

**TOWN OF CLAYTON FIRE DISTRICT
ANNUAL ORGANIZATIONAL MEETING MINUTES
JANUARY 11, 2017**

- I. Call Meeting to Order-Pledge of Allegiance**-Luci Lapierre, Sec/Treas called meeting called to order at 7:00 at the Clayton Meeting Room.
- II. Commissioners Present:** Jim Kenney, Deb Farmer, Lynn Schnauber, Ray Lowe, Dale Harvey, Justin Taylor, Benjamin Barton, Lucianne LaPierre (Secretary/Treasurer).
Other Present: Clayton Ass't Chief Josh Reome, Depauville Ass't Chief Kevin Warren, Bill Evans, Sam Thesier, Curtis Harvey, Jared Wagoner
- III. District Structure for 2017**
- A. Nomination and Election of Chairperson-
Motion made by Commissioner Farmer to nominate Commissioner Schnauber as chairperson. 2nd by Commissioner Kenney. Motion carried.
Secretary to cast one ballot for the election of Commissioner Schnauber as chairperson. Meeting assumed by Chairperson Schnauber.
- B. Nomination and Election of Vice Chairperson
Motion made by Commissioner Kenney to nominate Commissioner Farmer as vice chairperson. 2nd by Commissioner Barton. Motion carried.
Secretary to cast one ballot for the election of Commissioner Farmer as vice chairperson.
- C. Selection of Commissioners for Leadership of Specific Functions of the District
1. Insurance-Commissioner Taylor
 2. Reserves-Commissioner Barton
 3. Department/Building & Equipment Representatives
 - a. Clayton-Commissioner Lowe
 - b. Depauville- Commissioner Schnauber
- A structural leadership chart will be developed for the February meeting.
- D. Secretary/Treasurer
1. Selection and Compensation-Motion made by Commissioner Lowe to retain Luci LaPierre at budgeted amount of \$6,000.00, 2nd by Commissioner Barton. Motion carried.
- E. Designation of:
1. Official Newspaper-TI Sun, WDT
 2. Depository of Funds-Community Bank, Watertown Savings Bank, Key Bank
 3. Attorney Representation-TBD
 4. District Spokesperson for the Press-Commissioner Schnauber
 5. Location and Times for the 2017 meetings-read aloud
 6. Location for posting general announcements and meeting changes-district website, TI Sun, town bulletin board
- F. Review of the District Mission Statement Adopted November 13, 1995:
"To provide quality emergency services to all citizens in the most cost effective manner; to facilitate relationship between the fire departments, governments, and citizens; to develop a long range plan to ensure that quality equipment and services will continue to be available."
- IV. Approval of the Minutes of December 15, 2016**-Motion made by Commissioner Harvey to accept the minutes with typo correction, 2nd by Commissioner Kenney. Motion carried.
- V. Approval of Abstract**- Motion made by Commissioner Harvey to accept the abstract with changes & additions, 2nd by Commissioner Taylor. Motion carried.

VI. Financial Report-Treasurer

- A. Monthly Financial Update & Reports for December 2016
- B. Budget Transfers-Motion made by Commissioner Harvey to make recommended transfers, 2nd by Commissioner Taylor. Motion carried
- C. Any other financial business to be discussed-none

VII. Correspondence-St. Lawrence Restoration did not charge for the fall haul & block.

A thank you will be sent.

VIII. Chief's Reports

- A. Clayton FD: Ass't Chief Reome reported on the following:
 - 17 calls for December
 - 199 total calls for 2016
 - Solar Energy Readings-Read January 2, 2017- EZ Meter Total (49914).
 - Purchase Requests: None
 - Quote presented from Jerome for annual Air Compressor Maintenance.
 - Budgeted maintenance item not needing approval.
- B. Depauville FD: Ass't Chief Warren reported the following:
 - 14 calls for December
 - 166 total calls for 2016
 - Purchase Requisitions: None
 - Banquet will be held January 21, 2017.
 - New Fire Station-Motion made by Commissioner Barton to put out an RFP for a structural engineer to complete an analysis of the current station, 2nd by Commissioner Lowe. Motion carried.
 - Commissioners Harvey & Barton to sit on the committee.

