

**MINUTES OF THE REGULAR MEETING OF THE FLEMING FIRE DISTRICT
MARCH 26, 2024**

A regular meeting the of the Board of Fire Commissioners of the Fleming Fire District was held on March 26, 2024, at the Fleming Fire Station Company 1 on West Lake Road in Fleming NY.

Roll Call

Commissioners in attendance:

James Corl
Chris Janssen
John Sheftic
Adam Young

Commissioners absent:

William Pipher

Others in attendance:

Attorney Zach Longstreth
Fire Chief Scott Kehoe
Deputy Fire Chief Rick Saxton
Company 1 President Matt Kidd

Call to Order

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 February 27, 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

Nicole Pinsky, of Pinsky Law, who is handling the financial aspects of the district's business, joined the meeting by phone. She reviewed several matters of financial process including receipts, vouchers, abstract of bills and other details.

Bills

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

The balance sheet and budget report were presented and reviewed. (Copies attached.)

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

• American Test Center	\$ 1,826.00
• Cayuga Communications	\$ 828.00
• Finger Lakes Communications Co., Inc.	\$ 142.50
• Fleming Fire Department No. 1 Inc.	\$ 9,251.31
• Fleming Volunteer Fire Department Co #2	\$ 2,263.21
• Har-Rob Fire Apparatus	\$ 513.00
• J.P.B. Fire Services, Inc.	\$ 30.04
• Jerome Fire Equipment Co., Inc.	\$ 3,316.00
• The Goodyear Tire & Rubber Company	\$ 3,756.96
• Fleming Fire Department No. 1 Inc.	\$ 2,545.62

TOTAL	\$ 24,472.64
--------------	---------------------

	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**

Commissioner Young reported that district financial matters were in good shape.

Communication

No report.

Personnel

Commissioner Corl reported that Alvin Howell, who was admitted as a new member to serve in Company 2, conditional upon the successful completion of his background check, has successfully completed his background check.

There are no new member applications to consider at this meeting.

Unfinished Business**Tanker/Pumper 2**

There was nothing currently to be reported on the progress of the new Tanker/Pumper 2.

Truck 1 Bond

The paperwork for the bond, in the amount of \$180,000, was presented to the board by Pinsky Law. The bond was approved by the voters in September 2023. The board approved moving ahead with the bond at its meeting in February.

RFP Form for Apparatus Maintenance and Repair Services

Attorney Longstreth presented the form *Request for Proposals/Apparatus Maintenance and Repair Services* that will be used to secure a vendor to provide those services to the district.

Fuel Tank

Commissioner Janssen reported on progress being made in creating a fueling station for district vehicles at the Fleming Town Hall property. The district's attorney is drafting a contract to be signed with the Town of Fleming. Once that is completed, E&V Energy will supply the tank and it will be installed.

Job Description for Treasurer's Position

Commissioner Corl presented a job description for a district treasurer for consideration by the board. It was drafted by Attorney Longstreth.

Upon motion made by Commissioner Corl and seconded by Commissioner Sheftic, the Treasurer Job Description presented by Commissioner Corl 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			

Engine 2 Foam System

Chief Kehoe and Deputy Chief Saxton addressed the matter of the foam system on Engine 2, which is not functioning. Estimated repair would cost about \$ 20,000. There are some questions about the wisdom of spending that amount of money to repair the foam system on a 20-year-old vehicle. Chief Saxton is looking for alternatives.

District Membership Application Form

Commissioner Corl circulated a proposed fire district membership application form my email between meetings for consideration at this meeting. It was recommended that the form be amended to include a choice block indicating preference for Fire, EMS and Fire Police. There was a sense that the physical requirements might be better addressed as part of the interview process, rather than attached to the application form itself. The district physician will need a copy of the physical requirements in order to assess the ability of members to do the work required for the position being applied for. Commissioner Corl will adjust the form, based on the discussion at this meeting, and reintroduce it at next month's meeting.

New Business**Fire District Address**

The town supervisor has raised the question of the wisdom of having the town hall as the mailing address for the fire district. Commissioners judged that they must determine district office needs and a location for such office space before changing its address. No action was taken on this matter. The district's address will remain as it is for now.

Third-Party Agreement with Bank

Commissioner Sheftic presented the board with a *Third-Party Agreement* form provided to him by the district's bank. Attorney Longstreth took the form to review before the board acts on it.

I am Responding

Chief Kehoe reported a problem with the IaR program, i.e. in getting internal communications to all members. Each fire company has its own account with IaR at this time. One possibility would be to combine the two accounts into one and then use that one for the whole district. The fire chiefs will meet to discuss this matter further.

Additional Insured

Company 1 President Kidd noted that both fire companies have been added as an Additional Insured on the district's insurance policy. He would like to have a review of the provisions of that policy to be sure it is correct.

Chief's Report**TP2**

Tanker/Pumper 2 pump problems have been repaired and it is back in service.

Rescue Tool Service

All district rescue tools will receive their regular service soon.

Responding Numbers

The number of personnel responding to alarms has dropped off a little recently. It is expected that the numbers will improve.

Tahoe

The district's Tahoe requires \$4000 to \$5000 in repairs.

RP1 Electrical Problem

Rescue/Pumper 1 has developed an electrical problem that is being looked at.

Active Member

The board needs to have a conversation about what constitutes an Active Member. The cancer policy and new OSHA requirements will force the district to be clear about this matter.

New Apparatus Committee

A district-wide New Apparatus Committee is being formed. It will include members from both fire companies and members of the Board of Fire Commissioners.

Referendum for new Rescue Pumper

The district will need to schedule a referendum for a new Rescue/Pumper. A committee is being formed so that planning may proceed.

Public Comment

Chief Saxton reported that the Recruit NY open house will take place on April 14.

Adjournment

Upon motion by Commissioner Janssen and seconded by Commissioner Young, the meeting adjourned at 9:02 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