

BOARD OF FIRE COMMISSIONERS
De WITT FIRE DISTRICT, DeWITT, NEW YORK

ORGANIZATIONAL MEETING

JANUARY 10, 2017

Meeting called to order at 6:00 P.M. by Mr. Pilon, Temporary Chairman.

Pledge of Allegiance was led by Mr. Resch.

Mr. Schultz noted that newly elected Commissioners Philip Vander Molen and Kenneth Karoglanian had their Oaths of Office administered prior to the meeting and the oaths were submitted to the DeWitt Town Clerk on December 30, 2016.

Mr. Schultz presented the "Proof of Filing" affidavit for the Organizational Meeting notice published in the Syracuse Post Standard.

Motion made by Mr. Diamond, seconded by Mr. Vander Molen, to elect Mr. Bronstein Chairman of the Board for the year 2017. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Schultz, seconded by Mr. Bronstein, to elect Mr. Diamond Vice Chairman of the Board for the year 2017. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Diamond, to appoint Brian M. Schultz Fire District Secretary and Records Management Officer for the year 2017. All Commissioners present voting affirmative except Mr. Schultz who abstained. Motion approved.

There was a discussion regarding the residency of Mr. Pilon who is currently Fire District Treasurer and resides outside the DeWitt Fire District. It was noted that the Board would have to advertise and search for a secretary that, per Town Law Article 11, Section 175(3), resides within the fire district boundaries. It was determined that Mr. Pilon could maintain his position until a district resident candidate is appointed. A motion was then made by Mr. Vander Molen, seconded by Mr. Diamond, to appoint J. Claude Pilon Fire District Treasurer for the year 2017 or until a district resident candidate is identified. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to appoint Philip Resch Deputy Fire District Treasurer for the year 2017. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Schultz, seconded by Mr. Karoglanian, to go into Executive Session to discuss the performance of the non-union salaried employees for 2016 and a pending disciplinary issue. District Counsel Randy Ray was also present. All Commissioners present voting affirmative. Motion approved to go into Executive Session at 6:10PM.

Motion made by Mr. Schultz, seconded by Mr. Karoglanian, to leave Executive Session and return to regular business at 7:20PM. All Commissioners present voting affirmative. No actions other than discussion were taken during the Executive Session.

A motion was made by Mr. Diamond, seconded by Mr. Karoglanian, to pay the following salaries and hourly rates for 2017. All Commissioners present voting affirmative except Mr. Schultz who abstained. Motion approved.

Treasurer	\$37,479.26 annually
Deputy Treasurer	\$2,310.10 annually
Secretary	\$30,000 annually
Chief	\$85,290.18 annually
P/T Firefighter	\$19.38/hr.
P/T Caretaker	\$12.00/hr.

The Oath of Office was sworn by the Chief of Fire, Fire District Secretary, Fire District Treasurer, and the Fire District Deputy Treasurer.

Motion made by Mr. Diamond, seconded by Mr. Vander Molen, to appoint Randy Ray, P.O. Box 731, Baldwinsville, NY 13027 as legal counsel to the DeWitt Fire District for the year 2017. All Commissioners present voting affirmative. Motion approved.

The surety bond with ESIP covering the Fire District Treasurer and Deputy Treasurer was reviewed. Motion made by Mr. Karoglanian, seconded by Mr. Vander Molen, to approve the bond in the amount of \$4,500,000. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to designate Solvay Bank as the depository for Fire District funds, with the total amount of \$6,700,000. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Diamond, seconded by Mr. Vander Molen, to grant check signing authority to Mr. Resch, Mr. Schultz. Mr. Pilon will be second signer for checks over \$2,500,. All Commissioners present voting affirmative except Mr. Schultz who abstained. Motion approved.

The DeWitt Fire District Investment policy was reviewed prior to the meeting. Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the Investment policy as amended to include Solvay Bank as depository and dated January 10, 2017. All Commissioners present voting affirmative. Motion approved. (Addendum "A")

The DeWitt Fire District Purchasing policy was reviewed prior to the meeting. Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the Purchasing policy with an amended Exhibit B and dated January 10, 2017. All Commissioners present voting affirmative. Motion approved. (Addendum "B")

The DeWitt Fire District Travel, Administrative & Miscellaneous Policy was reviewed prior to the meeting. Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the Travel policy dated January 10, 2017. All Commissioners present voting affirmative. Motion approved. (Addendum "C")

