

Stanley Fire District Minutes

1-9-2024

Organizational & Regular Meeting – Board of Commissioners

The January 9, 2024 organizational and regular meeting of the board of commissioners for the Stanley Fire District was called to order at 7:05 PM. Present were Commissioners Amanda Fleig, Alan Fairbrother, Bob Lehman, and John Turner; Treasurer Kate Silverstrim-Jensen, Chief Jerry Herman, 1st Asst. Robert Herman and Chandler Church. Commissioner Brian Wickham was present via telephone.

We were led in the pledge of allegiance by Commissioner Bob Lehman.

Results of the December 12, 2023 election: Commissioner John Turner was elected to the Board of Commissioners. He has filed a new Oath of Office at the Seneca Town Clerk's office.

Organizational Resolution #1: Appoint Officers

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby appoint the following officers for the year 2024:

Chairman – Brian Wickham
Deputy Chairman – Amanda Fleig
Secretary – Bob Lehman
Appointed Treasurer – Kate Silverstrim-Jensen
Fire District Attorney – Mark Venuti

Commissioner Lehman made a motion to approve Resolutions #1. Commissioner Fleig seconded the motion. All approved, motion carried.

Commissioner Turner made a motion to block Organizational Resolutions #2 through #10. Commissioner Lehman seconded the motion. All approved, motion carried.

Organizational Resolution #2: Official Designations

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby designate the following for the year 2024:

Official Newspaper – Finger Lakes Times
Official Depositories – Lyons National Bank and NYCLASS

Organizational Resolution #3: Authorized Signers

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby authorize Treasurer, Kate Silverstrim-Jensen, Chairman Brian Wickham, and Deputy Chairman Amanda Fleig to sign checks on behalf of the Stanley Fire District.

Organizational Resolution #4: Schedule Meetings

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby declare that a meeting shall be held on the second Tuesday of every month and direct the secretary to provide notice of such schedule to the media.

Organizational Resolution #5: Pre-Pay Bills

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby authorize the payment in advance of audit of claims for light, telephone, postage, freight, and express charges and direct that all such claims shall be presented at the next regular meeting for audit.

Organizational Resolution #6: Official Undertaking

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby extend the current treasurer's bond of \$50,000 for the year 2024.

Organizational Resolution #7: Treasurer Stipend

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby declare the appointed Treasurer shall be paid a stipend of \$250.00 per month.

Organizational Resolution #8: Fire Truck Use

BE IT RESOLVED, fire trucks and other equipment belonging to the Stanley Fire District shall not leave the general area without the prior permission of the Board of Commissioners.

Organizational Resolution #9: Mileage Rate

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby designate the New York State Mileage Reimbursement Rate to be the rate paid to the Fire Chief for mileage.

Organizational Resolution #10: District Policies

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby adopt the following policies as presented for the year 2024:

Ontario County Hazmat Plan
Health and Safety Plan
Stanley Fire Company Hazmat Plan
Exposure Control Plan
Standard Operating Guidelines
Procurement Policy
Fire Fighter Rehabilitation Operation Guidelines
Health Emergency Response Plan
Sexual Harassment Prevention Policy

Commissioner Lehman made a motion to approve organizational resolutions #2 through #10, Commissioner Fleig seconded. All approved, motion carried

Fire Company Officers were presented by Jerry Herman.

Chief – Jerry Herman
1st Assistant – Robert Herman
2nd Assistant – vacant
Captain – vacant
Safety Officer – vacant
Fire Police Capitan – vacant
Lieutenant – vacant

The Ladies Auxiliary treasury did not submit a treasury report. Commissioners will contact them to present their balance at the next meeting.

Commissioners will also connect with Chief Herman to review the 2023 Fire Company books.

Minutes of the previous meetings were read by Kate Silverstrim-Jensen.

Treasurer's report was presented by Kate Silverstrim-Jensen.

| <u>Treasurer's Report</u> | | | |
|--|--------------------------|-------------------|---------------------------|
| Bank accounts have been reconciled through 12/31/2023 | | | |
| <u>Banking Transfers:</u> | 12/17/23 | \$ 4,586.93 | Savings #1 to Checking #1 |
| | 1/1/24 | \$ 681.14 | Savings #1 to Checking #1 |
| <u>Cash Account Balances as of:</u> | 12/31/23 | | |
| LNB General Checking | \$ | 2,000.00 | |
| LNB Savings #1 | \$ | 26,727.72 | |
| LNB Savings #2 | \$ | 2,001.31 | |
| NYCLASS - Investment | \$ | 105,823.02 | |
| NYCLASS - Reserve | \$ | 52,160.08 | |
| TOTAL CASH: | \$ | 188,712.13 | |
| <u>Prepaid bills:</u> | Town of Seneca 2023 Fuel | \$ | 1,269.30 |
| | NYSEG (Electric) | \$ | 778.91 |
| | NYSEG (Natural Gas) | \$ | 632.93 |
| | TOTAL PREPAID: | \$ | 2,681.14 |
| <u>Bills presented at meeting:</u> | | | |
| 2023 | | | |
| Spectrum | \$ | 167.96 | |
| ID Booth | \$ | 58.07 | |
| Waterway Twin Tier | \$ | 2,838.00 | |
| Seneca Water District #1 | \$ | 50.00 | |
| Empire Natural Gas | \$ | 127.04 | |
| Energy Cooperative of America | \$ | 540.41 | |
| Martin's Electrical | \$ | 467.64 | |
| 2024 | | | |
| Finger Lakes Times | \$ | 24.53 | |
| PNC Equipment Finance | \$ | 30,778.00 | |
| Anderson-VanHorne | \$ | 1,385.00 | |
| Association of Fire Districts of the State of New York | \$ | 875.00 | |
| | TOTAL BILLS: | \$ | 37,311.65 |

