

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

ORGANIZATIONAL MEETING

JANUARY 9, 2018

Meeting called to order at 6:00 P.M. by Ms. Fusco, Temporary Chairperson.

Pledge of Allegiance was led by Ms. Scicchitano.

Mr. Schultz noted that newly elected Commissioner Cheri Scicchitano had her Oath of Office administered prior to the meeting and the oath was submitted to the DeWitt Town Clerk on January 8, 2018.

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

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to elect Mr. Bronstein Chairman of the Board for the year 2018. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Mr. Schultz, to elect Mr. Vander Molen Vice Chairman of the Board for the year 2018. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Vander Molen, to appoint Brian M. Schultz Fire District Secretary and Records Management Officer for the year 2018. All Commissioners present voting affirmative except Mr. Schultz who abstained. Motion approved.

There was a discussion regarding the residency of Ms. Fusco 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 treasurer that, per Town Law Article 11, Section 175(3), resides within the fire district boundaries. It was determined that Ms. Fusco could maintain her position until a qualified district resident candidate is appointed. A motion was then made by Mr. Vander Molen, seconded by Ms. Scicchitano, to appoint Kerrie Fusco Fire District Treasurer for the year 2018 or until a district resident candidate is identified. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Mr. Vander Molen, to appoint Philip Resch Deputy Fire District Treasurer for the year 2018. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Ms. Scicchitano, to go into Executive Session to discuss the performance of the non-union salaried employees for 2017. All Commissioners present voting affirmative. Motion approved to go into Executive Session at 6:10PM.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to leave Executive Session and return to regular business at 6:35PM. All Commissioners present voting affirmative. No actions other than discussion were taken during the Executive Session.

A motion was made by Mr. Vander Molen, seconded by Mr. Karoglanian, to pay the following salaries and hourly rates for 2018. All Commissioners present voting affirmative except Mr. Schultz who abstained. Motion approved.

Treasurer	\$35,700 annually
Deputy Treasurer	\$2,356.30 annually
Secretary	\$33,000 annually
Chief	\$86,995.95 annually
P/T Firefighter	\$20.50/hr.
P/T Caretaker	\$12.00/hr.

Mr. Bronstein administered the Oath of Office to the Chief of Fire, Fire District Secretary, Fire District Treasurer, and the Fire District Deputy Treasurer.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to appoint Randy Ray, P.O. Box 731, Baldwinsville, NY 13027 as legal counsel to the DeWitt Fire District for the year 2018. All Commissioners present voting affirmative. Motion approved.

The surety bond with ESIP covering the Fire District Treasurer and Deputy Treasurer was discussed. Mr. Schultz reviewed that the coverage we actually have is theft insurance not a surety bond. Mr. Schultz went on to state that he has asked our insurer to quote a surety bond.

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. Vander Molen, seconded by Mr. Karoglanian, to grant check signing authority to Mr. Resch and Mr. Schultz. Ms. Fusco will be second signer for checks over \$2,500 or checks under \$2,500 on an emergency basis only. 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 Karoglanian, seconded by Mr. Vander Molen, to approve the Investment policy dated January 9, 2018. All Commissioners present voting affirmative. Motion approved. (Addendum "A")

The DeWitt Fire District Purchasing policy was reviewed prior to the meeting. Motion made by Karoglanian, seconded by Mr. Vander Molen, to approve the Purchasing policy with an amended Exhibit B and dated January 9, 2018. 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 Karoglanian, seconded by Mr. Vander Molen, to approve the Travel policy dated January 9, 2018. 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 Karoglanian, seconded by Mr. Vander Molen, to approve the Drug and Alcohol Policy for the volunteer members dated January 9, 2018. 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 Karoglanian, seconded by Mr. Vander Molen, to approve the electronic Banking Policy as amended to include directives from Solvay Bank and dated January 9, 2018. 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 Karoglanian, seconded by Mr. Vander Molen, 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 was presented. Motion made by Karoglanian, seconded by Mr. Vander Molen, to approve the Controlled Substance Operational Plan as amended. All Commissioners present voting affirmative. Motion approved. (Addendum "G")

Mr. Bronstein will appoint committee chairs at a later date.

The Service Award Program Directors were reviewed. Motion made by Mr. Bronstein, seconded by Mr. Vander Molen, to appoint Ms. Scicchitano, Mr. Vander Molen, and Mr. Karoglanian as Directors for 2018. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, 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 2017 records by June 1, 2018. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Ms. Scicchitano, to authorize the Fire District Treasurer to pay repetitive bills as allowed by Town Law. (Addendum "H".) All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Mr. Vander Molen, to authorize the Treasurer to pay the current IRS mileage rate of \$.54 per mile and the IRS per diem meals rate (destination dependent) for travelers. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Ms. Scicchitano, to hold the regular Board meetings for the year 2018 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. Vander Molen, seconded by Ms. Scicchitano, to designate the *Post-Standard* and the *Community Media Group (Eagle Bulletin)* as the official newspapers of the DeWitt Fire District for year 2018. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, 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 2018 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 2018, 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. Karoglanian, to appoint FF James Pienkowski Training Officer, FF Michael O'Connor Director of Medical Operations, FF Andrew Boyle Emergency Vehicle Technician and the following as Municipal Fire Instructors; Green, Tompkins, Kehoe, Natoli, Flemming and O'Connor for the year 2018. All Commissioners present voting affirmative. Motion approved.

With no further business before the board, a motion to adjourn was made by Mr. Vander Molen, seconded by Karoglanian. All Commissioners present voting affirmative. Motion approved. Meeting adjourned at 6:53PM.

MEETING ATTENDANCE:

Commissioners: Bronstein (Chair), Karoglanian, Schultz (Secretary), Scicchitano, and Vander Molen, Chief Green, Treasurer Fusco, Capt. Tompkins, FF Pienkowski and FF O'Connor

Respectfully submitted,
Brian M. Schultz
Fire District Secretary
January 9, 2018