

**MINUTES OF THE REGULAR MEETING OF THE FLEMING FIRE DISTRICT
FEBRUARY 6, 2024**

A regular meeting of the Board of Fire Commissioners of the Fleming Fire District was held on February 6, 2024, at the Fleming Fire Station Company 1 on West Lake Road in Fleming NY.

Commissioners in attendance:

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

Others in attendance:

- Attorney Zach Longstreth
- Deputy Fire Chief Rick Saxton
- President of Fire Company 1 Matt Kidd
- 2nd Assistant Fire Chief of Company 2 Mike Belcher

District Fire Chief Kehoe was unable to attend the meeting.

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

Approval of Minutes

Upon motion made by Commissioner Janssen and seconded by Commissioner Young, the minutes of the Regular Meeting of December 26, 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			

Upon motion made by Commissioner Young and seconded by Commissioner Pipher, the minutes of the Organizational Meeting of January 11, 2024, 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			

Correspondence

Secretary Corl presented correspondence that had been received.

- Three bills.
 - Pinsky Law Group for legal services in the amount of \$30,929.21.
 - Adams and Son, Inc. for insurance package in the amount of \$28,846.00.
 - Cayuga County for Volunteer Firefighters Work Compensation Benefits Renewal in the amount of \$7,727.00.
- Receipt of vehicle Insurance ID cards from Adams and Son, Inc.
- Communications from District Chief Kehoe.
 - Jan 1 – FDID # issued to Fleming Fire District effective 1/1/24.
 - Jan 21 – Email updating Board on needed vehicle repairs and status of grants.
 - Jan - Update on awarded grants.
 - Undated – Notice regarding Company 1 purchase of new squad.
 - Jan 26 – Reporting work with FEMA regarding grant complications.
 - Feb 1 – response to Secretary Corl’s questions about spending process.
 - Feb 3 – Reporting that FEMA grant problem has been resolved.
- From Deputy Chief Saxton – Summary of calls for Company 2 for 2023.
- From 2nd Assistant Chief Belcher (Company 2) – copies of Toyne Tanker paper work and quote for replacement of Engine 2 foam system.
- From Town Supervisor Oltz – annual report form for 2% moneys that were distributed to the two fire companies in 2023.

Old Business

Tax Anticipation Note

Commissioner Sheftic reported that in his conversations with the district’s bank, the bank recommended that the district establish a line of credit rather than taking out a tax anticipation note. Other fire districts using the same bank do this. The need for a tax anticipation note,

approved at the last meeting, became moot as the district has already received its tax funds for 2024.

Fuel

Commissioner Janssen reported on the district’s need for a more consistent supply of fuel for its vehicles, especially at night. E&V Energy offered to lend the district a one thousand (1000) gallon tank and the Town of Fleming has offered to host the tank at the town hall property. That will be accommodated by the town’s permit. State bid price is not available. Attorney Longstreth will look into the issue of taxes on the fuel as the district is exempt. A plan for distribution of fuel tank keys is being worked out.

Upon motion by Commissioner Janssen and seconded by Commissioner Corl, the proposal to obtain fuel from E&V Energy, accept the use of the proposed tank and locate it at the Town of Fleming was adopted.

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

Status of the new Tanker Pumper 2

2nd Assistant Chief Belcher reported on progress in the manufacture of the new tanker pumper 2. The chassis is currently at the Toyne manufacturing plant in Iowa. Parts of the body are being formed. Delivery is expected in mid-summer.

Treasurer

Chair Sheftic has received a basic job description for the position of Treasurer. It needs to be advertised. Company 1 President Kidd offered to share it through his organization. The description needs some perfecting, which Commissioner Sheftic offered to oversee.

Bills

Upon motion by Commissioner Corl and seconded by Commissioner Janssen the three bills that were received and reported under correspondence are approved for payment. (Copies attached)

- **Pinsky Law Group in the amount of \$30,929.21.**
- **Adams and Son, Inc. in the amount of \$28,846.00.**
- **Cayuga County in the amount of \$7,727.00**
- **Approved total of bills is in the amount of \$67,502.21.**

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

Company 1 President Kidd raised the question of how bills incurred by the fire companies but to be paid by the district should be handled. Attorney Longstreth suggested three ways to do this:

- (1) Bills for each fire company to come to board, Pinsky Law creates paperwork and the board acts on them.
- (2) The fire companies pay the bills as they come in and get reimbursed by the district.
- (3) The district gives a block of money in advance to the fire companies to pay bills.

Commissioner Young agreed to track this for the board.

New Business

Committee Assignments

- Truck Maintenance Testing and Repair:
Commissioners Pipher and Janssen
- Finance:
Commissioners Young and Sheftic
- New equipment:
Commissioners Young and Sheftic
- Personnel:
Commissioner Corl

Company 2 Chicken Bar-B-Ques

Chief Saxton, on behalf of Company 2, asked the Board’s permission to hold Chicken Bar-B-Ques on February 25 and April 21.

Upon motion by Commissioner Corl and seconded by Commissioner Pipher, the board granted permission for Company 2 to hold Chicken Bar-B-Ques at its fire station on February 25 and April 21, 2024.

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

Amendment of District Policy

A question arose about the spending authority of the Fire Chief regarding the need for emergency repairs. This item was referred to the next meeting. Attorney Longstreth offered to work up a proposed amendment to district policy to clarify this issue.

Assessment of District Vehicles by Har-Rob

A recent assessment of district vehicles by Har-Rob was read by Commissioner Sheftic. It showed the fleet, overall, to be in good shape. There were, however, a handful of issues that will need to be addressed. (Copy of report attached)

- Fleming Engine 2 has rust on its frame. This will be studied further to determine whether there is a cracked frame.
- Engine 2 Foam System needs to be replaced. Being a service contract, the Chief will be asked to seek three quotes and come back with a proposal to the board.

FEMA Grants

Chief Kehoe submitted a report on the current state of FEMA grants, and is seeking year end financials from both fire companies, to be used in preparation of applications for new FEMA grants. (Copy attached)

Ladder Truck Loan

Upon motion by Commissioner Corl and seconded by Commissioner Sheftic, the proposal to pay off the ladder truck loan on April 1, 2024 with the ten-year bond funds approved by the public in September is 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			

Vehicle Titles

Chief Saxton provided titles for Company 2’s Tahoe and Squad 2. New plates in the name of the fire district are needed. Commissioner Sheftic will take care of doing this.

Company 1 Fund Raisers

Upon motion by Commissioner Sheftic and seconded by Commissioner Janssen, the board granted permission to Fire Company 1 to hold a fund raiser on February 10, 2024 and a Chicken Bar-B-Que on June 16, 2024, both to be held at their fire station.

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

Fire Boat

Company 1 President Kidd reported that repairs to the fire boat in Florida have been completed. It should return in one month. Repairs are being covered under Company 1’s insurance policy. Company 1 will cover the \$1,000 deductible.

Company 1 Squad

Upon motion by Commissioner Pipher and seconded by Commissioner Janssen, the one year agreement dated February 6, 2024 between the Fleming Fire Company No. 1 and the district for the lease of a 2024 Chevy Silverado 2500 HD is approved. (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			

President Kidd provided paperwork on the 2024 Chevy Silverado 2500 HD so that it may be covered under the district’s insurance plan.

Upon motion by Commissioner Young and seconded by Commissioner Sheftic, the meeting adjourned at 9:10 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 Corl, Secretary