

Fly Creek Fire District Board of Fire Commissioners  
Monthly Meeting Minutes - DRAFT  
Date: Thursday, March 9, 2023, 7:00PM

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

Present: Shirley Dickison, Eileen Kukenberger, Kelly Steele, Harry Winnie, Connie Hobbie, Ed Hobbie, Margaret Wolff, Henry Hight, Mike Staffin, Casper Ewig

1. Call to order – 7:00pm
2. Pledge of Allegiance
3. Reiterate Open Meeting Policy
  - a. Speaking during public comments only
  - b. Stand and state your name for the record
  - c. 3 minutes per speaker
4. Review, correct, and approve minutes
  - a. Can now be found on town website
  - b. CV asked about correspondence on change of address to Fly Creek Fire Company – EMS; asked why this was opened and where was it.
  - c. Motion to approve last month’s minutes with corrections was made by KD
  - d. Motion to accept minutes with above corrections/additions made by CV, seconded by BS; passed and approved
5. Correspondence - CL
  - a. AFDNYS newsletter
6. Treasurer’s Report - PD
  - a. Proposal to set up five different accounts at Bank of Cooperstown
    - i. Truck fund – \$121,000
    - ii. Checking – \$40,000
    - iii. Money market – \$70,000
    - iv. CD #1 – \$170,000+
    - v. CD #2 – \$30,000
  - b. Discussion
    - i. CV stated that this is good to do, as we are the only district in New York to vote down capital reserve funds and that co-mingling money is illegal
  - c. Motion to create five different accounts at the Bank of Cooperstown made by SH, seconded by KD; passed and approved
  - d. Questions – CV asked about the January bills paid, noticed in “fire/safety equipment and training” line item that money pulled to pay back commissioners for training was pulled from there, should have come out of misc. Please correct. PD agreed to do so.
  - e. Payment of Bills

Kelly Steele (building maintenance)	\$175.00
Putnam Pest Control (building maintenance)	\$35.00

Daily Star (misc)	\$3.00
NYSEG (electric)	\$39.23
Superior Plus (heating fuel)	\$1,306.64
Westlake Ace Hardware (building/truck maintenance)	\$62.95
Town of Otsego (truck fuel)	\$290.91
<u>Sunny Weeb Shops (misc)</u>	<u>\$80.00</u>
TOTAL	\$1,992.73

- f. Motion to pay bills made by BS, seconded by KD; passed and approved
- g. Motion to accept report made by BS, seconded by KD; passed and approved
- 7. Chief's report – Chief Voulo
  - a. February calls - 4 Fire, 10 EMS toned calls (4 in Fly Creek, 3 in Cooperstown, 3 in Richfield/Schuyler Lake); went to 4
  - b. February trainings – 2; cold water rescue and hose handling
  - c. March trainings – One on Tuesday, March 21
  - d. Hribar benefit – good turnout – 175 dinners, very appreciative of being able to use the firehouse
    - i. BS asked if a certificate of insurance was received
    - ii. Yes
  - e. Building permit for here – expires today, someone has to call county codes office to inspect building
    - i. CV offered to call
  - f. Fire extinguishers being tested tomorrow, Henry Hight is meeting ABM
  - g. UTV – April 14<sup>th</sup> projection for arrival
  - h. 75<sup>th</sup> anniversary parade – talked with company, September 9<sup>th</sup> @ 11am, parade and food, will use outside and facilities, if okay with commissioners– company in favor; would like board of commissioners to participate as well
  - i. Turnout gear – normally do two sets/year; on a state bid, but got three quotes for gear, boots, harnesses, etc; procurement form given to SH; would need motion to approve/not approve
    - i. Have three sets ready to expire
    - ii. Company purchased two, district purchased two, hoping to get two from town
  - j. Motion to support the 75<sup>th</sup> anniversary parade made by KD, seconded by EK; passed and approved
  - k. Motion to approve purchase of turnout gear made by CV, seconded by BS; passed and approved
  - l. Motion to accept report made by KD, seconded by EK; passed and approved
- 8. Equipment engineer's report – Connor Voulo
  - a. Recall on 0531, was out two days; truck inspected and all set
  - b. All trucks due for inspection this month
    - i. SH has been asking around and found that Jamie is the one to use
    - ii. Chief Voulo reported that Ford in Oneonta can handle two smaller vehicles

- iii. Some had concerns about using Jamie, as he may have missed some things in the past but still passed them
- iv. Chief Voulo stated that this needs to be done properly for the safety of company members riding on these and is willing to give Jamie another shot
- v. EK offered to drive down if that's okay; EK needs to make sure covered by insurance
- vi. SH asked if there was a preference of what goes first
  - 1. 0512 as first due
- vii. EK to call Jamie and SH to call John Rylan to make sure it's covered
- viii. Chief Voulo asked that he be informed so equipment can be removed
- c. Motion to accept report and arrange inspection made by EK, seconded by KD
  - i. Discussion, questions
    - 1. KD asked about receiving a copy of the fire company minutes. After much discussion, it was decided that the company would speak with Mr. Hannigan and that the commissioners would not be receiving a copy at this time.
  - ii. Initial vote was four ayes (SH, EK, BS, CV) and one nay (KD). This was later amended to passed unanimously.

