

**TOWN OF CLAYTON FIRE DISTRICT
BOARD OF COMMISSIONERS MEETING Minutes
February 13, 2018 at 7:00 PM
Depauville Social Hall**

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

Roll Call: Commissioners present: Chairman Raymond Lowe, Dale Harvey, Justin Taylor, Francis Bearup, Michael Doyle, Lucianne LaPierre (Sec/Treas). Absent: Deb Farmer, Franny Bearup. Appointed at meeting: Commissioner Kenney

Others Present: Clayton Chief Chris Barton, Clayton Ass't Chief Scott Johnson, Larry Girard, James Kenney

Agenda Amendments: Titling of equipment & insurance, physicals, AFG & FEMA grant, Commissioner Appointment

Approval of the minutes: Motion made by Commissioner Taylor to accept the minutes of January 10, 2018, 2nd by Commissioner Doyle. Motion carried.

Approval of abstract: Motion made by Commissioner Taylor to approve payment of abstract with additions, 2nd by Commissioner Doyle. Motion carried.
Commissioner Taylor had a question regarding the radios and their installation.

Financial Report: Provided in board packets.

Correspondence: none

Chiefs Reports

Clayton FD: Chief Chris Barton reported on the following:

22 calls for January

Solar Energy Reading: 2/1/2018 EZ Meter Total 79209

Purchase Requests: none

Sunday trainings are being conducted

Depauville FD: Larry Girard, Pres, reported the following:

16 calls for January

Purchase Requests: None

OSHA class was held

Motion made by Commissioner Harvey to reinstate Jessica Davidson & Anthony Carnegie, 2nd by Commissioner Doyle. Motion carried.

Use of Building:

Clayton: 4/7-Coast Guard Auxiliary

Depauville: List submitted to the board

Motion made by Commissioner Harvey to approve use of buildings, 2nd by Commissioner Doyle. Motion carried.

Old Business

- A. Grants-nothing to report
- B. Depauville Fire Station-Station Evaluation-Larry Girard-met with both vendors last night. Stantec does not help with funding or voter approval, where as Hueber Breuer does. Hueber Breuer has extensive grant experience. Hueber Breuer charges \$34,000 payable in six (6) installments plus grant work, Stantec is \$15,800 payable upon signing. District to draft a letter to both companies to let them know the district's position at this point.
- C. Department Training & Record Keeping/Management & Software Implementation-Taylor-Working diligently on it. Both departments are moving along nicely.
- D. Status of 16-5-1-all parts are in and waiting for the opportunity to get it to Northern Fire for completion

- E. Sale of Tires & Mirrors-Ray Lowe-Motion made by Commissioner Taylor to sell tires to Steve Dorr Jr for \$500.00, 2nd by Commissioner Harvey. Motion carried. Advertise mirrors on Craig's List.
- F. Clayton Station Contract-tabled
- G. Department Inventory (digital copy)-Luci LaPierre-Received Clayton's. Larry Girard will send Depauville's
- H. Microsoft Office 365-tabled
- I. Airpacks (Resolution 2018-1)-Packs are in, bottles are on back order but will be in this week
- J. Recycle Dumpsters for both stations-Tabled to get more quotes
- K. Secreatry/Treasurer-Motion made by Commissioner Harvey to appoint Luci Lapierre as Secretary Treasurer for 2018 with an annual compensation of \$6000, 2nd by Commissioner Kenney. Motion carried.

New Business:

- A. Station Emergency Repair-Truck Bay Doors-Dale Harvey gave report. Cost will be \$3339.00
- B. Future Maintenance for Truck Bay Doors for both stations-Dale Harvey reported on the quote from Overhead Door Company. Motion made by Commissioner Kenney to sign the quote from Overhead Door Company for PM, 2nd by Commissioner Taylor. Motion carried.
- C. Resignation of F. Benjamin Barton-read by Commissioner Lowe. Motion regretfully made by Commissioner Harvey to accept resignation, 2nd by Commissioner Taylor. Motion made by Commissioner Taylor to appoint James Kenney to complete the 2018 year for F. Benjamin Barton, 2nd by Commissioner Harvey. Motion carried.
- D. Purchases-Luci Lapierre-A reminder to anyone going to local vendors to note the expense line in the budget.
- E. Annual Audit-Luci LaPierre-Motion made by Commissioner Harvey to sign Stackel & Navarra CPA engagement letter for annual audit not to exceed \$4600.00, 2nd by Commissioner Taylor. Motion carried
- F. Station Maintenance-Quote from Peter Davis to wax floors in Clayton. Board needs clarification on the scope of the work.
- G. Titling of Vehicles-Justin Taylor-All vehicle information will be including copies of titles and registrations.
- H. Insurance Policy-Justin Taylor will meet with Alan Sherman Thursday to review policy. Antique equipment for departments will be reviewed.
- I. Building Kitchens-Discussion on if district or department is responsible for the kitchens. Tabled until next meeting
- J. Grant copies-Justin Taylor-Commissioner Lowe will ask Ben supply to all commissioners and Secretary with copies of past grants. Commissioner Taylor will take the responsibility of replacement fund review.
- K. Station Heating-Commissioner Taylor would like Hyde Stone to meet with him on some issues at the Clayton station.
- L. Station Cleaning-Dale Harvey-Judy George submitted a proposal. Mike Doyle has six people committed to cleaning (except main floors).
- M. Cancer Bill-Motion made by Commissioner Taylor to authorize the departments to release the member information requested to FASNY, 2nd by Commissioner Harvey. Motion carried.

Public Comment: None

Other Business: None

Adjourn-Motion made by Commissioner Taylor to adjourn at 8:40, 2nd by Commissioner Kenney. Motion carried.

Respectfully submitted,
Lucianne LaPierre