

Fly Creek Fire District Board of Fire Commissioners
Organizational workshop
Date: January 5, 2023

Present: Pam Deane (PD) (Treasurer), Keith Dickison (KD), Sam Hoskins (SH), Ed Kukenberger (EK), Cassidy Lent (CL) (Secretary), Betty Staffin (BS)
Absent: Christine Voulo (CV)

SH - Following Mr. Hannigan's outline from Jan 3, 2022 on how to do a workshop. Will not be voting on anything and just reviewing points that will be done at next week's organizational meeting.

PD is temporary chairperson

Pledge of allegiance

1. Board to elect temporary chairperson pending election of chairperson
 - a. Motion to elect SH as temporary chairperson made by KD, seconded by EK, passed and approved.

The commissioners thanked the firefighters for their hard work and commitment to the community. They will work hard to get the firefighters what they need to keep them safe. Also, thank you to the community.

2. Confirm notification to media of meeting
 - a. Organizational meeting followed by commissioner meeting – Thursday, January 12th @ 7:00pm
 - b. CL will contact *Daily Star*
3. Board elects chairperson
 - a. Will do at organizational meeting
4. Administer Oaths for incoming commissioners and Directs that Oaths be filed with secretary and clerks of town before January 30, 2023 per Town Law 164(6) and Public Officer's law 30.
 - a. Administered tonight at town hall, per conversation with Mr. Frank.
 - b. Have been filed with the town clerk, but not the secretary
5. Appoint secretary
 - a. Will do at organizational meeting
6. Appoint treasurer
 - a. Needs to be done even though elected position
 - b. Will do at organizational meeting
7. Administer Oaths for secretary and treasurer and direct that Oaths be filed with secretary and clerk of town before January 30, 2023, town law, 173(3) and Public Officer's law 30.
 - a. Will do at organizational meeting

8. Established salaries for secretary and treasurer work.
 - a. Already slated in the 2023 budget
 - b. Will need to (re)establish salary for cleaning person at organizational meeting
9. Designate dates, times, and locations for upcoming board meetings, hearings and elections.
 - a. Will do at organizational meeting
10. Set a date for Budget hearing during the third week of October 19th.
 - a. Will do at organizational meeting
11. Designate official newspaper. Currently the *Daily Star* and the weekly paper the *Freeman's Journal*.
 - a. *Daily Star* recommended by PD
 - b. Will do at organizational meeting
12. Acknowledge procurement of treasurer's bond/ insurance, and amount, and direct the filing of copy of bond or declarations page of insurance policy with town clerk.
 - a. Will do at organizational meeting
13. Designate official depositories. Currently in NBT Bank.
 - a. Will do at organizational meeting
14. Approve mileage reimbursement at proved IRS rate throughout the year currently 62.5 cents per mile.
 - a. Will do at organizational meeting
15. Payment advance for payment claims law 176
 - a. Will do at organizational meeting
16. Designate committees
 - a. Will do at organizational meeting, as necessary
17. Authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers pursuant to public officers law 18.
 - a. Will do at organizational meeting
18. Authorize defense and indemnification district volunteer firefighters, pursuant to general municipal law, 205 – G like that
 - a. Will do at organizational meeting
19. Appoint attorney
 - a. Will do at organizational meeting
20. Appoint accountant
 - a. SH will research the need for this
 - b. Will do at organizational meeting, as necessary
21. Review and renew mutual aid agreements
 - a. Adam Kantor stated that this Chief does this
22. Designate secretary as district Record/FOIL officer
 - a. Will do at organizational meeting
23. Declare that official records of the district will be maintained in paper form.
 - a. Will do at organizational meeting
24. Adopt local government schedule -1 (as modified) as the record retention policy of the District
 - a. Will do at organizational meeting

