

**MINUTES OF THE REGULAR MEETING OF THE FLEMING FIRE DISTRICT  
APRIL 30, 2024**

A regular meeting of the Board of Fire Commissioners of the Fleming Fire District was held on April 30, 2024, at the Fleming Fire Station Company 2 on Route 34 in Fleming NY. The meeting was rescheduled from its usual date of April 23, 2024, due to the lack of a quorum.

**Roll Call**

Commissioners in attendance:

- James Corl
- William Pipher
- John Sheftic
- Adam Young

Commissioners absent:

- Chris Janssen

Others in attendance:

- Zach Longstreth of Pinsky Law
- Fire Chief Scott Kehoe
- Matt Kidd, President of Fire Company 1

**Call to Order**

The meeting was called to order by Chair John Sheftic at 7:32 p.m.

**Approval of Minutes**

**Upon motion made by Commissioner Young and seconded by Commissioner Pipher, the minutes of the Regular Meeting of March 26, 2024, as presented by District Secretary James Corl, are approved.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen				X
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Finance**

Commissioner Young and Attorney Longstreth led the board in a review of receipts, vouchers, abstracts of bills and other financial details of the fire district.

Commissioner Young reported that the Finance Committee is looking into ways to cut down on the amount of paper being used in making financial reports. He reported that he will come up with a plan after looking at the range of bills and other financial matters.

**Bills**

Commissioner Young presented the Abstract of Audited Vouchers for the month and bills for review. (Copy attached.)

Balance sheets through March 31, 2024, and through April 30, 2024 were presented and reviewed. (Copies attached.)

Bills before the board were read by Commissioner Sheftic.

**[Commissioner Janssen entered the meeting at this time.]**

**Upon motion made by Commissioner Janssen and seconded by Commissioner Pipher, the following bills are approved.**

**First Abstract**

• Fleming Fire Department No 1 Inc.	\$ 2,631.85
• Har-Rob Fire Apparatus	\$ 6,278.50
• Jerome Fire Equipment Co., Inc.	\$ 315.00
• Chemung Canal Trust Company	\$ 5,385.25
<b>ABSTRACT TOTAL</b>	<b>\$ 14,610.60</b>

**Second Abstract**

• Chemung Canal Trust Company	\$ 180,000.00
<b>ABSTRACT TOTAL</b>	<b>\$ 180,000.00</b>
<b>TOTAL OF ALL BILLS</b>	<b>\$ 194,610.60</b>

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Committee Reports**

**Financial**

A \$15,000 check in reimbursement for legal expenses was received from the Town of Fleming and deposited to the district’s bank by Commissioner Sheftic.

Commissioner Sheftic set up three reserve accounts at the district’s bank to accommodate future needs of the district.

**New Equipment**

The Committee met with Dan Ford of JPB Fire to review changes to the new Tanker/Pumper 2.

A Rescue/Pumper committee has been formed by the Fire Chief.

**Personnel**

Commissioner Corl presented a final draft of a Membership Application Form to be used by the two fire companies and asked that it be approved. (Copy attached.)

**Upon motion made by Commissioner Sheftic and seconded by Commissioner Pipher, the Membership Application Form presented by Commissioner Corl is adopted for use in the Fire District. (Copy attached.)**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

### **Communications**

None.

### **Chief's Report**

Chief Kehoe submitted his April report in writing. He highlighted the following:

- There is a plan to replace current scene lighting with battery operated versions for all vehicles. The cost would be about \$3,000.00.
- Truck 1 requires six (6) new tires at a cost of about \$4,900.00.
- The new Tanker/Pumper will require about \$50,000.00 in equipment.
- A change order for the new Tanker/Pumper, costing \$463.00, was submitted to JPB.
- Ambulance 2 is supposed to be out of service. The chief emphasized that it is not to be used for medical calls until NYS paperwork is completed. The Chief recommends turning Ambulance 2 back over to Company 2 for sale.
- Squad 4 need \$4,000.00 in repairs. This is not a good investment. The Chief recommends turning it back over to Company 2 for sale.
- The Chief's thought is to replace A2 and S4 with another used vehicle, e.g. a Tahoe.
- The district needs to create branding, especially the development of official letterhead.

