**Fly Creek Fire District Board of Fire Commissioners**

**Organizational/ District Meeting Minutes**

**January 10, 2022**

**Present : Chairman Matt Pernat, Commissioners Joan Kegelman, Christine Voulo, Vincent Ruggiero and Betty Staffin (arrived at 7:08pm), Treasurer Pam Deane**

1. Treasurer called session to order at 7pm
2. Flag salute and moment of silence at 7:01 pm
3. Nomination of Chairman- Matt Pernat, Motion by Vincent Ruggiero , Second by Christine Voulo. All in favor, motion carried.
4. Treasurer turns meeting over to Chairman at 7:02pm
5. Nomination of Vice Chairman- Vincent Ruggiero, Motion by Christine Voulo, Second by Matt Pernat . All in favor, motion carried.
6. Appoint Deputy District Treasurer- Christopher Kegelman, Motion by Christine Voulo. Second by Vincent Ruggiero. All in favor , motion carried.
7. Appoint District Secretary – Shannon Shaul. Motion by Christine Voulo, Second by Joan Kegelman . All in favor, motion carried.
8. Pam Deane Administered oaths for secretary and deputy district treasurer at 7:10 pm Oaths to be filed with secretary and Clerk of Town before January 30, 2022 per Town Law 174(3) and Public Officer’s Law (30)
9. Establish salaries for district personnel ( Secretary $900 and Treasurer $1200)
10. Appoint Legal Advisor-Terrence Hannigan . Motion by Christine Voulo, Second by Vincent Ruggiero. All in favor , motion carried
11. Designate official newspapers –designate a daily paper ( Oneonta Daily Star) and Freeman’s journal . Motion – Vincent Ruggiero, Second Christine Voulo. All in favor, motion carried.
12. Designate dates, times and locations for upcoming Board Meetings, Hearings and Elections. **Board meetings to be held on the Second Thursday of the month and Election to be held on Tuesday, December 13, 2022.**
13. Set the date for the Budget Hearing for the 3RD week of October - **Budget hearing to be held on Tuesday October 18, 2022.** Motion – Christine Voulo, Second Vincent Ruggiero. All in favor , motion carried.
14. Acknowledge Procurement of Treasurer’s and Deputy Treasurer’s bond / Insurance to be increased to $300k- Direct the filing of Copy of the Bond or Declarations Page of Insurance Policy with Town Clerk
15. Designate official Depository(commercial Bank)- NBT Bank Motion – Christine Voulo, Second Betty Staffin. All in favor, motion carried.
16. Permission for Treasurer or Deputy District Treasurer to pay fuel, lights, wages, postage, telephone, internet, gas/ diesel and heating oil every month. Motion – Christine Voulo, Second Vincent Ruggiero
17. Treasurer required to submit AUD to Board of Fire Commissioners within 60 days after the end of the fiscal year
18. Adopt Section 104-B of the General Municipal Law regarding District purchasing practices- need to have at least three bids. Motion by Vincent Ruggiero, Second by Joan Kegelman , All in favor , motion carried
19. Approve Mileage Reimbursement at the Approved IRS rates throughout the year at .585 cents per mile. Motion by Joan Kegelman, Second by Vinnie Ruggiero . All in favor , motion carried.
20. Authorize Defense and Indemnification of Commissioners, District employees and District Volunteers pursuant to Public Officers Law (18)
21. Authorize Defense and Indemnification District Volunteer Firefighters Pursuant to General Municipal Law (205-g)
22. Appoint accountant- State Audit has been requested last December.
23. Designate Secretary Shannon Shaul as District Records/ FOIL Officer. Motion by Christine Voulo, Second Matt Pernat. All in Favor , motion carried .
24. Adopt LGS-1(as modified) as the Record Retention Policy of the District
25. Designate At Least One “Public Location” to be used for the posting of Open Meetings Law Notices - “fire station front door “
26. Approval of Membership in the associations including FASNY, NYSAFC, Association of Fire Districts of the State of NY and any other associations the Board deems appropriate to carry out its business. Motion by Christine Voulo, Second by Joan Kegelman . All in favor, motion carried
27. Review and Renew and Re-adopt Existing Leases and contracts – Putnam Pest Control, Epic landscaping, Kinley for generator ( Betty Staffin to contact)
28. Re-Adopt All Existing Policies and Adopt New Policies if warranted (Example Dual signatures required on checks over $100 –Pam Deane , Christopher Kegelman and Matt Pernat to have check signing privileges for checks over   
    $100- 2 signatures are required . Petty Cash reserve fund to be in place for purchases less than $500. Motion – Vinnie Ruggiero, Second by Christine Voulo. All in favor , motion carried.
29. Declare that the Annual Review of Workplace Violence Policy and Incident (if any) was conducted pursuant to 10 NYCRR 806(i)(5) and there were no such reports for the previous year. To be posted on the bulletin board in the hallway by Chief’s office
30. Authorize in Advance the Use of Fire District Equipment and Apparatus for Use at Parades, Wakes, Fire Prevention details and other events upon Approval of the Chief. Motion by Joan Kegelman, Second by Christine Voulo. All in favor, motion carried .
31. Acknowledge that the District has Obtained Enhanced Cancer Disability Benefits Required Under General Municipal Law 205-cc by Either the Procurement of an Approved Insurance Policy or by Showing Proof in Writing that the District Agrees to Fund All Eligible Claims Through Revenues.
32. Reading of Minutes- December meeting minutes were read and not passed as they read “like an editorial.” Motion made to fix Multiple corrections and to be read next month by Vincent Ruggiero, Second by Christine Voulo . All in favor , motion carried.
33. Correspondence- none
34. Treasurer’s Report- Bill’s PAID Stryker-$135, AIS administrator-$1992.75, Bound Tree $40, WestLake Ace Hardware $41.94, Ed’s Repair Shop $220.06, Gillie’s Auto -$5.16, Bill to John Phillips was paid by the Company and needs to be reimbursed to the company , Gillies auto $5.16, Superior Plus heating oil -$1,194.44, Putnam Pest $35, Nyseg $422.65, Kaps Krew $90, Galls ( rail for frame barricade)-$176.97, Pam Deane- Cleaning $67.50, Iron String press-$56, VCI Emergency Vehicle Specialists-$64, Christine Voulo- postage $7.38.

