

**TOWN OF CLAYTON FIRE DISTRICT
BOARD OF COMMISSIONERS MEETING Minutes
March 9, 2016 at 7:00 PM
Clayton Meeting Room**

Regular Meeting Called to Order: Meeting called to order at 7:00 PM by Chairman Lynn Schnauber at the Clayton Meeting Room.

Roll Call: Commissioners present: Chairman Lynn Schnauber, Vice Chair Deb Farmer, Hal Matthews, Jim Kenney, Tom Grant, Dale Harvey, Ray Lowe, Lucianne LaPierre (Sec/Treas).

Others Present: Depauville Chief Arnie Disotell, Clayton Chief Chris Barton, Ben Barton, Larry Girard, Diane Leonard, Jarod Wagoner, Jessica Davidson

Agenda Amendments: New fire station in Depauville

Approval of the minutes: Motion made by Commissioner Lowe to accept the minutes of February 10, 2016 with correction, 2nd by Commissioner Harvey. Motion carried.

Approval of abstract: Motion made by Commissioner Grant to approve payment of abstract with change to 16-03-18, 2nd by Commissioner Farmer. Motion carried.

Financial Report:

Received tax money from the Town and has been deposited to regular savings account.

Presentation by Diane Leonard of DH Leonard Consulting & Grant Writing, LLC regarding the future of grant writing in the district. Commissioner Farmer volunteered to head a committee to meet with department chiefs to write a scope document. Ask Diane for estimate on writing Port Security Grant for this year.

Motion made by Commissioner Lowe to approve Luci LaPierre signing Letter of Engagement to Stackel & Navarra CPA in the amount of \$3,900.00 for the annual audit, 2nd by Commissioner Harvey. Motion carried.

Correspondence: STAT Communication letter regarding Carbon Monoxide Detectors-does not affect our buildings

Chiefs Reports

Clayton FD: Chief Chris Barton reported on the following:

14 calls for February

Solar Energy Reading 3/1/2016 EZ Meter Total 20746

Three volunteers in FF1-Motion by Commissioner Grant to approve mileage reimbursement, 2nd by Commissioner Matthews. Motion carried.

Purchase Requests:

Pagers (14) (A5150)-Mueller Sound (14) \$6,105.00; Finger Lakes Comm (13) \$5,954.00; Wells Comm (13) \$5,999.50 Motion made by Commissioner Harvey to purchase 14 pagers from Mueller Sound for \$6,105.00 with the extra \$105.00 being split between the departments small equipment accounts (A5135a & A5135b), 2nd by Commissioner Kennney. Motion carried.

Motorola APX7500 Mobile Radio (R522)-Finger Lakes Comm (State Bid) \$4879.20-see Resolution 2016-2

Mechanics Tool Kits (2) (A5170)-Sears 311 piece w/75 tooth ratchets \$199.99 AND 263 piece set \$179.88-Total \$379.87

Depauville FD: Chief Arnie Disotell reported the following:

15 calls for February

Volunteers have received new accountability tags.

OSHA class was held. Well received by attendants.

Purchase Requisitions: None

Use of Building

Depauville:

3/16 TIRC

3/20 Chicken BBQ

4/9 Gun Safety Class

4/13 Regular Monthly meeting

4/20 TIRC

5/18 TIRC

5/21 Hamfest (TIRC)

6/8 Regular Monthly Meeting

6/11 Wedding Reception

7/23 Wedding

Clayton:

3/16 Hockey Banquet

5/14 Bridal Shower

Motion made by Commissioner Grant to approve use of buildings, 2nd by Commissioner Kenney. Motion carried.

Old Business

1. Grants-Ben Barton-SAFER Grant
2. Clayton Rescue Truck-Old 14-6-1 sold to a fire department in Texas for \$27,000.00 on March 3, 2016.
3. Clayton Rescue Truck-New 14-6-1 will arrive March 16, 2016
4. Records Retention Policy-Luci LaPierre-Motion made by Commissioner Grant to adopt Resolution 2016-1, 2nd by Commissioner Farmer. Motion carried by unanimous roll call vote.
5. Strut Bid (opening)-Lynn Schnauber-Jerome Fire Equip \$16,242.00-tabled
6. Legal Counsel-Lynn Schnauber-Atty Cheryl Kraus from Albany ant \$130/hour. Has the experience & credentials that can be of benefit to us. Motion made by Commissioner Harvey to approve use of Cheryl Kraus as district attorney for 2016, 2nd by Commissioner Farmer. Motion carried.