The DeWitt Fire District Drug and Alcohol Policy were reviewed prior to the meeting. Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the Drug and Alcohol Policy for the volunteer members dated January 10, 2017. All Commissioners present voting affirmative. Motion approved. (Addendum "D")

The DeWitt Fire District Electronic Banking Policy was reviewed prior to the meeting. Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the electronic Banking Policy as amended to include directives from Solvay Bank and dated January 10, 2017. All Commissioners present voting affirmative. Motion approved. (Addendum “E”)

The DeWitt Fire District Corrective Action Offenses were reviewed prior to the meeting. Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the Corrective Action Offenses with no changes and dated January 6, 2015. All Commissioners present voting affirmative. Motion approved. (Addendum “F”)

The DeWitt Fire District Controlled Substances Operational Plan is still under review and will be approved at a later meeting. The existing Controlled Substance Operational Plan will remain in effect until such a time that a new or revised policy is presented to the board.

Mr. Bronstein appointed the following people to the standing committees:

	<u>Primary</u>	<u>Secondary</u>
Finance	Mr. Schultz	Mr. Vander Molen
Building/Grounds	Mr. Karoglanian	Mr. Diamond
Personnel/Staff	Mr. Diamond	Mr. Karoglanian
Long Range Plan	Mr. Bronstein	Mr. Karoglanian
Apparatus	Mr. Bronstein	Mr. Vander Molen
Legal	Mr. Vander Molen	Mr. Schultz

The Service Award Program Directors were reviewed. Motion made by Mr. Schultz, seconded by Mr. Bronstein, to appoint Mr. Diamond, Mr. Vander Molen, and Mr. Karoglanian as Directors for 2017. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Diamond, seconded by Mr. Karoglanian, to hire Grossman St. Amour CPA’s PLLC, One Lincoln Center, Syracuse, NY 13202 to complete an audit of the DeWitt Fire District’s 2015 records by June 1, 2017. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to authorize the Fire District Treasurer to pay repetitive bills as allowed by Town Law. (Addendum “G”.) All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to authorize the Treasurer to pay the current IRS mileage rate of \$.535 per mile and the IRS per diem meals rate (destination dependent) for travelers. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Diamond, seconded by Mr. Vander Molen, to hold the regular Board meetings for the year 2017 on the second Tuesday and the fourth Tuesday of each month, except June, July and August when meetings will take place on the fourth Tuesday only, at the DeWitt Fire District Headquarters located at 4500 E. Genesee St, DeWitt, NY 13214 at 6:00PM. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to designate the *Post-Standard* and the *Community Media Group (Eagle Bulletin)* as the official newspapers of the DeWitt Fire District for year 2017. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Diamond, to approve membership in the Association of Fire Districts of the State of New York, the Central Region Fire District Association, the New York State Association of Fire Chiefs, the International Association of Fire Chiefs, Career Fire Chiefs of New York State, the National Fire Protection Association and the International Society of Fire Service Instructors for the year 2017 and to authorize the Fire District Treasurer to pay the respective annual dues for these memberships. All Commissioners present voting affirmative. Motion approved.

The DeWitt Fire Department Inc. did not submit any nomination for Deputy Chief; therefore there was no action by the Board on this position.

Motion made by Mr. Karoglanian, seconded by Mr. Vander Molen, to appoint Upstate Emergency Medicine to the position of DeWitt Fire District Medical Director for the year 2017, with compensation of \$5,000.00 for the calendar year. All Commissioners present voting affirmative. Motion approved.

Chief Green recommended the following appointments and a motion was made by Mr. Vander Molen, seconded by Mr. Diamond, to appoint FF James Pienkowski Training Officer, FF Valerie Flemming Director of Medical Operations, and FF Andrew Boyle Emergency Vehicle Technician for the year 2017. All Commissioners present voting affirmative. Motion approved.

With no further business before the board, a motion to adjourn was made by Mr. Karoglanian, seconded by Mr. Diamond. All Commissioners present voting affirmative. Motion approved. Meeting adjourned at 7:45PM.

MEETING ATTENDANCE:

Commissioners: Bronstein (Chair), Diamond, Karoglanian, Vander Molen and Schultz (Secretary), Chief Green, Treasurer Pilon, Deputy Treasurer Resch, Lt. Kehoe, DFD Inc. President Steinberg

Respectfully submitted,
Brian M. Schultz, Fire District Secretary

January 10, 2017