35.Chief’s Report - December calls: Fire 11, EMS 37 toned calls( Coop 9, Fly Creek 20, Richfield 5, Edmeston 1 Hartwick 1,Sidney 1)

* + Responded to 11 (Fly Creek 10, Hartwick 1)
* Yearly calls 2021- Fire 61, EMS 600 toned/ 176 responded
* Medicals Tuesday 1/11 at NYCAMH – as per attorney and NYCAMH officials ALL members Category A,B and C must have medicals. That DOES include several that are auxiliary members. Still have members with outstanding physicals from 2018
* Training classes Wed 1/12/22 , Wed 1/26/22 and Cold Water Rescue class Sunday 1/16/22 at 10 am
* All trucks in working order with the exception of 0512 that has another big air leak and going to be fixed this week by Firematics once again.
* Truck room walk doors – waiting for panic bars
* Equipment pending approval by Commissioners – (6) Cairns 1044 helmets $310 each for total of $1860, (6) leather helmet shields $65 each for total of $390, (3) hydrant adapters for (Hartwick) $256 each for total of $768, (2) Mustang Commander cold water rescue suits at $825 each for total of $1650, one reconditioned ice sled $995, (2) rope bags for cold water rescue at $300 each for total of $600 and 6 pairs of gloves at $101 each for total of $606 GRAND TOTAL $6869. Motion made to purchase equipment made by Vincent Ruggiero, Second by Joan Kegelman. All in favor, motion carried.

1. EMS Report- NO report submitted by squad ( See Chief’s report)
2. Fire Police Report-NO report submitted
3. Auxiliary Report – No meeting this month due to COVID. Will speak to chief about purchasing auxiliary safety vests for scene identity
4. Special Topics of Discussion – Betty Staffin brought up Fire Company member, Claire Kepner being “dismissed “ from the company. Advised that this was not a commissioner matter but a company matter and that Ms. Kepner violated three company bylaws . Advised to speak to Chief Voulo and that Ms. Kepner chose to resign and was not “dismissed” from the company. Also discussed matter of Ed Hobbie being banned from the Fire District Property due to his threatening and disruptive behavior at the 12/16/21 Commissioner’s meeting. A vote was taken to ban Mr. Hobbie at the Commissioner organizational workshop on Jan 4th,2022 – Vote passed with 2 commissioners abstaining. Mr. Hobbie was subsequently served by the Otsego County Sheriff’s Dept and also by return registered receipt.
5. New Business -none
6. Adjourn Meeting – Motion by Christine Voulo, Second by Betty Staffin

Next meeting on February 10, 2022 at 7pm

Respectfully submitted,

Shannon Shaul – District Secretary