them done at Lee's Truck & Car Repair in Pitcher.

Bob is working to complete the cancer and term insurance reports that need to be sent to the state.

NEW BUSINESS

Regarding the Active Member standard reports for July thru December 2023 and the full 12-month report for 2023: Cory stated he cannot submit the information due to it being missing.

Obtaining information regarding inventory tracking service set up along with the pricing: Bob reported that at this time the district feels it is not feasible to pursue the service as it is way too costly.

Explore improving fire services for the community covered by Plymouth Fire District. Consolidation, Merger, Deactivation, Dissolution, Fire protection contracts, Hiring a fire chief, etc.: working on gathering information for discussions. Bob reported that two grants would be coming from the state. A LGE (Local Government Efficiency Grant) is available. Local share cost would be \$25000. After discussion, Brendan motioned to proceed and hold special meeting of the board if needed. Seconded by Renee with three yes, two absent, was carried. In October Cory stated he would meet with Matt Beckwith regarding discussing details of a shared coverage plan. In November Cory stated he had not heard back from Matt. Matt reported to Bob that Cory has not discussed any plan with him.

Bob presented the fire district end of year report for 2024.

The fuel log report for 2024 was submitted.

The fire dept. chief officer election results (election was held on 12-07), were not submitted. Per the chief officer eligibility list, which was submitted in November along with the list of the courses lacking for each candidate for office included, Brendan motioned to accept the slate of officers as presented with the provision that all appointees must take the required mandated courses when offered. Seconded by Renee with three yes, two absent, was carried. Cory Sanford is Chief; Chris Strain is 1st Asst. Chief.

Active Member Standards Report: second six months (July thru December) and full year 2024 reports were submitted.

The fire dept. end of year report for 2024 was not submitted. Cory stated he was working on it.

COMMUNITY CONCERNS

No members from the public were in attendance.

OTHER

A reminder was given that the 2025 annual inventory report is due at February's meeting.

Bob is working on the 2024 annual year end treasurer state audit report, which is due in Albany by the end of February.

A member of the board will contact Sherri to meet to complete the internal end of year audit report for 2024.

A reminder was given that an updated Certified Driver/Operators list for 2025 is due at February's meeting.

An updated Membership Information Job Description/Responsibilities list was submitted.

Cory stated the rollers on one of the truck bay overhead doors need attention. Renee motioned to have Hayes Garage Doors inspect all the overhead doors. Seconded by Brendan with three yes, two absent, was carried.

A plug in cord is needed for truck 275. Brendan motioned to purchase the cord. Seconded by Renee with three yes, two absent, was carried.

A letter was received from the American Red Cross asking if this facility will continue to be designated as a disaster shelter. Brendan motioned to respond that this facility will continue to be designated as a disaster shelter. Seconded by Renee with three yes, two absent, was carried.

Renee motioned to enter executive session at 9:14 p.m. to discuss the employment history of a particular person, matters of appointment, employment, demotion, discipline, suspension, dismissal or removal of a particular person. Seconded by Brendan with three yes, two absent, was carried. Brendan motioned to adjourn executive session and return to regular meeting at 9:25 p.m. Seconded by Renee with three yes, two absent, was carried.

WORK IN PROGRESS

(will move these items up for Board Action as background information/reports are completed)

Bob adjourned meeting at 9:26 p.m.

January 14, 2025

The re-organizational meeting was called to order by Sherri Cohen at 7:02 p.m.

Brian left meeting at 7:02 p.m.

Present were: Bob Patterson, Brendan Molloy, Renee Stanford, Sherri Cohen, Jackie Kreiner. Absent: Brian Franklin, Les Elsworth

The oaths of office forms were given to Les, Sherri and Jackie; all were signed and notarized.

COMMISSIONER'S ELECTION

Renee motioned to nominate Bob for Chairman. Seconded by Brendan with three yes, two absent, was carried.

At this point, meeting was turned over to Bob.

Bob motioned to nominate Renee for Vice-Chairman. Seconded by Brendan with three yes, two absent, was carried.

Renee moved to appoint the following positions:

Secretary/Public Information Officer - Jackie Kreiner

Treasurer - Sherri Cohen

Internal Claims Auditor - Board of Fire Commissioners

with salaries for both the secretary and treasurer fixed at \$599/per year, each. Seconded by Brendan with three yes, two absent, was carried.

Brendan moved to appoint Coughlin & Gerhart as fire district attorney with compensation fixed at \$400/per hour. Seconded by Renee with three yes, two absent, was carried.

Renee motioned to have the Treasurer, Chairman and Vice-Chairman designated as signatories on all district bank accounts, with two required signatures for transactions. Seconded by Brendan with three yes, two absent, was carried.

Brendan motioned to approve the use of one credit card for the Chairman, to be used for official business purposes only, with a credit limit of \$2500. Seconded by Renee with three yes, two absent, was carried.

Renee motioned to designate the Evening Sun as official newspaper. Seconded by Brendan with three yes, two absent, was carried.

Brendan motioned to authorize official undertakings in the form of a surety bond in the amount of \$150000, with indemnity specifically designated for the Treasurer, Chairman and Vice-Chairman. Seconded by Renee with three yes, two absent, was carried.

Brendan motioned to adopt the yearly meeting calendar, as presented. Seconded by Renee with three yes, two absent, was carried.

Renee motioned to authorize the Chairman, or his designated representative, to sign and submit all applications for federal funds as well as other funds which may be available to the district. The Board, however, reserves to itself the right to accept all funds. Seconded by Brendan with three yes, two absent, was carried.

Renee motioned to establish a \$60/per year petty cash fund for the treasurer. Seconded by Brendan with three yes, two absent, was carried.

Renee motioned that all district policies in effect or adopted in 2024, be re-adopted and remain in effect for 2025, unless subsequently amended. Seconded by Brendan with three yes, two absent, was carried.

Brendan motioned to authorize the treasurer to submit to the Board, the annual financial report from the preceding fiscal year within 60 days after the end of the fiscal year, and that this authorization remains in effect until rescinded by the Board. Seconded by Renee with three yes, two absent, was carried.

Brendan motioned to designate Alliance Bank, NBT Bank N.A., Citizens Bank, M & T Bank and Community Bank N.A., as official depositories. Seconded by Renee with three yes, two absent, was carried.

Brendan motioned to authorize the Vice-Chairman and Treasurer, with the Chairman's approval, to continually invest idle funds into CDs or interest-bearing accounts offering the most favorable rates. Seconded by Renee with three yes, two absent, was carried.

Bob adjourned meeting at 7:05 p.m.