Commissioner Lehman made a motion to pay the bills presented, Commissioner Turner seconded the motion. All approved, motion carried.

Old Business:

Commissioner Lehman reported on how the December 19 town-wide fire district workshop went. There was a good mix of commissioners and firefighters in attendance. Meeting followed the agenda and everyone shared information about how they are doing things. There were many similarities for standard items like insurance and repairs. Each department discussed upcoming large equipment needs as well. The group then discussed retention and how they are trying to keep volunteers and recruit new volunteers. It was clear there is a need to put together a larger plan, so the group has formed a committee to work on this, led by Commissioner Turner, with Commissioner Lehman, Hall firefighters Shea Bedient and Andy Finch, and Seneca Castle Commissioner/Firefighter Tornow. Lastly, there was discussion of investing and finances, with the other districts looking for more information on NYCLASS. Commissioner Lehman noted that the town study completed in 2011 detailed 75 volunteers, currently there are 35. The study recommended consolidation if that number decreased. Commissioner Wickham noted that he left the meeting feeling very positive, it was a good conversation and everyone was very willing to work together.

Regarding excess fund balance, Commissioner Wickham reminded everyone of previous conversation about what to do in 2024. The plan discussed is to pay down the air pack debt, reducing the life of the debt, and make a contribution to the Bonded Indebtedness reserve. There was also discussion of creating a new capital reserve which will require approval by vote. Kate will prepare resolutions for next month's meeting and Commissioner will approve final amounts at that time.

Truck 2671 will go in for brake repair this coming week.

New Business:

Commissioner Wickham welcomed Commissioner Turner, who jumped right in by taking lead of the Recruitment Committee. Commissioner Turner shared that he would like to focus on coming up with a plan and objectives before jumping into tactics for recruiting. Committee members bring great experience and ideas to the table. They will put together a draft document for the districts to review and comment before it is finalized and they move forward. Commissioners are also willing to help with any needs that arise.

Commissioner Wickham reported that the County Board of Supervisors approved a resolution giving credit on the county tax bill for volunteer firefighters. There was one dissent who was concerned about interior versus exterior, training and participation, and how that might become an issue. No requirements or guidelines have been developed for the program yet. Commissioner Wickham noted that this may help the committee as they build a message to recruit new volunteers.

Regarding the Treasurer's bond, Commissioner Lehman suggested we discuss with Anderson-VanHorne what options are for increasing the amount. With our fund balance and reserves increasing, we want to make sure the district is well protected. Commissioner Lehman will reach out to get more information and cost.

John Yannotti has been appointed to the county Emergency Management Coordinator position. Jerry reported that they have not heard his car on the radio, so he may not be active yet. Commissioner Lehman will reach out to connect regarding recruitment and retention once he is in the office. There has been discussion of splitting the position into Emergency Management Coordinator and Fire Coordinator.

Chief's Report:

Jerry reported that physicals are scheduled for February. They are going to Police Officer Down training in Seneca Castle in the coming week. They would like to get an air compressor in the bay for filling truck tires, estimate \$1500-2000 for the total project to begin as soon as possible. They have also looked at an exhaust system for the bay, which could fall under a grant program to help with the cost.

The department has had 3 calls this year so far. They had 74 calls in 2023 and over 100 in 2022. Commissioners would like to know how the total breaks down between mutual aid, MVAs, and fire calls. Jerry and Robbie will put together that information for next month.

The department was awarded the DEC grant which will reimburse the district up to \$2,500 for the purchase of new turnout gear.

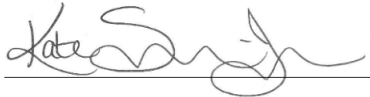
Robbie wondered what the district will do with the old turnout gear. General consensus is that there will be no re-sale value for used gear due to the exposure to carcinogens, so it will likely be surplus after the new gear arrives. Estimated delivery is February or March.

Lastly, Bob Tornow looked at 2652, the brush truck, and there are some major issues. The department will look into cost of replacement and grant opportunities to help fund that expense.

Minutes were read aloud. Commissioner Lehman made a motion to approve the minutes, Commissioner Fleig seconded the motion. All approved, motion carried.

With no further business, the meeting was adjourned at 8:33pm on motion of Commissioner Lehman, seconded by Commissioner Fairbrother. All approved.

Minutes respectfully submitted by:



Kate Silverstrim-Jensen