New Business

1. Clayton Building-roof seams are leaking. Commissioner Harvey to contact Butler regarding warranty and repairs.
2. Depauville Fire Station-met with Mike Aubertine regarding new building. Approximately \$800,000.00 for project.

Motion made by Commissioner Grant to move to executive session @ 8:14 pm to discuss a personnel issue, 2nd by Commissioner Farmer. Motion made by Commissioner Farmer to come out of executive session @ 8:19 pm, 2nd by Commissioner Lowe. Motion carried.

Public Comment: Larry Girard-definition of a commercial building regarding carbon monoxide detector. Suggests further research for our buildings.

Other Business: Dale Harvey-door sweeps for Clayton building.

Ben Barton, Lynn Schnauber, Scott Wormuth, & Mike Bennett heading to Ohio on Sunday for inspection of new 14-6-1

Ben Barton-Waiting on approved computer purchase last month due to a possible change in the way the department will access fire programs. Suggests investigating into a web based version of reporting software & inventory software. (Agenda for next meeting)

Ben Barton-Utility Truck-Clayton would like a number to work with. Dept would entertain selling the little rescue to raise money towards a larger pick up (1 ton) with a utility body. Discussion regarding new vs used and use of the existing trucks. Ray Lowe would like to see the little rescue used for fire police. Dale Harvey agrees a department truck should be used to haul airboat. Total amount suggested by board is \$45,000 to start with.

Adjourn-Motion made by Commissioner Lowe to adjourn at 8:55 pm, 2nd by Commissioner Grant. Motion carried.

**RESOLUTION 2016-1
OF
THE TOWN OF CLAYTON JOINT FIRE DISTRICT**

RESOLVED, by the Board of Fire Commissioners of the Town of Clayton Fire District that Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts & Cultural Law and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A;

- a) Only those records will be disposed of that are described in Records, Retention and Disposition Schedule MU-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

All district personnel will comply with this policy in determining when to retain or discard a record and the District Secretary as records officer shall be responsible to carry out this policy.

The foregoing resolution was duly put to a vote and on roll call the vote was as follows:

Lynn Schnauber	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Deb Farmer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Dale Harvey	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Hal Matthews	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
James Kenney	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Thomas Grant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Raymond Lowe	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The resolution was thereupon declared duly adopted.

Dated: March 9, 2016
Attest: Lucianne LaPierre, Secretary
Town of Clayton Fire District
Clayton, New York

**RESOLUTION 2016-2
OF THE BOARD OF FIRE COMMISSIONERS
OF THE TOWN OF CLAYTON FIRE DISTRICT**

At a duly called special meeting of the Town of Clayton Joint Fire District, Town of Clayton, Jefferson County, New York, held at the Clayton Meeting Room, Clayton, New York, on the 9th day of March, 2016, at 7:00 PM.

The meeting was called to order by Chairman Lynn Schnauber and upon roll being called, the following Commissioners were Present: Lynn Schnauber, Deb Farmer, Dale Harvey, Hal Matthews, James Kenney, Thomas Grant, and Raymond Lowe.

The following resolution was offered by Commissioner Farmer, who moved its adoption, 2nd by Commissioner Harvey, to wit:

Whereas The Fire District Commissioners and the Clayton Volunteer Fire Department agree that the currently-in-service radio is about to become obsolete and

NOW, THEREFORE, BE IT RESOLVED that the Fire District authorizes the expenditure of up to Four thousand eight hundred seventy nine dollars and twenty cents (\$4879.20) from the Fire District's "Type" reserve fund to purchase Motorola APX 7500 radio, and

BE IT FURTHER RESOLVED, This resolution shall be published in its entirety in the official newspaper within (10) ten days of adopting the resolution and to ensure public transparency post the resolution in the Thousand Islands Sun and on the Town of Clayton Web Site for a period of thirty (30) days, and

BE IT FURTHER RESOLVED, that this resolution is subject to a permissive referendum. The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Lynn Schnauber	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Deb Farmer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Dale Harvey	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Hal Matthews	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
James Kenney	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Thomas Grant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Raymond Lowe	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Dated: March 9, 2016

Certification

I, Lucianne LaPierre Secretary/Treasurer of the Town of Clayton Joint Fire District, do hereby certify that the above resolution was adopted at a special meeting of the Joint Fire District of the Town of Clayton held on March 9, 2016 and it's on file and of record, and that said resolution has not been altered, amended or revoked and is in full force and effect.

Lucianne LaPierre, Secretary/Treasurer