

**MINUTES OF REGULAR MEETING OF THE FLEMING FIRE DISTRICT
OCTOBER 24, 2023**

A regular meeting of the Board of Fire Commissioners of the Fleming Fire District was held on October 24, 2023 at the Fleming Town Hall on Dublin Road in Fleming NY.

In attendance:

Commissioner	James Corl
Commissioner	William Pipher
Commissioner	John Sheftic
Commissioner	Adam Young
Commissioner	Chris Janssen

Others in attendance:

Fire Chief	Rick Saxton
Attorney	Zachary E. Longstreth

The meeting was called to order by Chair John Sheftic at 7:30 p.m.

Approval of Minutes

Upon motion made by Commissioner Young and seconded by Commissioner Pipher, the minutes of the Regular Meeting of September 26 , 2023 as presented by District Secretary James Corl were approved.

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

Upon motion made by Commissioner Janssen and seconded by Commissioner Pipher, the minutes of the Budget Hearing and Special Meeting of October 17, 2023 as presented by District Secretary James Corl were 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			

Budget Adjustments

Upon motion made by Commissioner Janssen and seconded by Commissioner Pipher the amount of \$1565.00 from the Vehicle Maintenance line item and the amount of \$1550.00 from the Equipment Maintenance line item were moved to the Contingency line item in the 2024 budget, bringing the total amount in Contingency to \$3,115.00.

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

Recommendation from Attorney Longstreth Regarding Rent

Attorney Longstreth noted that the Rent line item is now budgeted at \$2.00 based on the offer of each fire company to lease their stations to the district for \$1.00 each for 2024. He believes that it might be easier and might save money if the amounts allocated for building and property maintenance and utilities were combined into rent. Funds for those costs could then be allocated to the two fire companies to take care of their own maintenance and other needs.

Upon motion made by Commissioner Corl, seconded by Commissioner Janssen, funds allocated for building maintenance, property maintenance and utilities were moved to rent, bringing the new total for rent to \$36,142.00.

	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 Janssen, seconded by Commissioner Pipher, the building maintenance, property maintenance and utilities line items were retitled.

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

Commissioner Corl made a motion, seconded by Commissioner Janssen, to adopt the budget as amended and submit it to the Town of Fleming as the basis for the fire tax for 2024. (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			

Bonds

Attorney Longstreth raised the question of when the board would like to draw the funds authorized by the Special Election on September 5, 2023. Discussion followed concerning when payments might come due and its impact on funds available.

Upon motion made by Commissioner Janssen, seconded by Commissioner Pipher, it was determined to seek a bond anticipation note for the amount required for payment for the tanker chassis at this time, to seek a bond for the balance of the tanker contract upon delivery, and to wait until 2024 to seek a bond for the \$180,000 required to make payments for the ladder truck.

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

Employer Identification Number

Chair Sheftic reported that he is working with fire district attorney Pinsky to obtain the required EIN.

Application for NYS Department of Health Number for EMS Operations

Chair Sheftic reported that making an application for a DOH number is very cumbersome, and that it would be easier to transfer the current DOH number held by Company 2 to the district.

Commissioner Election

Election of commissioners will take place on Tuesday, December 12, 2023, from 6:00 to 9:00 p.m. Notice and ballot preparation will be handled by the attorney.

Candidates must submit a statement of their intention to seek election. District Secretary Corl said he will provide a form for this purpose.

Election inspectors will be required. Commissioner Corl said he would reach out to two of those who served at the September Special Election.

Election of District Fire Chief

The election of the district fire chief will take place on the first Thursday of December (i.e. December 7). Membership of both companies meet together to vote to nominate a district chief. The board of fire commissioners must then approve the person so nominated.

The attorney will create the required documents.

It is recommended that both fire companies receive an email about the Chief election.

Further discussion of this matter will take place at the November 28, 2023 meeting.

The duties of the District Fire Chief are listed in the district policy manual.

OLD BUSINESS

Leases for both stations are in the process of being drafted.

Transfer of vehicles and equipment to the fire district must take place by January 1, 2024.

Chair Sheftic reminded commissioners to send recommended corrections and adjustments to the administrative manual to him as soon as possible.

Chief Saxton presented the board with a membership list for Company 2. (Copy attached.)

The attempt to apply for a FDID number has met a roadblock. Chief Kehoe began work on this, but cannot accomplish much because he is not a commissioner.

Upon motion by Commissioner Corl, seconded by Commissioner Janssen, Fire Chief Scott Kehoe was named board liaison for the purpose of obtaining the district FDID number.

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

Chair Sheftic noted that it will be important to get one pager tone for both fire companies to replace the two that are now in use.

NEW BUSINESS

Fire Chiefs – No report.

Public Comments – a question was raised about where district documents may be found. They are on the town website. Look under departments/fire district.

Upon motion by Commissioner Janssen, seconded by Commissioner Young, the meeting adjourned at 8:50 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:



 James A. Corl
 Fire District Secretary