#### 9. EMS report

- a. No report other than what's in chief's report
- b. Motion to accept report made by BS, seconded by KD; passed and approved

#### 10. Fire police report

- a. Meeting on Thursday at 7pm
- b. Fire advisory board meeting is helpful
- c. Robert West passed away
- d. Motion to accept report made by KD, seconded by CV; passed and approved

#### 11. Auxiliary report - CV

- a. Helped with Hribar benefit
- b. Next meeting on Monday at 7pm
- c. Pancake breakfast (no April date), but sometime in spring
- d. One in August (26<sup>th</sup>), will need to get this okayed
- e. Motion to accept report made by EK, seconded by KD; passed and approved

#### 12. Old business

- a. Add SH as second signer to checking account
  - i. Motion to approve made by CV, seconded by BS; passed and approved
- b. Designate the Fly Creek Fire Company (FCFC) as the firefighting provider for the FCFC, and the Fly Creek Fire District as the authority over the jurisdiction
  - i. Motion to approve made by KD, seconded by SH; passed and approved
- c. Approve designated fund-raising events of the Fly Creek Fire Company as VFBL activities per general municipal law 204a
  - i. Motion to approve made by BS, seconded by KD; passed and approved
- d. Heating System

- i. Spending lots of money on heating oil, so should the board look at doing a mini split of air/heating
    - ii. CV reported that this was being looked into, but was curtailed at the end of last year because of spending, but can look into again this year
    - iii. SH stated that he would put on a future agenda
  - e. Spectrum
    - i. This has been taken care of, at no extra charge for weekend service
  - f. Policies are being reviewed and updated
    - i. Policies are held by CL; have five or six, but couldn't find any others
    - ii. CV stated that there should be a code of ethics
    - iii. SH felt the board should think about what we need for policies
    - iv. CV will sign at end of meeting
  - g. Email for FCFD Commissioners .gov
    - i. Need to have a domain, then can go out and get an email server
    - ii. Need to sign something that we are a government agency, then have someone they contact and an administrator
      - 1. SH would be contact person, KD would be administrator
    - iii. Takes about a month, then need to go to google
    - iv. FCFD.gov has not been taken – would be for fire district only and would remain a part of FCFD
  - h. Legal Counsel
    - i. SH has contacted at least five different people who do fire law
    - ii. CV had sent SH a number of names, as well
    - iii. Greg Serio – \$2,500 for year, charges time back against that, \$500 for attending meeting, \$300/hr for time plus mileage
      - 1. SH had KD talk with him
      - 2. Motion to approve Greg Serio as district lawyer for 2023 made by KD, seconded by BS; passed and approved
  - i. Truck inspection/maintenance
    - i. Covered in equipment engineer's report
  - j. Audit
    - i. Spoke with four different people about this
    - ii. SH recommendation - Comptroller's office has a check list that we could use to do own audit, while hiring an independent person to help us
    - iii. Will decide how to move forward at next month's meeting
- 13. New business
  - a. Inventory of equipment, apparatus, and gear
    - i. Chief Voulo reported that they will need to do a new one; internal audit of all of the equipment
  - b. Side by side – insurance?
    - i. SH – got ahold of John Rylan and got a copy of our insurance policy; our insurance links the district and company in one; we can work out some coverage; needs a license plate, registered

- ii. Chief Voulo reported that it will come registered, the fire company will pay for it, but may have been included in price
- c. List of members, including Active, Retired...etc...
  - i. Chief Voulo gave list of all members
  - ii. Presented new member; Gregory Kingsley, approved by fire company at Tuesday's meeting. He is unable to come before the board of commissioners tonight (or any Thursday) because he works
  - iii. BS stated that she believed two people on board of commissioners need to interview any potential new members
  - iv. Chief Voulo stated no, that he was interviewed before being presented to the company, so the commissioners just need to approve
  - v. Chief Voulo stated that Greg had passed the background check and received unanimous approval from the company; looking for apartment in district; working in and out of district
  - vi. Motion to approve Greg Kingsley as a member of the fire company made by KD, seconded by EK; passed and approved
- d. Electronic sign
  - i. Shouldn't be an issue having one in town
  - ii. Look at going forward

#### 14. Public comment

- a. Kelly Steele – handed in resignation for cleaning tonight; thank you for your service
- b. Shirley Dickison – Would like to know more about electronic sign; will it say company or district? Will it be a district sign?
  - i. SH – Aren't at the point to know what it would say, but it would be a district sign because it's on district property
- c. Claire Kepner – Spoke about how she would keep track of rental, insurance, donations, etc. when she was district secretary; asked who is now taking care of that?
  - i. CV – reported that we stopped renting because of covid, so needs to be brought up again
  - ii. SH – believes somebody should do this; asked if CL would do going forward; agreed
- d. Joan Kegelman –
  - i. Applaud different accounts, but suggested caution with putting money into CDs and that money from other years aren't comingling with this year's money
  - ii. Lynn Bass has done audit for 5 years, so should get someone else
  - iii. Asked who did AUD this year
    - 1. PD and Pat Keirnan (?)
    - 2. JK asked about a bill from her
    - 3. PD reported that she emailed, but hadn't heard back
- e. CV – if you do this audit, I think it should be conducted by a person outside of Fly Creek

- i. SH – Suggested Tony (Oneonta); audit would be about \$5,000, but we could do a review
  - ii. CV – Suggested Melissa Fuller
  - iii. SH – Asked if CV could find out if they do fire companies
  - iv. CV – Agreed to do so
- f. Adam Kantor –
  - i. Suggested that the commissioners might not want to use FCFD, might be confusing with the former fire department
  - ii. Disconcerted with the fact that one of the commissioners voted against the inspection of the vehicles
    - 1. KD asked that a correction be made to that part of the minutes

15. Next meeting

- a. April 20 at 7:00pm
- b. Most people preferred Thursday
  - i. CV asked about the fire advisory board meeting; Chief Voulo reported that the chiefs might not be able to attend commissioners' meeting, but will send report

16. Adjournment

- a. Motion to adjourn made by EK, seconded by KD; passed and approved
- b. Meeting adjourned at 8:32pm

Respectfully submitted,  
C. Lent