

**TOWN OF CLAYTON FIRE DISTRICT
ANNUAL ORGANIZATIONAL MEETING MINUTES
JANUARY 10, 2018**

- I. Call Meeting to Order-Pledge of Allegiance**-Luci Lapierre, Sec/Treas called meeting called to order at 7:04 at the Clayton Meeting Room.
- II. Commissioners Present:** Deb Farmer, Ray Lowe, Dale Harvey, Justin Taylor, Benjamin Barton, Lucianne LaPierre (Secretary/Treasurer).
Other Present: Clayton Ass't Chief Josh Reome, Depauville Chief Steve Ainsworth, Depauville Ass't Chief Mark Daye, Sam Theiser, Larry Girard
- III. District Structure for 2018**
- A. Nomination and Election of Chairperson-
Motion made by Commissioner Farmer to nominate Commissioner Lowe as chairperson. 2nd by Commissioner Taylor. Motion carried.
Secretary to cast one ballot for the election of Commissioner Lowe as chairperson.
Meeting assumed by Chairperson Lowe.
- B. Nomination and Election of Vice Chairperson
Motion made by Commissioner Harvey 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 Harvey
 - b. Depauville- Commissioner Farmer
- D. Secretary/Treasurer
1. Selection and Compensation-Retain Luci LaPierre at budgeted amount of \$6,000.00
- E. Designation of:
1. Official Newspaper-TI Sun, WDT
 2. Depository of Funds-Community Bank, Watertown Savings Bank, Key Bank
 3. Attorney Representation-Joe Russell
 4. District Spokesperson for the Press-Commissioner Lowe
 5. Location and Times for the 2018 meetings-Included in board packet
 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 14, 2017**-Motion made by Commissioner Taylor to accept the minutes with correction, 2nd by Commissioner Barton. Motion carried.
- V. Approval of Abstract**- Motion made by Commissioner Farmer to accept the abstract with changes & additions, 2nd by Commissioner Harvey. Motion carried.

VI. Financial Report-Treasurer

- A. Monthly Financial Update & Reports for December 2017
- B. Budget Transfers-Motion made by Commissioner Harvey to make recommended transfers and changes as discussed (use 2017 Airpack Replacement money to balance the budget), 2nd by Commissioner Taylor. Motion carried
- C. Any other financial business to be discussed-none

VII. Correspondence-Received notice from Waste Management that we must recycle. Dumpster will not be picked up if recycle material is found in dumpster. Commissioner Harvey gave the options of recycle totes/fees. Luci will look for signed contract. Dale will call Waste Management for confirmation on pricing. A decision will be made in at February meeting.

VIII. Chief's Reports

- A. Clayton FD: Ass't Chief Reome reported on the following:
 - 21 calls for December
 - 254 total calls for 2017
 - Solar Energy Readings-Read January 1, 2018- EZ Meter Total (78353).
 - Purchase Requests:
 - 1. Three Survival Suits (A5135a) Landfall \$2085.00, Fire Store \$2237.77, Darley \$3344.85. Motion made by Commissioner Harvey to approve the purchase from Landfall, 2nd by Commissioner Farmer. Motion approved.
- B. Depauville FD: Ass't Chief Warren reported the following:
 - 6 calls for December
 - 118 total calls for 2017
 - Purchase Requisitions: None
 - Banquet will be held January 13, 2018.
 - Chief and two assistants to go to National Academy in Emmetsburg, MD.
 - Motion made by Commissioner Taylor for approval of the chief and assistants go to training and district provide a district vehicle for travel, 2nd by Commissioner Harvey. Motion carried.

IX. Use of Building

- A. Clayton-2/9-Blood Drive, 3/10-Birthday Party, 4/6-Blood Drive
 - B. Depauville-no new changes
- Motion made by Commissioner Barton to accept use of both buildings, 2nd by Commissioner Farmer. Motion carried.

X. Old Business

- A. Grants-Ben Barton-nothing to report
- B. Depauville Fire Station-Station Evaluation-Larry Girard has a 2nd proposal in hand. Meeting at Tuesday, January 16 at 7:00 pm at the Depauville station to see how to proceed with initial interviews.
- C. Department Training & Record Keeping-Taylor-System is beginning to be utilized. Bulletin boards are not working properly but a fix is in the works.
- D. Driver Training Policy-Implementation and Compliance by Departments-nothing new to report
- E. Status of 16-5-1-in progress

XI. New Business

- A. Station Contracts-Contracts have been received signed by Depauville department. Motion made by Commissioner Farmer to have Commissioner Lowe sign contracts, 2nd by Commissioner Barton. Motion carried.
- B. 2018 IRS Mileage Rate-54.5 cents per mile
- C. Code of Ethics-sent in board packets-some have been signed & received back by commissioners
- D. Department Inventory-reminded departments to provide inventories
- E. Microsoft Office 365-Commissioner Barton briefed the board on the basics and will continue to find more information for multiple PC's.
- F. Snowmobiles are making stud marks on new pavement
- G. Station cleanings-Depauville has had theirs done recently. Clayton will check into pricing. Suggested to have floors done 2x per year (1 stripping and rewaxing, other maintenance cleaning and waxing). Commissioner Harvey will take the lead for both departments.
- H. Airpacks-10 air packs have been ordered and will be delivered in two weeks. (See Resolution 2018-1 attached)
- I. Surplus-Motion made by Commissioner Barton to declare surplus 20 MSA Firehawk 2200psi SCBA, 2nd by Commissioner Taylor. Motion carried.
- J. Purchase Request-Motion made by Commissioner Barton pending permissive referendum to approve the purchase of 10 MSA G1 SCBA air packs, 2nd Commissioner Bearup. In favor-Doyle, Bearup, Barton, Harvey, Taylor, Farmer. Opposed-Taylor. Motion carried.

XII. Public Comment-Welcome to new commissioners and thank you to Lynn Schnauber for his service.

XIII. Other Business- none.

XIV. Adjourn-Motion by Commissioner Harvey to adjourn at 8:35 pm, 2nd by Commissioner Farmer. Motion carried.