

**MINUTES OF REGULAR MEETING OF THE FLEMING FIRE DISTRICT  
NOVEMBER 28, 2023**

A regular meeting of the Board of Fire Commissioners of the Fleming Fire District was held on November 28, 2023, at the Fleming Town Hall on Dublin Road in Fleming NY.

**In attendance:**

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

**Absent:**

Commissioner William Pipher

**Others in attendance:**

Fire Chief Rick Saxton and Scott Kehoe  
Attorney Zachary E. Longstreth (Attended by phone due to weather)

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 Janssen, the minutes of the Regular Meeting of October 24, 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			

Report by Chair Sheftic

A checking and a savings account were set up at Cayuga Lake National Bank in Union Springs by Chair Sheftic and District Secretary Corl. A contribution of \$20.00 was used with deposits of \$10.00 going into each account. The Chair handed out information to Commissioners regarding online banking.

Chair Sheftic reported that the bond of \$265,000.00 was completed with Greene County Commercial Bank, Catskill, New York. The funds were wired into the district’s account. The payment for the tanker chassis in the amount of \$262,515.36 was made by cashier’s check on November 24. (Copy attached)

District Elections:

There are five candidates for the five seats up for election. Those candidates are the five current fire commissioners.

Three Election Inspectors have been located by the Secretary.

**Upon motion made by Commissioner Janssen and seconded by Commissioner Young, Barb Casper (Chair), Lynn Masters and Nellie Dimon were appointed to serve as Election Inspectors for the District Election on December 12, 2023. (List 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			

Employer Identification Number (EIN):

The IRS/Department of the Treasury issued the Fleming Fire District an Employer Identification Number on October 25, 2023. (Copy attached)

EMS paperwork:

The district is required to obtain a NYS Department of Health Agency Number to continue using Ambulance 2 for transport. A DOH number will also be required if Ambulance 2 is decommissioned, and the fire department responds as a first responder. The paperwork is in process.

**District Election for Nomination of Fire Chiefs:**

Current policy states that for the election of company chiefs only the members of the respective company may vote for their chief. Per conversation with Attorney Longstreth, this provision conflicts with NYS law, which states that all Chiefs must be elected by all members of the fire department. The district policy manual must be amended to correct this. Elections would still alternate company by company per current policy, and there would be a total of five (5) chiefs. There currently are seven fire chiefs in the district.

**Upon motion made by Commissioner Sheftic and seconded by Commissioner Janssen, the district policy is hereby amended to provide for seven (7) fire chiefs. (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			

By NYS law, the meeting to elect for nomination of the district fire chiefs must take place on the first Thursday of December. Candidates may be nominated by other members or may nominate themselves. The Fire District Secretary asks that all nominations be submitted to him by 7:00 p.m. on Wednesday, December 6 to allow for preparation of ballots. Candidates must meet the residency requirements stated in district policy, be active members of their respective departments and never have pled guilty to nor have been convicted of the crime of arson. District policy waives training requirements for this year’s election only. The names of those so selected are to be submitted to the Board of Fire Commissioners at its December 26 meeting for appointment to their positions.

**Upon motion made by Commissioner Young and seconded by Commissioner Corl, section 1 under CHIEF NOMINATION AND ELECTION PROCEDURE of the fire district policy shall be amended by the striking of the last sentence, i.e. “Only the members of the Company may vote for their ‘Company Chief.’”**

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

Procedure notes:

- The District Secretary may appoint presiding officer or do it himself. No minutes are taken.
- Election day – secretary and tellers have ballot. Seven ballots.
- One vote at a time, starting with District Chief on down.
- Have someone explain each ballot.
- Ballots, count ballot, announce.
- Presider – when pass out ballots, have people strike out names of those already elected.
- Results are then handed to the District Secretary, who reports at next Board meeting. Board votes on each.

**Upon motion made by Commissioner Janssen and seconded by Commissioner Young, the meeting for nomination and election of fire chiefs for the Fleming Fire District shall take place at 7:00 p.m. on Thursday, December 7, 2023, at Company 1 on West Lake Road. The names of nominees, along with their company membership and what positions they wish to run for shall be submitted to the District Secretary by 7:00 p.m. on Wednesday, December 6, 2023.**

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

Chief Kehoe raised the question of who decides who is active? Active membership is required to vote or to serve as Chief.

**Upon motion made by Commissioner Corl and seconded by Commissioner Sheftic, the Board of Fire Commissioners accepts the list of active members submitted by each fire company as district members. (Copies 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			

OLD BUSINESS

The District Secretary reported that the 2024 budget adopted at the board’s previous meeting was submitted to the Town of Fleming per the provisions of NYS law.

The district has yet to find a candidate for Treasurer. Commissioner Corl recommended that a Job Description for Treasurer be developed to assist in the search for a candidate.

The state has issued the fire district a Fire Department Identification number (FDID # 06030) effective January 1, 2024.

### COMMENTS

#### Chief Kehoe

- A fire report account needs to be set up.
- Ladder testing will take place in January – Station 1 & 2 together.
- Hose testing will take place later.
- Squad 9 has been decommissioned and to be sold.
- Turnout gear has been ordered, due before 1/1.
- A design for helmet fronts has been proposed.
- Vehicle, operational and regional grants are being looked at actively.
- The county 911 center has changed vehicle references to reflect new departmental arrangements.
- Portable and mobile unit identifier numbers needed by county 911 center.

#### Chief Saxton

- Ambulance 2 – There is a need to keep it, either under Fleming Ambulance Corp., OR under the fire district. It will need to be insured for transport.
- Bond for new TP – does it include hose, etc. Will check the vehicle specifications.


#### Matt Kidd re ambulance

- Changes underway for ambulance service in Cayuga County that will affect the Fleming Ambulance corporation.
- The ambulance corporation prefers that Fleming 2 keep its ambulance; if Fleming 2 does not, it prefers that Fleming 2 not sell it without checking with them first.
- The district will need an EMS number to have Fleming 2 ambulance respond after 1/1.

**Upon motion by Commissioner Corl, seconded by Commissioner Janssen, the meeting adjourned at 9:17 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 A. Corl  
 Fire District Secretary