IX. Use of Building-

- A. Clayton-3/25 baby shower, 4/8 US Coast Guard Aux for boater safety course
Motion made by Commissioner Harvey to accept use of Clayton building, 2nd by Commissioner Kenney. Motion carried.
- B. Depauville-1/14 birthday party
Motion made by Commissioner Harvey to accept use of Depauville building, 2nd by Commissioner Kenney. Motion carried.

X. Old Business

- A. Grants-Ben Barton-Radio Grant-we will be purchasing our radios on the county contract, supplier will be Motorola. Airpack Grant-should hear something near the end of Feb/first part of March
- B. Sale of Old Airboat-Chris Barton-Commissioner Taylor will get a description & a valuation of the unit. If the value is over \$10,000, a resolution will be needed to declare it surplus.
- C. Ladder Truck Update-Lynn Schnauber/Justin Taylor-Repaired and ready to come back. Commissioner Taylor recommends traveling to Fire Line for pick up, review repairs and operation before it leaves the shop. Commissioner Taylor and up to 3 other members will need to go.
Motion made by Commissioner Barton to approve travel to Fire Line in PA for fuel, mileage & hotel room(s) for one night, 2nd by Commissioner Harvey.
Motion carried.
- D. Fire Programs Software-Ben Barton along with Curtis Harvey, much research has been done into web based systems available. Red NMX-Alpine Software

total system cost is \$15,760.00 broken down as an annual subscription \$3152.00 for 5 years plus annual support cost is \$1827.00.

Motion made by Commissioner Barton to put out an RFP for a web based software to perform under the needs of the departments, 2nd by Commissioner Harvey. Motion carried.

- E. Phone/Internet Pricing-Ben Barton-Current internet at Clayton station is with Verizon & often slow & unreliable. Motion made by Commissioner Barton to accept Westelcom's proposal for phone/internet service at a cost of \$161.80 per month for better service than currently receiving, 2nd by Commissioner Harvey. Motion carried.

XI. New Business

- A. Station Contracts-Contracts have been received signed by both departments. Motion made by Commissioner Farmer to have Commissioner Schnauber sign contracts, 2nd by Commissioner Barton. Motion carried.
- B. 2016 IRS Mileage Rate-53.5 cents per mile
- C. Code of Ethics-sent in board packets-signed & received by all commissioners
- D. Department Inventory-Received Clayton's. Depauville is working on theirs.
- E. Department Reports-Commissioner Taylor has suggested a guideline of reporting each month by the department chiefs to include training, response data, computer software utilization, interdepartmental organization or communications, fixed assets, grant opportunities, budget issues & concerns.
- F. Station Security-Commissioner Lowe would like to see some better security put into place in the coming year.
- G. Clayton ISO Evaluation-February 23, 2017
- H. Depauville ISO Evaluation-February 24, 2017
- I. Air Lift Bags-Ben Barton- Motion made by Commissioner Barton to purchase air bags at a cost of \$4252.00, control package at a cost of \$5269.00 for a total cost \$9521.00 from the Type Reserve Fund as a replacement of equipment and to declare standardization on Paratech Air Lift and Stabilization equipment, 2nd by Commissioner Harvey.
- J. Pick up truck-Ben Barton-Motion made by Commissioner Harvey to give Ben Barton permission to post specs for a 4-door pickup with OGS with results to be returned by February 8, 2017, 2nd by Commissioner Kenney. Motion carried.

XII. Public Comment-none.

XIII. Other Business- none.

XIV. Adjourn-Motion by Commissioner Harvey to adjourn at 8:36 pm, 2nd by Commissioner Farmer. Motion carried.