

**TOWN OF CLAYTON FIRE DISTRICT  
BOARD OF COMMISSIONERS MEETING Minutes  
December 14, 2017 at 7:00 PM  
Depauville Social Hall**

**Meeting called to order by Commissioner Schnauber at 7:00 pm.**

**Roll Call:** Commissioners present: Chairman Lynn Schnauber, Dale Harvey, Raymond Lowe, Deb Farmer, Justin Taylor, Ben Barton, Jim Kenney, Lucianne LaPierre (Sec/Treas).

Others Present: Clayton Chief Chris Barton, Clayton Asst Chief Josh Reome, Depauville Chief Steve Ainsworth, Depauville Ass't Chief Kevin Warren, Larry Girard, Carlton Yandow, Scott Johnson, Dan Lowe, Franny Bearup, Jarod Waggoner

**Agenda Amendments:** January meeting date, pump sale, station heat, policy maintenance storage, physicals, tires and mirrors

**Approval of the minutes:** Motion made by Commissioner Taylor to accept the minutes of November 8, 2017 as corrected, 2<sup>nd</sup> by Commissioner Kenney. Motion carried.

**Approval of abstract:** Motion made by Commissioner Kenney to approve payment of abstract with changes, 2<sup>nd</sup> by Commissioner Harvey. Motion carried.

**Financial Report:** Provided in board packets. Received check from insurance company for 16-5-1-\$6,806.83. Luci to make adjustments to indebtedness on bank account report per Commissioner Taylor's suggestions

**Correspondence:** Fall invoice from St Lawrence Restoration-No charge. Luci to send thank you letter.

Motion made by Commissioner Lowe to go into executive session at 7:08 PM.

Motion made by Commissioner Harvey, 2<sup>nd</sup> by Commissioner Kenney to come out of executive session at 7:23

Commissioner Lowe: What is the district's role in approving the department officers regarding training, etc? NYS has a best practices guide in place that commissioners will review and adopt for current and future officers.

**Chiefs Reports**

Clayton FD: Chief Chris Barton reported on the following:

18 calls for November

Solar Energy Reading: 12/14/17 EZ Meter Total 78184

Sunday training drills are postponed until January 2018

New MSA airpicks will be arriving soon. Training and fit tests will begin as they arrive.

Tanker will go to be fixed Monday

Department Elections:

- Line Officers-Chief-Chris Barton, 1<sup>st</sup> Ass't-Josh Reome, 2<sup>nd</sup> Ass't-Scott Johnson
- Administrative-Pres-Michael Doyle, VP-Curtis Harvey, Treas-Dale Kenyon, Sec-Carol Kemp

Motion made by Commissioner Barton to accept results of elections, 2<sup>nd</sup> by Commissioner Taylor. Motion carried.

Purchase Requests:

1. Turnout Gear-Boots (A5136a)- 4 pair-Jerome (single source) \$1,518.00. Motion made by Commissioner Taylor to purchase boots from Jerome, 2<sup>nd</sup> by Commissioner Barton. Motion carried

Depauville FD: Chief Steve Ainsworth reported the following:

10 calls for November

Department Elections:

- Line Officers-Chief-Steve Ainsworth, 1<sup>st</sup> Ass't-Kevin Warren, 2<sup>nd</sup> Ass't-Mark Daye, Engineer Foreman-Ray Robinson
- Administrative-Pres-Jeff Dickey, VP-Larry Girard, Treas-Deb Farmer, Sec-TBD

Motion made by Commissioner Harvey to accept results of elections, 2<sup>nd</sup> by Commissioner Barton. Motion carried.

Purchase Requests: None

**Use of Building:**

Clayton: List submitted to the board

Depauville: List submitted to the board

Motion made by Commissioner Lowe to approve use of buildings, 2<sup>nd</sup> by Commissioner Harvey. Motion carried.

**Old Business**

- A. Grants-Ben Barton-AFG opened 12/13/17
- B. Depauville Fire Station-Station Evaluation-nothing to report
- C. Department Training & Record Keeping-Taylor-Motion made by Commissioner Schnauber to have Justin Taylor over see the training on the new system, 2<sup>nd</sup> by Commissioner Farmer. Motion carried. Justin has set up administrators within the departments & designated officers/members to certain roles and explained his reasoning behind his system of organization.  
Justin went to a FEMA meeting and learned that departments can be reimbursed for volunteers that filled sand bags at the rate of a municipal firefighter.  
Motion made by Commissioner Lowe have district apply for reimbursement from FEMA and appoint Justin as POC, 2<sup>nd</sup> by Commissioner Barton. Motion carried.
- D. Elections-December 12, 2017-Franny Bearup (24 votes) 5 year term, Michael Doyle (21 votes) 3 year term, James Kenney (20 votes), Shawn Hutcheon (1 vote), Chris Barton (1 vote). Commissioners thanked Commissioners Kenney and Schnauber for their service.
- E. Driver Training Policy-Implementation and Compliance by Departments-Clayton training has been focused on ladder truck. Truck inspections are due.
- F. Fire Department Management & Software Implementation and Utilization-see C
- G. Status of 16-5-1-parts are in and painted.
- H. Sale of Skid Pump-Only offer received was from Watertown Concrete at \$2000.00. Motion made by Commissioner Harvey to accept offer, 2<sup>nd</sup> by Commissioner Barton. Motion carried.
- I. Tires and Mirrors-Commissioner Barton will get information to Luci for advertisement.

**New Business:**

- A. Village of Clayton Easement-Motion made by Commissioner Taylor to have Luci sign easement in front of notary, 2<sup>nd</sup> by Commissioner Harvey. Motion carried.
- B. Town of Clayton Property Description Bldg 1-1-Commissioner Taylor to review with town assessor
- C. Town of Clayton Property Description Bldg 1-2- Commissioner Taylor to review with town assessor
- D. January Annual Organizational Meeting-January 10, 2018 @ Clayton Meeting Room
- E. Station Heat-Commissioner Taylor would like to set a standard of what station heat should be set at for both departments. Clayton-65, Depauville-65
- F. Policy Maintenance Storage-Commissioner Taylor suggests we have adopted policies on website as well as in print.
- G. Physicals-Commissioner Taylor discussed new member physicals and who is getting notification of physicals completed and reporting to the board of commissioners.
- H. Labels-Ben Barton will be ordering more labels for radios, pagers and SCBA and it will exceed \$500.00

**Public Comment:** None

**Other Business:** Larry Girard-When new radios come online, old radios can be converted to HAM band and mentioned possible donation of old radios.

**Adjourn-**Motion made by Commissioner Harvey to adjourn at 8:04, 2<sup>nd</sup> by Commissioner Kenney. Motion carried.

Respectfully submitted,  
Lucianne LaPierre