### **New Members**

None.

### **Unfinished Business**

#### **Tanker/Pumper 2**

The new TP2 is assembled and awaiting paint.

#### **Truck 1**

The Truck 1 bond has been paid off.

#### **Engine 2**

E2 developed a problem with its governor. It was corrected by replacement of a pressure transducer.

Request for Proposals for Equipment Repairs

The form proposed to the board requires more work. Chief Kehoe noted that getting it in shape and submitting it to potential vendors would take until September. He thinks it would be better to work it up and seek to begin its use on January 1, 2025. He also recommends separating fire truck maintenance from non-fire vehicle maintenance, to save money. Attorney Longstreth offered to redraft the form based on the evening’s conversation.

Diesel Fuel Availability and Fuel Tax Exemption

Attorney Longstreth presented a Municipal Cooperation Agreement to propose to the Town of Fleming where the district’s fuel tank is to be located. (Copy attached.)

**Upon motion made by Commissioner Janssen and seconded by Commissioner Pipher, the proposed Municipal Cooperation Agreement with the Town of Fleming is approved and is to be submitted to the town for its consideration.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

Credit Cards

The question of using credit cards for district gasoline purchases was raised by Commissioner Janssen. It was recommended that the board review its policy on credit card use before authorizing such use.

Treasurer Search

Commissioner Young reported that he has been active in searching for a candidate for Treasurer but has not had any success.

I am Responding

Chief Kehoe reported that Deputy Chief Saxton and Company 1 President Kidd are working on merging the two fire company IaR accounts into one so that communications with members may be improved.

Definition of Active Member

Attorney Longstreth handed out copies of the district’s policy regarding membership requirements. The district will need to create a standard regarding calls and training. The fire companies may have additional requirements. All of this must occur in an atmosphere of encouragement. It would not be wise to discourage our volunteers. More work needs to be done on this issue.

**New Business**

Planning for the 2025 Budget

A proposed budget will need to be completed by September so that a hearing may take place in October.

**Upon motion made by Commissioner Janssen and seconded by Commissioner Pipher, the fire chief is authorized to purchase six new tires for Truck 1 at a cost not to exceed \$4,900.00.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Upon motion made by Commissioner Young and seconded by Commissioner Pipher, the ownership of Ambulance 2 and Squad 4 is turned back to Company 2.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

Attorney Longstreth will send the board the documents required for these transfers.

**Upon motion made by Commissioner Sheftic and seconded by Commissioner Corl, the fire chief is authorized to purchase battery powered scene lighting at a cost not to exceed \$3,000.00.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

Equipment Required for the New Tanker/Pumper 2

The fire chief reported that he will perfect the list of items needed and report that list to the next meeting of the board.

**Upon motion made by Commissioner Janssen and seconded by Commissioner Pipher, the fire chief is authorized to purchase new hose for the new Tanker/Pumper 2 at a cost not to exceed \$20,000.00.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Upon motion made by Commissioner Sheftic and seconded by Commissioner Janssen, the board moved into two executive sessions, one to discuss a personnel matter and a second to discuss attorney-client privilege.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Upon motion made by Commissioner Corl and seconded by Commissioner Sheftic, the board left executive session.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Public Comment**

There was no public comment.

**Adjournment**

**Upon motion by Commissioner Sheftic and seconded by Commissioner Janssen, the meeting adjourned at 9:30 p.m.**

	YES	NO	ABSTAIN	ABSENT
Commissioner James Corl	X			
Commissioner Chris Janssen	X			
Commissioner William Pipher	X			
Commissioner John Sheftic	X			
Commissioner Adam Young	X			

**Minutes taken and recorded by:**

  
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**James Corl, Secretary**