25. Designate at least one public location to be used for the posting of open meeting law notices.
 - a. Example would be firehouse door or sign board
 - b. Will do at organizational meeting
26. Approve membership in associations to including FASNY, NY,SAFC, Association of fire districts of the state of New York, the local fire District associations, and any other associations, the board deemed appropriate to carry out its business.
 - a. FASNY dues paid by company; AFDSNY dues paid by district
 - b. Will do at organizational meeting
27. Review and renew, and re-adopt existing leases and contracts.
 - a. We have several
 - b. Will do at organizational meeting
28. Re-adopt all existing policies
 - a. Unclear as to what policies are being referenced
 - b. Will do at organizational meeting
29. Declare that the annual review of workplace violence policy and incident report was conducted pursuant to 10 NYCRR 806 (l)(5) and there were no such reports for the previous year.
 - a. These are the by-laws, code of conduct, and ethics policy
 - b. Will do at organizational meeting
30. Authorize in advance the use of Fire District equipment and apparatus for the use of parades, wakes, fire prevention, details, and other events up on approval of the chief or his designee.
 - a. Will do at organizational meeting
31. Acknowledge that the district has obtained enhanced Cancer disability benefits required under mutual law # 205 – cc by the procurement of an approved insurance policy.
 - a. PD - Vincent Ruggiero needs to be switched to inactive
 - b. Will do at organizational meeting
32. Approve of members participation in specialty teams, (county, USAR, etc)
 - a. Was not discussed

The following were concerns from Fly Creek community members:

33. Request a copy of the video audio recording of the commissioners.
 - a. Policy/procedure to erase meeting recordings in X many days
 - b. AK – the cameras in the firehouse are for security, not for recording meetings
 - c. Will do at organizational meeting
34. Request a copy of the corrective action plan for the comptroller audit.
 - a. SH – found on website; couldn't find corrective action plan
 - b. JK – was for the oversight of the treasurer, enact capital reserve funds, but those were voted down, so no corrective action plan
 - c. BS – people didn't understand what this was, so they'll vote no
 - d. SH – on that report, it said the action plan needs to be returned in 90 days; since it failed, did we let them know

- e. JK – it was a suggestion, not a requirement
 - f. SH – okay, so we don't have to notify them
 - g. SH – This is completed; can contact comptroller
 - h. JK – they'll suggest it again
 - i. SH – we can try again; will talk at future meeting
35. Designate a person to get the mail and have the keys.
- a. PD has trouble getting bills in a timely fashion
 - b. Will do at organizational meeting
36. Allow access for the secretary and treasurer to the locked file cabinets.
- a. Adam Kantor moved these out into the meeting room
 - b. Will do at organizational meeting
37. Obtain town law manual, Commissioner Training Reference Material, and Fire Service Law Management Resource Manual for all commissioners.
- a. SH would like each commissioner to have a copy
 - b. JK stated that she had a copy of the reference material made at the Copy Shop
 - c. Will be looked into

Questions, comments, suggestions:

1. Margaret Wolfe suggested that all should go to the training at Turning Stone in early March, including the secretary. It was also suggested that the treasurer attend.
2. SH will send out the agenda for the organizational meeting so that all the commissioners have a chance to review it before the meeting.
3. It was asked that a notice go on the board about the organizational meeting.
4. Chris Kegelman suggested that all commissioners, as well as the secretary and treasurer, be set up with district emails so as not to use personal emails for fire district business. Joan Kegelman stated that Mr. Hannigan had suggested chromebooks be purchased by the district for the commissioners.
5. Claire Kepner stated that she felt the meetings should be moved to the third Thursday of the month.
6. Vincent Ruggiero mentioned that a vice chairperson should be appointed at the organizational meeting. It was decided that this wasn't something that needed to be done and that another commissioner can step up if the chairperson is unable to attend a meeting.
7. SH reiterated that the organization meeting notice will be posted on the sign board outside the firehouse, in the *Daily Star*, and the company's website under the district portion.

Next meeting will be held on Thursday, January 12 @ 7:00pm. This will be the organizational meeting, followed by the commissioners meeting.

Motion to adjourn made by BS, seconded by KD; passed and approved

Meeting adjourned at 7:53pm

Respectfully submitted,
C. Lent